

PROFESSIONAL SERVICES AGREEMENT

HAWK Crossing at 59th Avenue and Evergreen Road
City of Glendale Engineering Project No. CIP222335

This Professional Services Agreement ("Agreement") is entered into and effective between CITY OF GLENDALE, an Arizona municipal corporation ("City") and T.Y. Lin International, Inc., a California Corporation, authorized to do business in the State of Arizona, ("Consultant") as of the ____ day of _____, 2023 ("Effective Date").

RECITALS

- A. City intends to undertake a project for the benefit of the public and with public funds that is more fully set forth in **Exhibit A**, Project (the "Project");
- B. City desires to retain the professional services of Consultant to perform certain specific duties and produce the specific work as set forth in the attached **Exhibit B**, Project Scope of Work ("Scope");
- C. Consultant desires to provide City with professional services ("Services") consistent with best consulting or architectural practices and the standards set forth in this Agreement, in order to complete the Project; and
- D. City and Consultant desire to memorialize their agreement with this document.

AGREEMENT

The parties hereby agree as follows:

1. **Key Personnel; Other Consultants and Subcontractors.**

- 1.1 Professional Services. Consultant will provide all Services necessary to assure the Project is completed timely and efficiently consistent within Project requirements, including, but not limited to, working in close interaction and interfacing with City and its designated employees, and working closely with others, including other consultants or contractors, retained by City.
- 1.2 Project Team.
 - a. Project Manager.
 - (1) Consultant will designate an employee as Project Manager with sufficient training, knowledge, and experience to, in the City's opinion, complete the project and handle all aspects of the Project such that the work produced by Consultant is consistent with applicable standards as detailed in this Agreement; and
 - (2) The City must approve the designated Project Manager.
 - b. Project Team.
 - (1) The Project Manager and all other employees assigned to the Project by Consultant will comprise the "Project Team."
 - (2) Project Manager will have responsibility for and will supervise all other employees assigned to the Project by Consultant.
 - c. Discharge, Reassign, Replacement.
 - (1) Consultant acknowledges the Project Team is comprised of the same persons and roles for each as may have been identified in **Exhibit A**.
 - (2) Consultant will not discharge, reassign, replace or diminish the responsibilities of any of the employees assigned to the Project who have been approved by City without City's prior written consent unless that person leaves the employment of Consultant, in which event the substitute must first be approved in writing by City.

- (3) Consultant will change any of the members of the Project Team at the City's request if an employee's performance does not equal or exceed the level of competence that the City may reasonably expect of a person performing those duties, or if the acts or omissions of that person are detrimental to the development of the Project.

d. Subcontractors.

- (1) Consultant may engage specific technical contractors (each a "Subcontractor") to furnish certain service functions.
- (2) Consultant will remain fully responsible for Subcontractor's services.
- (3) Subcontractors must be approved by the City.
- (4) Consultant will certify by letter that all contracts with Subcontractors have been executed incorporating requirements and standards as set forth in this Agreement.

2. **Schedule.** The Services will be undertaken in a manner that ensures the Project is completed timely and efficiently in accordance with the Project.

3. **Consultant's Work.**

3.1 Standard. Consultant must perform Services in accordance with the standards of due diligence, care, and quality prevailing among consultants having substantial experience with the successful furnishing of Services for projects that are equivalent in size, scope, quality, and other criteria under the Project and identified in this Agreement.

3.2 Licensing. Consultant warrants that:

- a. Consultant and its Subconsultants or Subcontractors will hold all appropriate and required licenses, registrations and other approvals necessary for the lawful furnishing of Services ("Approvals"); and
- b. Neither Consultant nor any Subconsultant or Subcontractor has been debarred or otherwise legally excluded from contracting with any federal, state, or local governmental entity ("Debarment").
 - (1) City is under no obligation to ascertain or confirm the existence or issuance of any Approvals or Debarments, or to examine Consultant's contracting ability.
 - (2) Consultant must notify City immediately if any Approvals or Debarment changes during the Agreement's duration. The failure of the Consultant to notify City as required will constitute a material default under the Agreement.

3.3 Compliance.

- a. Services will be furnished in compliance with applicable federal, state, county and local statutes, rules, regulations, ordinances, building codes, life safety codes, and other standards and criteria designated by City.
- b. Consultant 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. Consultant will require any Sub-contractor to be bound to the same requirements as stated within this section. Consultant, and on behalf of any subcontractors, warrants compliance with this section.

3.4 Coordination; Interaction.

- a. For projects that the City believes requires the coordination of various professional services, Consultant will work in close consultation with City to proactively interact with

any other professionals retained by City on the Project ("Coordinating Project Professionals").

- b. Consultant will meet to review the Project, Schedule and in-progress work with Coordinating Project Professionals and City as often and for durations as City reasonably considers necessary in order to ensure the timely work delivery and Project completion.
- c. For projects not involving Coordinating Project Professionals, Consultant will proactively interact with any other contractors when directed by City to obtain or disseminate timely information for the proper execution of the Project.

3.5 Work Product.

- a. Ownership. Upon receipt of payment for Services furnished, Consultant grants to City, and will cause its Subconsultants or Subcontractors to grant to the City, the exclusive ownership of and all copyrights, if any, to evaluations, reports, drawings, specifications, project manuals, surveys, estimates, reviews, minutes, all "architectural work" as defined in the United States Copyright Act, 17 U.S.C § 101, *et seq.*, and other intellectual work product as may be applicable ("Work Product").
 - (1) This grant is effective whether the Work Product is on paper (e.g., a "hard copy"), in electronic format, or in some other form.
 - (2) Consultant warrants, and agrees to indemnify, hold harmless and defend City for, from and against any claim that any Work Product infringes on third-party proprietary interests.
- b. Delivery. Consultant will deliver to City copies of the preliminary and completed Work Product promptly as they are prepared.
- c. City Use.
 - (1) City may reuse the Work Product at its sole discretion.
 - (2) In the event the Work Product is used for another project without further consultations with Consultant, the City agrees to indemnify and hold Consultant harmless from any claim arising out of the Work Product.
 - (3) In such case, City will also remove any seal and title block from the Work Product.

4. **Compensation for the Project.**

- 4.1 Compensation. Consultant's compensation for the Project, including those furnished by its Subconsultants or Subcontractors will not exceed \$55,257.33 as specifically detailed in **Exhibit D** ("Compensation").
- 4.2 Change in Scope of Project. The Compensation may be equitably adjusted if the originally contemplated Scope as outlined in the Project is significantly modified.
 - a. Adjustments to Compensation require a written amendment to this Agreement and may require City Council approval.
 - b. Additional services which are outside the Scope of the Project contained in this Agreement may not be performed by the Consultant without prior written authorization from the City.
 - c. Notwithstanding the incorporation of the Exhibits to this Agreement by reference, should any conflict arise between the provisions of this Agreement and the provisions found in the Exhibits and accompanying attachments, the provisions of this Agreement shall take priority and govern the conduct of the parties.
- 4.3 Allowances. An "Allowance" may be identified in **Exhibit D** only for work that is required by the Scope and the value of which cannot reasonably be quantified at the time of this Agreement.

- a. As stated in Sec. 4.1 above, the Compensation must incorporate all Allowance amounts identified in **Exhibit D** and any unused allowance at the completion of the Project will remain with City.
- b. Consultant may not add any mark-up for work identified as an Allowance and which is to be performed by a Subconsultant.
- c. Consultant will not use any portion of an Allowance without prior written authorization from the City.
- d. Examples of Allowance items include, but are not limited to, subsurface pothole investigations, survey, geotechnical investigations, public participation, radio path studies and material testing.

4.4 Expenses. City will reimburse Consultant for certain out-of-pocket expenses necessarily incurred by Consultant in connection with this Agreement, without mark-up (the "Reimbursable Expenses"), including, but not limited to, document reproduction, materials for book preparation, postage, courier and overnight delivery costs incurred with Federal Express or similar carriers, travel and car mileage, subject to the following:

- a. Mileage, airfare, lodging and other travel expenses will be reimbursable only to the extent these would, if incurred, be reimbursed to City of Glendale personnel under its policies and procedures for business travel expense reimbursement made available to Consultant for review prior to the Agreement's execution, and which policies and procedures will be furnished to Consultant;
- b. The Reimbursable Expenses in this section are approved in advance by City in writing; and
- c. The total of all Reimbursable Expenses paid to Consultant in connection with this Agreement will not exceed the "not to exceed" amount identified for Reimbursable Services in the Compensation.

5. **Billings and Payment.**

5.1 Applications.

- a. Consultant will submit monthly invoices (each, a "Payment Application") to City's Project Manager and City will remit payments based upon the Payment Application as stated below.
- b. The period covered by each Payment Application will be one calendar month ending on the last day of the month.

5.2 Payment.

- a. After a full and complete Payment Application is received, City will process and remit payment within 30 days.
- b. Payment may be subject to or conditioned upon City's receipt of:
 - (1) Completed work generated by Consultant and its Subconsultants and Subcontractors; and
 - (2) Unconditional waivers and releases on final payment from all Subconsultants and Subcontractors as City may reasonably request to assure the Project will be free of claims arising from required performances under this Agreement.

5.3 Review and Withholding. City's Project Manager will timely review and certify Payment Applications.

- a. If the Payment Application is rejected, the Project Manager will issue a written listing of the items not approved for payment.

- b. City may withhold an amount sufficient to pay expenses that City reasonably expects to incur in correcting the deficiency or deficiencies rejected for payment.

6. Termination.

6.1 For Convenience. City may terminate this Agreement for convenience, without cause, by delivering a written termination notice stating the effective termination date, which may not be less than 15 days following the date of delivery.

- a. Consultant will be equitably compensated for Services furnished prior to receipt of the termination notice and for reasonable costs incurred.
- b. Consultant will also be similarly compensated for any approved effort expended, and approved costs incurred, that are directly associated with Project closeout and delivery of the required items to the City.

6.2 For Cause. City may terminate this Agreement for cause if Consultant fails to cure any breach of this Agreement within seven days after receipt of written notice specifying the breach.

- a. Consultant will not be entitled to further payment until after City has determined its damages. If City's damages resulting from the breach, as determined by City, are less than the equitable amount due but not paid Consultant for Services furnished, City will pay the amount due to Consultant, less City's damages, in accordance with the provision of Sec. 5.
- b. If City's direct damages exceed amounts otherwise due to Consultant, Consultant must pay the difference to City immediately upon demand; however, Consultant will not be subject to consequential damages more than \$1,000,000 or the amount of this Agreement, whichever is greater.

7. **Conflict.** Consultant acknowledges this Agreement is subject to A.R.S. § 38-511, which allows for cancellation of this Agreement in the event any person who is significantly involved in initiating, negotiating, securing, drafting, or creating the Agreement on City's behalf is also an employee, agent, or consultant of any other party to this Agreement.

8. **Insurance.** For the duration of the term of this Agreement, Consultant shall procure and maintain insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of all tasks or work necessary to complete the Project as herein defined. Such insurance shall cover Consultant, its agent(s), representative(s), employee(s) and any subcontractors.

8.1 **Minimum Scope and Limit of Insurance.** Coverage must be at least as broad as:

- a. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01, including products and completed operations, with limits of no less than **\$1,000,000** per occurrence for bodily injury, personal injury, and property damage. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
- b. Automobile Liability: Insurance Services Office Form Number CA 0001 covering Code 1 (any auto), with limits no less than **\$1,000,000** per accident for bodily injury and property damage.
- c. Professional Liability. Consultant must maintain a Professional Liability insurance covering errors and omissions arising out of the work or services performed by Consultant, or anyone employed by Consultant, or anyone for whose acts, mistakes, errors and omissions Consultant is legally liability, with a liability insurance limit of \$2,000,000 for each claim and a \$2,000,000 annual aggregate limit.
- d. Worker's Compensation: Insurance as required by the State of Arizona, with Statutory Limits, and Employers' Liability insurance with a limit of no less than **\$1,000,000** per accident for bodily injury or disease.

8.2 Indemnification.

- a. To the fullest extent permitted by law, Consultant must defend, indemnify, and hold harmless City and its elected officials, officers, employees and agents (each, an "Indemnified Party," collectively, the "Indemnified Parties") for, from, and against any and all claims, demands, actions, damages, judgments, settlements, personal injury (including sickness, disease, death, and bodily harm), property damage (including loss of use), infringement, governmental action and all other losses and expenses, including attorneys' fees and litigation expenses (each, a "Demand or Expense" collectively "Demands or Expenses") asserted by a third-party (i.e. a person or entity other than City or Consultant) and that arises out of or results from the breach of this Agreement by the Consultant or the Consultant's negligent actions, errors or omissions (including any Subconsultant or Subcontractor or other person or firm employed by Consultant), whether sustained before or after completion of the Project.
- b. This indemnity and hold harmless provision applies even if a Demand or Expense is in part due to the Indemnified Party's negligence or breach of a responsibility under this Agreement, but in that event, Consultant will be liable only to the extent the Demand or Expense results from the negligence or breach of a responsibility of Consultant or of any person or entity for whom Consultant is responsible.
- c. Consultant is not required to indemnify any Indemnified Parties for, from, or against any Demand or Expense resulting from the Indemnified Party's sole negligence or other fault solely attributable to the Indemnified Party.

8.3 **Other Insurance Provisions.** The insurance policies required by the Section above must contain, or be endorsed to contain the following insurance provisions:

- a. **The City, its officers, officials, employees and volunteers are to be covered as additional insureds** of the CGL and automobile policies for any liability arising from or in connection with the performance of all tasks or work necessary to complete the Project as herein defined. Such liability may arise, but is not limited to, liability for materials, parts or equipment furnished in connection with any tasks, or work performed by Consultant or on its behalf and for liability arising from automobiles owned, leased, hired or borrowed on behalf of the Consultant. General liability coverage can be provided in the form of an endorsement to the Consultant's existing insurance policies, provided such endorsement is at least as broad as ISO Form CG 20 10, 11 85 or both CG 20 10 and CG 23 37, if later revisions are used.
- b. For any claims related to this Project, the **Consultant's insurance coverage shall be primary insurance** with respect to the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees or volunteers shall be in excess of the Consultant's insurance and shall not contribute with it.
- c. Each insurance policy required by this Section shall provide that coverage shall not be canceled, except after providing notice to the City.

8.4 **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best rating of no less than A: VII, unless the Consultant has obtained prior approval from the City stating that a non-conforming insurer is acceptable to the City.

8.5 **Waiver of Subrogation.** **Consultant hereby agrees to waive its rights of subrogation which any insurer may acquire** from Consultant by virtue of the payment of any loss. Consultant agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation. The Workers' Compensation Policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Consultant, its employees, agent(s) and subcontractor(s).

8.6 **Verification of Coverage.** Within 15 days of the Effective Date of this Agreement, Consultant shall furnish the City with original certificates and amendatory endorsements, or copies of any applicable insurance language making the coverage required by this Agreement effective. All certificates and endorsements must be received and approved by the City before work commences. Failure to obtain, submit or secure the City's approval of the required insurance policies, certificates or endorsements prior to the City's agreement that work may commence shall not waive the Consultant's obligations to obtain and verify insurance coverage as otherwise provided in this Section. The City reserves the right to require complete, certified copies of all required insurance policies, including any endorsements or amendments, required by this Agreement at any time during the Term stated herein.

Consultant's failure to obtain, submit or secure the City's approval of the required insurance policies, certificates or endorsements shall not be considered a Force Majeure or defense for any failure by the Consultant to comply with the terms and conditions of the Agreement, including any schedule for performance or completion of the Project.

8.7 **Subcontractors.** Consultant shall require and shall verify that all subcontractors maintain insurance meeting all requirements of this Agreement.

8.8 **Special Risk or Circumstances.** The City reserves the right to modify these insurance requirements, including any limits of coverage, based on the nature of the risk, prior experience, insurer, coverage or other circumstances unique to the Consultant, the Project or the insurer.

9. **E-verify, Records and Audits.** To the extent applicable under A.R.S. § 41-4401, the Consultant warrant their compliance and that of its subconsultants with all federal immigration laws and regulations that relate to their employees and compliance with the E-verify requirements under A.R.S. § 23-214(A). The Consultant or subconsultant's breach of this warranty shall be deemed a material breach of the Agreement and may result in the termination of the Agreement by the City under the terms of this Agreement. The City retains the legal right to randomly inspect the papers and records of the other party to ensure that the other party is complying with the above-mentioned warranty. The Consultant and subconsultant warrant to keep their respective papers and records open for random inspection during normal business hours by the other party. The parties shall cooperate with the City's random inspections, including granting the inspecting party entry rights onto their respective properties to perform the random inspections and waiving their respective rights to keep such papers and records confidential.

10. **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.

11. **Attestation of PCI Compliance.** When applicable, the Consultant will provide the City annually with a Payment Card Industry Data Security Standard (PCI DSS) attestation of compliance certificate signed by an officer of Consultant with oversight responsibility.

12. **Notices.**

12.1 A notice, request or other communication that is required or permitted under this Agreement (each a "Notice") will be effective only if:

- a. The Notice is in writing; and
- b. Delivered in person or by overnight courier service (delivery charges prepaid), certified or registered mail (return receipt requested).
- c. Notice will be deemed to have been delivered to the person to whom it is addressed as of the date of receipt, if:
 - (1) Received on a business day before 5:00 p.m. at the address for Notices identified for the Party in this Agreement by U.S. Mail, hand delivery, or overnight courier service; or
 - (2) As of the next business day after receipt, if received after 5:00 p.m.

- d. The burden of proof of the place and time of delivery is upon the Party giving the Notice.
- e. Digitalized signatures and copies of signatures will have the same effect as original signatures.

12.2 Representatives.

- a. Consultant. Consultant's representative (the "Consultant's Representative") authorized to act on Consultant's behalf with respect to the Project, and his or her address for Notice delivery is:

James Barr
 T.Y. Lin International, Inc.
 1475 North Scottsdale Road
 Scottsdale, Arizona 85257

- b. City. City's representative ("City's Representative") authorized to act on City's behalf, and his or her address for Notice delivery is:

City of Glendale
 c/o Jason Snider
 5850 West Glendale Avenue, Suite 315
 Glendale, Arizona 85301

With required copy to:

City Manager
 City of Glendale
 5850 West Glendale Avenue
 Glendale, Arizona 85301

City Attorney
 City of Glendale
 5850 West Glendale Avenue
 Glendale, Arizona 85301

- c. Concurrent Notices.
 - (1) All notices to City's representative must be given concurrently to City Manager and City Attorney.
 - (2) A notice will not be deemed to have been received by City's representative until the time that it has also been received by the City Manager and the City Attorney.
 - (3) City may appoint one or more designees for the purpose of receiving notice by delivery of a written notice to Consultant identifying the designee(s) and their respective addresses for notices.
- d. Changes. Consultant or City may change its representative or information on Notice, by giving Notice of the change in accordance with this section at least ten days prior to the change.

13. **Financing Assignment.** City may assign this Agreement to any City-affiliated entity, including a non-profit corporation or other entity whose primary purpose is to own or manage the Project.

14. **Entire Agreement; Survival; Counterparts; Signatures.**

14.1 Integration. This Agreement contains, except as stated below, the entire agreement between City and Consultant and supersedes all prior conversations and negotiations between the parties regarding the Project or this Agreement.

- a. Neither Party has made any representations, warranties or agreements as to any matters concerning the Agreement's subject matter.
- b. Representations, statements, conditions, or warranties not contained in this Agreement will not be binding on the parties.

- c. Inconsistencies between the solicitation, any addenda attached to the solicitation, the response or any excerpts attached as **Exhibit A**, and this Agreement, will be resolved by the terms and conditions stated in this Agreement.

14.2 Interpretation.

- a. The parties fairly negotiated the Agreement's provisions to the extent they believed necessary and with the legal representation they deemed appropriate.
- b. The parties are of equal bargaining position and this Agreement must be construed equally between the parties without consideration of which of the parties may have drafted this Agreement.
- c. The Agreement will be interpreted in accordance with the laws of the State of Arizona.

14.3 Survival. Except as specifically provided otherwise in this Agreement, each warranty, representation, indemnification and hold harmless provision, insurance requirement, and every other right, remedy and responsibility of a Party, will survive completion of the Project, or the earlier termination of this Agreement.

14.4 Amendment. No amendment to this Agreement will be binding unless in writing and executed by the parties. Electronic signature blocks do not constitute execution for purposes of this Agreement. Any amendment may be subject to City Council approval.

14.5 Remedies. All rights and remedies provided in this Agreement are cumulative and the exercise of any one or more right or remedy will not affect any other rights or remedies under this Agreement or applicable law.

14.6 Severability. If any provision of this Agreement is voided or found unenforceable, that determination will not affect the validity of the other provisions, and the voided or unenforceable provision will be reformed to conform with applicable law.

14.7 Counterparts. This Agreement may be executed in counterparts, and all counterparts will together comprise one instrument.

15. **Term.**

15.1 Renewals. The term of this Agreement commences upon the effective date and continues for a 1 year initial period. The City may, at its option and with the approval of the Consultant, extend the term of this Agreement an additional 1 year, renewable on an annual basis. Consultant will be notified in writing by the City of its intent to extend the Agreement period at least thirty (30) calendar days prior to the expiration of the original or any renewal Agreement period. Price adjustments will only be reviewed during the Agreement renewal period and will be a determining factor for any renewal. There are no automatic renewals of this Agreement.

15.2 Extension for Procurement Process. Upon the expiration of the Term of this Agreement, including the initial term and any renewals, at the City's sole discretion, this Agreement may be extended on a month-to-month basis for a maximum of six (6) months to allow for the City to complete its procurement process to select a vendor to provide the services/materials similar to those provided under this Agreement. The City will notify the Contractor in writing of its intent to extend the Agreement at least thirty (30) calendar days prior to the expiration of the Term. Any extension provided under this subsection will continue under the same terms and conditions as in effect immediately prior to the expiration of the then-current term.

16. **Dispute Resolution.** Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration administered according to the American Arbitration Association's Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

17. **Exhibits.** The following exhibits, with reference to the term in which they are first referenced, are incorporated by this reference.

- Exhibit A Project
- Exhibit B Scope of Work
- Exhibit C Schedule
- Exhibit D Compensation

The parties enter into this Agreement effective as of the date shown above.

City of Glendale,
an Arizona municipal corporation

By: Kevin Phelps
Its: City Manager

ATTEST:

Julie K. Bower (SEAL)
City Clerk

APPROVED AS TO FORM:

Michael D. Bailey
City Attorney

T.Y. Lin International, Inc.,
a California Corporation



By: James Barr
Its: Contract Manager

EXHIBIT A
Professional Services Agreement

PROJECT

Design for HAWK Crossing on 59th Avenue and Evergreen Road.

EXHIBIT B
Professional Services Agreement

SCOPE OF WORK

See the attached proposal

February 6, 2023

Mr. Dan Gerhard, PE
Senior Civil Engineer
City of Glendale
5850 W. Glendale Ave., Ste. #315
Glendale, AZ 85301

Subject: Revised proposal for 59th Avenue/Evergreen Road HAWK Crossing
City of Glendale Project Number TBD

Dear Dan:

TY Lin International (Consultant) is pleased to present this updated proposal to provide engineering design services for final design for the City of Glendale's (City's) proposed High-Intensity Activated Crosswalk Beacon (HAWK) signal at the intersection of 59th Avenue and Evergreen Road. The proposed HAWK signal will replace an existing Rectangular Rapid Flashing Beacon (RRFB) system that was installed by the City as an interim solution for safe crossing of pedestrians and cyclists at the intersection. The City has already completed the necessary warrant analysis providing justification for the HAWK system.

Included as part of these final design services are signal design for the HAWK system, minor roadway and sidewalk ramp improvements to ensure a fully ADA accessible crossings, utility locating and coordination, field topographic surveys and project management and coordination services.

Design will be closely coordinated with all City departments. Design will also be coordinated with Valley Metro staff given the proximity of a mid-block bus stop to the north of the intersection as well as utility companies with overhead power facilities in the project area. Detailed description for all tasks to be completed by Consultant is contained in the following.

Tasks

Task 1 – Project Management, Coordination and Meetings

Consultant shall provide project coordination and management services for performance of the design contract and shall include administrative elements required to complete the project design, including but not limited to: attending meetings, preparing meeting notes, coordination with City staff, coordination with project stakeholders including Valley Metro, utility owners and adjacent property owners. Services shall also include progress reporting, invoicing, quality control and other administrative functions. The following is a list of activities that will be performed as part of this task:

Project Schedule: Consultant shall update the project schedule on a monthly basis for the duration of the project. The schedule shall include project meetings, project deliverables and major milestones. The following is the project schedule that the Consultant shall target. The Consultant shall revise and submit for review an updated schedule whenever completion of the project design, or any of the partial completion points listed in the schedule are delayed by one week or more.

Notice to Proceed (NTP)	0
Data Collection/Survey/Utility Mapping	NTP + 6 Weeks
Submit Concept Plan for Proposed HAWK Signal Layout	NTP + 10 Weeks
Submit 60% Plans and Cost Estimate	NTP + 18 Weeks
Submit 100% Plans, Specifications, Cost Estimate	NTP + 24 Weeks
Submit Sealed Plans, Specifications, Cost Estimate	NTP + 30 Weeks

Invoicing and Progress Reports: Consultant shall prepare monthly invoices and progress reports showing the percent complete for all project tasks and other direct expenses related to the project and a description of activities completed during the invoice period. It is anticipated that invoices will be submitted electronically to the City's Project Manager.

Project Meetings: Consultant shall attend a Project Kick-Off meeting as well as comment resolution/coordination meetings with the City following each of the milestone submittals outlined in the Schedule provided previously. In addition, Consultant shall also attend up to two (2) additional project coordination meetings as needed based on the direction of the City Project Manager. Key outside stakeholders for which project meetings may be held with are Valley Metro (adjacent bus stop to the intersection) and utility owners. Consultant shall prepare all materials for comment resolution/project coordination meetings (agenda, sign-in sheet, Summary of Comments forms, exhibits, etc.) and shall provide to the City Project Manager at least 2 days in advance of meeting for review prior to distribution to project team. Following completion of project coordination meetings, Consultant shall prepare meeting notes within 5 business days and provide to the City Project Manager for review prior to distribution to the group.

It is not assumed that a Public Meeting will be needed for the project. Should a public meeting be determined to be necessary, Consultant can attend the public meeting and provide any necessary exhibits/technical information necessary for presenting the project to the public.

Task 2 – Data Collection and Field Review

A site visit will be conducted by the Consultant and City staff (if desired) to identify key areas of concern and engineering challenges that might have an impact on the project design. The site visit will familiarize us with the following:

- General topography
- Existing utilities
- General drainage conditions
- Pedestrian/Bicycle Access and Trends
- Existing features (roadway striping, adjacent sidewalk ramps, box culverts, etc.)
- Other site features not shown on as-built maps

Consultant shall obtain as-built plans from the City for the existing improvements along both 59th Avenue and Evergreen Road within the project limits. In addition, Consultant shall also obtain all as-built information for City utility facilities such as City water and sewer, ITS and any other facilities installed by the City which could potentially be impacted by the project.

Task 3 – Field Survey and Base Mapping

TYLIN Sub consultant, Trace Consulting, will complete field topographic surveys and project base mapping of the project area. Field topo surveying and mapping limits along both 59th Avenue and Evergreen Road will extend approximately 300' in all 3 directions of the intersection (north, south and east). Field topographic survey shots will pick up information such as existing survey monuments, pavement shots, curb, gutter and sidewalk, curb return information, striping, key grade break ground shots, adjacent property walls, above ground utility appurtenances and locations of any existing signage.

TYLIN shall also research the existing R/W and parcel line information along 59th Avenue and Evergreen Road to delineate existing right-of-way and parcel lines on the project base mapping. For this effort, right-of-way and parcel lines will be based on available as-built plans, GIS survey information through the Maricopa County Assessor's Maps online tool and any supplemental mapping that the City can provide. **Section corners will not be surveyed in the field nor shall a boundary survey be performed as part of this task to establish the existing right-of-way.**

A base map will be prepared at 1"=20' scale depicting the existing improvements within the project limits. The base map will include the aforementioned centerline, right-of-way and parcel line information as well as mapping for all existing utilities within the project area based upon the utility mapping obtained from each of the utility companies as described in Task 4 of this Scope of Work. The base map shall be prepared in AutoCAD 2018 format with information compiled in Civil3D. For additional detail on this task, see Trace Consulting Subconsultant proposal attached to this Scope of Work.

Task 4 – Utility Mapping and Coordination

Utility coordination is anticipated to be required for the project to obtain existing facility mapping, coordinate proposed improvements and identify any relocations should any be necessary due to proposed conflicts (none anticipated). **Design for any new or relocated facilities is specifically excluded from this Scope of Work.** If requested by the City, Consultant can prepare an amendment to the contract to complete new and/or relocation design work for any impacted utilities. The following tasks are associated with these efforts:

Utility Mapping

Coordination will entail email and phone communication with the utility companies shown below to: obtain mapping for existing facilities present within the project area (digital or hard copies) and to share project .dwg base files for utility owner's use in evaluating conflicts.

- Salt River Project (SRP)/Arizona Public Service (APS) Distribution Power (12kV overhead lines along 59th Avenue)
- City of Glendale Water/Sewer/Fiber/Storm Drainage
- Southwest Gas
- CenturyLink/Lumen
- Cox Communications
- SRP Water/Private Irrigation

Utility Conflicts

Consultant shall provide no conflict letters in conjunction with the 60% plans to all utility companies having facilities present within the project area. Should any conflicts be encountered, Consultant shall

coordinate with the utility companies to mitigate conflicts if any are discovered. If feasible, Consultant shall adjust proposed improvements to avoid utility conflicts without jeopardizing the project's purpose and goals.

Provide Information to Utility Companies

Consultant shall provide CAD files in AutoCAD format and project plans in PDF format to utility companies upon request.

Identification of Potholes

Between the Conceptual Layout and 60% submittal, Consultant shall identify any needs for utility potholing throughout the project. Potholes are anticipated to be acquired at the proposed HAWK signal pole locations to ensure no unmapped facilities are present at these locations. A detailed description of the proposed potholing effort can be seen in the T2 Utility Engineers proposal attached to this Scope of Work.

Once pothole results are received, Consultant shall update the horizontal location of utilities as necessary and distribute revised CAD files/pothole results to each of the utility owners. Based on the information obtained from the potholes, Consultant shall identify all utility conflicts that will require adjustment/relocation. Consultant shall add pothole data information received to the HAWK Signal Design plans.

Utility Relocation

Where utility relocations are required, Consultant shall work with the City and utility companies to determine if the relocation of the facilities are to be included as part of the project (by the City's contractor) or prior to construction. Where the utility relocation is to be included as part of the project, the Consultant shall coordinate design details and work with the City to develop construction costs associated with the relocation work.

Review of Utility Relocation Design Plans

Consultant shall review any utility relocation plans to ensure compatibility with the proposed design plans. If the utility relocation work is to be performed by the utility companies prior to the construction of the City's project, Consultant shall include the proposed alignment of the relocated facility in the final construction plans.

Task 5 – HAWK Signal Design and Plans

Consultant shall complete HAWK Signal Design Plans for the 59th Avenue and Evergreen Road intersection. Signal Design plans will utilize a combination of City and ADOT/City of Phoenix standards related to the proposed signal layout, equipment and signing/pavement marking design. Consultant will develop a conceptual signal plan showing locations for poles, cabinet, and other signal infrastructure for over the shoulder review. Based on the feedback from the City, the project team will prepare 60 % and 100% design packages, including HAWK traffic signal plans, special provisions, and cost estimate (PS&E) based on City of Glendale Traffic Signal Standards. The project team will coordinate with APS/SRP Power for electrical service to the new HAWK signal and any conflicts with signal design elements.

Specifically excluded from this task are the preparation of any cross sections or 3D modeling of the project design. Traffic Sequencing and Traffic Control Plans are also specifically excluded from this Scope of Work.

The following plan sheets will be developed and included at each submittal stage as detailed below (anticipated number of sheets shown in parentheses):

Concept Plan/HAWK Signal Layout

- Intersection Detail Exhibit (1)

Consultant shall incorporate any feedback received from the City on the Concept Plan/HAWK Layout. The 60% plans will include the following sheets as part of this task:

60% Plans

- Cover Sheet (1)
- Legend and Notes Sheet (1)
- HAWK Signal Design Sheet (1)
- Signal Timing Plan (1)
- Signing and Pavement Marking Plan (1)
- ADA Ramp Design Detail Sheet (1)

As part of the 60% submittal, it is anticipated that 6 plan sheets will be created and submitted for the project.

Following resolution of all comments received from the City on the 60% submittal, Consultant shall prepare 100% plans showing all design features and plan details. 100% plans will be 'all-inclusive' and represent the fully biddable project plan set.

For the Sealed construction document submittal, Consultant will address any final comments received on the 100% plans and will submit final sealed plans along with any supplemental analysis or calculation materials.

Task 7 – Cost Estimates and Specifications

Consultant shall prepare Cost Estimates at the 60%, 100% and sealed submittal stages. Project cost estimates will include a tabulation of bid items in accordance with any applicable City standards for bid item numbering. Unit costs will be provided for each bid item and will be based on recent bid pricing for similarly sized projects within the general City of Glendale area.

Consultant shall develop technical specifications relevant to the project construction requirements. MAG Standard Specifications and Details will be referenced by the Special Provisions along with City of Glendale Standard Details and Specifications. Special Provisions will be prepared in City standard format. Special Provisions shall be submitted at 100% and sealed submittal stages.

Allowances

Task 8 – Reimbursable Expenses

For budgetary purposes, an allowance of \$250 has been included for reimbursable items such as mileage, copies, mail and delivery services. All reimbursable items shall be invoiced by the Consultant to the City at direct cost. Cost data (backup) will be included with the appropriate invoices.

Exclusions

Exclusions from this Scope of Work include, but are not limited to:

- Boundary Survey
- Title Reports
- Environmental Analysis
- Geotechnical Field Investigation and Analysis
- Offsite Hydrology Creation
- Construction Phasing/Traffic Control
- 3D Modeling and Earthwork Analysis
- Proposed Utility Design
- Lighting Analysis
- Anything not expressly contained within this Scope of Work

The total professional fee requested for the completion of these tasks is \$55,257.33. A breakdown of the fee is provided on Exhibit A as part of this proposal.

Should you have any questions and/or require additional information, please contact me.

Sincerely,



James Barr, P.E.
Contract Manager

EXHIBIT C
Professional Services Agreement

SCHEDULE

March 2023 to January 2024

EXHIBIT D
Professional Services Agreement

COMPENSATION

METHOD AND AMOUNT OF COMPENSATION

Time and materials not to exceed

NOT-TO-EXCEED AMOUNT

The total amount of compensation paid to Consultant for full completion of all work required by the Project during the entire term of the Project must not exceed \$55,257.33.

DETAILED PROJECT COMPENSATION

See Attached.

EXHIBIT D

TASK	DESCRIPTION	TOTAL FEE
BASIC SERVICES		
1	Project Management, Coordination and Meetings	\$4,643.95
2	Data Collection and Field Review	\$3,011.40
3	Field Survey and Base Mapping	\$8,301.48
4	Utility Mapping and Coordination	\$9,598.40
5	HAWK Signal Design and Plans 2	\$24,587.56
6	Cost Estimates and Specifications	\$4,864.56
ALLOWANCES		
7	Reimbursable Expenses	\$250.00
	TOTAL FEE	\$55,257.33



EXHIBIT D - COMPENSATION
FEES ASSOCIATED WITH CITY OF GLENDALE PROJECT NO. TBD
FINAL DESIGN FOR HAWK SIGNAL AT 59TH AVENUE AND EVERGREEN ROAD

TASK	DESCRIPTION	PROJECT MANAGER		SR PROJECT ENGINEER		PROJECT ENGINEER		DESIGN ENGINEER		CADD TECHNICIAN		SUBCONSULTANT / VENDOR		TOTAL HOURS	TOTAL DIRECT RATE	OVERHEAD 150.70%	PROFIT 10%	TYLI TOTAL	TOTAL FEE
		Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$	Hours	\$						
BASIC SERVICES																			
1	Project Management, Coordination and Meetings	4	\$332.00	8	\$520.00	16	\$832.00							28	\$1,684.00	\$2,537.77	\$422.18	\$4,643.95	\$4,643.95
2	Data Collection and Field Review			4	\$260.00	10	\$520.00			8	\$312.00			22	\$1,092.00	\$1,645.63	\$273.76	\$3,011.40	\$3,011.40
3	Field Survey and Base Mapping									4	\$88.00	\$7,628.60		6	\$244.00	\$367.71	\$61.17	\$8,301.48	\$8,301.48
4	Utility Mapping and Coordination			4	\$260.00	6	\$312.00			20	\$780.00	\$5,870.00		30	\$1,352.00	\$2,037.45	\$338.95	\$9,598.40	\$9,598.40
5	HAWK Signal Design and Plans	2	\$166.00	14	\$910.00	28	\$1,456.00	60	\$2,640.00	96	\$3,744.00			200	\$8,916.00	\$13,436.32	\$2,235.23	\$24,587.56	\$24,587.56
6	Cost Estimates and Specifications	2	\$166.00	6	\$390.00	8	\$416.00	18	\$792.00					34	\$1,764.00	\$2,658.33	\$442.23	\$4,864.56	\$4,864.56
SUBTOTAL BASIC SERVICES		8	\$664.00	36	\$2,340.00	68	\$3,536.00	80	\$3,520.00	128	\$4,992.00	\$13,498.60		320	\$15,052.00	\$22,683.21	\$3,773.52	\$41,508.73	\$55,007.33
ALLOWANCES																			
7	Reimbursable Expenses																		\$250.00
SUBTOTAL ALLOWANCES																			\$250.00
GRAND TOTAL		8	\$664.00	36	\$2,340.00	68	\$3,536.00	80	\$3,520.00	128	\$4,992.00	\$13,498.60		320	\$15,052.00	\$22,683.21	\$3,773.52	\$41,758.73	\$55,257.33