

COTTONWOOD HEIGHTS

RESOLUTION No. 2023-46

A RESOLUTION APPROVING AN AGREEMENT WITH  
BOWEN COLLINS & ASSOCIATES, INC. FOR  
STORM WATER SYSTEM DESIGN SERVICES

WHEREAS, the city council (the "Council") of the city of Cottonwood Heights (the "City") met in regular session on 5 September 2023 to consider, among other things, approving a consulting agreement (the "Agreement") with Bowen Collins & Associates, Inc. ("Provider") whereunder Provider would prepare a design for storm drain system improvements along Creek Road within City's boundaries, and perform related work, in accordance with applicable standards and the terms and conditions of the Agreement; and

WHEREAS, the Council has reviewed the form of the Agreement, a photocopy of which is annexed hereto; and

WHEREAS, after careful consideration, the Council has determined that it is in the best interests of the health, safety and welfare of the citizens of the City to approve the City's entry into the Agreement as proposed;

NOW, THEREFORE, BE IT RESOLVED by the Cottonwood Heights city council that the attached Agreement is hereby approved, and that the City's mayor and recorder are authorized and directed to execute and deliver the Agreement on behalf of the City.

This Resolution, assigned no. 2023-46, shall take effect immediately upon passage.

PASSED AND APPROVED effective 5 September 2023.

ATTEST:

COTTONWOOD HEIGHTS CITY COUNCIL

By: Paula Melgar  
Paula Melgar, Recorder



By: Michael T. Weichers  
Michael T. Weichers, Mayor

VOTING:

Michael T. Weichers	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
Matt Holton	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
J. Scott Bracken	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
Shawn E. Newell	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
Ellen Birrell	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>

DEPOSITED in the office of the City Recorder this 5<sup>th</sup> day of September 2023.

RECORDED this 6 day of September 2023.

# Agreement for Consulting Services

**THIS AGREEMENT FOR CONSULTING SERVICES** (this "*Agreement*") is made effective 5 September 2023 by **COTTONWOOD HEIGHTS**, a Utah municipality whose address is 2277 East Bengal Blvd., Cottonwood Heights, UT 84121 ("*City*"), and by **BOWEN COLLINS & ASSOCIATES, INC.**, a Utah corporation whose address is 154 East 14075 South, Draper, UT 84020 ("*Consultant*"). In this Agreement, City and Consultant are each a "*party*" and collectively are the "*parties*."

## **RECITALS:**

A. City desires to obtain from a qualified expert consulting services to prepare a design for storm drain system improvements along Creek Road from approximately 2640 East to 2850 East within City's boundaries, and to perform related services, all in accordance with applicable standards and attached Exhibit "A."

B. Consultant regularly provides such consulting services.

C. By this Agreement, City desires to retain Consultant, and Consultant desires to be retained by City, to perform the subject consulting services on the terms and conditions specified herein.

D. City and Consultant intend to identify herein the consulting services to be performed for City by Consultant, the basis of compensation for such services, and to otherwise set forth their entire agreement concerning the subject services. Consequently, this Agreement shall supercede any and all prior or contemporaneous negotiations and/or agreements, oral and/or written, between the parties concerning the services to be provided under this Agreement.

## **AGREEMENT:**

**NOW, THEREFORE**, in consideration of the premises, the mutual covenants and undertakings of the parties hereto, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

Section 1. **Scope of Services**. Consultant shall provide the consulting services (collectively, the "*Services*") to City that are described in attached Exhibit "A" ("*Exhibit A*") as reasonably directed by City for the purpose of developing the design, construction documentation and related information, work product and services outlined in Exhibit A (the "*Plan*") as contemplated by all applicable legal requirements and best practices.

The entire scope of the proposed Services is described in Exhibit A, provided that City shall be freely entitled to stop Consultant's work at any stage of the Services if City determines that adequate information has been obtained or that such stoppage is warranted for any reason. In such event, and notwithstanding anything to the contrary in this Agreement, Consultant shall be entitled only to compensation due for Services rendered through the effective date of such termination, and shall have no claim for any other payments or damages, all as explained more specifically below.

Subject to the foregoing, the Services shall include the following:

(a) Phases. The Services shall be divided into the phases, steps and work described in Exhibit A.

(b) Public Meetings. Consultant shall attend such public meetings concerning the Services as City reasonably may direct. City shall schedule and advertise all public meetings or hearings. City may request Consultant to make a presentation concerning the Services and the Plan at one or more public meetings to receive public input and direction from City. All reasonable and final adjustments to the resulting Plan as directed by City will be made by Consultant prior to its final adoption/approval by City.

(c) Schedule. It is anticipated that the final Plan will be completed within approximately seven months after this Agreement is executed and delivered by City to Consultant, which deadline is anticipated to be approximately 1 December 2023. Consultant shall comply with such performance schedule for the component Services as City reasonably may direct upon reasonable prior notice to Consultant.

(d) Deliverables. Consultant shall provide all deliverables identified in Exhibit A, as well as such other documentation and deliverables as City reasonably may request.

(e) Other Services. Consultant shall perform all other services and work as specified in Exhibit A, or as may be mutually agreed to by the parties in writing.

If Consultant believes that any of the aforementioned Services merit payment of any additional fee beyond the Fee (defined below), then Consultant shall so inform City in advance before undertaking any of such additional services, describing the need for such additional services and the not to exceed cost of providing them. If City desires Consultant to proceed with any such additional services, City shall so inform Consultant in writing. Consultant may not perform any additional services, or seek compensation therefor, without City's prior written consent.

Section 2. Performance of Services. Except as otherwise provided in this Agreement, Consultant shall furnish all supervision, personnel, labor, materials, supplies and shall obtain all licenses and permits required for performance of the Services. The Services shall be performed at Consultant's offices and other mutually-agreeable places.

Section 3. Compensation; Invoices; Remittance. For satisfactory performance of the Services, City shall pay to Consultant the maximum amount of \$56,250.00 (the "Fee").

(a) Invoices. Consultant shall invoice City for the Services performed during each calendar month at the end of that month or as soon as practical thereafter. All invoices submitted to City shall contain references to this Agreement. Invoices shall detail the Services performed and shall contain copies of all supporting documents or proof of any expenditures on behalf of City, and otherwise shall be in sync with the stage of completion of the Services outlined in Exhibit A. Invoices for any approved additional services also shall specify the person(s) performing such services, the hours worked, the applicable hourly rate(s),

(b) Questioned Charges. Any questions or objections by City concerning Consultant's charges under an invoice for the any services shall be submitted within 30 days after City's receipt of the subject invoice.

(c) **Remittances.** Subject to subsection 3(b), all invoiced amounts due for Services performed shall be paid by City within 30 days after City's receipt of the subject invoice. If payment is not remitted or reasonably questioned to Consultant when due, Consultant shall be entitled to recover interest thereon at the rate of 10% per annum from and after the date the remittance is due and payable.

Section 4. **Change in Level of Services.** City shall be freely entitled to modify (increase or decrease) the level of the Services hereunder by providing at least 15 days' prior written notice to Consultant of such change, provided that any increase in the level of the Services shall be subject to Consultant's reasonable approval. Consultant's compensation shall be reasonably modified in connection with any such change.

Section 5. **Suspension of Services.** City shall have the absolute right to terminate the Services at any time without cost or liability to Consultant as provided in this Agreement. City also may by written notice direct Consultant to temporarily suspend performance of any or all of the Services for a specified period of time. If such suspension is not occasioned by the fault or negligence of Consultant, this Agreement may be modified to compensate Consultant for extra costs reasonably incurred as a result of said suspension, provided that any claim for adjustment is supported by appropriate cost documentation and asserted within 20 calendar days after the date that City issues an order for resumption of the Services. Upon its receipt of any such suspension notice, Consultant immediately shall (a) discontinue the Services; (b) place no further orders or subcontracts in connection with the Services; (c) suspend all outstanding orders and subcontracts in connection with the Services; (d) protect and maintain the existing work and work-product in connection with the Services; and (e) otherwise mitigate City's costs and liabilities for the suspended areas of the Services.

Section 6. **Termination for Convenience.** City may terminate this Agreement, or any part hereof, at any time with or without cause prior to its completion by sending to Consultant written notice of such termination. Upon any such termination, City shall pay to Consultant the full amount due for all Services satisfactorily performed by Consultant as of the date of termination, excluding damages or anticipated profits on work not yet completed or performed.

Section 7. **Ownership of Designs and Drawings.** All documents (whether printed or stored on paper or as electronic, magnetic, or digital information) produced or collected by Consultant in its performance of the Services (including, without limitation, original drawings, estimates, specifications, field notes and data) (collectively, the "*Documents*") are and shall remain the exclusive property of City. Conditioned only on City's payment to Consultant of the amounts due hereunder, at the conclusion of the Services or any earlier termination thereof Consultant shall deliver to City all Documents, whether or not complete. Consultant may, at its expense, reproduce for its own records the Documents so supplied to City. Consultant may not disclose, sell, use, publish or display any Documents or other information collected or produced in connection with its performance of this Agreement without City's prior written consent.

Section 8. **Nondisclosure; Conflict of Interest.** Consultant shall not divulge to third parties without City's prior written consent any information obtained from or through City in connection with the performance of this Agreement. Unless waived by City, Consultant shall require its employees and subcontractors of any tier to adhere to the same covenant of

nondisclosure. Consultant shall safeguard the confidentiality of any information obtained from or through City in connection with the performance of this Agreement to the same extent as Consultant safeguards the confidentiality of its own proprietary or confidential information. Consultant and its subcontractors shall not act as a consultant in any matters adverse to City.

Section 9. **Compliance with Laws.** Consultant shall at all times comply with all applicable federal, state and local laws, statutes, rules, regulations, and ordinances, including, without limitation, those governing wages, hours, desegregation, employment discrimination, workers' compensation, employer's liability and safety. Consultant also shall comply with all applicable equal opportunity laws and regulations.

Section 10. **Patent and Copyright.** If Consultant's employees, officers, agents, subcontractors of any tier, or anyone of a like nature in the performance of the Services or as a result of performing the Services develop any trade secret, prepare any copyrighted material, make any improvement, originate any invention, or develop any process or the like (collectively, an "*Innovation*"), (a) such Innovation shall be the property of Consultant, but (b) Consultant shall grant or cause to be used for the benefit of City (or for City's own internal use) the Innovation for so long as City reasonably desires.

Section 11. **Independent Contractor.** Consultant shall perform the Services as an independent contractor, and all persons employed by Consultant in connection with this Agreement or the Services shall be employees of Consultant and not employees of City in any respect or for any purpose.

Section 12. **Assignment.** Consultant shall not assign this Agreement, or any part thereof, without City's prior written consent. Any attempted assignment in violation of this section shall be void from its inception.

Section 13. **Subcontracts.** Except for those subcontractors which are specified on Exhibit A, Consultant shall not award any work to any subcontractor without City's prior written approval, which approval will not be given until (a) Consultant submits to City a written statement (containing such information as City may require) concerning the proposed award to the subcontractor, and (b) City has reasonably approved such proposed subcontract.

Consultant shall be as fully responsible to City for the acts and omissions of Consultant's subcontractors, and of persons either directly or indirectly employed by such subcontractors, in the same manner as Consultant is liable for the acts and omissions of its own employees. Consultant shall cause appropriate provisions to be inserted in all subcontracts to bind subcontractors to Consultant by the terms and conditions of this Agreement insofar as applicable to the work of subcontractors, and to give Consultant the same power to terminate any subcontract as City may exercise over Consultant under this Agreement. Nothing in this Agreement, and no course of dealing, shall create any contractual relationship between City and any of Consultant's subcontractors.

Section 14. **Accounting and Auditing.** Consultant shall keep accurate and complete records in support of all remuneration paid hereunder. City, or its audit representative, shall have the right at any reasonable time(s) to examine, audit, and reproduce all records pertaining to costs, including but not limited to payrolls, employees' time sheets, invoices, and all other

evidence of expenditures for the Services. Such records shall be available for one year after completion of the Services.

Section 15. **Non-Exclusive Rights**. Nothing in the Agreement is to be construed as granting to Consultant the exclusive right to perform any or all of the Services from time to time required by City.

Section 16. **Indemnification**.

(a) **By Consultant**. Consultant shall indemnify and hold harmless City and City's elected and appointed officers, employees, agents, successors and assigns (collectively, "*City Parties*") from and against any and all demands, liabilities, claims, damages, costs (including attorney fees), actions or proceedings (collectively, "*Losses*"), arising from or related to the breach by Consultant of its obligations under this Agreement or Consultant's intentional or negligent acts or omissions hereunder, except to the extent that such Losses are caused by, or arise from, Consultant's good faith reliance upon the instruction, direction, negligence or misconduct of any of the City Parties.

(b) **By City**. City shall indemnify and hold harmless Consultant, its affiliates and each of their respective directors, officers, employees and subcontractors (collectively, "*Consultant Parties*") from any and all of any of Consultant Parties' Losses arising from or related to the breach by City of its obligations under this Agreement or the negligent acts or omissions of City hereunder, except to the extent that such Losses are caused by, or arise from City's good faith reliance upon the instruction, direction, negligence or misconduct of any of the Consultant Parties.

Section 17. **Insurance**. Without limiting any obligations of Consultant, Consultant shall, prior to commencing work, secure and continuously carry insurance in accordance with City's standard insurance requirements set forth on attached Exhibit "B" and shall furnish proof thereof satisfactory to City promptly when requested.

Section 18. **Professional Responsibility**. Consultant shall perform the Services using equal or higher standards of care, skill and diligence as normally provided by a professional in the performance of consulting services similar to those contemplated hereunder. Without limiting any other remedies available to City, if Consultant fails to comply with such professional standards, Consultant shall, upon notice from City, promptly re-perform the sub-standard work at Consultant's sole cost.

Section 19. **Examination of Work**. All Services shall be subject to examination by City at any reasonable time(s). City shall have the right to reject any unsatisfactory work. Neither examination of the Services, lack of the same, acceptance of the Services by City nor payment therefor shall relieve Consultant from its obligations under this Agreement regarding the quality and accuracy of the Services.

Section 20. **Progress**. Consultant shall submit periodic written progress reports as reasonably requested by City. City or its agents or representatives may visit Consultant's offices at any reasonable time(s) to determine the status of the Services.

Section 21. **Conflict Resolution.** Except as otherwise provided herein, in the event of a dispute between the parties regarding the Services which is not disposed of by agreement, the resolution of the dispute shall be decided by City, which shall provide written notice of its decision to Consultant. Such decision by City shall be final unless Consultant, within 30 calendar days after such notice of City's decision, provides to City a written notice of protest, stating clearly and in detail the basis thereof. Consultant shall continue its performance of this Agreement during such resolution. If the parties do not agree, then the parties shall resolve the dispute pursuant to section 22 below.

Section 22. **Claims and Disputes.** Claims, disputes and other issues between the parties arising out of or related to this Agreement shall be decided by litigation in the Third Judicial District Court of Salt Lake County, Utah. Unless otherwise terminated pursuant to the provisions hereof or otherwise agreed in writing, Consultant shall continue to perform the Services during any such litigation and City shall continue to make payments to Consultant in accordance with the terms of this Agreement.

Section 23. **Notice.** Any notice required or permitted to be given hereunder shall be deemed sufficient if given by a communication in writing and shall be deemed to have been received (a) upon personal delivery or actual receipt thereof, or (b) within three days after such notice is deposited in the United States Mail, postage prepaid, and certified and addressed to the parties at their addresses specified above or such substitute or additional addresses as a party previously may have provided to the other parties through written notice.

Section 24. **City's Cooperation.** City will provide the following assistance to Consultant in connection with the Services:

(a) **Representative.** Designate a representative of City to act as Consultant's point of contact with respect to the Services.

(b) **Information.** Provide to Consultant access to all non-confidential information pertaining to the Services that is in City's possession or is reasonably available to City. Consultant shall not be responsible for errors or omissions in any City-provided information, nor for delays in completing the Services attributable to City's delay in providing required information.

(c) **Staff Assistance.** Such support of City's staff as City determines, in its sole discretion, to make available to Consultant.

Section 25. **Conflicts.** In the event of inconsistencies within or between this Agreement, the attached exhibits or applicable legal requirements, Consultant shall (a) provide the better quality or greater quantity of Services, or (b) comply with the more stringent requirements, either or both in accordance with City's interpretation.

Section 26. **Additional Provisions.** The following provisions also are integral to this Agreement:

(a) **Titles and Captions.** All section or subsection titles or captions herein are for convenience only. Such titles and captions shall not be deemed part of this Agreement and

shall in no way define, limit, augment, extend or describe the scope, content or intent of any part or parts hereof.

(b) Pronouns and Plurals. Whenever the context may require, any pronoun used herein shall include the corresponding masculine, feminine or neuter forms, and the singular form of nouns, pronouns and verbs shall include the plurals and vice versa.

(c) Applicable Law. The provisions of this Agreement shall be governed by and construed in accordance with the laws of the state of Utah.

(d) Integration. This Agreement constitutes the entire agreement between the parties pertaining to the subject matter hereof, and supersedes all prior agreements and understandings pertaining thereto.

(e) Time. Time is the essence hereof.

(f) Survival. All agreements, covenants, representations and warranties contained herein shall survive the execution of this Agreement and shall continue in full force and effect throughout the term of this Agreement.

(g) Waiver. No failure by any party to insist upon the strict performance of any covenant, duty, agreement or condition of this Agreement or to exercise any right or remedy consequent upon a breach thereof shall constitute a waiver of any such breach or of such or any other covenant, agreement, term or condition. Any party may, by notice delivered in the manner provided in this Agreement, but shall be under no obligation to, waive any of its rights or any conditions to its obligations hereunder, or any duty, obligation or covenant of any other party. No waiver shall affect or alter the remainder of this Agreement but each and every other covenant, agreement, term and condition hereof shall continue in full force and effect with respect to any other then existing or subsequently occurring breach.

(h) Rights and Remedies. The rights and remedies of the parties hereto shall not be mutually exclusive, and the exercise of one or more of the provisions of this Agreement shall not preclude the exercise of any other provisions hereof.

(i) Severability. In the event that any condition, covenant or other provision hereof is held to be invalid or void, the same shall be deemed severable from the remainder of this Agreement and shall in no way affect any other covenant or condition herein contained. If such condition, covenant or other provision shall be deemed invalid due to its scope or breadth, such provision shall be deemed valid to the extent of the scope or breadth permitted by law.

(j) Litigation. If any action, suit or proceeding is brought by a party hereto with respect to a matter or matters covered by this Agreement, all costs and expenses of the prevailing party incident to such proceeding, including reasonable attorneys' fees, shall be paid by the nonprevailing party.

(k) Exhibits. All exhibits annexed to this Agreement are expressly made a part of this Agreement as though completely set forth herein. All references to this Agreement, either in this Agreement itself or in any of such writings, shall be deemed to refer to and include this Agreement and all such exhibits and writings.



(l) Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

(m) Resolutions of Governing Authorities. Consultant hereby represents that it has been duly authorized to enter into this Agreement by a resolution of its governing body.

DATED effective the date first-above written.

CONSULTANT:

BOWEN COLLINS & ASSOCIATES, INC.,  
a Utah corporation

By: Craig R Bagley 

Name and Title: Director

CITY:

COTTONWOOD HEIGHTS

ATTEST:

By:   
Paula Melgar, Recorder



By:   
Michael T. Weichers, Mayor

Exhibit "A" to  
Agreement for Planning and Consulting Services

**(Attach Consultant's Scope of Work)**



## Cottonwood Heights City Creek Road Storm Drain Improvements Design

### Bowen Collins & Associates Scope of Services

<b>DATE:</b>	August 17, 2023
<b>PROJECT:</b>	Fort Union Boulevard Storm Drain
<b>PROJECT MANAGER:</b>	Craig Bagley, P.E.; Justin Dietrich, P.E.; Bowen, Collins & Associates
<b>PROJECT LOCATION:</b>	Cottonwood Heights, Creek Road from Approximately 2640 East to 2850 East

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### BACKGROUND AND PURPOSE

The purpose of this Scope of Work is to provide design, bidding, and construction support engineering services for the Cottonwood Heights Creek Road Storm Drain Improvements project.

We understand the primary objective of this project is to design improvements that will add storm drain inlet capacity that will allow runoff during major storm events to be collected from the street and conveyed in a storm drain pipe to Little Cottonwood Creek. Doing this will help mitigate recurring flooding of private property on the west side of the road at about 2653 East Creek Road, just south of the Little Cottonwood Creek bridge crossing.

The following Scope of Services will be performed to accomplish these project goals.

### Phase 1 – Pre-Design and Design Phase Services

**Task 1 – 1: Progress and Coordination Meetings.** BC&A staff will coordinate with staff from Cottonwood Heights (City) throughout the project to ensure project goals are being addressed. For budgeting purposes, we have assumed that the following progress and coordination meetings will be held during the project:

- Kickoff Meeting / Preliminary Concept review
- 50% design review meeting
- 90% design review meeting

Information regarding the project and other available data obtained during design will be reviewed with City staff during these meetings.

**Task 1 – 2: Utility Investigations.** BC&A staff will perform a records search and field review of existing utilities along the project corridor. As part of this task, we will also collect utility maps and location data from various utility companies and add the approximate locations of major buried utilities as a layer on digital base maps for each project site. Where major buried utilities could

affect the final design of the storm drain and at the terminus and connection points of the pipelines, we will coordinate with City personnel to collect pothole information to determine or verify major buried utility locations so the design can avoid major utility conflicts. For budgetary purposes, we have assumed that City will perform any pothole work that is needed for the project.

**Task 1 – 3: Field Survey and Field Reconnaissance.** BC&A proposes to use existing digital aerial photography on file at AGRC for the base mapping of the project. To supplement the information on the digital photographs, a detailed field survey will be completed in the areas of proposed improvements. The field survey will locate major surface features, known utility locations, depths of pipes at existing manholes, water meters, and collect topographic information in areas to be improved. Multiple temporary benchmarks will be established along the pipeline route for reference and use during construction.

BC&A will also perform field reconnaissance to visually inspect the problems areas, verify locations of utilities, visually inspect a few manholes and inlets, document existing conditions in the problem areas, and develop methods to mitigate flooding potential.

**Task 1 – 4: Hydraulic Analysis.** BC&A staff will utilize the City’s existing storm drain system model to specifically evaluate the hydraulic capacity of the storm drain trunk line in the bottom portion of the project area. The purpose of this analysis is to determine if the existing 30- and 36-inch pipe near the bottom of the hill has adequate capacity. A technical memorandum will be prepared to summarize the results of this analysis.

**Task 1 – 5: Final Design.** BC&A staff will prepare design drawings and technical specifications for the projects. We will use the City’s current general conditions, bidding, and contract legal documents. We also propose to use the City’s standard drawings, details, and technical specifications. BC&A will provide additional special provisions and specifications where needed. We will prepare up to 13 design drawings that include:

No.	Sheet No.	Description
1	G-1	Cover Sheet, Project Location and Vicinity Map
2	G-2	Abbreviations
3	G-3	General Notes & Symbols
4	G-4	Index to Dwg, Pothole Info, & Surveying
5	C-1	Plan & Profile – 2650 East Outfall Pipeline and Inlets
6	C-2	Plan and Details for Added Storm Drain Inlets
7	C-3	Plan and Details for Added Storm Drain Inlets
8	C-4	Plan and Details for Added Storm Drain Inlets
9	C-5	Plan and Details for Added Storm Drain Inlets
10	C-7	Civil Details - 1
11	C-9	Civil Details - 2
12	GC-1	General Civil Details - 1
13	GC-2	General Civil Details - 2

We will prepare one bid package using these design drawings with one unit price bid schedule.

**Task 1 – 6: Contract Documents.** BC&A staff will prepare 50- and 90-percent contract drawings, and 90-percent specifications. After incorporating review comments into the final design set, we will prepare a PDF file containing the final bidding/contract documents and ½-size drawings for the project being bid, including legal documents, general conditions, technical specifications, and

drawings for the Various Storm Drain Projects. Drawings and for the 50- and 90-percent review may be submitted in electronic (PDF) format as well.

**Task 1 – 7: Construction Cost Estimate.** BC&A staff will prepare a construction cost estimate for each of the projects. This opinion of probable construction cost will be coordinated with the City.

**Task 1 – 8: Permitting.** BC&A staff will prepare applications for a Salt Lake County Flood Control Permit and a State Stream Alteration Permit. Both of these permits will be required because an existing storm drain outfall will be replaced, and construction work will be performed within 30 feet of the top of the bank of Little Cottonwood Creek.

## **Phase 2 – Bid Period Services**

**Task 2 – 1: Bid Period Services.** BC&A project team members will assist City staff answer questions from prospective bidders during the bid period for the project. BC&A staff will prepare any required clarifications or addenda to the contract documents. Addenda will be issued by City personnel.

**Task 2 – 2: Pre-Bid Meeting.** BC&A staff will coordinate the pre-bid meeting, prepare a meeting agenda, and help conduct the meeting. It is anticipated that the meeting will be a two-hour meeting (with a site visit) with the contractors, the City, and others as needed.

**Task 2 – 3: Bid Opening.** BC&A staff will attend the bid opening, tabulate bids received, meet with City personnel on bids received, and make a recommendation for project award. It has been assumed that administration of the bidding and project award process will be conducted by the City. For convenience, we have included fees for these permits as part of our estimate project costs.

This scope does not include any construction period services.

## **PROPOSED PROJECT SCHEDULE**

We propose to complete the work associated with Phase 1 within 2 months of receiving a written notice to proceed. Bid and construction phase services will be completed during the bid phase of the project will be constructed.

## **COST SUMMARY**

We have tabulated estimated man-hours and costs to complete each task outlined in the previously defined scope of services. As presented in the attached Table 1, we propose to complete the proposed scope of services on a time and expenses basis for a fee not to exceed \$56,250.

## **EXCLUDED SCOPE ITEMS**

It is understood that the following services are not included in this design phase of BC&A's scope but can be provided separately if desired by Cottonwood Heights City.

1. **Geotechnical / Soils Report.** BC&A has not included any scope or budget for geotechnical studies. It has been assumed that the City can provide the basic geotechnical information necessary for design of the project (required asphalt thickness, depth to groundwater, etc.).

2. **Easements.** No easement work will be performed by BC&A as part of this project.
3. **Potholing Existing Utilities.** If potholing existing utilities to confirm location and depth is required, that work will be performed or provided by the City.
4. **Permit Coordination.** As this work will all be located within a City road, it has been assumed that City personnel will complete all required road permit coordination.
5. **Public Outreach.** BC&A has not included public outreach or community council meetings in its scope or budget. However, we will require public notification, outreach, and coordination to be conducted by contractor as is typical.
6. **Extensive System Hydrology.** As noted in Design Subtask 1-2, modeling efforts included in this scope and fee are limited to the hydrology of the immediate project area using the City's existing storm drain model and do not include hydrology calculations or modeling of other areas of the storm drain system.
7. **Construction Period Services and Field Observation.** Construction period services and field observation has been excluded from this scope and fee. However, BC&A would be happy to add any level of CM services needed at any point, and we understand that these services are often easier to coordinate closer to construction beginning.
8. **Trunkline Improvements.** Our expectation is that the findings of the trunkline capacity verification will be that the existing infrastructure has capacity for the 10-year runoff event. No improvements to the existing trunkline are included in this scope and budget.

**Table 1**  
**Creek Road Storm Drain Improvements Project**  
**Engineering Man-Hour and Fee Estimate**  
 8/17/2023

Labor Category	Office/Support		Technicians				Engineers			Subtotal Hours	Subtotal Labor	Subtotal Expenses	Total Cost
	Clerical	Clerical	Tech 1	Tech 3	Tech 5	Staff Eng	Proj Eng.	PM	Principal				
Staff													
Hilbert													
Labor Rate	\$94	\$106	\$89	\$121	\$133	\$125	\$145	\$153	\$227				
<b>Task</b>													
<b>No.</b>													
<b>Task Description</b>													
<b>Phase 1</b>													
1-1							2	8	4	14	\$2,422	\$120	\$2,542
1-2							4	1		9	\$1,233	\$0	\$1,233
1-3							4	2	4	10	\$1,794	\$2,625	\$4,419
1-4		2			20		0	4	2	28	\$3,778	\$0	\$3,778
1-5		1		110			44	16	8	179	\$25,380	\$0	\$25,380
1-6		4					16	6	4	42	\$5,794	\$80	\$5,874
1-7							4	3	1	20	\$2,766	\$0	\$2,766
1-7		1					8	3	1	28	\$3,967	\$550	\$4,517
1-7		16		110		44	89	43	24	330	\$47,134	\$3,375	\$50,509
<b>Phase 1 Subtotal</b>													
2-1							16	4	2	22	\$3,386	\$0	\$3,386
2-2								4	1	5	\$839	\$0	\$839
2-3							2	3	1	10	\$1,516	\$0	\$1,516
<b>Phase 2 Subtotal</b>													
<b>Total</b>													
	4	16	0	0	110	46	109	54	28	357	\$52,875	\$3,375	\$56,250

Expenses include:  
 Mileage reimbursement at \$0.75/mile  
 10% Markup on Outside Services

# Exhibit "B" to Agreement for Planning and Consulting Services

## INSURANCE REQUIREMENTS FOR PARTIES CONTRACTING WITH THE CITY OF COTTONWOOD HEIGHTS

The contracting party shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the contracting party, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the contracting party's bid.

### A. MINIMUM LIMITS OF INSURANCE.

The contracting party shall maintain limits no less than:

1. *Professional Liability*: \$2,000,000.00 combined single limit per occurrence for bodily injury, personal injury and property damage, including "tail coverage" for at least one year after completion of all services.

2. *Automobile Liability*: \$2,000,000.00 combined single limit per accident for bodily injury and property damage. "Any Auto" coverage is required.

3. *Worker's Compensation*: Worker's compensation limits as required by applicable law for all employees and other persons.

4. *Commercial General Liability*: \$2,000,000.00 combined single limit per occurrence for personal injury and property damage; \$2,000,000.00 annual aggregate. Broad Form Commercial General Liability is required (ISO 1993 or better). Personal injury, premises-operations, products-completed operation, independent contractors and subcontractors fire legal liability and, when appropriate, coverages for explosion, collapse and underground (XCU) hazards.

5. *Excess Liability*. \$5,000,000.00.

### B. DEDUCTIBLES AND SELF-INSURED RETENTIONS.

Any deductibles (5% limit), self-insured programs or retentions must be declared to and approved by the city of Cottonwood Heights (the "City"). At the option of the City, either: the insurer may be required to reduce or eliminate such deductibles or self-insured retentions as respect to the City, its officers, officials and employees; or the contracting party may be required to procure a bond guaranteeing payment of losses and related investigations, claim distribution and defense expenses.



C. NOTICE OF INCIDENT OR ACCIDENT.

The contracting party shall agree to promptly disclose to the City all incidents or occurrences of accident, injury, and/or property damage covered by the insurance policy or policies.

D. OTHER INSURANCE PROVISIONS.

The policies are to contain, or be endorsed to contain, the following provisions:

1. *General Liability and Automobile Liability Coverages.*

(a) The City, its officers, officials, employees and volunteers are to be covered as additional insured as respects: liability arising out of activities performed by or on behalf of the contracting party; products and completed operations of the contracting party; premises owned, leased, hired or borrowed by the contracting party. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees or volunteers.

(b) The contracting party's insurance coverage shall be a primary insurance as respects to the City, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees or volunteers shall be in excess of the contracting party's insurance and shall not contribute with it.

(c) Any non-material failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officers, officials, employees or volunteers.

(d) The contracting party's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respects to the limits of the insurer's liability.

2. *Worker's Compensation and Employer's Liability Coverage.*

The insurer shall agree to waive all rights of subrogation against the City, its officers, officials, employees and volunteers for losses arising from work performed by the contracting party for the City.

3. *All Coverages.*

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be cancelled before its expiration date except after thirty (30) days' prior written notice (from the insurer) by first class mail, return receipt requested, has been given to the City.

E. ACCEPTABILITY OF INSURERS.

Insurance is to be placed with insurers with a Bests' rating of no less than A:VII, unless approved by the Manager.

F. VERIFICATION OF COVERAGE.

The contracting party shall furnish the City with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be on forms provided before work commences. The City reserves the right to require complete, certified copies of all required insurance policies, with all endorsements, at any time.

G. SUBCONTRACTORS.

The contracting party shall include all subcontractors as insureds under its policy or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.