

RESOLUTION 18-51

A RESOLUTION TO AUTHORIZE THE MAYOR TO SIGN AN AGREEMENT FOR PROFESSIONAL DESIGN SERVICES WITH VOLKERT, INC. TO PREPARE AN UPDATE TO MAJOR THOROUGHFARE PLAN AND TO PERFORM A FINANCIAL ANALYSIS ON TRAFFIC IMPACT FEES

WHEREAS, the Board of Mayor and Aldermen adopted the 2040 Major Thoroughfare Plan in 2014; and

WHEREAS, the Major Thoroughfare Plan provides a comprehensive plan to address the long-term transportation system improvements including the arterial and collector street network serving the community; and

WHEREAS, in communities experiencing rapid and intensive growth and development that a major thoroughfare plan should be updated at least every three years; and

WHEREAS, the City is in need of preparing a comprehensive traffic model that can interface with the Metropolitan Planning Organization (MPO) regional traffic model while also being used at the local level to evaluate traffic impact from major development projects upon arterial and collector streets; and

WHEREAS, the Board of Mayor and Aldermen approved Ordinance 15-04 in December 2015 to provide for impact fees to be charged for development occurring in the City of Spring Hill; and

WHEREAS, Section 5-509 (4) (a) through (g) allows the City to review, in conjunction with the capital budget and capital improvement adoption process, the development potential of the City and the capital improvement plan and make such modifications to impact fee schedules as are deemed necessary every three years; and

WHEREAS, Volkert, Inc. is currently providing transportation planning and engineering services to the City of Spring Hill including most recently the approval of the Buckner Road Interstate Access Request (IAR) from the Tennessee Department of Transportation and the Federal Highway Administration during which they developed an extensive understanding of traffic and travel patterns throughout the City; and

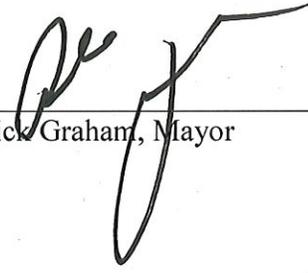
WHEREAS, Volkert, Inc. at the request of City staff prepared a Professional Services Agreement attached hereto as Exhibit "A" containing a proposal to update the Major Thoroughfare Plan, to prepare a traffic model for the City, and to perform a financial analysis of the existing traffic impact fee structure for a fixed fee of \$88,000 plus reimbursable expenses estimated to be \$3,000 for a total project expense of \$91,000 with work to be completed within nine months as illustrated in the schedule illustrated in Exhibit "B"; and

WHEREAS, the Transportation Advisory Committee favorably recommended engaging Volkert, Inc. to prepare an update to the City's Major Thoroughfare Plan, to prepare a traffic model for the City, and to perform a financial analysis of the existing traffic impact fee structure.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Mayor and Aldermen of the City of Spring Hill authorizes the Mayor as follows:

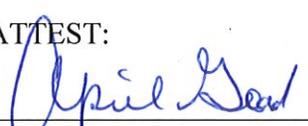
1. To execute a Professional Services Agreement with Volkert, Inc. attached hereto as Exhibit "A" to update the Major Thoroughfare Plan, to prepare a traffic model for the City, and to perform a financial analysis of the existing traffic impact fee structure for a fixed fee in the amount of \$88,000 plus reimbursable expenses estimated to be \$3,000 for a total project cost of \$91,000 with work to be completed within nine months as illustrated in the schedule contained in Exhibit "B".

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on this 16th day of April, 2018.



Rick Graham, Mayor

ATTEST:



April Goad, City Recorder

LEGAL FORM APPROVED:



Patrick Carter, City Attorney

CITY OF SPRING HILL, TENNESSEE
PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is by and between the City of Spring Hill, Tennessee, hereinafter referenced as "City", and VOLKERT, INC., hereinafter referenced as "Consultant", who mutually agrees as follows:

DECLARATIONS. City desires to retain Consultant to provide professional services in connection with the City's project hereinafter referenced as Project. The Project is described as follows:

CONSULTANT'S Scope of Work hereunder is finite and limited to only those items explicitly stated or enumerated herein or attached hereto. Any work or services desired by CITY that are not stated herein or attached hereto shall be considered Extra Work and shall entitle CONSULTANT to mutually agreed-upon additional compensation. This Scope of Services serves as Attachment A for this agreement.

The Consultant shall provide professional planning services for the City of Spring Hill. The tasks will include, but not be limited to:

Major Thoroughfare Plan Scope of Services

A systematic work program of technical analyses and planning will be performed for the development of the City of Spring Hill's Major Thoroughfare Plan.

Existing Conditions Analysis

The purpose of this task is to compile and analyze pertinent existing roadway information.

Task Activities

- Analyze Existing Transportation System Capacity: Volkert will utilize the traffic counts collected by TDOT and the City of Spring Hill, along with the Nashville Area MPO base year model to determine the current operational characteristics (Level of Service) of the existing collector and arterial roadways within the study area (City Limits).

Task Deliverables

- Existing Conditions Report: Volkert will deliver this brief report with appropriate narrative, tables, maps and graphics. The report and any associated map figures or illustrations referenced in the report will be transmitted to the City electronically for review.

Future Conditions Analysis

The purpose of this task is to analyze the 2040 future conditions for the City of Spring Hill roadway network. This task will be completed utilizing the Nashville Area MPO 2040 Long Range Transportation Plan (LRTP) model outputs (to be provided by the MPO).

Task Activities

- Analysis of the E+C Roadway Network: The E+C network consists of existing collectors and arterials, as well as the roadway improvement projects which had funding for construction as of the LRTP base year. Volkert will utilize the outputs of the E+C model and analyze them to determine which roadways are projected to be deficient by the year 2040.

Task Deliverables

- Future Conditions Report: Volkert will deliver this brief report with appropriate narrative, tables, maps and graphics. The report and any associated map figures or illustrations referenced in the report will be transmitted to the City electronically for review.

Plan Development

Utilizing the existing and future conditions analysis, Volkert will formulate the Major Thoroughfare Plan and its recommendations.

Task Activities

- Recommended Projects: Based on the results of the existing and future conditions analyses and the input of local staff, Volkert will develop a list of proposed projects. The list of projects (including new roadways and widening/improving existing roadways) will be intended to provide improved traffic operations throughout the City. The list of projects will include proposed number of lanes, required right-of-way, planning level cost estimates for each proposed project based on TDOT and the Nashville Area MPO methodologies for estimating project costs, and a project prioritization where the projects are placed into short-term and long-term needs. The prioritization of projects will be based on project demand and feasibility.
- Once this initial list of projects is established, Volkert will utilize the MPO model to determine the impacts of the projects. Volkert will then re-analyze the model outputs to determine the proposed projects' effectiveness in improving the transportation system's deficiencies. Once this process is complete, necessary changes will be made to the proposed list of projects and the project list will be finalized.

Community Involvement

Participation from the community and stakeholders is an essential element to analyzing the existing roadway and transportation conditions and finalizing the future needs.

Task Activities

- Community input will consist of one (1) public meeting at a location arranged by the City of Spring Hill in open house format. The public meeting will consist of a presentation by Volkert staff regarding the recommended Major Thoroughfare Plan and soliciting comments from the public. The purpose of this meeting is to solicit feedback from the public on the proposed transportation improvements that are the result of the planning process. For this public meeting, Volkert will develop advertisements and handouts for the meeting, as well as the meeting presentation materials. The City of Spring Hill will be responsible for posting all advertisements in appropriate newspapers/publications and on the City's website. The City of Spring Hill will also be responsible for securing the meeting location and making arrangements for appropriate accommodations, including audio/visual equipment, if desired.
- Volkert will attend two (2) additional meetings with other groups and organizations at the request of the City of Spring Hill. These meetings could include presentations to Board of Mayor and Aldermen or Planning Commission.

Task Deliverables

- Any handouts or other meeting or presentation materials, as needed, for project meetings.
- Public Involvement Documentation: At the conclusion of the community outreach activities, this documentation will be prepared to highlight the citizen input opportunities conducted as part of the plan development process and specifically to document the comments and desires articulated.
- Plan Development Report: Volkert will deliver this brief report with appropriate narrative, tables, maps and graphics. The report and any associated map figures or illustrations referenced in the report will be transmitted to the City electronically for review.

Draft and Final Plan

The purpose of this task is to refine the Major Thoroughfare Plan document based on the input received in the Community Input task and through staff review, working toward a final plan. Following the incorporation of comments and suggestions, the final plan document will be produced for the City's use and distribution.

Task Activities

- Prepare Draft Plan: Volkert will compile a draft of the plan document, which reflects the public input and City's requested and recommended revisions to the plan up to that point in the process. This is the version that will be considered for adoption by the Planning Commission and (if needed) the Board of Mayor and Aldermen.
- Produce Final Plan Document: Following adoption, Volkert will incorporate any final edits to the plan and produce the final plan document for electronic delivery to the City.

Task Deliverables

- Draft Plan
- Final Adopted Plan Document. Volkert will produce an electronic copy of the final plan along with all of the associated Microsoft Word, GIS, and other relevant electronic files.

Impact Fee Assessment

The purpose of this assessment is to calculate the fees using a plan-based impact fee methodology. The Volkert team will work with Duncan Associates to prepare a transportation impact fee assessment

Task Activities

- The assessment will be based on data from the updated Major Thoroughfare Plan, the Institute of Transportation Engineers' Trip Generation Manual, and other sources. The assessment will calculate impact fees per development unit (dwelling unit, 1,000 sq. ft. of commercial development, etc.) for a variety of land use types.
- The methodology used to calculate the fees will be consistent with national impact fee principles derived from case law and state impact fee enabling acts (Tennessee does not have a statute governing impact fees). The basic guiding principles that will be followed are that the fees (1) should not charge development for a higher level of service than is provided to existing development, (2) should take into account other taxes paid by new development in the future that will fund the same improvements to avoid double-payment, and (3) should be spent on improvements that will create additional capacity for growth or pay for existing excess capacity.
- The updated MTP analysis will be utilized to strengthen the nexus between the cost of improvements and the growth triggering the need to make those improvements.

Task Deliverables

- Evaluation of Methodology: The impact fee analysis will be provided in the form of a written study that clearly explains how the fees were calculated and documents data sources used.
- Initial Staff Review Draft: An initial draft of the study will be provided for City staff review.
- Final Transportation Impact Fee Study: The final assessment will address any comments provided by City staff.
- Draft Ordinance Amendments: Concurrent with the final report, consultant will provide draft ordinance amendments to implement the study findings. These will include proposed definitions of the land use categories recommended for the updated fee schedule.

Project Management

The purpose of the Project Management task is to highlight administrative activities to be conducted by the consultant team that will ensure efficient and timely delivery of project results that are of practical use by the City of Spring Hill. Volkert will be responsible for project management objectives through the following activities.

Task Activities

- Project Kick-Off Meeting with City Staff: Following receipt of written Notice to Proceed from the City, Volkert will meet with the City's Project Manager and other appropriate officials and staff to review the overall scope of services and project schedule and discuss data/information needs and potential sources, related plans and studies, key project contacts for the City and consultants, City-Consultant coordination items, and other project logistics and issues. It is essential that the City and Volkert have a common understanding of the anticipated process, including responsibilities, reporting requirements, important objectives and priorities, key milestones, and deliverables. This meeting will be scheduled to coincide with Volkert's initial efforts for data collection.
- Detailed Project Schedule: Based on initial City-Consultant coordination and discussion at the Project Kick-Off Meeting, Volkert will prepare a Master Project Schedule. The Master Schedule will identify specific dates for submittal of interim and final deliverables, project meetings and citizen involvement opportunities, and other time-sensitive project activities. Adequate time for client review of draft deliverables will also be reflected in the schedule. Based on this scope of services, a Draft Major Thoroughfare Plan and Draft Impact Fee Assessment would be prepared within six months from project initiation. The timing of final plan and fee assessment report consideration and adoption, as well as interim steps in the planning process, will depend upon interactions with and the decision-making speed of the City of Spring Hill and is not under the complete control of the consultant. Through the monthly progress reporting, Volkert will closely monitor schedule adherence and notify the City of any unanticipated project delays.
- Regular Communications: Volkert's Project Manager will maintain frequent communication and coordination with the City's Project Manager by phone and email as appropriate.
- Progress Reports: Volkert will submit monthly progress reports to the City's Project Manager as part of the monthly invoice. Monthly invoices will be emailed directly to the City's Project Manager, with the associated progress report submitted by the Project Manager.

Task Deliverables

- Master Project Schedule
- List of Key City and Consultant Contacts
- Detailed Data & Information Needs checklist
- Progress Reports (monthly)
- Any handouts or other meeting materials

Assumptions

- The 2015 Spring Hill Major Thoroughfare Plan will be reviewed but will not be used as a basis for this new Plan.
- The MPO will provide the model for us to conduct analysis and projections.
- City of Spring Hill will provide all GIS data.
- Traffic counts will be obtained from TDOT and the City of Spring Hill, no traffic counts will be conducted.
- City of Spring Hill will provide roadway typical section requirements.
- This Plan will not include analysis of bicycle or pedestrian facilities.

- Recommended project cost estimates will be based on TDOT's Long Range Planning cost estimating tool.

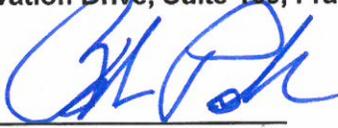
Project Schedule

The timeline for this project will be a nine-month time period for completion of the work. See attached Timeline.

Project Fee

The fee to develop the City of Spring Hill's Major Thoroughfare Plan and Impact Fee Assessment will be **\$88,000 with expenses for meetings and travel to be an additional \$3,000**. The total of \$91,000 is a lump sum fee and will be invoiced on a monthly basis as work is completed.

Payment shall be made payable to Volkert, Inc. and submitted to the following address: **302 Innovation Drive, Suite 100, Franklin, TN 37067.**

BY: 

Bob Polk

Title: Senior Vice President

Date: 4/24/18

BY: 

Rick Graham

Mayor of Spring Hill

Date: 4/24/18

TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES

ARTICLE 1. SERVICES. Consultant will:

- 1.1 Act for City in a professional manner, using that degree of care and skill ordinarily exercised by and consistent with standards of competent consultants using the standards in the industry:
- 1.2 Consider all reports to be confidential and distribute copies of the same only to those persons specifically designated by the City.
- 1.3 Perform all services under the general direction of a senior professional employee, licensed and/or registered in the State of Tennessee, when appropriate.
- 1.4 Retain pertinent records relating to the services performed for a period of seven (7) years following the completion of the work; during this period, the records shall be available for review by City at all reasonable times.

ARTICLE 2. CITY'S RESPONSIBILITIES. City, or its authorized representative, will:

- 2.1 Provide Consultant with all information regarding the Project, which is available to, or reasonably obtainable by, the City.
- 2.2 Furnish right-of-entry onto the Project site for Consultant's necessary field studies and surveys. Consultant will endeavor to restore the site to its original condition and shall remain solely liable for all damages, costs and expenses, including reasonable attorneys' fees, for failure to make such restoration.
- 2.3 Designate, in writing, the sole Project representative to coordinate with and direct the Consultant, including all contact information.
- 2.4 Guarantee to Consultant that it has the legal capacity to enter into this contract and that sufficient monies are available to fund Consultant's compensation.

ARTICLE 3. GENERAL CONDITIONS.

- 3.1 Consultant, by the performance of services covered hereunder, does not in any way assume, abridge or abrogate any of those duties, responsibilities or authorities customarily vested in other professionals or agencies participating in the Project.
- 3.2 Consultant shall be responsible for the acts or omissions of any party involved in concurrent or subsequent phases of the Project acting upon written instruction issued by the Consultant.
- 3.3 Neither City nor Consultant may assign or transfer its duties or interest in this Agreement without written consent of the other party. However, nothing in this Article shall prevent Consultant from engaging independent consultants, associates, and subcontractors to assist in the performance of the Services at Consultant's cost.

3.4 ALLOCATION OF RISK AND LIABILITY; GENERAL. Considering the potential liabilities that may exist during the performance of the services of this Agreement, the relative benefits and risks of the Project, and the Consultant's fee for the services rendered, and in consideration of the promises contained in this Agreement, the City and the Consultant agree to allocate and limit such liabilities in accordance with this paragraph.

3.5 INDEMNIFICATION. Consultant agrees to indemnify and hold City harmless from and against legal liability for all judgments, losses, damages, and expenses to the extent such judgments, losses, damages, or expenses are caused by Consultant's negligent act, error or omission in the performance of the services of this Agreement. In the event judgments, losses, damages, or expenses are caused by the joint or concurrent negligence of Consultant and City, they shall be borne by each party in proportion to its own negligence.

3.5.1 SURVIVAL. The terms and conditions of this paragraph shall survive completion of this service agreement.

3.6 LIMITATIONS OF RESPONSIBILITY. Consultant shall not be responsible for (a) construction means, methods, techniques, sequences, procedures, or safety precautions and programs in connection with the Project unless specifically undertaken in Attachment A, SCOPE OF SERVICES; (b) the failure of any contractor, subcontractor, consultant, or other Project participant, not under contract to Consultant, to fulfill contractual responsibilities to City or to comply with federal, state, or local laws, regulations, and codes; or (c) procuring permits, certificates, and licenses required for any construction unless such procurement responsibilities are specifically assigned to Consultant in Attachment A, SCOPE OF SERVICES.

ARTICLE 4. TERMINATION BY THE CITY. The City may terminate this Agreement in accordance with the following terms and conditions:

4.1 Termination for Convenience. The City may, when in the interests of the City, terminate performance under this Agreement with the Consultant, in whole or in part, for the convenience of the City. The City shall give written notice of such termination to the Consultant specifying when termination becomes effective. The Consultant shall incur no further obligations in connection with the work so terminated, other than warranties and guarantees for completed work and installed equipment, and the Consultant shall stop work when such termination becomes effective. The Consultant shall also terminate outstanding orders and subcontracts for the affected work. The Consultant shall settle the liabilities and claims arising out of the termination of subcontracts and orders. The City may direct the Consultant to assign the Consultant's right, title and interest under termination orders or subcontracts to the City or its designee. The Consultant shall transfer title and deliver to the City such completed or partially completed work and materials, equipment, parts, fixtures, information and contract rights as the Consultant has in its possession or control. When terminated for convenience, the Consultant shall be compensated as follows:

(1) The Consultant shall submit a termination claim to the City specifying the amounts due because of the termination for convenience together with costs, pricing or other data required by the City. If the Consultant fails to file a termination claim within one (1) year from the effective date of termination, the City shall pay the Consultant the amount the City deems the Consultant is due.

(2) The City and the Consultant may agree to the compensation, if any, due to the Consultant hereunder.

(3) Absent agreement to the amount due to the Consultant, the City shall pay the Consultant the following amounts:

(a) Contract costs for labor, materials, equipment and other services accepted under this Agreement;

(b) Reasonable costs incurred in preparing to perform and in performing the terminated portion of the work, and in terminating the Consultant's performance, plus a fair and reasonable allowance for direct job site overhead and earned profit thereon (such profit shall not include anticipated profit or consequential damages); provided however, that if it reasonably appears that the Consultant would have not profited or would have sustained a loss if the entire Agreement would have been completed, no profit shall be allowed or included and the amount of compensation shall be reduced to reflect the anticipated rate of loss, if any;

The total sum to be paid the Consultant under this Section shall not exceed the total Agreement Price, as properly adjusted, reduced by the amount of payments otherwise made, and shall in no event include duplication of payment.

4.2 Termination for Cause. If the Consultant does not perform the work, or any part thereof, in a timely manner, supply adequate labor, supervisory personnel or proper equipment or materials, or if it fails to timely discharge its obligations for labor, equipment and materials, or proceeds to disobey applicable law, or otherwise commits a violation of a material provision of this Agreement, then the City, in addition to any other rights it may have against the Consultant or others, may terminate the performance of the Consultant, in whole or in part, at the City's sole option, and assume possession of the Project Plans and materials and may complete the work.

In such case, the Consultant shall not be paid further until the work is complete. After completion has been achieved, if any portion of the Contract Price, as it may be modified hereunder, remains after the cost to the City of completing the work, including all costs and expenses of every nature incurred, has been deducted by the City, such remainder shall belong to the Consultant. Otherwise, the Consultant shall pay and make whole the City for such cost. This obligation for payment shall survive the termination of the Agreement.

In the event the employment of the Consultant is terminated by the City for cause pursuant to this Section and it is subsequently determined by a Court of competent jurisdiction that such termination was without cause, such termination shall thereupon be deemed a Termination for Convenience under this Section and the provisions of Section 4.1 shall apply.

4.3 Termination for Non-Appropriation. The City may also terminate this Agreement, in whole or in part, for non-appropriation of sufficient funds to complete or partially complete the Project, regardless of the source of such funds, and such termination shall be on the terms of Section 4.1.

4.4 The City's rights under this Section shall be in addition to those contained elsewhere herein or provided by law.

ARTICLE 5. SCOPE OF SERVICES. Consultant shall provide the Services as described on Page 1 of this agreement.

5.1 By mutual agreement, this contract and scope can be amended by the parties. The scope and fee for any additional tasks or services under such amendment shall be mutually negotiated and agreed to in writing prior to beginning such additional tasks or services.

5.2 ENVIRONMENTAL RESPONSIBILITY. Where drilling/sampling services are involved, the samples obtained from the Project site are the property of the City. Should any of these samples be recognized by the Consultant to be contaminated, the City shall remove them from the Consultant's custody and transport them to a disposal site, all in accordance with applicable government statutes, ordinances, and regulations. For all other samples, the Consultant shall retain them for a sixty (60)-day period following the submission of the drilling/sampling report unless the City directs otherwise; thereafter, the Consultant shall discard the samples in accordance with all federal, state and local laws.

ARTICLE 6. SCHEDULE.

6.1 TIME OF THE ESSENCE. The parties agree that TIME IS OF THE ESSENCE with respect to the parties' performance of all provisions of the Agreement.

6.2 FORCE MAJEURE. Neither party will be liable to the other for any delay or failure to perform any of the services or obligations set forth in this Agreement due to causes beyond its reasonable control, and performance times will be considered extended for a period of time equivalent to the time lost because of such delay plus a reasonable period of time to allow the parties to recommence performance of their respective obligations hereunder. Should a circumstance of *force majeure* last more than ninety (90) days, either party may, by written notice to the other, terminate this Agreement. The term "*force majeure*" as used herein shall mean the following: acts of God; strikes, lockouts or other industrial disturbances; acts of public enemies; orders or restraints of any kind of the government of the United States or of the State or any of their departments, agencies or officials, or any civil or military authority; insurrections, riots, landslides, earthquakes, fires, storms, tornadoes, droughts, floods, explosions, breakage or accident to machinery, transmission pipes or canals; or any other cause or event not reasonably within the control of either party.

6.3 Should City request changes in the scope, extent, or character of the Project, the time of performance of Consultant's services as indicated in Attachment A shall be adjusted equitably.

ARTICLE 7. USE OF DOCUMENTS AND DATA.

7.1 All Documents, including, but not limited to, reports, drawings, specifications, and computer software prepared by Consultant pursuant to this Agreement are instruments of service with respect to the Project. Consultant shall retain an ownership and property interest therein (including the right of reuse, at the discretion of the Consultant) whether or not the Project is completed.

7.1.1 USE OF DATA SYSTEMS: Ownership, property interests and proprietary rights in data systems used by Consultant do not extend to the data created by or supplied to

Consultant by the City; all rights to that data (including derivative or hidden data such as metadata) shall vest solely in City at the moment of creation.

7.1.2 DISCLOSURE OF DOCUMENTS AND DATA. City may be required to disclose documents or data under state or federal law. City shall notify Consultant if a request for data or documents has been made and shall give Consultant a reasonable opportunity under the circumstances to respond to the request by redacting proprietary or other confidential information. Consultant waives any right to confidentiality of any document, e-mail or file it fails to clearly mark on each page as confidential or proprietary. In exchange, Consultant agrees to indemnify, defend, and hold harmless City for any claims by third parties relating thereto or arising out of (i) the City's failure to disclose such documents or information required to be disclosed by law, or (ii) the City's release of documents as a result of City's reliance upon Consultant representation that materials supplied by Consultant (in full or redacted form) do not contain trade secrets or proprietary information, provided that the City impleads Consultant and Consultant assumes control over that claim.

7.2 City -furnished data that may be relied upon by Consultant is limited to the printed copies that are delivered to the Consultant pursuant to Article 2 of this Agreement. Any copyrighted electronic files furnished by City shall be used by Consultant only for the Project as described herein. City's posting or publication of such documents created by Consultant for City shall constitute fair use and shall not constitute an infringement of Consultant's copyright, if any.

7.3 Documents that may be relied upon by City are limited to the printed copies (also known as hard copies) that are signed or sealed by the Consultant. Files in electronic media format of text, data, graphics, or of other types that are furnished by Consultant to City are only for convenience of City, unless the delivery of the Project in electronic media format has been dictated in Attachment A, SCOPE OF SERVICES. Any conclusion or information obtained or derived from electronic files provided for convenience will be at the user's sole risk.

7.4 Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within 60 days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the 60-day acceptance period will be corrected by the party delivering the electronic files. Unless stated otherwise herein, Consultant shall not be responsible to maintain documents stored in electronic media format after acceptance by City.

7.5 When transferring documents in electronic media format, Consultant makes no representations as to long term compatibility, usability, or readability, of documents resulting from the use of software application packages, operating systems, or computer hardware differing from that as required of, and used by, Consultant at the beginning of this Project.

7.6 City may make and retain copies of documents for information and reference in connection with use on the Project by the City, or their authorized representative. Such documents are not intended or represented to be suitable for reuse by City or others on extensions of the Project or on any other project. Any such reuse or modifications without written verification or adaptation by

Consultant, as appropriate for the specific purpose intended, will be at City's sole risk and without liability or legal exposure to the Consultant or to Consultant's consultants.

7.7 If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.

7.8 Any verification or adaptation of the documents for extensions of the Project or for any other project will entitle Consultant to further compensation at rates to be agreed upon by City and Consultant.

ARTICLE 8. INSURANCE.

8.1 During the performance of the Services under this Agreement, Consultant shall maintain the following minimum insurance:

- a) General Liability Insurance with a combined single limit of \$1,000,000 per occurrence and \$2,000,000 annual aggregate.
- b) Automobile Liability Insurance with a combined single limit of \$1,000,000 for each person and \$1,000,000 for each accident.
- c) Workers' Compensation Insurance Coverage A in accordance with statutory requirements and Coverage B, Employer's Liability Insurance, with a limit of \$500,000 for each occurrence.
- d) Professional Liability Insurance with a limit of \$1,000,000 annual aggregate.

8.2 Consultant shall add the City an additional insured on all policies unless otherwise prohibited.

8.3 Consultant shall, upon execution of this Agreement, furnish City certificates of insurance, which shall include a provision that such insurance shall not be canceled without at least thirty (30) days' written notice to City.

8.4 No insurance, of whatever kind or type is to be considered as in any way limiting other parties' responsibility for damages resulting from its activities in the execution of the Project. City agrees to include, or cause to be included, in the Project's construction contract, such requirements for insurance coverage and performance bonds by the Project's construction contractor as City deems adequate to indemnify City, Consultant, and other concerned parties against claims for damages and to insure compliance of work performance and materials with Project requirements.

ARTICLE 9. PAYMENT.

9.1 City will pay Consultant for services and expenses in accordance with the Fee Schedule proposal submitted for the Project as part of the Scope Of Services. Consultant's invoices will be presented at the completion of the work or monthly and will be payable upon receipt. Payment is due upon presentation of invoice and is past due thirty (30) days from invoice date. City shall give prompt written notice of any disputed amount and shall pay the remaining amount.

9.2 Consultant shall be paid in full for all services under this Agreement, including City-authorized overruns of the Project budget or unforeseen need for Consultant's services exceeding the original Scope of Services.

9.3 TRAVEL EXPENSES. The City shall reimburse reasonable expenses, including travel and meals, when specified in the Scope of Services, but only in accordance with the City's Travel and Expense Policy and Procedures Manual. The maximum amount will be applied as of the date of travel and as listed in the per diem reimbursement rates on the "CONUS" website developed by the United States General Services Administration, located at www.gsa.gov [click on 'per diem rates' under the 'etools' category].

ARTICLE 10. MISCELLANEOUS PROVISIONS

10.1 EQUAL EMPLOYMENT OPPORTUNITY. In connection with this Agreement and the Project, the City and the Consultant shall not discriminate against any employee or applicant for employment because of race, color, sex, national origin, disability or marital status. The City and Consultant will take affirmative action to ensure that any contractor used for the Project does not discriminate against any employee and employees are treated during employment without regard to their race, age, religion, color, gender, national origin, disability or marital status. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship.

10.1.1 The Consultant shall insert the foregoing provision in all contracts relating to this Project.

10.2 TITLE VI - CIVIL RIGHTS ACT OF 1964. The City and the Consultant shall comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), 49 C.F.R., Part 21, and related statutes and regulations.

10.2.1 The Consultant shall insert the foregoing provision in all contracts relating to this Project.

10.3 NO THIRD PARTY RIGHTS CREATED. City and Consultant each binds itself and its successors, executors, administrators, permitted assigns, legal representatives and, in the case of a partnership, its partners, to the other party to this Agreement and to its successors, executors, administrators, permitted assigns, legal representatives and partners of such other party in respect to all provisions of this Agreement. The Services provided for in this Agreement are for the sole use and benefit of City and Consultant. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and the Consultant.

10.4 WARRANTIES/LIMITATION OF LIABILITY/WAIVER. The City reserves all rights afforded to local governments under law for all general and implied warranties. The City does not waive any rights it may have to all remedies provided by law and, therefore, any attempt by Consultant to limit its liability shall be void and unenforceable.

ARTICLE 11. EXTENT OF AGREEMENT:

11.1 APPLICABLE LAW/CHOICE OF FORUM AND VENUE. This Agreement is made under and will be construed in accordance with the laws of the State of Tennessee without giving effect to that state's choice of law rules. The parties' choice of forum and venue shall be in the courts of Maury County or Williamson County, Tennessee based on the location of the project. If the Project provides services that cover the whole City or the services are not tied to a physical location, then the choice of forum and venue shall be in the courts of Maury County, Tennessee. Any provision of this Agreement held to violate a law or regulation shall be deemed void, and all remaining provisions shall continue in force.

11.2 ENTIRE AGREEMENT. This Agreement, including these terms and conditions, represent the entire Agreement between City and Consultant for this Project and supersedes all prior negotiations, representations or agreements, written or oral. This Agreement may be amended only by written instrument signed by City and Consultant.

ARTICLE 12. DISPUTE RESOLUTION. If a dispute should arise relating to the performance of or payment for the services under this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. During the pendency of any dispute, the parties shall continue diligently to fulfill their respective obligations hereunder. No arbitration or mediation shall be required as a condition precedent to filing any legal claim arising out of or relating to the Agreement. No arbitration or mediation shall be binding.

12.1 BREACH. Upon deliberate breach of the Agreement by either party, the non-breaching party shall be entitled to terminate the Agreement with notice, with all of the remedies it would have in the event of termination, and may also have such other remedies as it may be entitled to in law or in equity.

ARTICLE 13. SURVIVAL. The provisions contained in this Professional Services Agreement shall survive the completion of or any termination of the Agreement, agreement or other document to which it may accompany or incorporate by reference or which subsequently may be modified, unless expressly excepted from this Article upon consent of both parties.