

**LINKING AGREEMENT  
BETWEEN  
THE CITY OF GLENDALE, ARIZONA  
AND  
HAZEN AND SAYWER P.C.**

THIS LINKING AGREEMENT (this “Agreement”) is entered into as of this \_\_\_\_\_ day of \_\_\_\_\_, 2023, between the City of Glendale, an Arizona municipal corporation (the “City”), and Hazen and Sawyer, P.C., a(n) New York Professional Corporation authorized to do business in Arizona (“Contractor”), collectively, the “Parties.”

**RECITALS**

- A. On September 26, 2022 under S.A.V.E Cooperative Purchasing Agreement, the City of Chandler entered into a contract with Contractor to purchase the goods and services described in the Lead Service Line Identification Agreement No. PW2-926-4518 (“Cooperative Purchasing Agreement”), which is attached hereto as Exhibit A. The Cooperative Purchasing Agreement permits its cooperative use by other governmental agencies including the City.
- B. Section 2-149 of the City’s Procurement Code permits the Materials Manager to procure goods and services by participating with other governmental units in cooperative purchasing agreements when the best interests of the City would be served.
- C. Section 2-149 also provides that the Materials Manager may enter into such cooperative agreements without meeting the formal or informal solicitation and bid requirements of Glendale City Code Sections 2-145 and 2-146.
- D. The City desires to contract with Contractor for supplies or services identical, or nearly identical, to the supplies or services Contractor is providing other units of government under the Cooperative Purchasing Agreement. Contractor consents to the City’s utilization of the Cooperative Purchasing Agreement as the basis of this Agreement, and Contractor desires to enter into this Agreement to provide the supplies and services set forth in this Agreement.

**AGREEMENT**

NOW, THEREFORE, in consideration of the foregoing recitals, which are incorporated by reference, and the covenants and promises contained in this Linking Agreement, the parties agree as follows:

- 1. Term of Agreement. The City is purchasing supplies and/or services from Contractor pursuant to the Cooperative Purchasing Agreement. According to the Cooperative Purchasing Agreement, purchases can be made by governmental entities from the date of award, which was September 26, 2022, until the date the contract expires on October 17, 2023. The initial period of this Agreement, therefore, is the period from the Effective Date of this Agreement until October 17, 2023. There is no renewal period for this Agreement.

2. Scope of Work; Terms, Conditions, and Specifications.
  - A. Contractor shall provide City the supplies and/or services identified in the Scope of Work attached as Exhibit B.
  - B. Contractor agrees to comply with all the terms, conditions and specifications of the Cooperative Purchasing Agreement. Such terms, conditions and specifications are specifically incorporated into and are an enforceable part of this Agreement.
3. Compensation.
  - A. City shall pay Contractor compensation at the same rate and on the same schedule as provided in the Cooperative Purchasing Agreement, which is attached hereto as Exhibit C.
  - B. The total purchase price for the supplies and/or services purchased under this Agreement shall not exceed One hundred and eighty three thousand dollars (\$183,000) for the entire term of the Agreement (initial term plus any renewals).
4. Cancellation. This Agreement may be cancelled pursuant to A.R.S. § 38-511.
5. Non-discrimination. Contractor must not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity or expression, genetic characteristics, familial status, U.S. military veteran status or any disability. Contractor will require any Sub-contractor to be bound to the same requirements as stated within this section. Contractor, and on behalf of any subcontractors, warrants compliance with this section.
6. Insurance Certificate. A certificate of insurance applying to this Agreement must be provided to the City prior to the Effective Date.
7. E-verify. Contractor complies with A.R.S. § 23-214 and agrees to comply with the requirements of A.R.S. § 41-4401.
8. No Boycott of Israel. To the extent A.R.S § 35-393 through § 35-393.03 are applicable, the parties hereby certify that they are not currently engaged in, and agree for the duration of the Agreement to not engage in, a boycott of goods or services from Israel, as that term is defined in A.R.S § 35-393.
9. Attestation of PCI Compliance. When applicable, the Contractor will provide the City annually with a Payment Card Industry Data Security Standard (PCI DSS) attestation of compliance certificate signed by an officer of Contractor with oversight responsibility.
10. Notices. Any notices that must be provided under this Agreement shall be sent to the Parties' respective authorized representatives at the address listed below:

City of Glendale  
c/o Julie Ossege  
7070 W. Northern Ave.  
Glendale, AZ 85303  
And

Hazen & Sawyer, P.C.  
c/o Curt Courter  
1400 E. Southern Ave. Ste. 340  
Tempe AZ 85282

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year set forth above.

“City”

“Contractor”

City of Glendale, an Arizona  
municipal corporation

Hazen and Sawyer, P.C.,  
a New York Professional Corporation

By: \_\_\_\_\_  
Kevin R. Phelps  
City Manager

By: Curtis D. Courter  
Name: Curt Courter  
Title: Associate Vice President

ATTEST:

\_\_\_\_\_  
Julie K. Bower (SEAL)  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Michael D. Bailey  
City Attorney

**LINKING AGREEMENT  
BETWEEN  
THE CITY OF GLENDALE, ARIZONA  
AND  
HAZEN AND SAWYER, P.C.**

**EXHIBIT A**

(Lead Service Line Identification, City of Chandler Agreement No. PW2-926-4518)



City Clerk Document No. A-2022-1347

City Council Meeting Date: September 22, 2022

**CITY OF CHANDLER SERVICES AGREEMENT  
LEAD SERVICE LINE IDENTIFICATION  
CITY OF CHANDLER AGREEMENT NO. PW2-926-4518**

THIS AGREEMENT (Agreement) is made and entered into by and between the City of Chandler, an Arizona municipal corporation (City), and Hazen and Sawyer, a New York Corporation (Contractor), (City and Contractor may individually be referred to as Party and collectively referred to as Parties) and made September 26, 2022\_(Effective Date).

**RECITALS**

- A. City proposes to provide lead service line identification consulting services as more fully described in Exhibit A, which is attached to and made a part of this Agreement by this reference.
- B. Contractor is ready, willing, and able to provide the services described in Exhibit A for the compensation and fees set forth and as described in Exhibit B, which is attached to and made a part of this Agreement by this reference.
- C. City desires to contract with the Contractor to provide these services under the terms and conditions set forth in this Agreement.

**AGREEMENT**

**NOW, THEREFORE**, in consideration of the premises and the mutual promises contained in this Agreement, City and Contractor agree as follows:

**SECTION I: DEFINITIONS**

For purposes of this Agreement, the following definitions apply:

**Agreement** means the legal agreement executed between the City and the Contractor

**City** means the City of Chandler, Arizona

**Contractor** means the individual, partnership, or corporation named in the Agreement

**Days** means calendar days

**May, Should** means something that is not mandatory but permissible

**Shall, Will, Must** means a mandatory requirement

## **SECTION II: CONTRACTOR'S SERVICES**

Contractor must perform the services described in Exhibit A to the City's satisfaction within the terms and conditions of this Agreement and within the care and skill that a person who provides similar services in Chandler, Arizona exercises under similar conditions. All work or services furnished by Contractor under this Agreement must be performed in a skilled and workmanlike manner. Unless authorized by the City in writing, all fixtures, furnishings, and equipment furnished by Contractor as part of the work or services under this Agreement must be new, or the latest model, and of the most suitable grade and quality for the intended purpose of the work or service.

## **SECTION III: PERIOD OF SERVICE**

Contractor must perform the services described in Exhibit A for the term of this Agreement.

Following execution of this Agreement by City, the Contractor will immediately commence work and will complete all services described within 365 days from the date the Contractor is notified to proceed.

## **SECTION IV: PAYMENT OF COMPENSATION AND FEES**

Unless amended in writing by the Parties, Contractor's compensation and fees as more fully described in Exhibit B for performance of the services approved and accepted by the City under this Agreement must not exceed \$150,000. Contractor must submit requests for payment for services approved and accepted during the previous billing period and must include, as applicable, detailed invoices and receipts, a narrative description of the tasks accomplished during the billing period, a list of any deliverables submitted, and any subcontractor's or supplier's actual requests for payment plus similar narrative and listing of their work. Payment for those services negotiated as a lump sum will be made in accordance with the percentage of the work completed during the preceding billing period. Services negotiated as a not-to-exceed fee will be paid in accordance with the work completed on the service during the preceding month. All requests for payment must be submitted to the City for review and approval. The City will make payment for approved and accepted services within 30 days of the City's receipt of the request for payment. Contractor bears all responsibility and liability for any and all tax obligations that result from Contractor's performance under this Agreement.

All prices offered herein shall be firm against any increase for the initial term of the Agreement. Prior to commencement of subsequent renewal terms, the City may approve a fully documented request for a price adjustment. The City shall determine whether any requested price increases for extension terms is acceptable to the City. If the City approves the price increase, the price shall remain firm for the renewal term for which it was requested. If a price increase is agreed upon by the Parties a written Agreement Amendment shall be approved and executed by the Parties.

## **SECTION V: GENERAL CONDITIONS**

5.1 Records/Audit. Records of the Contractor's direct personnel payroll, reimbursable expenses pertaining to this Agreement and records of accounts between the City and Contractor must be kept on the basis of generally accepted accounting principles and must be made available to the City and its auditors for up to three years following the City's final acceptance of the services under

this Agreement. The City, its authorized representative, or any federal agency, reserves the right to audit Contractor's records to verify the accuracy and appropriateness of all cost and pricing data, including data used to negotiate this Agreement and any amendments. The City reserves the right to decrease the total amount of Agreement price or payments made under this Agreement or request reimbursement from the Contractor following final contract payment on this Agreement if, upon audit of the Contractor's records, the audit discloses the Contractor has provided false, misleading, or inaccurate cost and pricing data. The Contractor will include a similar provision in all of its contracts with subcontractors providing services under the Agreement Documents to ensure that the City, its authorized representative, or the appropriate federal agency, has access to the subcontractors' records to verify the accuracy of all cost and pricing data. The City reserves the right to decrease Contract price or payments made on this Agreement or request reimbursement from the Contractor following final payment on this Agreement if the above provision is not included in subcontractor agreements, and one or more subcontractors refuse to allow the City to audit their records to verify the accuracy and appropriateness of all cost and pricing data. If, following an audit of this Agreement, the audit discloses the Contractor has provided false, misleading, or inaccurate cost and pricing data, and the cost discrepancies exceed 1% of the total Agreement billings, the Contractor will be liable for reimbursement of the reasonable, actual cost of the audit.

5.2 Alteration in Character of Work. Whenever an alteration in the character of work results in a substantial change in this Agreement, thereby materially increasing or decreasing the scope of services, cost of performance, or Project schedule, the work will be performed as directed by the City. However, before any modified work is started, a written amendment must be approved and executed by the City and the Contractor. Such amendment must not be effective until approved by the City. Additions to, modifications, or deletions from this Agreement as provided herein may be made, and the compensation to be paid to the Contractor may accordingly be adjusted by mutual agreement of the Parties. It is distinctly understood and agreed that no claim for extra work done or materials furnished by the Contractor will be allowed by the City except as provided herein, nor must the Contractor do any work or furnish any materials not covered by this Agreement unless such work is first authorized in writing. Any such work or materials furnished by the Contractor without prior written authorization will be at Contractor's own risk, cost, and expense, and Contractor hereby agrees that without written authorization Contractor will make no claim for compensation for such work or materials furnished.

5.3 Termination for Convenience. The City and the Contractor hereby agree to the full performance of the covenants contained herein, except that the City reserves the right, at its discretion and without cause, to terminate or abandon any service provided for in this Agreement, or abandon any portion of the Project for which services have been performed by the Contractor. In the event the City abandons or suspends the services, or any part of the services as provided in this Agreement, the City will notify the Contractor in writing and immediately after receiving such notice, the Contractor must discontinue advancing the work specified under this Agreement. Upon such termination, abandonment, or suspension, the Contractor must deliver to the City all drawings, plans, specifications, special provisions, estimates and other work entirely or partially completed, together with all unused materials supplied by the City. The Contractor must appraise the work Contractor has completed and submit Contractor's appraisal to the City for evaluation. The City may inspect the Contractor's work to appraise the work completed. The Contractor will receive compensation in full for services performed to the date of such termination. The fee shall be paid in accordance with Section IV of this Agreement, and as mutually agreed upon by the Contractor and the City. If

there is no mutual agreement on payment, the final determination will be made in accordance with the Disputes provision in this Agreement. However, in no event may the payment exceed the payment set forth in this Agreement nor as amended in accordance with Alteration in Character of Work. The City will make the final payment within 60 days after the Contractor has delivered the last of the partially completed items and the Parties agree on the final payment. If the City is found to have improperly terminated the Agreement for cause or default, the termination will be converted to a termination for convenience in accordance with the provisions of this Agreement.

**5.4 Termination for Cause.** The City may terminate this Agreement for Cause upon the occurrence of any one or more of the following events: in the event that (a) the Contractor fails to perform pursuant to the terms of this Agreement, (b) the Contractor is adjudged a bankrupt or insolvent, (c) the Contractor makes a general assignment for the benefit of creditors, (d) a trustee or receiver is appointed for Contractor or for any of Contractor's property (e) the Contractor files a petition to take advantage of any debtor's act, or to reorganize under the bankruptcy or similar laws, (f) the Contractor disregards laws, ordinances, rules, regulations or orders of any public body having jurisdiction, or (g) the Contractor fails to cure default within the time requested. Where Agreement has been so terminated by City, the termination will not affect any rights of City against Contractor then existing or which may thereafter accrue.

**5.5 Indemnification.** The Contractor (Indemnitor) must indemnify, defend, save and hold harmless the City and its officers, officials, agents and employees (Indemnitee) from any and all claims, actions, liabilities, damages, losses or expenses (including court costs, attorneys' fees and costs of claim processing, investigation and litigation) (Claims) caused or alleged to be caused, in whole or in part, by the wrongful, negligent or willful acts, or errors or omissions of the Contractor or any of its owners, officers, directors, agents, employees, or subcontractors in connection with this Agreement. This indemnity includes any claim or amount arising out of or recovered under workers' compensation law or on account of the failure of the Contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. The Contractor must indemnify Indemnitee from and against any and all Claims, except those arising solely from Indemnitee's own negligent or willful acts or omissions. The Contractor is responsible for primary loss investigation, defense and judgment costs where this indemnification applies. In consideration of the award of this Agreement, the Contractor agrees to waive all rights of subrogation against Indemnitee for losses arising from or related to this Agreement. The obligations of the Contractor under this provision survive the termination or expiration of this Agreement.

**5.6 Insurance Requirements.** Contractor must procure insurance under the terms and conditions and for the amounts of coverage set forth in Exhibit C against claims that may arise from or relate to performance of the work under this Agreement by Contractor and its agents, representatives, employees, and subcontractors. Contractor and any subcontractors must maintain this insurance until all of their obligations have been discharged, including any warranty periods under this Agreement. These insurance requirements are minimum requirements for this Agreement and in no way limit the indemnity covenants contained in this Agreement. The City in no way warrants that the minimum limits stated in Exhibit C are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this Agreement by the Contractor, the Contractor's agents, representatives,

employees, or subcontractors. Contractor is free to purchase such additional insurance as may be determined necessary.

5.7 Cooperation and Further Documentation. The Contractor agrees to provide the City such other duly executed documents as may be reasonably requested by the City to implement the intent of this Agreement.

5.8 Notices. Unless otherwise provided, notice under this Agreement must be in writing and will be deemed to have been duly given and received either (a) on the date of service if personally served on the party to whom notice is to be given, or (b) on the date notice is sent if by electronic mail, or (c) on the third day after the date of the postmark of deposit by first class United States mail, registered or certified, postage prepaid and properly addressed as follows:

For the City	For the Contractor
Name: Raquel McMahon	Name: Curt Courter
Title: Procurement Officer	Title: Associate Vice President
Address: 175 S. Arizona Ave. Chandler, AZ 85225	Address: 1400 E. Southern Ave, Ste. 340 Tempe, AZ 85282
Phone: 480782-2407	Phone: 480-465-4504
Email: raquel.mcmahon@chandleraz.gov	Email: ccourter@hazenandsawyer.com

5.9 Successors and Assigns. City and Contractor each bind itself, its partners, successors, assigns, and legal representatives to the other party to this Agreement and to the partners, successors, assigns, and legal representatives of such other party in respect to all covenants of this Agreement. Neither the City nor the Contractor may assign, sublet, or transfer its interest in this Agreement without the written consent of the other party. In no event may any contractual relation be created between any third party and the City.

5.10 Disputes. In any dispute arising out of an interpretation of this Agreement or the duties required not disposed of by agreement between the Contractor and the City, the final determination at the administrative level will be made by the City Purchasing and Materials Manager.

5.11 Completeness and Accuracy of Contractor's Work. The Contractor must be responsible for the completeness and accuracy of Contractor's services, data, and other work prepared or compiled under Contractor's obligation under this Agreement and must correct, at Contractor's expense, all willful or negligent errors, omissions, or acts that may be discovered. The fact that the City has accepted or approved the Contractor's work will in no way relieve the Contractor of any of Contractor's responsibilities.

5.12 Withholding Payment. The City reserves the right to withhold funds from the Contractor's payments up to the amount equal to the claims the City may have against the Contractor until such time that a settlement on those claims has been reached.

5.13 City's Right of Cancellation. The Parties acknowledge that this Agreement is subject to cancellation by the City under the provisions of Section 38-511, Arizona Revised Statutes (A.R.S.).

5.14 Independent Contractor. For this Agreement the Contractor constitutes an independent contractor. Any provisions in this Agreement that may appear to give the City the right to direct the Contractor as to the details of accomplishing the work or to exercise a measure of control over the work means that the Contractor must follow the wishes of the City as to the results of the work only. These results must comply with all applicable laws and ordinances.

5.15 Project Staffing. Prior to the start of any work under this Agreement, the Contractor must assign to the City the key personnel that will be involved in performing services prescribed in the Agreement. The City may acknowledge its acceptance of such personnel to perform services under this Agreement. At any time hereafter that the Contractor desires to change key personnel while performing under the Agreement, the Contractor must submit the qualifications of the new personnel to the City for prior approval. The Contractor will maintain an adequate and competent staff of qualified persons, as may be determined by the City, throughout the performance of this Agreement to ensure acceptable and timely completion of the Scope of Services. If the City objects, with reasonable cause, to any of the Contractor's staff, the Contractor must take prompt corrective action acceptable to the City and, if required, remove such personnel from the Project and replace with new personnel agreed to by the City.

5.16 Subcontractors. Prior to beginning the work, the Contractor must furnish the City for approval the names of subcontractors to be used under this Agreement. Any subsequent changes are subject to the City's written prior approval.

5.17 Force Majeure. If either party is delayed or prevented from the performance of any act required under this Agreement by reason of acts of God or other cause beyond the control and without fault of the Party (financial inability excepted), performance of that act may be excused, but only for the period of the delay, if the Party provides written notice to the other Party within ten days of such act. The time for performance of the act may be extended for a period equivalent to the period of delay from the date written notice is received by the other Party.

5.18 Compliance with Laws. Contractor understands, acknowledges, and agrees to comply with the Americans with Disabilities Act, the Immigration Reform and Control Act of 1986 and the Drug Free Workplace Act of 1989. All services performed by Contractor must also comply with all applicable City of Chandler codes, ordinances, and requirements. Contractor agrees to permit the City to verify Contractor's compliance.

5.19 No Israel Boycott. By entering into this Agreement, Contractor certifies that Contractor is not currently engaged in, and agrees for the duration of the Agreement, not to engage in a boycott of Israel as defined by state statute.

5.20 Legal Worker Requirements. A.R.S. § 41-4401 prohibits the City from awarding a contract to any contractor who fails, or whose subcontractors fail, to comply with A.R.S. § 23-214(A). Therefore, Contractor agrees Contractor and each subcontractor it uses warrants their compliance with all federal immigration laws and regulations that relate to their employees and their compliance with § 23-214, subsection A. A breach of this warranty will be deemed a material breach of the Agreement and may be subject to penalties up to and including termination of the Agreement. City retains the legal right to inspect the papers of any

Contractor's or subcontractor's employee who provides services under this Agreement to ensure that the Contractor and subcontractors comply with the warranty under this provision.

5.21 Lawful Presence Requirement. A.R.S. §§ 1-501 and 1-502 prohibit the City from awarding a contract to any natural person who cannot establish that such person is lawfully present in the United States. To establish lawful presence, a person must produce qualifying identification and sign a City-provided affidavit affirming that the identification provided is genuine. This requirement will be imposed at the time of contract award. This requirement does not apply to business organizations such as corporations, partnerships, or limited liability companies.

5.22 Covenant Against Contingent Fees. Contractor warrants that no person has been employed or retained to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, and that no member of the Chandler City Council, or any City employee has any interest, financially, or otherwise, in Contractor's firm. For breach or violation of this warrant, the City may annul this Agreement without liability or, at its discretion, to deduct from the Agreement price or consideration, the full amount of such commission, percentage, brokerage, or contingent fee.

5.23 Non-Waiver Provision. The failure of either Party to enforce any of the provisions of this Agreement or to require performance of the other Party of any of the provisions hereof must not be construed to be a waiver of such provisions, nor must it affect the validity of this Agreement or any part thereof, or the right of either Party to thereafter enforce each and every provision.

5.24 Disclosure of Information Adverse to the City's Interests. To evaluate and avoid potential conflicts of interest, the Contractor must provide written notice to the City, as set forth in this Section, of any work or services performed by the Contractor for third parties that may involve or be associated with any real property or personal property owned or leased by the City. Such notice must be given seven business days prior to commencement of the services by the Contractor for a third party, or seven business days prior to an adverse action as defined below. Written notice and disclosure must be sent to the City's Purchasing and Materials Manager. An adverse action under this Agreement includes, but is not limited to: (a) using data as defined in the Agreement acquired in connection with this Agreement to assist a third party in pursuing administrative or judicial action against the City; or (b) testifying or providing evidence on behalf of any person in connection with an administrative or judicial action against the City; or (c) using data to produce income for the Contractor or its employees independently of performing the services under this Agreement, without the prior written consent of the City. Contractor represents that except for those persons, entities, and projects identified to the City, the services performed by the Contractor under this Agreement are not expected to create an interest with any person, entity, or third party project that is or may be adverse to the City's interests. Contractor's failure to provide a written notice and disclosure of the information as set forth in this Section constitute a material breach of this Agreement.

5.25 Data Confidentiality and Data Security. As used in the Agreement, data means all information, whether written or verbal, including plans, photographs, studies, investigations, audits, analyses, samples, reports, calculations, internal memos, meeting minutes, data field notes, work product, proposals, correspondence and any other similar documents or information prepared by, obtained by, or transmitted to the Contractor or its subcontractors in the performance of this

Agreement. The Parties agree that all data, regardless of form, including originals, images, and reproductions, prepared by, obtained by, or transmitted to the Contractor or its subcontractors in connection with the Contractor's or its subcontractor's performance of this Agreement is confidential and proprietary information belonging to the City. Except as specifically provided in this Agreement, Contractor or its subcontractors must not divulge data to any third party without the City's prior written consent. Contractor or its subcontractors must not use the data for any purposes except to perform the services required under this Agreement. These prohibitions do not apply to the following data provided to the Contractor or its subcontractors have first given the required notice to the City: (a) data which was known to the Contractor or its subcontractors prior to its performance under this Agreement unless such data was acquired in connection with work performed for the City; or (b) data which was acquired by the Contractor or its subcontractors in its performance under this Agreement and which was disclosed to the Contractor or its subcontractors by a third party, who to the best of the Contractor's or its subcontractors knowledge and belief, had the legal right to make such disclosure and the Contractor or its subcontractors are not otherwise required to hold such data in confidence; or (c) data which is required to be disclosed by virtue of law, regulation, or court order, to which the Contractor or its subcontractors are subject. In the event the Contractor or its subcontractors are required or requested to disclose data to a third party, or any other information to which the Contractor or its subcontractors became privy as a result of any other contract with the City, the Contractor must first notify the City as set forth in this Section of the request or demand for the data. The Contractor or its subcontractors must give the City sufficient facts so that the City can be given an opportunity to first give its consent or take such action that the City may deem appropriate to protect such data or other information from disclosure. Unless prohibited by law, within ten calendar days after completion or termination of services under this Agreement, the Contractor or its subcontractors must promptly deliver, as set forth in this Section, a copy of all data to the City. All data must continue to be subject to the confidentiality agreements of this Agreement. Contractor or its subcontractors assume all liability to maintain the confidentiality of the data in its possession and agrees to compensate the City if any of the provisions of this Section are violated by the Contractor, its employees, agents or subcontractors. Solely for the purposes of seeking injunctive relief, it is agreed that a breach of this Section must be deemed to cause irreparable harm that justifies injunctive relief in court. Contractor agrees that the requirements of this Section must be incorporated into all subcontracts entered into by Contractor. A violation of this Section may result in immediate termination of this Agreement without notice.

**5.26 Personal Identifying Information-Data Security.** Personal identifying information, financial account information, or restricted City information, whether electronic format or hard copy, must be secured and protected at all times by Contractor and any of its subcontractors. At a minimum, Contractor must encrypt or password-protect electronic files. This includes data saved to laptop computers, computerized devices, or removable storage devices. When personal identifying information, financial account information, or restricted City information, regardless of its format, is no longer necessary, the information must be redacted or destroyed through appropriate and secure methods that ensure the information cannot be viewed, accessed, or reconstructed. In the event that data collected or obtained by Contractor or its subcontractors in connection with this Agreement is believed to have been compromised, Contractor or its subcontractors must immediately notify the City contact. Contractor agrees to reimburse the City for any costs incurred by the City to investigate potential breaches of this data and, where applicable, the cost of notifying individuals who may be impacted by the breach. Contractor agrees that the requirements of this Section must be incorporated into all

subcontracts entered into by Contractor. It is further agreed that a violation of this Section must be deemed to cause irreparable harm that justifies injunctive relief in court. A violation of this Section may result in immediate termination of this Agreement without notice. The obligations of Contractor or its subcontractors under this Section must survive the termination of this Agreement.

5.27 Jurisdiction and Venue. This Agreement is made under, and must be construed in accordance with and governed by the laws of the State of Arizona without regard to the conflicts or choice of law provisions thereof. Any action to enforce any provision of this Agreement or to obtain any remedy with respect hereto must be brought in the courts located in Maricopa County, Arizona, and for this purpose, each Party hereby expressly and irrevocably consents to the jurisdiction and venue of such court.

5.28 Survival. All warranties, representations, and indemnifications by the Contractor must survive the completion or termination of this Agreement.

5.29 Modification. Except as expressly provided herein to the contrary, no supplement, modification, or amendment of any term of this Agreement will be deemed binding or effective unless in writing and signed by the Parties.

5.30 Severability. If any provision of this Agreement or the application to any person or circumstance may be invalid, illegal or unenforceable to any extent, the remainder of this Agreement and the application will not be affected and will be enforceable to the fullest extent permitted by law.

5.31 Integration. This Agreement contains the full agreement of the Parties. Any prior or contemporaneous written or oral agreement between the Parties regarding the subject matter is merged and superseded.

5.32 Time is of the Essence. Time of each of the terms, covenants, and conditions of this Agreement is hereby expressly made of the essence.

5.33 Date of Performance. If the date of performance of any obligation or the last day of any time period provided for should fall on a Saturday, Sunday, or holiday for the City, the obligation will be due and owing, and the time period will expire, on the first day after which is not a Saturday, Sunday or legal City holiday. Except as may otherwise be set forth in this Agreement, any performance provided for herein will be timely made if completed no later than 5:00 p.m. (Chandler time) on the day of performance.

5.34 Delivery. All prices are F.O.B. Destination and include all delivery and unloading at the specified destinations. The Contractor will retain title and control of all goods until they are delivered and accepted by the City. All risk of transportation and all related charges will be the responsibility of the Contractor. All claims for visible or concealed damage will be filed by the Contractor. The City will notify the Contractor promptly of any damaged goods and will assist the Contractor in arranging for inspection.

5.35 Third Party Beneficiary. Nothing under this Agreement will be construed to give any rights or benefits in the Agreement to anyone other than the City and the Contractor, and all duties

and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of City and the Contractor and not for the benefit of any other party.

5.36 Conflict in Language. All work performed must conform to all applicable City of Chandler codes, ordinances, and requirements as outlined in this Agreement. If there is a conflict in interpretation between provisions in this Agreement and those in the Exhibits, the provisions in this Agreement prevail.

5.37 Document/Information Release. Documents and materials released to the Contractor, which are identified by the City as sensitive and confidential, are the City's property. The document/material must be issued by and returned to the City upon completion of the services under this Agreement. Contractor's secondary distribution, disclosure, copying, or duplication in any manner is prohibited without the City's prior written approval. The document/material must be kept secure at all times. This directive applies to all City documents, whether in photographic, printed, or electronic data format.

5.38 Exhibits. The following exhibits are made a part of this Agreement and are incorporated by reference:

- Exhibit A - Project Description/Scope of Services
- Exhibit B - Compensation and Fees
- Exhibit C - Insurance Requirements
- Exhibit D - Special Conditions

5.39 Special Conditions. As part of the services Contractor provides under this Agreement, Contractor agrees to comply with and fully perform the special terms and conditions set forth in Exhibit D, which is attached to and made a part of this Agreement.

5.40 Cooperative Use of Agreement. In addition to the City of Chandler and with approval of the Contractor, this Agreement may be extended for use by other municipalities, school districts and government agencies of the State. Any such usage by other entities must be in accordance with the ordinance, charter and/or procurement rules and regulations of the respective political entity.

If required to provide services on a school district property at least five times during a month, the Contractor will submit a full set of fingerprints to the school of each person or employee who may provide such service. The District will conduct a fingerprint check in accordance with A.R.S. 41-1750 and Public Law 92-544 of all Contractors, subcontractors or vendors and their employees for which fingerprints are submitted to the District. Additionally, the Contractor will comply with the governing body fingerprinting policies of each individual school district/public entity. The Contractor, sub-contractors, vendors and their employees will not provide services on school district properties until authorized by the District.

Orders placed by other agencies and payment thereof will be the sole responsibility of that agency. The City will not be responsible for any disputes arising out of transactions made by other agencies who utilize this Agreement.

5.41 Non-Discrimination and Anti-Harassment Laws. Contractor must comply with all applicable City, state, and federal non-discrimination and anti-harassment laws, rules, and regulations.

5.42 Licenses and Permits. Beginning with the Effective Date and for the full term of this Agreement, Contractor must maintain all applicable City, state, and federal licenses and permits required to fully perform Contractor's services under this Agreement.

5.43 Warranties. Contractor must furnish a one-year warranty on all work and services performed under this Agreement. Contractor must furnish, or cause to be furnished, a two-year warranty on all fixtures, furnishings, and equipment furnished by Contractor, subcontractors, or suppliers under this Agreement. Any defects in design, workmanship, or materials that do not comply with this Agreement must be corrected by Contractor (including, but not limited to, all parts and labor) at Contractor's sole cost and expense. All written warranties and redlines for as-built conditions must be delivered to the City on or before the City's final acceptance of Contractor's services under this Agreement.

5.44 Emergency Purchases. City reserves the rights to purchase from other sources those items, which are required on an emergency basis and cannot be supplied immediately by the Contractor.

5.45 Non-Exclusive Agreement. This agreement is for the sole convenience of the City of Chandler. The City reserves the right to obtain like goods or services from another source when necessary.

5.46 Budget Approval Into Next Fiscal Year. This Agreement will commence on the Effective Date and continue in full force and effect until it is terminated or expires in accordance with the provisions of this Agreement. The Parties recognize that the continuation of this Agreement after the close of the City's fiscal year, which ends on June 30 of each year, is subject to the City Council's approval of a budget that includes an appropriation for this item as expenditure. The City does not represent that this budget item will be actually adopted. This determination is solely made by the City Council at the time Council adopts the budget.

This Agreement shall be in full force and effect only when it has been approved and executed by the duly authorized City officials.

**FOR THE CITY**

By: Kevin Harshka

Its: Mayor

**FOR THE CONTRACTOR**

By: Curt Courter

Associate Vice President

**APPROVED AS TO FORM:**

By: Daniel L Brown for  
City Attorney

MM

**ATTEST:**

By: Dana R. D'Long  
City Clerk



## **EXHIBIT A TO AGREEMENT SCOPE OF WORK**

### **Introduction**

Contractor will provide services associated with the development of a lead service line inventory for compliance with the USEPA's Revised Lead and Copper rule.

The City of Chandler has a population of approximately 275,987 (Census, April 1, 2020), and is in Maricopa County, Arizona, with about 90,000 potable water service connections. There is no indication that the City has any lead service lines, however there are approximately 30,000 structures built prior to Arizona's ban on the use of lead water lines in 1988, consisting of potentially unknown materials that need to be identified.

### **Task 1: Project Management and Coordination**

**Project Management and Coordination Activities.** Consultant will prepare and distribute monthly progress reports to the City throughout the course of the project. The progress reports will summarize the work that has been completed during the reporting period and updated work schedules if necessary. These reports will be delivered along with monthly invoices.

**Kickoff Meeting and Progress Meetings.** Consultant will conduct a kickoff meeting and thereafter, monthly progress meetings with City staff to discuss issues/elements of the project and provide updates. Meetings may be conducted in person or virtual and will be ~1 hour long. Meeting agendas will be prepared and distributed prior to the meeting and meeting minutes will be distributed following the meetings.

**Project Execution Plan.** Consultant will prepare an Execution Plan for the project and distribute to all project team members. This work plan will include the project purpose and objectives, scope of work, project delivery schedule, deliverables, budget, organization chart, documents management system and communication plan.

**QA/QC.** Consultant will provide quality assurance and quality control including the following major features:

- All deliverables will be reviewed by a senior member of the team that was not involved with the preparation of the deliverable.
- Internal comments/reviews will be tracked and will include a follow up step to confirm that all the comments have been properly addressed.

### **Deliverables:**

- Meeting agenda, minutes, and updated work schedules.
- Project Execution Plan, including project schedule with major tasks and key milestones.
- Monthly progress reports and invoices.

### **Proposed Timeframe:**

Total Project completed within 12 months (365 days) from issuance of Notice to Proceed. Tasks or portions of tasks may be performed simultaneously.

### **Task 2: Inventory Database Framework**

Consultant will develop a water service line database framework to be used to store and organize the composition of water service lines for both the public and private sides of the meter. The database framework shall reflect the information requested on the Arizona Department of Environment Quality (ADEQ) template, Lead and Service Line and Materials

Inventory. This template can be found on ADEQ's website.

Each service line, or portion of the service line where ownership is split, must be categorized accordingly to the ADEQ form, Distribution System Materials Inventory Form (LCR.DSMI) as follows:

- **Lead Service Line (LSL)** – Any portion of pipe that is made of lead, which connects the water main to the building inlet. A lead service line may be owned by the water system, owned by the property owner, or both.
- **Galvanized Requiring Replacement (GRR)** – a galvanized service line (galvanized service line means iron or steel piping that has been dipped in zinc to prevent corrosion and rusting) that is or was, at any time, downstream of a lead service line or is currently downstream a “Lead Status Unknown” service line. If the water system is unable to demonstrate the galvanized service line was never downstream of a lead service line, it must presume there was an upstream lead service line.
- **Lead Status Unknown (LSU)** – a service line that has not been identified as an LSL, GRR, or non-lead. ADEQ specifies three categories of unknown service lines:
  - **Unknown – Likely Contains Lead:** While not known for certain, service lines the water supply believes are likely to contain lead.
  - **Unknown – Likely Does Not Contain Lead:** While not known for certain, service lines the water supply believes are not likely to contain lead.
  - **Unknown – Material (s) Unknown:** Service line materials are fully unknown. Supply has no information regarding the likelihood of lead being present in the service line.
- **Non-Lead (or by specific material type)** – includes service lines composed of plastic, copper, galvanic pipe confirmed to have never been downstream of lead, and other pipes without lead. Service lines that have unknown material but are known not to contain lead, for example it was installed after the State of Arizona lead ban, can be classified as non-lead without knowing the exact material.

**Deliverables:**

- LSL Inventory database Framework

**Proposed Timeframe:**

- Within 3 months (91 days) of issuance of Notice to Proceed.

**Task 3: Data Collection and Records Review**

Consultant will assist City staff in locating, obtaining, and reviewing records that will facilitate identifying material composition of water service lines. Service line records and documents could include but not limited to:

- All construction and plumbing codes, permits, as-builts, and existing records or other documentation which indicates the service line materials used to connect structures to the distribution system.
- All water system records, including distribution system maps and drawings, historical records on each service connection, meter installation records, historical capital improvement or master plans, and standard operating procedures.
- Historical records provided by City Departments and the Chandler Museum.

- All inspections and records of the distribution system that indicate the material composition of the service connections that connect a structure to the distribution system.
- Any resource, information, or identification method provided or required by the State to assess service line material.
- Records and data already collected by City staff.
- Contacting and/or interviewing various City staff.
- Construction dates. Lead in water lines was banned in 1988 by the State of Arizona, thus lines serving homes/buildings that were built in 1988 or later, can be identified as Non-Lead.

**Deliverables:**

- Data and access request prepared by Consultant to review with City staff.
- Information that will provide insight into service line materials.

**Proposed Timeframe:**

- Completed within 8 months (243 days) from issuance of Notice to Proceed

**Task 4: LSL Inventory Database**

Consultant will populate service line materials into the database based on available information collected and reviewed in Task 3. Once the database is updated with available information, Consultant will perform the following:

- Identify potential limitations and inaccuracies of the indirect designation approach that could necessitate additional manual data review or field verification efforts.
- Identify any significant data gaps that could require field investigation.
- Develop an LSL inventory technical memorandum with findings and recommendations for next steps.

Consultant will host a meeting with City staff and management representatives to review and discuss findings.

**Deliverables:**

- Draft and Final LSL Inventory Technical Memorandum
- ~2 hour long in-person meeting
- Training on how to update Inventory Database

**Proposed Timeframe:**

- Within 1 year (365 days) of issuance of Notice to Proceed.

## PRICE PROPOSAL PAGE

Pricing for tasks 1-4 are to include fees to complete all tasks/deliverables listed in the scope of work for each task.

Pricing for tasks 1-4 are to include fees to complete all tasks/deliverables listed in the scope of work for each task.

DESCRIPTION	Unit of Measure	PRICE
Task 1: Project Management/Project Execution/Meetings	Lump Sum	\$ 6,500
Task 2: Inventory Database Framework Application and Development	Lump Sum	\$ 6,000
Task 3: Data Collection and Records Review	Lump Sum	\$ 42,500
Task 4: Lead Service Line Inventory Database Input	Lump Sum	\$ 70,000

No additional fees are anticipated for the base services listed in the RFQ. Hourly rates for key staff are provided in table below in case the City decides additional services are desired.

Name	Role	Hourly Price *
Curt Courter	Project Director	\$265
Brindha Dhanasekaran	Project Manager	\$240
Cayla Cook	Assistant PM	\$160
Becki Rosenfeldt	QA/QC	\$220
Roger Arnold	LSI Inventory Lead	\$200
Steve Price	Communication/QC	\$250
Sean Allen	Digital/GIS	\$160
Emma Ressler	Assistant Engineer	\$135
Jacob Mitten/Skylar Carlson	Assistant Engineer	\$135
Rebecca Sydnor	ADEQ	\$200

\* Subject to escalation annually on July 1st to account for cost of living adjustments

### Assumptions

1. Expected project duration is 6 months.
2. Drawing upon the City's existing data sources for existing records and indirect designation criteria presents potential limitations and inaccuracies for designating service line materials in the inventory. Additional field verification or other actions may be needed to verify the accuracy of existing records and indirect service line designation criteria. Once the database is confirmed, additional record review and/or field investigation will likely be required.
3. The City will review and confirm the service line designation criteria in the inventory database.
4. The City will provide up to 2 Hazen staff with Publisher level access to the City's ArcGIS portal.

## EXHIBIT C TO AGREEMENT INSURANCE

### INSURANCE

#### General.

- A. At the same time as execution of this Agreement, the Contractor shall furnish the City a certificate of insurance on a standard insurance industry ACORD form. The ACORD form must be issued by an insurance company authorized to transact business in the State of Arizona possessing a current A.M. Best, Inc. rating of A-7, or better and legally authorized to do business in the State of Arizona with policies and forms satisfactory to City. Provided, however, the A.M. Best rating requirement shall not be deemed to apply to required Workers' Compensation coverage.
- B. The Contractor and any of its subcontractors shall procure and maintain, until all of their obligations have been discharged, including any warranty periods under this Agreement are satisfied, the insurances set forth below.
- C. The insurance requirements set forth below are minimum requirements for this Agreement and in no way limit the indemnity covenants contained in this Agreement.
- D. The City in no way warrants that the minimum insurance limits contained in this Agreement are sufficient to protect Contractor from liabilities that might arise out of the performance of the Agreement services under this Agreement by Contractor, its agents, representatives, employees, subcontractors, and the Contractor is free to purchase any additional insurance as may be determined necessary.
- E. Failure to demand evidence of full compliance with the insurance requirements in this Agreement or failure to identify any insurance deficiency will not relieve the Contractor from, nor will it be considered a waiver of its obligation to maintain the required insurance at all times during the performance of this Agreement.
- F. Use of Subcontractors: If any work is subcontracted in any way, the Contractor shall execute a written contract with Subcontractor containing the same Indemnification Clause and Insurance Requirements as the City requires of the Contractor in this Agreement. The Contractor is responsible for executing the Agreement with the Subcontractor and obtaining Certificates of Insurance and verifying the insurance requirements.

Minimum Scope and Limits of Insurance. The Contractor shall provide coverage with limits of liability not less than those stated below.

- A. *Commercial General Liability-Occurrence Form.* Contractor must maintain

“occurrence” form Commercial General Liability insurance with a limit of not less than \$2,000,000 for each occurrence, \$4,000,000 aggregate. Said insurance must also include coverage for products and completed operations, independent contractors, personal injury and advertising injury. If any Excess insurance is utilized to fulfill the requirements of this paragraph, the Excess insurance must be “follow form” equal or broader in coverage scope than underlying insurance.

- B. *Automobile Liability-Any Auto or Owned, Hired and Non-Owned Vehicles*  
*Vehicle Liability:* Contractor must maintain Business/Automobile Liability insurance with a limit of \$1,000,000 each accident on Contractor owned, hired, and non-owned vehicles assigned to or used in the performance of the Contractor’s work or services under this Agreement. If any Excess or Umbrella insurance is utilized to fulfill the requirements of this paragraph, the Excess or Umbrella insurance must be “follow form” equal or broader in coverage scope than underlying insurance.
  
- C. *Workers Compensation and Employers Liability Insurance:* Contractor must maintain Workers Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor employees engaged in the performance of work or services under this Agreement and must also maintain Employers’ Liability insurance of not less than \$1,000,000 for each accident and \$1,000,000 disease for each employee.
  
- D. *Professional Liability.* If the Agreement is the subject of any professional services or work performed by the Contractor, or if the Contractor engages in any professional services or work adjunct or residual to performing the work under this Agreement, the Contractor must maintain Professional Liability insurance covering errors and omissions arising out of the work or services performed by the Contractor, or anyone employed by the Contractor, or anyone whose acts, mistakes, errors and omissions the Contractor is legally liable, with a liability limit of \$1,000,000 each claim and \$2,000,000 all claims. In the event the Professional Liability insurance policy is written on a “claims made” basis, coverage must extend for three years past completion and acceptance of the work or services, and the Contractor, or its selected Design Professional will submit Certificates of Insurance as evidence the required coverage is in effect. The Design Professional must annually submit Certificates of Insurance citing that the applicable coverage is in force and contains the required provisions for a three year period.
  
- E. *Technology Errors and Omissions Liability including Network Security and Privacy Liability*

For Contracts under \$500,000

	Minimum Limits:
Per Loss	\$ 3,000,000
Aggregate	\$ 3,000,000

For Service Contracts over \$500,001

	Minimum Limits:
Per Loss	\$ 5,000,000
Aggregate	\$ 5,000,000

The policy shall cover professional misconduct or lack of ordinary skill for those positions defined in the Scope of Services of this contract.

In the event that the professional liability insurance required by this Contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two years beginning at the time work under this Contract is completed.

If such insurance is maintained on an occurrence form basis, Contractor shall maintain such insurance for an additional period of one year following termination of Contract. If such insurance is maintained on a claims-made basis, Contractor shall maintain such insurance for an additional period of three years following termination of the Contract.

If Contractor contends that any of the insurance it maintains pursuant to other sections of this clause satisfies this requirement (or otherwise insures the risks described in this section), then Contractor shall provide proof of same.

The insurance shall provide coverage for the following risks

- a. Liability arising from theft, dissemination and / or use of confidential information (a defined term including but not limited to bank account, credit card account, personal information such as name, address, social security numbers, etc. information) stored or transmitted in electronic form
- b. Network Security Liability arising from the unauthorized access to, use of or tampering with computer systems including hacker attacks, inability of an authorized third party, to gain access to your services including denial of service, unless caused by a mechanical or electrical failure
- c. Liability arising from the introduction of a computer virus into, or otherwise causing damage to, a customer's or third person's computer, computer system, network or similar computer related property and the data, software, and programs thereon.

Additional Requirements:

- a. The policy shall provide a waiver of subrogation

Additional Policy Provisions Required.

- A. *Self-Insured Retentions or Deductibles.* Any self-insured retentions and deductibles must be declared and approved by the City. If not approved, the City may require

that the insurer reduce or eliminate any deductible or self-insured retentions with respect to the City, its officers, officials, agents, employees, and volunteers.

1. The Contractor's insurance must contain broad form contractual liability coverage.
  2. The Contractor's insurance coverage must be primary insurance with respect to the City, its officers, officials, agents, and employees. Any insurance or self-insurance maintained by the City, its officers, officials, agents, and employees shall be in excess of the coverage provided by the Contractor and must not contribute to it.
  3. The Contractor's insurance must apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
  4. Coverage provided by the Contractor must not be limited to the liability assumed under the indemnification provisions of this Agreement.
  5. The policies must contain a severability of interest clause and waiver of subrogation against the City, its officers, officials, agents, and employees, for losses arising from Work performed by the Contractor for the City.
  6. The Contractor, its successors and or assigns, are required to maintain Commercial General Liability insurance as specified in this Agreement for a minimum period of three years following completion and acceptance of the Work. The Contractor must submit a Certificate of Insurance evidencing Commercial General Liability insurance during this three-year period containing all the Agreement insurance requirements, including naming the City of Chandler, its agents, representatives, officers, directors, officials and employees as Additional Insured as required.
  7. If a Certificate of Insurance is submitted as verification of coverage, the City will reasonably rely upon the Certificate of Insurance as evidence of coverage but this acceptance and reliance will not waive or alter in any way the insurance requirements or obligations of this Agreement.
- B. *Insurance Cancellation During Term of Contract/Agreement.*
1. If any of the required policies expire during the life of this Contract/Agreement, the Contractor must forward renewal or replacement Certificates to the City within ten days after the renewal date containing all the required insurance provisions.
  2. Each insurance policy required by the insurance provisions of this Contract/Agreement shall provide the required coverage and shall not be suspended, voided or canceled except after 30 days prior written notice has been given to the City, except when cancellation is for non-payment of premium, then ten days prior notice may be given. Such notice shall be sent directly to Chandler Law-Risk Management Department, Post Office

Box 4008, Mailstop 628, Chandler, Arizona 85225. If any insurance company refuses to provide the required notice, the Contractor or its insurance broker shall notify the City of any cancellation, suspension, non-renewal of any insurance within seven days of receipt of insurers' notification to that effect.

- A. *City as Additional Insured.* The policies are to contain, or be endorsed to contain, the following provisions:
1. The Commercial General Liability and Automobile Liability policies are to contain, or be endorsed to contain, the following provisions: The City, its officers, officials, agents, and employees are additional insureds with respect to liability arising out of activities performed by, or on behalf of, the Contractor including the City's general supervision of the Contractor; Products and Completed operations of the Contractor; and automobiles owned, leased, hired, or borrowed by the Contractor.
  2. The City, its officers, officials, agents, and employees must be additional insureds to the full limits of liability purchased by the Contractor even if those limits of liability are in excess of those required by this Agreement.

## EXHIBIT D TO AGREEMENT SPECIAL CONDITIONS

### INTELLECTUAL PROPERTY

City Ownership of Project Documents. All work products (electronically or manually generated) including, but not limited to: plans, specifications, cost estimates, tracings, studies, design analyses, original drawings, Computer Aided Drafting and Design (CADD) file diskettes which reflect all final drawings, and other related documents which are prepared in the performance of this Agreement (collectively referred to as "Documents") are to be and remain the property of the City and are to be delivered to the City Representative before the final payment is made to the Contractor. In the event these Documents are altered, modified or adapted without the written consent of the Contractor, which consent the Contractor shall not unreasonably withhold, the City agrees to hold the Contractor harmless to the extent permitted by law from the legal liability arising out of the City's alteration, modification or adaptation of the Documents.

Contractor to Retain Copyrights. The copyrights, patents, trade secrets or other intellectual property rights associated with the ideas, concepts, techniques, inventions, processes or works of authorship developed or created by the Contractor, its subcontractors or personnel, during the course of performing this Agreement or arising out of the Project shall belong to the Contractor.

License to City for Reasonable Use. With this Agreement, the Contractor and its subcontractors hereby grant a license to the City, its agents, employees, and representatives for an indefinite period of time to reasonably use, make copies, and distribute as appropriate the Documents, works or deliverables developed or created as a result of the Project and this Agreement. This license also includes the making of derivative works. In the event that the derivative works require the City to alter or modify the Documents, then the provisions of this section apply.

Documents to Bear Seal. The Contractor and its subcontractors shall endorse by professional seal all plans, works, and deliverables prepared by each for this Agreement as required by state law

### ACCESS TO SECURED FACILITIES

Contract Worker Access Controls. Badge and Key Access Requirements. A Contract Worker shall not be allowed to begin work in any City facility without: (A) The prior completion and the City's acceptance of the required background screening; and (B) when required, the Contract Worker's receipt of a City issued badge. A badge will be issued to a Contract Worker solely for access to the City facility(s) to which the Contract Worker is assigned. Each Contract Worker who enters a City facility must use the badge issued to the Contract Worker. Any and all fees associated with security badging will be assessed in compliance with Chandler City Code §4-22.

Key Access Procedures. If the Contract Worker's services require keyed access to enter a City facility(s), a separate key issue/return form must be completed and submitted by Contractor for each key issued.

**Stolen or Lost Badges or Keys.** Contractor shall report lost or stolen badges or keys to the City immediately. A new badge application or key issue form shall be completed and submitted along with payment of the applicable fees prior to issuance of a new badge or key.

**Return of Badges or Keys.** All badges and keys are the property of the City and must be returned to the City within one business day of when the Contract Worker's access to a City facility is no longer required to furnish the services under this Agreement. Contractor shall collect a Contract Worker's badge and key(s) upon the termination of the Contract Worker's employment; when the Contract Worker's services are no longer required at the particular City facility(s); or upon termination, cancellation or expiration of this Agreement.

Contractor's default under this Section shall include, but is not limited to the following: (1) Contract Worker gains access to a City facility(s) without the proper badge or key; (2) Contract Worker uses a badge or key of another to gain access to a City facility; (3) Contract Worker commences services under this Agreement without the proper badge, key or Background Screening; (4) Contract Worker or Contractor submits false information or negligently submits wrong information to the City to obtain a badge, key or applicable Background Screening; or (5) Contractor fails to collect and timely return Contract Worker's badge or key upon termination of Contract Worker's employment, reassignment of Contract Worker to another City facility or upon the expiration, cancellation or termination of this Agreement. Contractor acknowledges and agrees that the access control, badge and key requirements in this Section are necessary to preserve and protect public health, safety and welfare. Accordingly, Contractor agrees to properly cure any default under this Section within three business days from the date notice of default is sent by the City. The parties agree that Contractor's failure to properly cure any default under this Section shall constitute a breach of this Section. In addition to any other remedy available to the City at law or in equity, Contractor shall be liable for and shall pay to the City the sum of \$1,000.00 for each breach by Contractor of this Section. The parties further agree that the sum fixed above is reasonable and approximates the actual or anticipated loss to the City at the time and making of this Agreement in the event that Contractor breaches this Section. Further, the parties expressly acknowledge and agree to the fixed sum set forth above because of the difficulty of proving the City's actual damages in the event that Contractor breaches this Section. The parties further agree that three breaches by Contractor of this Section arising out of any default within a consecutive period of three months or three breaches by Contractor of this Section arising out of the same default within a period of 12 consecutive months shall constitute a material breach of this Agreement by Contractor and the City expressly reserves all of its rights, remedies and interests under this Agreement, at law and in equity including, but not limited to, termination of this Agreement.

1. **Contractor and Subcontractor Worker Background Screening.** Contractor agrees that all contract workers and subcontractors (collectively "Contract Worker(s)") that Contractor furnishes to City under this Agreement will be subject to background and security checks and screening as set forth in this Section (collectively "Background Screening") at Contractor's sole cost and expense. As part of the Background Screening, Contractor must provide to a person designated by the City the name(s), address(es), and phone number(s) of all Contract Workers who will provide any services under this Agreement. All Contract Workers must comply with these Background Screening requirements. All Contract Workers must be able to provide

proof of the legal right to work in the United States. The Background Screening provided by Contractor must comply with all applicable laws, rules, and regulations. Contractor further agrees that the Background Screening required in this Section is necessary to preserve and protect public health, safety, and welfare. The Background Screening requirements set forth in this Section are the minimum requirements for this Agreement. City in no way warrants that these minimum requirements are sufficient to protect Contractor from any liabilities that may arise out of Contractor's services under this Agreement or Contractor's failure to comply with this Section. Therefore, in addition to the specific measures set forth below, Contractor and its Contract Workers must take such other reasonable, prudent, and necessary measures to further preserve and protect public health, safety, and welfare when providing services under this Agreement.

2. **Background Screening Requirements and Criteria.** Before offering or scheduling any services under this Agreement, Contractor agrees that all Contract Workers, including the Contractor, if the Contractor is an individual or sole proprietorship, must have successfully passed a Background Screening in accordance with this Section. Contractor warrants that no person will be permitted to substitute for a Contract Worker who has satisfied the Background Screening requirements until the proposed substitute has also satisfied the Background Screening requirements in this Section. For review and approval, Contractor must submit to a person designated by the City proof of a completed Background Screening for each Contract Worker over the age of 18 performing services under this Agreement no fewer than two (2) weeks before the proposed start date of such Contract Worker's services. The Background Screening must have been completed within the 12-month period preceding the Contract Worker's start date under this Agreement and must include the results of a national criminal databased check with source verification, and a sex offender database search.
3. **Additional City Rights Regarding Security Inquiries.** In addition to the foregoing, City reserves the rights but not the obligations to: (1) have a Contract Worker be required to provide fingerprints and execute such other documentation as may be necessary to obtain criminal justice information pursuant to A.R.S. § 41-1750(G)(4); (2) act on newly acquired information whether or not such information should have been previously discovered; (3) unilaterally change its standards and criteria relative to the acceptability of Contract Workers; and (4) object, at any time and for any reason, to a Contract Worker performing work (including supervision and oversight) under this Agreement.
4. **Contractor Certification.** By executing this Agreement, Contractor certifies that Contractor has read and understands the Background Screening requirements and criteria in this Section and will fully comply with such requirements. Contractor further certifies that any Background Screening information to be furnished to City related to Contractor or its Contract Workers will be complete, current, and accurate. A Contract Worker rejected for work under this Agreement will not be proposed to perform work under other City contracts or engagements without City's prior written approval.

5. **Terms of This Section Applicable to all of Contractor's Contracts and Subcontracts.** Contractor must include the terms of this Section for Contract Worker Background Screening in all contracts and subcontracts for services furnished under this Agreement including, but not limited to, supervision and oversight services.
6. **Materiality of Background Screening Requirements: Indemnity.** The Background Screening requirements of this Section are material to City's entry into this Agreement and any breach of this Section by Contractor will be deemed a material breach of this Agreement. In addition to the indemnity provisions set forth in this Agreement, Contractor must defend, indemnify, and hold harmless City for any and all Claims arising out of this Background Screening Section including, but not limited to, the disqualification of a Contract Worker by Contractor or City for failure to satisfy this Section.
7. **Continuing Duty. Audit.** Contractor's obligations and requirements that Contract Workers satisfy this Background Screening Section will continue throughout the entire term of this Agreement. Contractor must notify City immediately of any change to a Background Screening of a Contract Worker previously accepted by City. Contractor must maintain all records and documents related to all Background Screenings and City reserves the right to audit Contractor's compliance with this Section under the terms of this Agreement.

**LINKING AGREEMENT  
BETWEEN  
THE CITY OF GLENDALE, ARIZONA  
AND  
HAZEN AND SAWYER, P.C.**

**EXHIBIT B**  
Scope of Work

**PROJECT**

Consultant will provide services associated with the development of a lead service line inventory for compliance with the USEPA's Revised Lead and Copper rule per Exhibit B.

## **EXHIBIT B TO AGREEMENT**

### **SCOPE OF WORK**

#### **Introduction**

Hazen and Sawyer (Contractor) will provide services associated with the development of a Lead Service Line (LSL) Inventory for compliance with the USEPA's Lead and Copper Rule Revisions (LCRR).

The City of Glendale (City) has a population of approximately 249,630 (Census, July 1, 2021), and is in Maricopa County, Arizona. There is no indication that the City has any LSLs; however, all potable water service lines must be inventoried pursuant to the LCRR. In Arizona, LSLs were effectively banned in 1988; therefore, that serves as the effective private-side non-lead designation data. In Maricopa County, the 1979 Maricopa Association of Governments Standard disallows LSLs which serves as the effective public-side non-lead designation. Pending results of records research, additional criteria may be assigned to further reduce lead status unknown service line materials. Following desktop-level analyses, the Contractor will assist in a Customer Survey and Field Verification Plan to be based upon current Arizona Department of Environmental Quality (ADEQ) guidance.

#### **Task 1: Project Management and Coordination**

##### **Project Management and Coordination Activities**

Contractor will prepare and distribute monthly progress reports to the City throughout the course of the project. The progress reports will summarize the work that has been completed during the reporting period and updated work schedules, if necessary. These reports will be delivered along with monthly invoices.

##### **Kickoff Meeting and Progress Meetings**

Contractor will conduct a Kickoff Meeting; thereafter, monthly progress meetings will be held with City staff to discuss issues/elements of the project and provide updates. The Kickoff Meeting may be conducted in person, and Monthly Progress Meetings will be held virtually. Meeting agendas will be prepared and distributed prior to the meeting and action items and key takeaways will be distributed following the meetings.

##### **Project Execution Plan**

Consultant will prepare a Project Execution Plan for the project. This Project Execution Plan will include the project purpose and objectives, scope of work, project delivery schedule, deliverables, budget, organization chart, documents management system and communication plan.

## QA/QC

Contractor will provide quality assurance and quality control including the following major features:

- All deliverables will be reviewed by a senior member of the team that was not involved with the preparation of the deliverable.
- Internal comments/reviews will be tracked and will include a follow up step to confirm that all the comments have been properly addressed.

## Deliverables:

- Meeting Agenda, Action Items, and Key Takeaways for Progress Meetings
- Project Execution Plan, including project schedule with major tasks and key milestones, if requested
- Monthly progress reports and invoices

## Assumptions:

- Total Project completed within 9 months for issuance of Notice to Proceed. Tasks or portions of tasks may be performed simultaneously.
- Up to 9 Monthly Progress Meetings will be provided throughout the project duration.
- Meetings will be web based and have an ~1 hour duration.

## Task 2: Data Collection and Records Review

### Data Request

Contractor will assist City staff in locating, obtaining, and reviewing records that will facilitate identifying material composition of water service lines. Service line records and documents could include but not limited to items described in § 141.84(a)(3)(i) through (iv) as follows:

- Construction and plumbing codes, permits, as-builts, and existing records or other documentation which indicates the service line materials used to connect structures to the distribution system.*
- Water system records, including distribution system maps and drawings, historical records on each service connection, meter installation records, historical capital improvement or master plans, and standard operating procedures.*
- Inspections and records of the distribution system that indicate the material composition of the service connections that connect a structure to the distribution system.*
- Any resource, information, or modification method provided or required by the State to assess service line material.*

Contractor will develop a data request summarizing information, based on EPA-required record review, documents needed, and submit the request to the City. Contractor will perform initial records research related to LCRR requirements, as available. The goal of this initial subset, or example, of records review is to identify the record types, if any, that will support development of the LSL Inventory. Data to be requested may include but not be limited to the following:

- a. Construction and plumbing codes;
- b. Private-side construction permits, e.g. plumbing permits;
- c. Existing records or other documentation that indicates the service line material, e.g. tap cards, work order notes or forms;
- d. Distribution system maps and record drawings;
- e. Historical records on each service connection (inspection records);
- f. Meter installation records, e.g. typical details, data on locations, diameters, and installation dates;
- g. Past and current capital improvement plans;
- h. Standard operating procedures relating to service line installations;
- i. GIS data with installation dates, location, diameter, and material data for water mains and service lines, as available;
- j. Water system GIS data that indicate the material composition of the service connections that connect a structure to the distribution system;
- k. Standard operating procedures for GIS data integration;
- l. Customer billing data which includes connection dates and active accounts;
- m. Historical lead and copper tap sampling results;
- n. Maricopa County Assessor's Database for building construction dates/years.

#### **Deliverables:**

- Data Request

#### **Assumptions:**

- Records in which only subsets, or examples, are requested will be further noted in the Data Request. The City will provide a limited sample of each record type representing geographical and date/year distribution of service line installations. The maximum number of records reviewed will not exceed 100 individual records total to determine the usefulness of each record type. Additional, thorough record review may be included in a subsequent Scope of Work.
- City will assign 1 key contact for each data source, and data will be available within 2 weeks of Notice to Proceed and prior to the Kickoff Meeting to provide time for data assessment.
- City will cover the expenses associated with any requested data, including, but not limited to any expenses associated with parcel construction date data.
- To the extent possible, the City will provide records in GIS format. Complete and accurate GIS system information will be provided in a usable format.

## Task 3: Inventory Database Framework

### Inventory Framework Approach

Based on the results of the record review described in Task 2, Contractor will identify useful information for the LSL Inventory. Contractor will identify which of these documents will best assist the City in determining service line materials to reduce the quantity of unknown service line materials. Contractor will review Codes and Standards to determine the date of the effective lead ban. Contractor will interview City staff to confirm locations of potential GRR or LSL materials in the inventory to confirm with staff experience. Contractor will collect parcel construction dates and input all discussed criteria for service lines into an ESRI ArcGIS model. An overview of three (3) inventory criteria will be provided to the City to select the criteria for development.

Each service line, or portion of the service line where ownership is split, must be categorized accordingly to the ADEQ form, Distribution System Materials Inventory Form (LCR.DSMI) as follows:

- **Lead Service Line (LSL)** – any portion of pipe that is made of lead, which connects the water main to the building inlet. An LSL may be owned by the water system, owned by the property owner, or both.
- **Galvanized Requiring Replacement (GRR)** – a galvanized service line (galvanized service line means iron or steel piping that has been dipped in zinc to prevent corrosion and rusting) that is or was, at any time, downstream of an LSL or is currently downstream of a “Lead Status Unknown” service line. If the water system is unable to demonstrate the galvanized service line was never downstream of an LSL, it must presume there was an upstream LSL.
- **Lead Status Unknown (LSU)** – a service line that has not been identified as an LSL, GRR, or non-lead. ADEQ specifies three categories of unknown service lines:
  - **Unknown – Likely Contains Lead:** While not known for certain, service lines the water supply believes are likely to contain lead.
  - **Unknown – Likely Does not Contain Lead:** While not known for certain, service lines the water supply believes are not likely to contain lead.
  - **Unknown – Materials Unknown:** Service line materials are fully unknown. Supply has no information regarding the likelihood of lead being present in the service line.

The model output will then identify all service lines within the distribution system as either lead, non-lead, galvanized requiring replacement, or unknown on the public-side and private-side.

### Present Recommended Methodology and Confirm Inventory Approach

Contractor will prepare a presentation summarizing the inventory framework findings that includes a quantity of known and unknown service line materials, a map with lead or galvanized likelihood areas identified, a list of locations with unknown service line materials, and the GIS data layer with private-side

and public-side service line material results from the inventory framework. Contractor will meet with the City to receive input and to discuss the conclusions of this task in an in-person 1.5 hour Inventory Framework Workshop.

**Deliverables:**

- Inventory framework including the following:
  - Maps identifying areas within the City’s system most likely to contain LSLs, GRRs, and other areas recommended for future service line material identification
  - List of locations throughout the service area where available GIS information or other records are not sufficient to conclude the presence or absence of LSLs. These locations will be identified as “Lead Status Unknown” within the inventory framework.
  - GIS files containing the location and preliminary material designation
- Inventory Framework Workshop Agenda, Presentation Slides, Action Items, and Key Takeaways

**Assumptions:**

- Drawing upon the City’s data sources for records and indirect designation criteria presents potential limitations and inaccuracies for designating service line materials in the LSL Inventory. Additional field verification or other actions may be needed to verify the accuracy of existing records and indirect service line designation criteria. Field verification desktop assistance will be provided in Task 5 to further reduce lead status unknown service lines.
- The City will review and confirm the service line designation criteria prior to the development of the inventory framework deliverables.
- Contractor will host up to two (2) staff interviews of no more than one (1) hour to collect institutional knowledge.

**Task 4: Lead Service Line Inventory Database**

Contractor will populate service line materials into the Inventory Framework on available information collected and reviewed in Task 2. Once the database is updated with available information, Contractor will perform the following:

- Identify potential limitations and inaccuracies of the indirect designation approach that could necessitate additional manual data review or field verification effects.
- Identify any significant data gaps that could require field investigation.
- Develop an LSL Inventory Technical Memorandum with findings and recommendations for next steps.

Contractor will host an LSL Inventory Database Workshop with the City staff and management representatives to review and discuss data gaps as well as initiating discussion on data transfer and hosting. Contractor will develop training materials and conduct 2 training sessions for City staff designated for database upkeep.

## **Deliverables:**

- Draft and Final LSL Inventory Technical Memorandum
- LSL Inventory database training Presentation Slides
- LSL Inventory Database Workshop Agenda, Presentation Slides, Action Items, and Key Takeaways

## **Assumptions:**

- Each training session will be 1 hour duration.
- Inventory framework deliverables from Task 3 will be incorporated into the LSL Inventory Technical Memorandum.
- The City will cover any expenses associated with the selected long-term ArcGIS data hosting solution.

## **Task 5: Material Verification**

### **Customer Survey**

The Contractor will develop a Customer Survey for the City that includes a designed Postcard mailer following City standards, a draft Customer Survey series of questions and instructions, and the Customer Survey on the Survey123 platform which will be used to reduce the quantity of unknowns.

### **Service Line Identification Plan**

The Contractor will develop a Service Line Identification Plan with City-specific methods to verify service line materials that follow EPA and ADEQ requirements. The Contractor will conduct a Service Line Identification Workshop with the City to discuss the Plan, provide the prioritization and methodology, and highlight key regulatory requirements based upon close coordination with ADEQ. The methods that will be evaluated for City applicability in the Service Line Identification Plan will include machine learning or predictive modeling, interpolation, water quality sampling, excavation, and above-ground verification methods including meter box inspection.

## **Deliverables:**

- Service Line Identification Plan
- Customer Survey Postcard mailer PDF and design file
- Customer Survey questionnaire and instructions
- Survey123 Customer Survey
- Service Line Identification Plan Workshop Agenda, Presentation Slides, Action Items, and Key Takeaways

## **Assumptions:**

- The City will be responsible for conducting field survey efforts.

- The City will coordinate with customers, internal Public Information Officers, Customer Services staff, and other departments needed to send the survey to customers. The City will print and mail all postcards.
- Contractor will update the LSL Inventory Database up to three times until contract expiration to include customer survey results.

## **Project Schedule**

The tasks are expected to be completed within 9 months from NTP. NTP is expected December 2022.

**LINKING AGREEMENT  
BETWEEN  
THE CITY OF GLENDALE, ARIZONA  
AND  
HAZEN AND SAWYER, P.C.**

**EXHIBIT C**

**METHOD AND AMOUNT OF COMPENSATION**

Consultant will be compensated for services performed per the attached Fee Schedule.

**NOT TO EXCEED AMOUNT**

The total amount of compensation paid to Contractor for full completion of all work required by the Project must not exceed \$183,000 for the entire term of the Agreement.

**DETAILED PROJECT COMPENSATION**

Consultant will be compensated for services performed per the attached Fee Schedule.

**Fee**

<b>Budget</b> <b>Lead and Copper Rule Revisions Service Line Inventory</b> <b>City of Glendale (Owner)</b> <b>Hazen and Sawyer (Contractor)</b> <b>December 27, 2022</b>										
Task	Project Manager - AVP Courter	Deputy PM - PE Cook	QA/QC - SA Rosenfeldt	LSL Inventory Lead - SA Arnold	Digital/GIS - AEII Allen	Assistant Engineer I - AEI Varies	Labor Fee	Direct Expenses (detail below)	Total Fee	
Task 1: Project Management and Coordination	24	8					\$ 7,680	\$ 1,000	\$ 8,680	
Task 2: Data Collection and Records Review	4	96	28	24		96	\$ 41,120		\$ 41,120	
Task 3: Inventory Database Framework	4	12	4	4		12	\$ 6,380		\$ 6,380	
Task 4: Lead Service Line Inventory Database	6	112	40	68	24	168	\$ 68,890	\$ 1,500	\$ 70,390	
Task 5: Material Verification	8	100	20	60	48	84	\$ 53,320		\$ 53,320	
<b>TOTALS - BASIC SERVICES</b>	<b>46</b>	<b>328</b>	<b>92</b>	<b>156</b>	<b>72</b>	<b>360</b>	<b>\$ 177,390</b>	<b>\$ 2,500</b>	<b>\$ 179,890</b>	
<b>Hazen and Sawyer Labor Classifications</b>										
AVP - Associate Vice President							Travel	\$	1,500	
A - Associate / Project Manager / Technical Manager							Reproduction/shipping	\$	1,000	
PE - Principal Engineer										
AE - Assistant Engineer I or II							<b>Subtotal - Other Direct Costs</b>	<b>\$</b>	<b>2,500</b>	

