

**ARLINGTON COUNTY, VIRGINIA  
OFFICE OF THE PURCHASING AGENT  
2100 CLARENDON BOULEVARD, SUITE 500  
ARLINGTON, VIRGINIA 22201**

**CONTRACT AWARD COVERPAGE**

<b>TO:</b> LIZ NUGENT ILLUSTRATION 19952 UPLAND TERRACE ASHBURN, VIRGINIA 20147	<b>DATE ISSUED:</b>  <b>CONTRACT NO:</b>  <b>CONTRACT TITLE:</b>	<u>MARCH 1, 2021</u>  <u>21-AED-EP-487</u>  <u>ILLUSTRATION PLAN LEE HIGHWAY PROJECT</u>
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**THIS IS A NOTICE OF AWARD OF CONTRACT AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.**

The contract documents consist of the terms and conditions of AGREEMENT No. 21-AED-EP-485 including any attachments or amendments thereto.

**EFFECTIVE DATE:** MARCH 1, 2021  
**EXPIRES:** OCTOBER 31, 2021  
**RENEWALS:** 0  
**COMMODITY CODE(S):** 96205  
**LIVING WAGE:** N

**ATTACHMENTS:**  
AGREEMENT No. 21-AED-EP-485

**EMPLOYEES NOT TO BENEFIT:**  
**NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.**

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<b><u>VENDOR CONTACT:</u></b> ELIZABETH NUGENT MIHELICH	<b><u>VENDOR TEL. NO.:</u></b>	<u>(414) 333-5378</u>
<b><u>EMAIL ADDRESS:</u></b> NUGENT.LIZ@GMAIL.COM		
<b><u>COUNTY CONTACT:</u></b> ELIZABETH CARRIGER (AED)	<b><u>COUNTY TEL. NO.:</u></b>	<u>(703) 228-3771</u>
<b><u>COUNTY CONTACT EMAIL:</u></b> ECARRIGER@ARLINGTONVA.US		

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**PURCHASING DIVISION AUTHORIZATION**

**VANESSA MOOREHEAD** Title: **PROCUREMENT OFFICER** Date 3/9/2021

**ARLINGTON COUNTY, VIRGINIA**

**STANDARD FORM AGREEMENT No. 21-AED-EP-487**

**THIS AGREEMENT** ("Agreement") is made on the date of execution by the County between the COUNTY BOARD OF ARLINGTON COUNTY, VIRGINIA ("County") and **Liz Nugent Illustration**, with a principal place of business located at **19952 Upland Terrace, Ashburn, Virginia 20147** ("Contractor").

1. The Contractor agrees to provide the following goods or services:

**Lee Highway Corridor Illustration, Exhibit A Scope Of Work with Exhibit D  
Reproduction Rights**

2. The County will have no obligation to the Contractor if no goods or services are required.
3. The Contractor's provision of these goods or services is subject to review and approval by the County's Project Officer.
4. The Contractor shall provide the goods or services covered by the Contract beginning on **March 1, 2021**. Unless terminated as provided below, the Agreement shall continue until **October 31, 2021**.
5. The County will pay the Contractor, for services or goods that the Project Officer accepts, up to the maximum amount of **\$20,000.00**, with payment to be made in installments, **Exhibit B Payment Schedule**. Each invoice must certify that the invoice submitted is a true and accurate accounting of the work performed and goods and/or services provided and must be signed and attested to by the Contractor or authorized designee. The County will pay the Contractor net 45 days from receipt of an invoice that the Project Officer approves for payment.
6. The Contractor is an independent contractor, and the County will not withhold from the Contractor's compensation any federal or Virginia unemployment taxes, federal or Virginia income taxes, Social Security tax or any other amounts for benefits to the Contractor or its agents or employees.
7. The Contractor is obligated to take one of the two following actions within seven (7) days after receipt of amounts paid to the Contractor by the County for work performed by any subcontractor under this Agreement:
  - a. Pay the subcontractor for the proportionate share of the total payment received from the County attributable to the work performed by the subcontractor under this Agreement; or

- b. Notify the County and the subcontractor, in writing, of the Contractor's intention to withhold all or a part of the subcontractor's payment, with the reason for nonpayment.

The Contractor is obligated to pay interest to any subcontractor on all amounts owed by the Contractor to the subcontractor that remain unpaid after seven (7) days following receipt by the Contractor of payment from the County for work performed by the subcontractor under this Agreement, except for amounts withheld as allowed in section b., above. Unless otherwise provided under the terms of this Agreement, interest shall accrue at the rate of one percent (1%) per month.

The Contractor shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements as those contained in this Agreement with respect to each lower-tier subcontractor.

The Contractor's obligation to pay an interest charge to a subcontractor pursuant to the above provisions may not be construed to be an obligation of the County. A Contract modification may not be made for the purpose of providing reimbursement for such interest charge. A cost reimbursement claim may not include any amount for reimbursement for such interest charge.

8. The County may terminate this Agreement by 30 days' written notice whenever the Purchasing Agent determines that termination is in the County's best interest. The Contractor will be entitled to receive compensation for all goods or services that the County accepted before the termination notice.
9. The County may terminate this Agreement by 48 hours' written notice if the Contractor fails to provide satisfactory goods or services, in the determination of the Project Officer. The notice will be effective upon receipt by the Contractor or three days after the County mails the notice, whichever is sooner. The Contractor will be entitled to receive compensation only for goods or services that the County accepted before the County mailed the notice. The Contractor will be liable to the County for all costs that the County incurs after the termination takes effect to complete the Work covered by the Contract, including delay costs and costs to repair or replace any unsatisfactory work. The County may deduct these costs from any amount that it owes the Contractor or require that the Contractor pay the costs on demand.
10. Time is of the essence and the Contractor agrees that failure to provide timely service will render this Agreement null and void.
11. The Contractor must provide a certificate of proof of the insurance coverages before the start of work:
  - Commercial General Liability (CGL) \$500,000 combined single limit with \$1,000,000 aggregate coverage to include Personal Injury, Completed

Operations, Contractual Liability and, where applicable to the services, Products and Independent Contractors. "The County Board of Arlington County, Virginia, and its officers, employees and agents" must be additional insured on the CGL policy.

- Miscellaneous E&O \$1,000,000 per occurrence/claim
- The Hold Harmless Agreement **Exhibit C** is part of this Agreement.

12. The Contractor agrees as follows:

- a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, national origin, age, disability or on any other basis prohibited by Virginia or federal law and must post in this nondiscrimination clause in conspicuous places, available to employees and applicants for employment.
- b. The Contractor must state that it is an Equal Opportunity Employer in all solicitations or advertisements for employees that it places or causes to be placed.
- c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall meet the requirements of this section.
- d. The Contractor must include the provisions of the foregoing paragraphs a), b), and c) in every subcontract or Purchase Order in excess of \$10,000.00, so that the provisions will be binding upon each subcontractor and/or supplier.

13. The Contractor must comply with the provisions of the Americans with Disabilities Act of 1990, which prohibits discrimination against individuals with disabilities in employment and mandates their full participation in publicly- and privately-provided services and activities.

14. The Contractor must (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of marijuana or any other controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order in excess of \$10,000.00, so that the provisions will be binding upon each subcontractor or supplier. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with this Agreement.

15. If the Contractor employs more than five employees, the Contractor shall (i) provide

annual training on the Contractor's sexual harassment policy to all supervisors and employees providing services in the Commonwealth, except such supervisors or employees that are required to complete sexual harassment training provided by the Department of Human Resource Management, and (ii) post the Contractor's sexual harassment policy in (a) a conspicuous public place in each building located in the Commonwealth that the Contractor owns or leases for business purposes and (b) the Contractor's employee handbook.

16. The Contractor acknowledges that it does not, and will not during the performance of this Agreement, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
17. This Agreement is governed by the Arlington County Purchasing Resolution, which is incorporated by reference. The time limit for decision by the County Manager in Contractual Disputes, as that term is used in the Purchasing Resolution, is thirty (30) days.
18. This Agreement is not effective until the County issues a valid County Purchase Order covering the amount of the Agreement.
19. All payments by the County to the Contractor pursuant to this Contract are subject to the availability of an annual appropriation for this purpose by the County Board of Arlington County, Virginia ("Board"). In the event that the Board does not appropriate funds for the goods or services provided under this Contract, the County will terminate the Contract, without termination charge or other liability to the County, on the last day of the fiscal year or when the previous appropriation has been spent, whichever event occurs first.
20. This Contract incorporates by reference Article 9 of the Arlington County Purchasing Resolution, as well as all state and federal laws related to ethics, conflicts of interest or bribery, including the State and Local Government Conflict of Interests Act (Code of Virginia § 2.2-3100 et seq.), the Virginia Governmental Frauds Act (Code of Virginia § 18.2-498.1 et seq.) and Articles 2 and 3 of Chapter 10 of Title 18.2 of the Code of Virginia, as amended (§ 18.2-438 et seq.). The Contractor certifies that its proposal was made without collusion or fraud; that it has not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor; and that it has not conferred on any public employee having official responsibility for this procurement any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
21. No Arlington County employee may share in any part of this Contract or receive any benefit from the Contract that is not available to the general public.
22. The County does not discriminate against faith-based organizations.

23. The Contractor and its employees, agents and subcontractors will hold as confidential all County Information that they obtain under this Agreement. Confidential Information includes, but is not limited to, nonpublic personal information; personally, identifiable health information; security numbers; addresses; dates of birth; information pertaining to products, operations, systems, customers, prospective customers, techniques, intentions, processes, plans and expertise. The Contractor must take reasonable measures to ensure that all of its employees, agents, and subcontractors are informed of and abide by this requirement.
24. The Contractor must comply with the provisions of Chapter 11 of the Arlington County Code covering business licenses as applicable.
25. The Contractor must remain authorized to transact business in the Commonwealth of Virginia during the term of this Agreement.
26. This Agreement is governed in all respects by the laws of the Commonwealth of Virginia, and the jurisdiction and venue for any litigation is in the Circuit Court for Arlington County, Virginia, and in no other court.
27. The Contractor covenants for itself, its employees and its subcontractors to save, defend, hold harmless and indemnify the County and all of its elected and appointed officials, officers, current and former employees, agents, departments, agencies, boards and commissions (collectively the "County Indemnitees") from and against any and all claims made by third parties for any and all losses, damages, injuries, fines, penalties, costs (including court costs and attorneys' fees), charges, liability, demands or exposure resulting from, arising out of or in any way connected with the Contractor's acts or omissions, including the acts or omissions of its employees and/or subcontractors, in performance or nonperformance of the Contract. This duty to save, defend, hold harmless and indemnify will survive the termination of this Contract. If the Contractor fails or refuses to fulfill its obligations contained in this section, the Contractor must reimburse the County for any and all resulting payments and expenses, including reasonable attorneys' fees. The Contractor must pay such expenses upon demand by the County, and failure to do so may result in the County withholding such amounts from any payments to the Contractor under this Contract.
28. Notices will be effective when made in writing and either (a) delivered in person, (b) delivered to an overnight delivery service or (c) deposited in the United States mail, certified or registered. Notices should be addressed as follows:

**TO THE CONTRACTOR:**

Elizabeth Nugent Mihelich  
Liz Nugent Illustration  
19952 Upland Terrace  
Ashburn, Virginia 20147  
Email: [nugent.liz@gmail.com](mailto:nugent.liz@gmail.com)

Tele No.: (414) 333-5378

**TO THE COUNTY:**

Elizabeth Carriger, The County Project Officer  
Arlington County Cultural Affairs / Arlington Arts  
Arlington Economic Development  
3700 S Four Mile Run  
Arlington, Virginia 22206  
Email: [ECarriger@arlingtonva.us](mailto:ECarriger@arlingtonva.us)  
Tele No.: (703) 228-3771

**AND**

Sharon T. Lewis, Purchasing Division Chief  
Arlington County, Virginia  
2100 Clarendon Boulevard, Suite 500A  
Arlington, Virginia 22201

**TO COUNTY MANAGER'S OFFICE (FOR PROJECT CLAIMS):**

Mark Schwartz, County Manager  
Arlington County, Virginia  
2100 Clarendon Boulevard, Suite 318  
Arlington, Virginia 22201

29. The Contractor must retain all books, records and other documents related to this Contract for at least five years after the final payment and must allow the County or its authorized agents to examine the documents during this period and during the Contract Term. The Contractor must provide any requested documents to the County for examination within 15 days of the request, at the Contractor's expense. Should the County's examination reveal any overcharging by the Contractor, the Contractor must, within 30 days of County's request, reimburse the County for the overcharges and for the reasonable costs of the County's examination, including, but not limited to, the services of external audit firm and attorney's fees; or the County may deduct the overcharges and examination costs from any amount that the County owes to the Contractor. If the Contractor wishes to destroy or dispose of any records related to this Contract (including confidential records to which the County does not have ready access) within five years after the final payment, the Contractor must give the County at least 30 days' notice and must not dispose of the documents if the County objects.

30. The Contractor shall not assign or transfer this Agreement, or any of its rights or interests, without the County's prior written consent.

31. This Agreement may be modified only by written amendment.

32. All remedies available to the County under this Agreement are cumulative, and no remedy is exclusive of any other that is available to the County at law or in equity.

33. The sections, paragraphs, sentences, clauses and phrases of this Agreement are severable; and if any part is held to be invalid, the rest of the Agreement will remain in effect.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE AFFIXED THEIR SIGNATURES.

THE COUNTY BOARD OF ARLINGTON COUNTY, VIRGINIA

LIZ NUGENT ILLUSTRATION

SIGNED: DocuSigned by:  
Vanessa Moorehead  
392AD72EA7BC414...

SIGNED: DocuSigned by:  
Elizabeth Nugent Mihelich  
933F0C41A3FF414...

PRINTED NAME: VANESSA MOOREHEAD

PRINTED NAME: ELIZABETH NUGENT MIHELICH

PRINTED TITLE: PROCUREMENT OFFICER

PRINTED TITLE: Contractor

DATE: 3/9/2021

DATE: 3/8/2021



## **EXHIBIT A SCOPE OF WORK**

In 2019, Arlington County began a multi-year planning process for Lee Highway to create a comprehensive plan for the corridor that provides guidance on how to direct future growth and investment toward community goals. In 2020, the Lee Highway Alliance started a public process for renaming Lee Highway. Involving an Artist in planning processes is a recommendation of the Public Art Master Plan update as a means of stimulating public engagement and spurring civic imagination.

Artist Liz Nugent has been engaged to create a Zine-style project that brings the history, stories, and character of the Lee Highway corridor to life visually through art as a means of engaging the community and creating dialogue about a future vision for the corridor. The project also seeks to make the planning process accessible to all.

### **CONTRACTOR RESPONSIBILITIES**

The Contractor agrees to provide the following goods and services:

- Create a Zine-style product that translates aspects of the planning process into an accessible format that can be shared both in print and digitally -- via social media and posted online. Each zine spread (spread = two facing pages) will be a flat fee of \$800 inclusive of illustration, coordination, and research. The Zine should feature:
  - Around 20 to 25 elements from Lee Highway planning documents, specifically the *Cultural and Historical Resources Report* and the *Neighborhood Inspiration Report*, each illustrated on one or two pages,
  - The history of the corridor's name and celebrate the new name of the corridor, currently being selected via public process.
  - A cover, back cover, and title page (flat fee of \$900 total)
- Attend a walking tour of Lee Highway, unless COVID-19 pandemic protocol or inclement weather makes it prohibited. A self-guided driving tour can be substituted.
- Work with County staff on selecting the elements to be illustrated.
- Provide a storyboard of the zine (via email is acceptable) before beginning the illustrations.
- Provide test illustrations (via email) to determine style.
- Work with County staff on determining the text included with each illustration.
- Provide County staff with high resolution digital images each week of illustrations for posting on social media and online (stories will be released in stages digitally to the public).
- Provide consultation to the staff on the paper, printing technique, and color as well as vendor for the print version of the final Zine.
- Conduct up to two zine-making workshops, total number to be determined in consultation with County staff based on public interest and the COVID-19 pandemic. Workshops will be a flat fee of \$400 each. Contractor will provide supplies for in person workshops, up to \$50 in expenditures for each class. Workshops will be determined by County staff to be virtual or in person depending on the COVID-19 pandemic. If virtual Zine-making sessions are determined to be too difficult, the Contractor will work with County staff on determining another form of community engagement.

- Advise staff on collecting stories submitted by the community in zine style format and assist with organizing and displaying stories, possibly as a separate Zine.

#### **COUNTY RESPONSIBILITIES**

- Work with the Contractor on determining the elements to be illustrated in the Zine.
- Assist Contractor in accessing and gathering any additional information and reference photos that can help inform the illustrations.
- Organize a walking tour of Lee Highway for the Contractor, unless COVID-19 pandemic protocol makes it prohibited.
- Review and approve storyboard prior to the Contractor commencing illustrations.
- Develop text, in consultation with the Contractor, that accompanies Zine stories.
- Coordinate and manage the dissemination of illustrations on social media outlets and online
- In consultation with the Contractor, determine paper, printing technique, color and vendor for the print version of the Zine as well as the number of copies to be printed.
- Cover all costs associated with printing the Zine.
- Work with the Contractor on making arrangements for Zine workshop(s) or other determined community engagement event.
- Collect and share community Zine stories with the Contractor for organization and display.
- Consult with Contractor on organizing and displaying community Zine stories.
- Coordinate and manage the dissemination of community Zine stories on social media outlets and online.

#### **TIMELINE**

- March 1, 2021: Contractor commences storyboard creation.
- Week of March 22, 2021: Storyboard due
- By April 1, 2021: Storyboard approved
- Week of April 1, 2021: Style determined, test illustrations (paper, printing technique and color also determined)
- Week of April 22, 2021: Story pages begin to be released virtually (2 to 3 will be done at this point). Each week a story or two will be released for approx. 20 weeks
- Summer 2021: Zine workshop(s)
- By end of August 2021: All stories released
- End of August/early September 2021: Public invited to submit their own story pages
- By end of Summer 2021: Project complete

**EXHIBIT B**  
**PAYMENT SCHEDULE**

<b>ACTIVITY</b>	<b>PAYMENT</b>
Upon execution of contract	\$3000
Upon approval of storyboard (around March 1, 2020)	\$4000
Upon completion of ten spreads	\$4000
Upon completion of organizing/displaying community stories	\$2400
Upon completion of Zine workshops	\$400 per workshop and \$50 for supplies for each in person workshop
Upon completion of optional additional spreads	\$800/each, not to exceed \$4,800
Additional research and coordination	\$50/hour, not to exceed \$1000
<b>TOTAL</b>	<b>Not to exceed \$20,000</b>

EXHIBIT C

Contractor Hold Harmless Agreement  
Inclusive of First Party Injury and Property Damage

The Contractor covenants for itself, its employees and its subcontractors to save, defend, hold harmless and indemnify the County and all of its elected and appointed officials, officers, current and former employees, agents, departments, agencies, boards and commissions (collectively the "County Indemnitees") from and against any and all claims made by third parties and the Contractor, for any and all losses, damages, injuries, fines, penalties, costs (including court costs and attorneys' fees), charges, liability, demands or exposure resulting from, arising out of or in any way connected with the Contractor's acts or omissions, including the acts or omissions of its employees and/or subcontractors, in performance or nonperformance of the Contract. This duty to save, defend, hold harmless and indemnify will survive the termination of this Contract. If the Contractor fails or refuses to fulfill its obligations contained in this section, the Contractor must reimburse the County for any and all resulting payments and expenses, including reasonable attorneys' fees. The Contractor must pay such expenses upon demand by the County, and failure to do so may result in the County withholding such amounts from any payments to the Contractor under this Contract.

LIZ NUGENT ILLUSTRATION

AUTHORIZED SIGNATURE: \_\_\_\_\_

DocuSigned by:  
  
953F0C41A3FF414...

PRINTED NAME: ELIZABETH NUGENT MIHELICH

PRINTED TITLE: Contractor

DATE: 3/8/2021



EXHIBIT D

**ARLINGTON PUBLIC ART  
COPYRIGHT AGREEMENT**

**I. Copyright Ownership**

The Artist retains all rights under the Copyright Act of 1976, 17 U.S.C. §101 et seq., as the sole author of the Artwork for the duration of the copyright.

**II. Reproduction Rights**

- a. The Artist grants Arlington County an irrevocable license to make two-dimensional reproduction of the Artwork for promotional and educational purposes, including, but not limited to, reproductions used in brochures, media publicity, and exhibition catalogues or other similar publication provided that these rights are exercised in a tasteful and professional manner.
- b. All reproductions shall contain a credit to the Artist and a copyright notice in substantially the following form: © [Artist's name, date].

DocuSigned by:  
  
953F0C41A3FF414...

ARTIST SIGNATURE

3/8/2021

DATE