

CONSULTANT SERVICE CONTRACT

This Contract is made this 6th day of December, 2022, by and between the CITY OF NORTHFIELD, a Minnesota municipal corporation, 801 Washington Street, Northfield MN, 55057 (“CITY”), and BOLTON AND MENK, INC., a corporation under the laws of the State of Minnesota, 1960 Premier Drive, Mankato, MN 56001 (“CONSULTANT”); (collectively the “PARTIES”).

WHEREAS, CITY requires certain professional services in conjunction with Lincoln Parkway/Greenvale Elementary School traffic, walking, and biking study (the “Project”); and

WHEREAS, CONSULTANT agrees to furnish the various professional services required by CITY.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the Parties agree as follows:

SECTION I – CONSULTANT'S SERVICES AND RESPONSIBILITIES

- A. **Scope of Services.** CONSULTANT agrees to perform various Project services as detailed in Exhibit 1, Scope of Services, attached hereto and incorporated herein by reference.
- B. **Changes to Scope of Services/Additional Services.** Upon mutual agreement of the PARTIES hereto pursuant to Section VI, Paragraph K of this Contract, a change to the scope of services detailed in Exhibit 1, attached hereto, may be authorized. In the event that such a change to the scope of services detailed in Exhibit 1, attached hereto, requires additional services by CONSULTANT, CONSULTANT shall be entitled to additional compensation consistent with Section III of this Contract. CONSULTANT shall give notice to CITY of any additional services prior to furnishing such additional services. CITY may request an estimate of additional cost from CONSULTANT, and upon receipt of the request, CONSULTANT shall furnish such cost estimate, prior to CITY’s authorization of the changed scope of services.
- C. **Changed Conditions.** If CONSULTANT determines that any services it has been directed or requested to perform by CITY are beyond the scope of services detailed in Exhibit 1, attached hereto, or that, due to changed conditions or changes in the method or manner of administration of the Project, CONSULTANT’s effort required to perform its services under this Contract exceeds the estimate which formed the basis for CONSULTANT’s compensation, CONSULTANT shall promptly notify CITY of that fact. Upon mutual agreement of the PARTIES hereto pursuant to Section VI, Paragraph K of this Contract, additional compensation for such services, and/or an extension of time for completion thereof, may be authorized. In the absence of such a mutual agreement, amounts of compensation and time for completion shall be equitably adjusted, provided that CONSULTANT first provides notice to CITY as required by this Paragraph and CITY has not terminated this Contract pursuant to Section IV, Paragraph B.

- D. **Standard of Care.** Services provided by CONSULTANT or its subcontractors and/or sub-consultants under this Contract will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of CONSULTANT's profession or industry. CONSULTANT shall be liable to the fullest extent permitted under applicable law, without limitation, for any injuries, loss, or damages proximately caused by CONSULTANT's breach of this standard of care. CONSULTANT shall put forth reasonable efforts to complete its duties in a timely manner. CONSULTANT shall not be responsible for delays caused by factors beyond its control or that could not be reasonably foreseen at the time of execution of this Contract. CONSULTANT shall be responsible for costs, delays or damages arising from unreasonable delays in the performance of its duties.
- E. **Insurance.** CONSULTANT shall not commence work under this Contract until CONSULTANT has obtained all insurance required herein and such insurance has been approved by CITY, nor shall CONSULTANT allow any subcontractor to commence work on a subcontract until such subcontractor has obtained like insurance covering as to worker's compensation, liability, and automobile insurance. All this insurance coverage shall be maintained throughout the life of this Contract.
1. CONSULTANT agrees to procure and maintain, at CONSULTANT's expense, statutory Workers' Compensation coverage. Except as provided below, CONSULTANT must provide Workers' Compensation insurance for all its employees. If Minnesota Statutes, section 176.041 exempts CONSULTANT from Workers' Compensation insurance or if CONSULTANT has no employees in the City, CONSULTANT must provide a written statement, signed by an authorized representative, indicating the qualifying exemption that excludes CONSULTANT from the Minnesota Workers' Compensation requirements. If during the course of the Contract CONSULTANT becomes eligible for Workers' Compensation, CONSULTANT must comply with the Workers' Compensation insurance requirements herein and provide CITY with a certificate of insurance.
 2. CONSULTANT agrees to procure and maintain, at CONSULTANT's expense, Commercial General Liability ("CGL") and business automobile liability insurance coverages insuring CONSULTANT against claims for bodily injury or death, or for damage to property, including loss of use, which may arise out of operations by CONSULTANT or by any subcontractor or by anyone employed by any of them or by anyone for whose acts any of them may be liable (including automobile use). The following coverages shall, at a minimum, be included in the CGL insurance: Premises and Operations Bodily Injury and Property Damage, Personal and Advertising Injury, Blanket Contractual Liability, and Products and Ongoing and Completed Operations Liability. The required automobile liability coverage must include coverage for "any auto" which extends coverage to owned autos, non-owned autos, and hired autos. Such insurance shall include, but not be limited to, minimum coverages and limits of liability specified in this Paragraph, or required by law. CITY shall have additional insured status and be listed by name on an endorsement attached to such policy(ies) for the services provided

under this Contract and shall provide that CONSULTANT's coverage shall be primary and noncontributory in the event of a loss.

3. CONSULTANT agrees to procure and maintain, at CONSULTANT's expense, the following insurance policies, including the minimum coverages and limits of liability specified below, or as specified in the applicable insurance certificate(s), or as required by law, whichever is greater:

Worker's Compensation	Statutory Limits
Employer's Liability	\$500,000 bodily injury by accident \$500,000 bodily injury by disease aggregate \$500,000 bodily injury by disease per employee
Commercial General Liability	\$2,000,000 property damage and bodily injury per occurrence \$4,000,000 annual aggregate \$2,000,000 annual aggregate Products – Completed Operations
Automobile Liability	\$1,000,000 per occurrence combined single limit for Bodily Injury and Property Damage (shall include coverage for all owned, hired and non-owned vehicles
Umbrella or Excess Liability	\$1,000,000

4. Professional/Technical (Errors and Omissions) Liability Insurance. CONSULTANT agrees to procure and maintain, at CONSULTANT's expense, Professional/Technical (Errors and Omissions) Liability Insurance. The required policy will provide coverage for all claims CONSULTANT may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to CONSULTANT's professional services required under the contract. CONSULTANT is required to carry the following minimum limits: \$2,000,000 – per wrongful act or occurrence; \$4,000,000 – annual aggregate; or as specified in the applicable insurance certificate(s), or as required by law, whichever is greater. Any deductible will be the sole responsibility of CONSULTANT and may not exceed \$50,000 without the written approval of CITY. If CONSULTANT desires authority from CITY to have a deductible in a higher amount, CONSULTANT shall so request in writing, specifying the amount of the desired deductible and providing financial documentation by submitting the most current audited financial statements so that CITY can ascertain the ability of CONSULTANT to cover the deductible from its own resources. The retroactive

or prior acts date of such coverage shall not be after the effective date of this contract and CONSULTANT shall maintain such insurance for a period of at least three (3) years, following completion of the work. If such insurance is discontinued, extended reporting period coverage must be obtained by CONSULTANT to fulfill this requirement.

5. Technology Errors and Omissions Insurance. CONSULTANT agrees to procure and maintain, at CONSULTANT's expense, Technology Errors and Omissions Insurance. The required policy will provide coverage for all claims CONSULTANT may become legally obligated to pay, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, cloud computing, extortion and network security. CONSULTANT is required to carry the following minimum limits: \$2,000,000 – per occurrence; \$4,000,000 – annual aggregate; or as specified in the applicable insurance certificate(s), or as required by law, whichever is greater.
6. True, accurate and current certificates of insurance, showing evidence of the required insurance coverages, are hereby provided to CITY by CONSULTANT and are attached hereto as Exhibit 2.
7. Any insurance limits in excess of the minimum limits specified herein above shall be available to CITY.
8. CONSULTANT's insurance policies and certificate(s) shall not be cancelled without at least thirty (30) days' advance written notice to CITY, or Ten (10) days' prior written notice to CITY for nonpayment of premium.
9. CONSULTANT's policies shall be primary insurance and noncontributory to any other valid and collectible insurance available to CITY with respect to any claim arising out of CONSULTANT's performance under this Contract.
10. CONSULTANT is responsible for payment of Contract related insurance premiums and deductibles. If CONSULTANT is self-insured, a Certificate of Self-Insurance must be attached.
11. CONSULTANT shall ensure that all subcontractors comply with the insurance provisions contained in this Contract and such insurance is maintained as specified.
12. CONSULTANT's policies shall include legal defense fees in addition to its liability policy limits, with the exception of the professional liability insurance and technology errors and omissions insurance, if applicable.
13. All policies listed above, except professional liability insurance (or other coverage

not reasonably available on an occurrence basis), shall be written on a per “occurrence” basis (“claims made” and “modified occurrence” forms are not acceptable) and shall apply on a “per project” basis.

14. CONSULTANT shall obtain insurance policies from insurance companies having an “AM BEST” rating of A- (minus); Financial Size Category (FSC) VII or better, and authorized to do business in the State of Minnesota, or as approved by CITY.
15. Effect of Failure to Provide Insurance. If CONSULTANT fails to provide the specified insurance, then CONSULTANT will defend, indemnify and hold harmless CITY and CITY’s officials, agents and employees from any loss, claim, liability and expense (including reasonable attorney's fees and expenses of litigation) to the extent necessary to afford the same protection as would have been provided by the specified insurance. Except to the extent prohibited by law, this indemnity applies regardless of any strict liability or negligence attributable to CITY (including sole negligence) and regardless of the extent to which the underlying occurrence (i.e., the event giving rise to a claim which would have been covered by the specified insurance) is attributable to the negligent or otherwise wrongful act or omission (including breach of contract) of CONSULTANT, its subcontractors, agents, employees or delegates. CONSULTANT agrees that this indemnity shall be construed and applied in favor of indemnification. CONSULTANT also agrees that if applicable law limits or precludes any aspect of this indemnity, then the indemnity will be considered limited only to the extent necessary to comply with that applicable law. The stated indemnity continues until all applicable statutes of limitation have run.

If a claim arises within the scope of the stated indemnity, CITY may require CONSULTANT to:

- a. Furnish and pay for a surety bond, satisfactory to CITY, guaranteeing performance of the indemnity obligation; or
- b. Furnish a written acceptance of tender of defense and indemnity from CONSULTANT’s insurance company.

CONSULTANT will take the action required by CITY within Fifteen (15) days of receiving notice from CITY.

16. Notwithstanding the foregoing, CITY reserves the right to immediately terminate this Contract if CONSULTANT is not in compliance with the insurance requirements contained herein and retains all rights to pursue any legal remedies against CONSULTANT.

SECTION II – CITY’S RESPONSIBILITIES

- A. CITY shall promptly compensate CONSULTANT as services are performed to the satisfaction of the CITY’s Public Works Director/City Engineer, in accordance with Section III of this Contract.
- B. CITY shall provide access to any and all previously acquired information relevant to the scope of services detailed in Exhibit 1, attached hereto, in its custody to CONSULTANT for its use, at CONSULTANT’s request.
- C. CITY will, to the fullest extent possible, grant access to and make all provisions for entry upon both public and private property as necessary for CONSULTANT’s performance of the services detailed in Exhibit 1, attached hereto.
- D. David Bennett, P.E., CITY’s Public Works Director/City Engineer, shall serve as the liaison person to act as CITY’s representative with respect to services to be rendered under this Contract. Said representative shall have the authority to transmit instructions, receive instructions, receive information, interpret and define CITY’s policies with respect to the Project and CONSULTANT’s services. Such person shall be the primary contact person between CITY and CONSULTANT with respect to the services from CONSULTANT under this Contract. CITY reserves the right to substitute the authorized contact person at any time and shall notify CONSULTANT thereof.

SECTION III – CONSIDERATION

- A. **Fees.** CITY will compensate CONSULTANT as detailed in Exhibit 3, Compensation, which is attached hereto and incorporated herein by reference, for CONSULTANT’s performance of services under this Contract.
- B. If CITY fails to make any payment due CONSULTANT for services performed to the satisfaction of the CITY’s Public Works Director/City Engineer and expenses within thirty days after the date of CONSULTANT’s invoice, CONSULTANT may, after giving seven days written notice to CITY, and without waiving any claim or right against CITY and without incurring liability whatsoever to CITY, suspend services and withhold project deliverables due under this Contract until CONSULTANT has been paid in full all amounts due for services, expenses and charges.

SECTION IV – TERM AND TERMINATION

- A. **Term.** This Contract shall be in effect until such time as the Project is completed, October 31, 2024, or as otherwise provided in this Contract, whichever comes first.
- B. **Termination.** This Contract may be terminated by either PARTY for any reason or for convenience by either PARTY upon Seven (7) days written notice. In the event of termination, CITY shall be obligated to CONSULTANT for payment of amounts due and owing including payment for services performed or furnished to the date and time of

termination, computed in accordance with Section III of this Contract.

- C. **Default.** If CONSULTANT fails to satisfy any of the provisions of this Contract, or so fails to perform and/or administer the services detailed in Exhibit 1, attached hereto, pursuant to the requirements of Section I of this Contract, in such a manner as to endanger the performance of the Contract or the services provided hereunder, this shall constitute default. Unless CONSULTANT's default is excused by CITY, CITY may, upon written notice, immediately cancel this Contract or exercise any other rights or remedies available to CITY under this Contract or law. In the event of CONSULTANT's default, CONSULTANT shall be liable to CITY for any and all costs, disbursements, attorneys and consultant fees reasonably incurred by CITY in enforcing this Contract.
- D. **Suspension of Work.** If any work performed by CONSULTANT is abandoned or suspended in whole or in part by CITY, CONSULTANT shall be paid for any services performed to the satisfaction of the CITY's Public Works Director/City Engineer prior to CONSULTANT's receipt of written notice from CITY of such abandonment or suspension, but in no event shall the total of CITY's payments to CONSULTANT under this Contract be required to exceed a percentage of the total contract price (calculated by either the Contract price or the maximum price set forth in Exhibit 3, attached hereto) equivalent to the percentage of the scope of services completed by CONSULTANT to the satisfaction of the CITY's Public Works Director/City Engineer as determined by CITY.

SECTION V – INDEMNIFICATION

- A. CONSULTANT shall indemnify, protect, save, and hold harmless CITY, and its respective officers, directors, employees and members and agents, from and against any claims, liability, damages, costs, judgments, or expenses, including reasonable attorney's fees, to the extent attributable to or caused by the negligent or otherwise wrongful acts or omissions, including breach of a specific contractual duty, of CONSULTANT or CONSULTANT's independent contractors, subcontractors, agents, employees, vendors or delegates with respect to this Contract or the Project. CONSULTANT shall defend CITY against the foregoing, or litigation in connection with the foregoing, at CONSULTANT's expense, with counsel reasonably acceptable to CITY, except that for professional liability claims, CONSULTANT shall have no upfront duty to defend CITY, but shall reimburse defense costs to CITY to the same extent of CONSULTANT'S indemnity obligation herein. CITY, at its expense, shall have the right to participate in the defense of any claims or litigation and shall have the right to approve any settlement, which approval shall not be unreasonably withheld. The indemnification provision of this Section shall not apply to damages or other losses proximately caused by or resulting from the negligence or willful misconduct of CITY. All indemnification obligations shall survive termination, expiration or cancellation of this Contract. CONSULTANT agrees, that in order to protect itself and CITY under the indemnity provisions set forth above, it will at all times during the term of this Contract keep in force policies of insurances required in the Paragraph entitled, "Insurance." Nothing in this Contract shall be construed to waive any immunities or limitations to which CITY is entitled under Minn. Stat. Chapter 466 or otherwise.

- B. CITY shall indemnify protect, save, and hold harmless CONSULTANT, and its respective officers, directors, employees and members and agents, from and against any claims, liability, damages, costs, judgments, or expenses, including reasonable attorney's fees, to the extent attributable to or caused by the negligent or otherwise wrongful acts or omissions of CITY or its agents, employees, contractors or subcontractors with respect to CITY's performance of its obligations under this Contract. CITY shall defend CONSULTANT against the foregoing, or litigation in connection with the foregoing, at CITY's expense. CONSULTANT, at its expense, shall have the right to participate in the defense of any Claims or litigation. The indemnification provision of this Section shall not apply to damages or other losses proximately caused by or resulting from the negligence or willful misconduct of CONSULTANT. All indemnification obligations shall survive termination, expiration or cancellation of this Contract.
- C. Nothing contained in this Contract shall create a contractual relationship with or a cause of action in favor of a third party against CITY or CONSULTANT. CONSULTANT's services under this Contract are being performed solely for CITY's benefit, and no other entity shall have any claim against CONSULTANT because of this Contract or the performance or nonperformance of services provided hereunder.

SECTION VI – GENERAL TERMS

- A. **Voluntary and Knowing Action.** The PARTIES, by executing this Contract, state that they have carefully read this Contract and understand fully the contents hereof; that in executing this Contract they voluntarily accept all terms described in this Contract without duress, coercion, undue influence, or otherwise, and that they intend to be legally bound hereby.
- B. **Authorized Signatories.** The PARTIES each represent and warrant to the other that (1) the persons signing this Contract are authorized signatories for the entities represented, and (2) no further approvals, actions or ratifications are needed for the full enforceability of this Contract against it; each PARTY indemnifies and holds the other harmless against any breach of the foregoing representation and warranty.
- C. **Notices.** All notices and other communications required or permitted under this Contract shall be in writing, and hand delivered or sent by registered or certified mail, return-receipt requested, postage prepaid, or by overnight delivery service and shall be effective upon receipt at the following addresses or as either PARTY shall have notified the other PARTY. The PARTIES' representatives for notification for all purposes are:

CITY:
David Bennett, P.E.
Public Works Director/City Engineer
801 Washington Street
Northfield, MN 55057
Phone: 507-645-3006
Email: David.Bennett@ci.northfield.mn.us

CONSULTANT:

Brian Hilgardner
Principal Engineer
12224 Nicollet Avenue
Burnsville, MN 55337
Phone: 952-890-0509
Email: Brian.Hilgardner@bolton-menk.com

- D. **Dispute Resolution.** CITY and CONSULTANT agree to negotiate all disputes between them in good faith for a period of Thirty (30) days from the date of notice of dispute prior to proceeding to formal dispute resolution or exercising their rights under law.
- E. **Electronic/Digital Data.** Because of the potential instability of electronic/digital data and susceptibility to unauthorized changes, copies of 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 CONSULTANT. Except for electronic/digital data which is specifically identified as a Project deliverable by this Contract or except as otherwise explicitly provided in this Contract, all electronic/digital data developed by CONSULTANT as part of the Project is acknowledged to be an internal working document for CONSULTANT's purposes solely and any such information provided to CITY shall be on an "as is" basis strictly for the convenience of CITY without any warranties of any kind. In the event of any conflict between a hard copy document and the electronic/digital data, the hard copy document governs. The electronic/digital data shall be prepared in the current software in use by CONSULTANT and is not warranted to be compatible with other systems or software.
- F. **Opinions or Estimates of Construction Cost.** Where provided by CONSULTANT as part of Exhibit 1 or otherwise, opinions or estimates of construction cost will generally be based upon public construction cost information. Since CONSULTANT has no control over the cost of labor, materials, competitive bidding process, weather conditions and other factors affecting the cost of construction, all cost estimates are opinions for general information of CITY and CONSULTANT does not warrant or guarantee the accuracy of construction cost opinions or estimates. CITY acknowledges that costs for project financing should be based upon contracted construction costs with appropriate contingencies.
- G. **Independent Contractor Status.** CONSULTANT, at all times and for all purposes hereunder, shall be an independent contractor and is not an employee of CITY for any purpose. No statement contained in this Contract shall be construed so as to find CONSULTANT to be an employee of CITY, and CONSULTANT shall not be entitled to any of the rights, privileges, or benefits of employees of CITY, including but not limited to, workers' compensation, health/death benefits, and indemnification for third-party personal injury/property damage claims. CONSULTANT acknowledges that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due CONSULTANT, and that it is CONSULTANT's sole obligation to comply with the applicable provisions of all Federal and State tax laws.

CONSULTANT shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services identified herein. CONSULTANT is responsible for hiring sufficient workers to perform the services/duties required by this Contract, withholding their taxes and paying all other employment tax obligations on their behalf.

- H. **Acceptance of Deliverables.** Each deliverable shall be subject to a verification of acceptability by CITY to ensure such deliverable satisfies stated requirements. The acceptability of any deliverable will be based on CITY's satisfaction or non-satisfaction with the deliverable based on requirements of this Contract. If any deliverable is not acceptable, CITY will notify CONSULTANT specifying reasons in reasonable detail, and CONSULTANT will, at no additional cost, conform the deliverable to stated requirements of this Contract.
- I. **Subcontracting.** CONSULTANT shall not enter into any subcontract for performance of any services contemplated under this Contract without the prior written approval of CITY. CONSULTANT shall be responsible for the performance of all subcontractors and/or sub-consultants. As required by Minn. Stat. § 471.425, CONSULTANT must pay all subcontractors, less any retainage, within Ten (10) calendar days of CONSULTANT's receipt of payment from CITY for undisputed services provided by the subcontractor(s) and must pay interest at the rate of one- and one-half percent per month or any part of a month to the subcontractor(s) on any undisputed amount not paid on time to the subcontractor(s).
- J. **Assignment.** This Contract may not be assigned by either PARTY without the written consent of the other PARTY.
- K. **Modifications/Amendment.** Any alterations, variations, modifications, amendments or waivers of the provisions of this Contract shall only be valid when they have been reduced to writing, and signed by authorized representative of CITY and CONSULTANT.
- L. **Records—Availability and Retention.** Pursuant to Minn. Stat. § 16C.05, subd. 5, CONSULTANT agrees that CITY, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of CONSULTANT and involve transactions relating to this Contract. CONSULTANT agrees to maintain these records for a period of six years from the date of termination of this Contract.
- M. **Force Majeure.** The PARTIES shall each be excused from performance under this Contract while and to the extent that either of them are unable to perform, for any cause beyond its reasonable control. Such causes shall include, but not be restricted to fire, storm, flood, earthquake, explosion, war, total or partial failure of transportation or delivery facilities, raw materials or supplies, interruption of utilities or power, and any act

of government or military authority. In the event either PARTY is rendered unable wholly or in part by force majeure to carry out its obligations under this Contract then the PARTY affected by force majeure shall give written notice with explanation to the other PARTY immediately.

- N. **Compliance with Laws.** CONSULTANT shall abide by all Federal, State and local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Contract or to the facilities, programs and staff for which CONSULTANT is responsible.
- O. **Covenant Against Contingent Fee.** CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONSULTANT to solicit or secure this Contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from award or making of this Contract.
- P. **Covenant Against Vendor Interest.** CONSULTANT warrants that it is not employed by any vendor of equipment or service provider that could result in a commission, percentage, brokerage, or contingent fee as a result of CONSULTANT's association with CITY.
- Q. **Non-Discrimination.** The provisions of any applicable law or ordinance relating to civil rights and discrimination shall be considered part of this Contract as if fully set forth herein.
- R. **Interest by City Officials.** No elected official, officer, or employee of CITY shall during his or her tenure or employment and for one year thereafter, have any interest, direct or indirect, in this Contract or the proceeds thereof.
- S. **Work Product.** All materials such as reports, exhibits, models, graphics, computer files, maps, charts, and supporting documentation produced under work authorized by this Contract ("Materials") shall become the property of CITY upon completion of the work. CITY may use the information for the Project for which they were prepared. Such use by CITY shall not relieve any liability on the part of CONSULTANT. Notwithstanding any of the foregoing to the contrary; (a) CONSULTANT may reuse standard details of its Materials in the normal course of its business; and (b) CITY understands that the Materials have been prepared for a specific project, and are not intended to be reused for other purposes. If CITY reuses the Materials for any other purpose, CITY waives any claims against CONSULTANT arising from such reuse and agrees to defend and indemnify CONSULTANT from any claims arising from such reuse.
- T. **Governing Law.** This Contract shall be deemed to have been made and accepted in Rice County, Minnesota, and the laws of the State of Minnesota shall govern any interpretations or constructions of the Contract without regard to its choice of law or conflict of laws principles.

- U. **Data Practices.** The PARTIES acknowledge that this Contract is subject to the requirements of Minnesota's Government Data Practices Act (Act), Minnesota Statutes, Section 13.01 *et seq.* CONSULTANT agrees to abide by the applicable provisions of the Act, HIPAA requirements and all other applicable state or federal rules, regulations or orders pertaining to privacy or confidentiality. CONSULTANT understands that all of the data created, collected, received, stored, used, maintained or disseminated by CONSULTANT in performing those functions that the CITY would perform is subject to the requirements of the Act, and CONSULTANT must comply with those requirements as if it were a government entity. This does not create a duty on the part of CONSULTANT to provide the public with access to public data if the public data is available from the CITY, except as required by the terms of this Contract.
- V. **No Waiver.** Any PARTY's failure in any one or more instances to insist upon strict performance of any of the terms and conditions of this Contract or to exercise any right herein conferred shall not be construed as a waiver or relinquishment of that right or of that PARTY's right to assert or rely upon the terms and conditions of this Contract. Any express waiver of a term of this Contract shall not be binding and effective unless made in writing and properly executed by the waiving PARTY.
- W. **Data Disclosure.** Under Minn. Stat. § 270C.65, Subd. 3 and other applicable law, CONSULTANT consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to CITY, to federal and state agencies and state personnel involved in the payment of CITY obligations. These identification numbers may be used in the enforcement of federal and state laws which could result in action requiring CONSULTANT to file state tax returns, pay delinquent state tax liabilities, if any, or pay other CITY liabilities.
- X. **Patented Devices, Materials and Processes.** If this Contract requires, or CONSULTANT desires, the use of any design, device, material or process covered by letters, patent or copyright, trademark or trade name, CONSULTANT shall provide for such use by suitable legal agreement with the patentee or owner and a copy of said agreement shall be filed with CITY. If no such agreement is made or filed as noted, CONSULTANT shall indemnify and hold harmless CITY from any and all claims for infringement by reason of the use of any such patented designed, device, material or process, or any trademark or trade name or copyright in connection with the services agreed to be performed under the Contract, and shall indemnify and defend CITY for any costs, liability, expenses and attorney's fees that result from any such infringement.
- Y. **Mechanic's Liens.** CONSULTANT hereby covenants and agrees that CONSULTANT will not permit or allow any mechanic's or materialman's liens to be placed on CITY's interest in the Property that is the subject of the Project during the term hereof. Notwithstanding the previous sentence, however, in the event any such lien shall be so placed on CITY's interest, CONSULTANT shall take all steps necessary to see that it is removed within thirty (30) days of its being filed; provided, however, that CONSULTANT may contest any such lien provided CONSULTANT first posts a surety bond, in favor of and insuring CITY, in an amount equal to 125% of the amount of any

such lien.

- Z. **Construction Observation.** CONSULTANT shall visit the project at appropriate intervals during construction to become familiar with the progress and quality of the contractors' work and to determine if the work is proceeding in general accordance with the Project plans and specifications, and shall be responsible for notifying CITY of any errors or omissions in contractor's work or any deviations in the contractor's work from the Project plans and specifications developed by CONSULTANT.
- AA. **Severability.** The invalidity or unenforceability of any provision of this Contract shall not affect the validity or enforceability of any other provision. Any invalid or unenforceable provision shall be deemed severed from this Contract to the extent of its invalidity or unenforceability, and this Contract shall be construed and enforced as if the Contract did not contain that particular provision to the extent of its invalidity or unenforceability.
- BB. **Entire Contract.** These terms and conditions constitute the entire Contract between the PARTIES regarding the subject matter hereof. All discussions and negotiations are deemed merged in this Contract.
- CC. **Headings and Captions.** Headings and captions contained in this Contract are for convenience only and are not intended to alter any of the provisions of this Contract and shall not be used for the interpretation of the validity of the Contract or any provision hereof.
- DD. **Survivability.** All covenants, indemnities, guarantees, releases, representations and warranties by any PARTY or PARTIES, and any undischarged obligations of CITY and CONSULTANT arising prior to the expiration of this Contract (whether by completion or earlier termination), shall survive such expiration.
- EE. **Execution.** This Contract may be executed simultaneously in two or more counterparts that, when taken together, shall be deemed an original and constitute one and the same document. The signature of any PARTY to the counterpart shall be deemed a signature to the Contract, and may be appended to, any other counterpart. Facsimile and email transmissions of executed signature pages shall be deemed as originals and sufficient to bind the executing PARTY.

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SECTION VII –SIGNATURES

IN WITNESS WHEREOF, the PARTIES have hereunto executed this document the day and year first above written.

CONSULTANT: BOLTON AND MENK, INC.

By: _____

(Signature)

Title: Principal Engineer

Print Name: Brian Hilgardner

Date: _____

CITY OF NORTHFIELD:

By: _____

Rhonda Pownell, Its Mayor

Date: _____

By: _____

Lynette Peterson, Its City Clerk

Date: _____

EXHIBIT 1

SCOPE OF SERVICES

Subject to the terms of this Contract, CONSULTANT shall perform the following services:



Real People. Real Solutions.

12224 Nicollet Avenue
Burnsville, MN 55337-1649

Ph: (952) 890-0509
Fax: (952) 890-8065
Bolton-Menk.com

September 15, 2022

David Bennett, Public Works Director/City Engineer
City of Northfield
801 Washington Street
Northfield, MN 55057

RE: Lincoln Parkway Traffic Impact Analysis Review – Scope Update

Dear David:

The City of Northfield has initiated the Lincoln Parkway Traffic Impact Analysis Review to understand the effectiveness of the short-term improvement measures completed in 2021, develop future options and recommendations for Lincoln Parkway and to increase multimodal connections and safety, and determine multimodal network improvements for safe routes to school. Like you, we take great pride in planning for, designing, and managing projects that are safe, sustainable, and beautiful. Our approach to this project makes the City of Northfield's priorities our priorities. We understand what need to be accomplished to make the Lincoln Parkway Traffic Impact Analysis Review successful.

Client Need – With the completion of the new Greenvale Park Elementary School and in-person learning, traffic safety and operational concerns were realized on Lincoln Parkway. Through our work with the city, we have been involved at the forefront in the review of traffic impact studies completed in the area, how they connect with each other, and the potential safety considerations. We understand the city's goals for the safe and efficient movement of pedestrians and bicyclists to access the surrounding neighborhoods and the schools along Lincoln Parkway.

Local Expertise – Northfield wants a consultant who is familiar with your community. We have been involved in planning and engineering projects throughout the city with an understanding of the different plans, development that has occurred, and design standards. We will use this expertise to ensure consistency with other projects and designs.

Community Need – The Lincoln Parkway corridor is busy with multiple modes and impatient drivers mixing in a single area. Residents, students, school employees, buses, bicyclists, pedestrians, and parents are all a part of the community that uses the corridor and need safe and easy access to destinations. With school starting back up in fall 2022, a plan for the revision of short-term elements and for long-term implementation will be important to the community. We have a reputation for producing projects that can be implemented and completing projects on budget and on time.

In continued service to the City of Northfield, we are excited at the opportunity to complete the Lincoln Parkway Traffic Impact Analysis Review. I will personally serve as your lead client contact and project manager. Please contact me at (612) 802-9538 or bryan.nemeth@bolton-menk.com if you have any questions regarding our proposal.

Sincerely,

BOLTON & MENK, INC.

Bryan Nemeth, PE, PTOE
Project Manager

APPROACH

Our approach to the study will first be to review the needs and findings from the Traffic and Parking Study for Greenvale Park Elementary School. This study will provide guidance on the expected issues and for comparison to the recent conditions. This will include a review of the:

- Mix of traffic at each access location
- School start and dismissal times
- Total trips generated at each school access
- Congestion and delay
- School access queueing and circulation
- Parking locations
- Sidewalks, crosswalks, and pedestrian crossing locations

With the school now in operation for two years, recently planned development proposed or under construction, and the school resuming in-person learning, safety issues have occurred. In 2021, the school district and the City of Northfield implemented four short-term improvement measures:

- Temporary bump-outs
- “No Parking” signage and curb painting
- Driver feedback signs
- Crossing guard additional training

This study will evaluate if and how the area conditions have changed compared to the traffic study, if the short-term measures have been effective, if the measures are located in the correct locations, if additional improvements to the bicyclist and pedestrian network are needed, and if there are other improvements to the roadway section to mitigate peak period congestion and safety needs on Lincoln Parkway and the study intersections.

Recommendations for Lincoln Parkway will be developed into a proposed cross-section design of the corridor. Examples of improvements to meet the study goals include curb extensions, on-street bike lanes, off-street bikeways or trails, access revisions, traffic control changes, and pedestrian crossing additions and enhancements. Additionally, the study will identify Safe Routes to School walking routes, barriers, and needed connections and improvements for pedestrians accessing Greenvale Park Elementary School and the Northfield Community Education

Center within $\frac{3}{4}$ mile.

SCOPE OF WORK

The following work plan identifies the tasks necessary for meeting project goals and ultimately delivering a successful study.

Task 1: Review of Existing Information

We will review the previous studies regarding their traffic estimates and distribution, site plans, planned expansions, and concerns relative to access to and from Lincoln Parkway, site traffic circulation, bicyclists, and pedestrians. Previous studies include:

- Traffic and Parking Study for Greenvale Park Elementary School, May 30, 2019
- Updated Traffic and Parking Study for Greenvale Elementary School, August 7, 2019
- 600 Greenvale Avenue Residential Traffic Study, July 30, 2021
- Kraewood Development Construction Plans
- City of Northfield Pedestrian, Bike, and Trail System Plan
- Post-Opening Traffic and Parking Study for Greenvale Park Elementary School, 2022/2023

The existing pedestrian and bikeway network from the most recent study will be reviewed for consistency in the area.

Task 2: Data Collection

A field visit will be completed to verify the intersection geometry and traffic control, review the short-term measures that were implemented in 2021, as well as include a visual check to identify the current location of school and pedestrian signing and markings, hot spot locations, queues, traffic operations, congestion, pedestrian movements, sight lines, parking, school pick up and drop off locations, and dangerous/illegal traffic maneuvers that are occurring.

We will utilize MnDOT’s Minnesota Crash Mapping Analysis Tool (MnCMAT2) to compile and organize available crash data for the project area.

Using the map of existing and planned pedestrian network, the network within $\frac{3}{4}$ mile will be reviewed

in the field as needed to identify and document critical features.

Task 3: Traffic Analysis

The existing traffic operations at each of the intersections as identified in Task 2 will be evaluated in Synchro/SimTraffic analysis software. Evaluation of a future volume will include forecasts that include the traffic from the proposed surrounding development not included in the existing counts. The traffic analysis will include measures of delay and level of service.

We will perform a crash review and safety analysis for the corridor and study intersections. The goal and desired outcome of the analysis will be an understanding of current pedestrian, bicycle, and traffic safety and congestion experiences throughout the project area and identification of existing safety issues. The analysis will also provide insight into recommended improvements.

Task 4: Bikeway Design Concepts and Report

With input from the city and based on the findings from the evaluation, review, and traffic analysis, up to three concept schematic designs of cross-section alternatives for Lincoln Parkway will be developed to alleviate issues within the study area. These will include improvements as needed to accommodate a bikeway within the existing curb-to-curb width or in a modified street section. These concept design alternatives could include capacity changes, on-street bike lanes, shoulders, off-street trail, and/or changes to intersection control (all-way stop control, signal control, roundabout, or mini-roundabout). Up to three schematic concept designs will be shown over an aerial photograph with relevant and available GIS data included (right-of-way/parcel lines, etc.). A table of the differences, advantages, and disadvantages will be identified for each option identified for incorporation into a draft and final report. We will also incorporate a long-term concept for Viking Terrace connecting into the corridor concepts.

Task 5: Pedestrian Design Concepts

It is understood that schools drive large volumes of pedestrian traffic to and from the location. Key crossings and routes within $\frac{3}{4}$ mile of Greenvale Park

Elementary School and the Northfield Community Education Center will be examined to establish existing routes and crossings, identify barriers, and identify recommended system additions or modifications for travel efficiency and safety of pedestrians for Safe Routes to School. Recommendations could include additional, consolidated, relocated, or enhanced pedestrian crossings, new sidewalk or trail locations, curb extensions, and/or signing and striping changes. The pedestrian network, revisions, and connections will be shown over an aerial photograph with relevant and available GIS data included. Recommendations to be incorporated into the draft and final reports.

Task 6: Project Management

We will provide accurate, timely, coordination, and facilitation services for the duration of the project. This will include day-to-day communication with the City of Northfield, monthly invoicing, progress reports, cost and scheduling updates, and billing preparation. This also includes preparation for and attendance at project and City Council meetings.

- a. Anticipated Schedule
 - Project kick-off – October/November 2022
 - Field review – November 2022
 - Analysis and Concepts – December 2022 to March 2023
 - Draft Report – March 2023
 - Final Report – April 2023
- b. Project Meetings
 - i. Bi-Weekly project management meetings (virtual) – 10 total
 - ii. City Management Team meeting (virtual or in-person) – Present draft report
 - iii. City Council Meeting (in-person) – Present draft report
 - iv. City Council Meeting (in-person) – Present final report

Task 7: Option Task: Public Meetings

We will prepare for and present project information at up to two public meetings as requested by the city as optional tasks. These will be used to share information and receive feedback from the public. Our team will organize each event and invite stakeholders to learn more about the design and ways to provide feedback.

KEY PERSONNEL

Bryan Nemeth, PE, PTOE

Project Manager

Bryan has the qualifications, experience, motivation, and work ethic to effectively manage each phase of this project. He will provide close coordination with the City of Northfield and other project partners. He will be responsible for overall project team management, schedule, cost, and scope management processes.

Bryan is a principal traffic engineer with more than 20 years of experience managing both planning and design projects for cities, counties, and MnDOT. As the primary contact for the City of Northfield, Bryan is responsible for delivering quality products on time, on budget, and within scope. He has led corridor studies and design projects throughout the state. Many of these projects include pedestrian and bicycle facilities as a core element. He also has led school speed and safety studies within cities throughout the region including Northfield. He has extensive experience with traffic operations, safety analysis, and traffic design. He uses this knowledge to enhance the planning for regional and local transportation initiatives and move ideas into actual deployment. His passions include traffic safety, traffic operations, deployment of new technologies, and critical methodology analysis.

Brad Fisher, PE

Street Design Coordination

Brad will lead the street design and provide guidance on city standards.

Brad has led projects within the City of Northfield and has extensive experience with city design and utilities in the area. Brad is a project engineer beginning his career in 2014. He has worked on many municipal projects consisting of roadway design, including municipal state aid design and utilities such as sanitary sewer, watermain, and storm sewer. Brad is passionate about listening to his client's needs and delivering their vision. He completes project planning, design, and preparation of construction plans and specifications. His design experience includes preliminary and final design, preliminary layout and design, preparation of feasibility reports, preparation of construction plans

and specifications, preparation of quantity take-offs and cost estimates, and project documentation. In addition to his design experience, Brad has experience providing construction inspection and documentation services on various projects. He has significant experience in the evaluation of concrete pavement, determination of rehabilitation feasibility, and the implementation of concrete pavement rehabilitation (CPR) methods and repairs.

Cody Christianson, PE, ENV SP

Multimodal Design Concepts

Cody will lead the design and placement of multimodal facilities along the corridor.

Cody has national bicycle and pedestrian expertise that helps build support for improved multimodal infrastructure. By listening to community input, coordinating with project stakeholders, and using his industry experience, Cody designs improvements that create an inviting environment, enhance pedestrian and bicycle safety, and address community goals. He will use that experience on this project to help design and integrate the facilities into the existing infrastructure, determine placement of facilities that are easy to navigate, and improve the transportation system for those who walk, bike, or roll.

Cody Sedbrook, EIT

Traffic Analysis

Cody will be responsible for data collection and will complete the traffic analysis.

Cody began his career as a graduate engineer in Bolton & Menk's transportation work group in 2018. He likes the challenge of being given a program and trying to find the best solution possible to solve the issue. Cody is responsible for preliminary roadway and intersection design layouts, performing traffic operations and safety analysis, field data collection, preparing construction cost estimates and plans and specifications, and performing construction observation. He also assists project engineers in coordinating, planning, scheduling, and completing design tasks on complex municipal roadway, state and county highway projects. In addition, Cody has experience in traffic impact, school, and corridor studies.

David Peterson, AICP

Planner

David will lead the development and review of Safe Routes to School pedestrian routing.

David is a senior transportation planner for Bolton & Menk, starting his professional planning career in 2005. He strongly believes that urban planning can help build stronger, more equitable, more resilient, and more sustainable places. David provides expertise in a variety of transportation planning services, including bicycle and pedestrian planning, public transportation, environmental compliance, project management, and public outreach and engagement. He is passionate about the work he does to support alternative transportation and feels strongly that investment in these transportation modes is crucial to decrease greenhouse gas emissions and lighten our impact on land and sensitive species and habitats.

Tyler Johnson

GIS Analyst

Tyler will work with the team to develop figures and maps as needed for the network elements.

Tyler is a GIS specialist who began his career in 2005. He provides GIS support to internal and external clients and assists with database development, data analysis, and advanced map development and layout. Prior to joining Bolton & Menk, Tyler was a GIS research analysis specialist with the Minnesota Department of Revenue and worked as a GIS analyst with the Iowa Flood Center. During his career, Tyler has gained extensive experience with environmental applications of GPS, GIS, and remote sensing. He uses Python scripting to automate workflows and extend GIS functionality. He has worked on a range of projects that include floodplain inundation production and mapping, data and LiDAR analysis, E911 address geocoding, orthorectification, and georeferencing. Tyler enjoys working with our clients to find the best way to show information effectively on a map.

PROJECT EXPERIENCE

Diffley Road (CSAH 30) School Area Safety Improvements

City of Eagan, Minnesota

A student was fatally struck by a vehicle crossing Diffley Road in Fall 2019. The county and city needed

to resolve a highly emotional situation and share their knowledge, plans, and next steps with residents, parents, elected officials, and school representatives. The public information meetings made it clear the community needed to see near-term improvements that would result in a school area environment that slowed traffic, improved traffic congestion and circulation, and most importantly, provided safe crossings of Diffley Road.

Bolton & Menk has been assisting the city and county since late 2019—preparing and facilitating public meetings, identifying and evaluating improvement alternatives, conducting thorough traffic simulations, engaging controversial community advocates, engaging students, informing political officials, and leading project management meetings with ISD 196, city, and county staff. The highly involved and intensely collaborative process enabled an otherwise 12-month study to be successfully conducted in a third of that time to provide a responsive plan for the concerned community and the political officials pursuing funds. The success was apparent with the outpouring of public gratitude at the public information meeting in February 2020 for the work completed, clear articulation of the problem and potential solutions, and community concerns addressed. Following the public meeting and approval of the design concept, final design plans were completed. The project implemented a new access drive to the high school, a roundabout, modified access and improved the pedestrian crossing areas, along with reducing the 4-lane divided roadway to one lane in each direction.

CSAH 6/Mississippi Street Roadway Modification Study

City of Fridley, Minnesota

Bolton & Menk completed a comprehensive evaluation of CSAH 6/Mississippi Street in the City of Fridley. The study helped determine opportunities for cross section modifications, specifically a three-lane roadway section, multi-use trail, and intersection options. The roadway is currently a four-lane undivided urban roadway that extends from East River Road on the west end to the county line at Stinson Avenue on the east end. The corridor widens with a center raised median and turn lanes at TH 47/University Ave and TH 65/Central Ave respectively. The corridor serves commercial, residential, and industrial land uses, along with

numerous churches, an elementary school, and a county library. The corridor also connects to regional trail options. Bolton & Menk developed alternatives that consider the mobility and safety of the traveling public and developed short- and long-term concepts in close coordination with Anoka County and the City of Fridley.

Our team addressed the following issues related to the alternative lane configurations; layout, cross-sections, operations, safety, right-of-way, and impacts to the regional and county system. There were also considerations to access and accommodations of all modes of travel including school pick-up/drop off, pedestrians, and bicyclists.

The following services were provided as part of the study:

- AM and PM peak-hour turning movement counts at 16 intersections
- Development of 20-year traffic forecasts, lane configuration concepts on aerial maps, typical sections, and right-of-way requirements
- Capacity and operations analysis and calibration based on collected data
- Concept lane configurations/alternatives evaluation under future forecasts
- Analysis for the AM, PM, and school peak hours
- Measures of effectiveness included LOS, queues, and travel time/speed
- Identification of potential capacity and operations impacts on the local and regional roadway system intersections
- Safety analysis of the corridor including a review of crashes, identification of existing crash patterns, and recommendations for improvements
- Summary report of traffic safety and operations analysis, concepts, forecasts, and data collection
- Public outreach materials including graphic renderings, visualizations of the recommended alternatives, and a PowerPoint presentation on study process, findings, and recommendations
- Open houses
- Highway Safety Improvement Program (HSIP) funding application

Traffic Study Review

City of Northfield, Minnesota

Bolton & Menk has completed high-level traffic studies, reviewed traffic impact studies, and

reviewed the traffic safety and mobility along the Lincoln Parkway corridor for the City of Northfield over the past few years. This specifically includes a school speed limit review prior to the new elementary school being planned and constructed, review of the new elementary school traffic study, and speed data collection. These studies helped to identify the primary pedestrian crossings and their use, provided a summary of traffic speeds, and identified the roadway, trail, sidewalk, and access connections. We understand this busy area of the city and all the users of the corridor.

Success Academy Traffic and Parking Study

City of Bloomington, Minnesota

The Success Academy Traffic and Parking Study analyzed the proposed expansion of an elementary school located within the Dar Al-Farooq Center. In addition to being a school, the Dar Al-Farooq Center is also a place of assembly for religious services and other community activities. The project included an analysis of parking demand, traffic operations, pedestrian and vehicle safety, traffic speeds, and a review of the traffic circulation at the existing site.

Bolton & Menk completed a thorough review of the existing conditions to determine the current demand during the most popular events at the Dar Al-Farooq Center. Understanding the existing conditions was crucial to see how the proposed expansion would increase traffic and how each day of the week would be impacted. The proposed increase in trips with the expansion was determined based on the existing demand and a comparison of multiple school types in the ITE Trip Generation Manual. Recommendations were provided to mitigate potential issues with the increased traffic expected with the school expansion and resolve safety concerns. Additionally, Bolton & Menk assisted the city in presentations to both the city council and planning commission regarding the study findings and recommendations.

FEES

The attached table summarizes the hours and cost breakdown for each major work task item. The estimated fee includes labor, general business, and other normal and customary expenses associated with operating a professional business. Unless otherwise noted, the fees include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, out-sourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately.

Bolton & Menk, Inc. will provide the scope of services as described for an estimated fee of **\$95,788**. We will bill work following our standard hourly billing rates and will not exceed our estimate without prior authorization from the city.

Detailed Cost Estimate - Scope Update

Client: City of Northfield Project: Lincoln Parkway Traffic Impact Analysis Review		Bolton & Menk, Inc.									
Task No.	Work Task Description	Project Manager	Street Design Coordination	Multimodal Design Concepts	Traffic Analysis	Data Collection	Planner	GIS Analyst	Admin/Coordination	Total Hours	Total Cost
1.0	Review of Existing Information	3	1	2	4	0	8	8	0	26	\$4,164
2.0	Data Collection	0	0	8	12	8	8	0	0	36	\$5,168
3.0	Traffic Analysis	3	0	0	24	0	0	0	0	27	\$3,936
4.0	Bikeway Design Concepts and Report	21	24	118	44	0	0	0	0	207	\$34,442
5.0	Pedestrian Design Concepts	3	3	10	0	0	32	16	0	64	\$10,328
6.0	Project Management	78	6	14	14	0	12	0	10	134	\$22,758
7.0	Public Meetings - Optional Task (2 meetings)	16	32	0	44	0	0	0	16	108	\$14,992
Total Hours		124	66	152	142	8	60	24	26	602	
Average Hourly Rate		\$192.00	\$150.00	\$175.00	\$140.00	\$105.00	\$156.00	\$160.00	\$60.00		
Subtotal		\$23,808	\$9,900	\$26,600	\$19,880	\$840	\$9,360	\$3,840	\$1,560		
Traffic count processing - eliminated											
Total Fee										\$95,788	

EXHIBIT 2

CERTIFICATES OF REQUIRED INSURANCE COVERAGES

[Certificates of Insurance attached hereto]

EXHIBIT 3

COMPENSATION

Subject to the limitations set forth in this Exhibit, CITY will compensate CONSULTANT in accordance with the schedule of fees below for the time spent in performance of services under this Contract, provided that under no circumstances shall CONSULTANT's total charges to CITY, including expenses, exceed \$95,788.00 ("maximum price"), unless such charges in excess of the maximum price are authorized in writing by the Public Works Director/City Engineer before they are incurred by CITY.

CITY will make periodic payment to CONSULTANT upon billing at intervals not more often than monthly at the rates specified in the schedule of fees included herein, provided that no bill/invoice submitted to CITY shall exceed a percentage of the maximum price equivalent to the percentage of the scope of services completed by CONSULTANT to the satisfaction of the Public Works Director/City Engineer as determined by CITY.

CITY shall be entitled to withhold five percent (5%) of the maximum price until such time as CONSULTANT has fully performed the scope of services detailed in Exhibit 1 to the satisfaction of the Public Works Director/City Engineer.

In no event shall the total of CITY's payments to CONSULTANT under this Contract be required to exceed a percentage of the maximum price equivalent to the percentage of the scope of services completed by CONSULTANT to the satisfaction of the Public Works Director/City Engineer.

Schedule of Fees

<u>Classification</u>	<u>Hourly Rate</u>
Position, Principal-in-Charge	\$190.00 /Hour
Position, Project Manager	\$150.00 /Hour
Position, Design Engineer	\$121.00 /Hour
Position, Water Resource Engineer	\$180.00/Hour
Position, Floodplain Specialist	\$175.00 /Hour
Position, Water Resource Design Engineer	\$132.00/Hour
Position, Senior Structural Engineer	\$175.00/Hour
Position, Structural Technician	\$145.00 /Hour
Position, Multimodal Design Engineer	\$175.00/Hour
Position, Landscape Architect	\$146.00 /Hour
Position, Traffic Engineer	\$192.00/Hour
Position, Wetland Specialist	\$128.00/Hour
Position, Public Engagement Specialist	\$126.00/Hour
Position, Project Surveyor	\$179.00/Hour
Position, Survey Technician	\$116.00/Hour
Position, Survey Crew	\$170.00/Hour
Position, Admin/Coordination	\$100.00/Hour

