

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

NOTICE OF CONTRACT AWARD

GREELEY AND HANSEN LLC	DATE ISSUED:	<u>3/21/2019</u>
5301 SHAWNEE ROAD, SUITE 400	CURRENT REFERENCE NO:	<u>17-348-RFP-3</u>
ALEXANDRIA, VA 22312	CONTRACT TITLE:	<u>ON-CALL ENGINEERING SERVICES</u>

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. 17-348-RFP-3 including any attachments or amendments thereto.

EFFECTIVE DATE: MARCH 21, 2019

EXPIRES: FEBRUARY 29, 2020

RENEWALS: TWO (2) ONE (1) YEAR RENEWAL OPTIONS FROM MARCH 1, 2020 – FEBRUARY 29, 2022

COMMODITY CODE(S): 9184200, 9253600

LIVING WAGE: N

ATTACHMENTS:

AGREEMENT No. 17-348-RFP-3

EMPLOYEES NOT TO BENEFIT:

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

VENDOR CONTACT: JOHN F. CASSIDY

VENDOR TEL. NO.: (800) 837-9779

EMAIL ADDRESS: JROBAK@GREELEY-HANSEN.COM

COUNTY CONTACT: MARY STRAWN

COUNTY TEL. NO.: (703) 228-6829

COUNTY CONTACT EMAIL:

MSTRAWN@ARLINGTONVA.US

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

AGREEMENT NO. 17-348-RFP-3

THIS AGREEMENT is made, on the date of execution by the County, between Greeley and Hansen LLC, 5301 Shawnee Road, Suite 400, Alexandria, VA 22312 ("Contractor") an Illinois Limited Liability Company authorized to do business in the Commonwealth of Virginia, and the County Board of Arlington County, Virginia. The County and the Contractor, for the consideration hereinafter specified, agree as follows:

1. CONTRACT DOCUMENTS

The "Contract Documents" consist of:

- This Agreement
- Exhibit A – Scope of Services
- Exhibit B – Contract Pricing
- Exhibit C – WPCB Contractor Safety Standard
- Exhibit D – County Nondisclosure and Data Security Agreement (Contractor)
- Exhibit E – County Nondisclosure and Data Security Agreement (Individual)

Where the terms and provisions of this Agreement vary from the terms and provisions of the other Contract Documents, the terms and provisions of this Agreement will prevail over the other Contract Documents, and the remaining Contract Documents will be complementary to each other. If there are any conflicts, the most stringent terms or provisions will prevail.

The Contract Documents set forth the entire agreement between the County and the Contractor. The County and the Contractor agree that no representative or agent of either party has made any representation or promise with respect to the parties' agreement that is not contained in the Contract Documents. The Contract Documents may be referred to below as the "Contract" or the "Agreement".

2. SCOPE OF WORK

The Contractor agrees to perform the services described in the Contract Documents (the "Work"). As detailed in the "Scope of Work" (Exhibit A), the primary purpose of the Work is to provide on-call engineering services. It will be the Contractor's responsibility, at its sole cost, to provide the specific services set forth in the Contract Documents and sufficient services to fulfill the purposes of the Work. Nothing in the Contract Documents limits the Contractor's responsibility to manage the details and execution of the Work.

3. PROJECT OFFICER

The performance of the Contractor is subject to the review and approval of the County Project Officer, who will be appointed by the Director of the Arlington County department or agency requesting the Work under this Contract.

4. CONTRACT TERM

Time is of the essence. The Work will commence on the date of the execution of the Agreement by the County and must be completed no later than February 29, 2020 ("Initial Contract Term"), subject to any modifications provided in the Contract Documents. Upon satisfactory performance by the Contractor the County may, through issuance of a unilateral Notice of Award, authorize continuation of the Agreement under the same contract prices for not more than two additional 12-month periods, from March 1, 2020 to February 29, 2022 (each a "Subsequent Contract Term"). The Initial Contract Term and any Subsequent Contract Term(s) are together the "Contract Term".

5. CONTRACT AMOUNT

The County will pay the Contractor in accordance with the terms of the Payment section below and of Exhibit B for the Contractor's completion of the Work as required by the Contract Documents. The Contractor will complete the Work for the total amount specified in this section ("Contract Amount").

All tasks shall not exceed \$5,000,000 in one year contract term, individual orders shall not exceed \$500,000.

The County will not compensate the Contractor for any goods or services beyond those included in Exhibit A unless those additional goods or services are covered by a fully executed amendment to this Contract.

6. CONTRACT PRICE ADJUSTMENTS

The Contract Amount/unit price(s) will remain firm for the initial 24 months of the Agreement ("Price Adjustment Date"). To request a price adjustment, the Contractor or the County must submit a written request to the other party not less than 60 days before the Price Adjustment Date. Increases in the Contract Amount/unit price(s) will not exceed the percentage of change in the U.S. Department of Labor Consumer Price Index, All Items, Unadjusted, Urban Areas ("CPI-U") for the 12-month period ending in November of each year of the Contract.

Any Contract Amount/unit price(s) that result from this provision will become effective the day after the Price Adjustment Date and will be binding for 12 months. The new Price Adjustment Date will be 12 months after the price adjustment.

If the Contractor and the County do not agree on unit prices by the thirtieth (30th) calendar day prior to the final day of the Initial Contract Term or any Subsequent Contract Term, the County may in its sole discretion terminate the Contract. The Contract Amount/unit price(s) that changed as a result of this procedure shall become effective on the start date of the next Subsequent Contract Term and shall be binding on the parties for the duration.

7. CODE AND REGULATORY COMPLIANCE

The Contractor is responsible for completing the design work and administering the construction phase of any project in accordance with the Department of Environmental Services (DES) Contractor Safety Standards, Virginia Uniform Statewide Building Code, the Arlington County DES Infrastructure Design Standards, the Arlington County DES Construction Standards and Specifications, and other applicable federal, state, local and/or site-specific regulatory requirements. If any Contractor violation of a Code, standard or regulation results in a construction change order, the Contractor will be liable for any additional costs to the County, including costs of re-design, any additional construction costs and costs of delay.

8. STANDARD OF CARE

The County is entering into this Contract in reliance on the Contractor's experience and abilities with respect to performing the services hereunder. In performing the Work, the Contractor will ensure that it and its agents and employees exercise the degree of skill and care that is normally accepted by members of the same profession currently practicing under similar conditions in the same locality ("Customary Standard of Care"). The Contractor will re-perform, without additional compensation, any services not meeting this Customary Standard of Care.

The Contractor will be responsible for the professional quality, completeness, technical accuracy and coordination of all designs, drawings, specifications, costs estimates and other services or materials provided, regardless of whether such drawings and documents are prepared by the Contractor or the Contractor's consultants. The plans, drawings, specifications and other documents that the Contractor prepares must be free from material errors, complete and appropriate for the purposes intended; and the project, if constructed in accordance with such plans, drawings, specifications, and other documents, will be structurally sound and complete and a properly functioning facility suitable for the purposes for which it is intended.

The Contractor is responsible for all costs and expenses incurred by the County, including increased construction costs, when such costs and expenses are the result of any violation of this Standard of Care section. The County's review, approval or acceptance of or payment for any services required under this Contract does not release the Contractor from any liability for breach of this Standard of Care.

9. NOT-TO-EXCEED PROJECT COST

The County will provide the Contractor with a description of the project scope of work, including information on functions, space requirements, special features, aesthetic requirements and authorized square footage and a "Design-Not-to-Exceed" construction budget.

The Contractor will submit a cost estimate with each design phase submittal. If any such cost estimate indicates a potential problem in securing a bid within the County's construction budget, the Contractor will notify the County within five business days of the issue becoming apparent and will, at no additional cost to the County, work with the County to redefine the design concepts (such as space, project size, utilization, building efficiencies and materials of construction) so that the estimated cost of construction does not exceed the construction budget.

The Contractor will provide to the County a final cost estimate that will be used by the County when obtaining construction bids ("Not-to-Exceed Project Cost"). If the lowest competitive bid exceeds the Not-to-Exceed Project Cost by more than 15% and the County's negotiations with the lowest responsible bidder fail to result in a price within the Not-to-Exceed Project Cost, the Contractor must revise the construction drawings and specifications at no additional cost to the County for a re-bid that will result in construction bids that fall within the Not-to-Exceed Project Cost.

10. PAYMENT

The Contractor must submit invoices to the County's Project Officer, who will either approve the invoice or require corrections. The County will pay the Contractor within 30 days after receipt of an invoice for completed work that is reasonable and allocable to the Contract and that has been performed to the satisfaction of the Project Officer. The number of the County Purchase Order pursuant to which goods or services have been delivered or performed must appear on all invoices.

11. ADJUSTMENTS FOR CHANGE IN SCOPE

The County may order additions, deletions and other revisions in the Work within the general scope of the project. If the Contractor believes that any change is not within the scope of the project or warrants additional compensation, the Contractor must notify the Project Officer as soon as the County requests the change; and the Contractor must then provide written notice of its position to the Project Officer within ten calendar days. The Contractor's notice must detail and document the basis for the claimed amount of additional compensation. The Contractor will not receive any additional compensation pursuant to this paragraph unless the parties execute a written Contract amendment and the County issues a purchase order consistent with the amendment.

12. REIMBURSABLE TRAVEL-RELATED EXPENSES

The County will not reimburse the Contractor for travel-related expenses for employees located within the greater Baltimore-Washington Metropolitan Area, as defined by the United States Office of Management and Budget. For employees located outside this area, the County will reimburse for pre-approved travel-related expenses, documented with receipts, as follows:

Meals: The County will reimburse at the U.S. General Services Administration's ("GSA") per diem rates for the destination, current for the date of travel, with the first and last days of travel counted at 75% of the per diem rate.

Lodging: The County will reimburse for actual lodging costs at a reasonably priced commercial facility in the immediate area of where the Work is performed, up to the GSA's daily rates for the destination, current for the date of travel. Receipts for lodging must be itemized. Only room and tax charges will be reimbursed; no reimbursement will be made for additional expenses, including but not limited to, room service, laundry, telephone and in-room movies. If the Contractor or its employee shares a room with another person who is not connected with the performance of the Work, including a spouse, the County will reimburse for only the cost of a single room.

The applicable GSA per diem rates can be obtained at <http://www.gsa.gov/portal/content/104877>.

Transportation:

General

Reservations must be made in advance whenever possible to take advantage of all available discounts.

Ground Transportation

Use of public transportation is encouraged. The County will reimburse for the business use of personal or company vehicles, if allowed, at the GSA's mileage rates current at the time of travel. The Contractor's request for reimbursement may not include any personal use of the vehicle.

The County may approve reimbursement for rental of vehicles or use of taxicabs if the Contractor can demonstrate that to be the most economical option. Any reimbursement will cover only those rental charges, insurance and/or fuel fees allocable to work on the Contract and will not cover the purchase of liability insurance and/or collision/comprehensive insurance if the Contractor's or the employee's existing insurance coverage provides such protection.

Air Travel

The County will reimburse for air travel at the lowest available fare, typically economy. Tickets must be purchased at least seven days in advance, unless otherwise approved by the County.

Time limit: The County will not honor requests for travel reimbursement that are submitted more than 60 days after completion of the travel.

Non-reimbursable Expenses: The County will never reimburse for the following expenses:

1. Alcoholic beverages
2. Personal phone calls
3. Entertainment (e.g. pay TV, movies, night clubs, health clubs, theaters, bowling)
4. Personal expenses (e.g. laundry, valet, haircuts)
5. Personal travel insurance (e.g. life, medical, or property insurance) for airfare or rental cars
6. Auto repairs, maintenance and insurance costs for personal vehicles

13. PAYMENT OF SUBCONTRACTORS

The Contractor is obligated to take one of the two following actions within seven days after receipt of payment by the County for work performed by any subcontractor under this Contract:

- 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 Contract; 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 the subcontractor on all amounts owed by the Contractor to the subcontractor that remain unpaid after seven days following receipt by the Contractor of payment from the County for work performed by the subcontractor under this Contract, except for amounts withheld as allowed in subsection b., above. Unless otherwise provided under the terms of this Contract, interest will accrue at the rate of 1% per month.

The Contractor must include in each of its subcontracts, if any are permitted, a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.

The Contractor's obligation to pay an interest charge to a subcontractor pursuant to this section 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.

14. NON-APPROPRIATION

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.

15. ESTIMATED QUANTITIES/NON-EXCLUSIVITY OF CONTRACTOR

This Contract does not obligate the County to purchase a specific quantity of items or services during the Contract Term. Any quantities that are included in the Contract Documents are the present expectations of the County for the period of the Contract; and the County is under no obligation to buy that or any amount as a result of having provided this estimate or of having had any normal or otherwise measurable requirement in the past. The County may require more goods and/or services than the estimated annual quantities, and any such additional quantities will not give rise to any claim for compensation other than at the unit prices and/or rates in the Contract.

The County does not guarantee that the Contractor will be the exclusive provider of the goods or services covered by this Contract. The items or services covered by this Contract may be or become available under other County contract(s), and the County may determine that it is in its best interest to procure the items or services through those contract(s).

16. COUNTY PURCHASE ORDER REQUIREMENT

County purchases are authorized only if the County issues a Purchase Order in advance of the transaction, indicating that the ordering County agency has sufficient funds available to pay for the purchase. If the Contractor provides goods or services without a signed County Purchase Order, it does so at its own risk and expense. The County will not be liable for payment for any purchases made by its employees that are not authorized by the County Purchasing Agent.

17. REPLACEMENT OF PERSONNEL AND SUBCONTRACTORS

The County has the right reasonably to reject staff or subcontractors whom the Contractor assigns to the project. The Contractor must then provide replacement staff or subcontractors satisfactory to the County in a timely manner and at no additional cost to the County. The day-to-day supervision and control of the Contractor's and its subcontractors' employees is the sole responsibility of the Contractor.

The Contractor may not replace key personnel or subcontractors identified in its proposal, including the approved Project Manager, without the County's written approval. The Contractor must submit any request to remove or replace key personnel or subcontractors to the County Project Officer at least 15 calendar days in advance of the proposed action. The request must contain a detailed justification, including identification of the proposed replacement and his or her qualifications.

If the approved Project Manager must be absent for an extended period, the Contractor must provide an interim Project Manager, subject to the County's written approval.

If the approved Project Manager resigns or is terminated by the Contractor, the Contractor will replace the Project Manager with an individual with similar qualifications and experience, subject to the County's written approval.

18. EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED

During the performance of its work pursuant to this Contract:

- A. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age or disability or on any other basis

prohibited by state law. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

- B. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation will be deemed sufficient for meeting the requirements of this section.
- C. The Contractor will state in all solicitations or advertisements for employees that it places or causes to be placed that such Contractor is an Equal Opportunity Employer.
- D. The Contractor will comply with the provisions of the Americans with Disabilities Act of 1990 ("ADA"), which prohibits discrimination against individuals with disabilities in employment and mandates that disabled individuals be provided access to publicly and privately provided services and activities.
- E. The Contractor must include the provisions of the foregoing paragraphs in every subcontract or purchase order of more than \$10,000.00 relating to this Contract so that the provisions will be binding upon each subcontractor or vendor.

19. EMPLOYMENT OF UNAUTHORIZED ALIENS PROHIBITED

In accordance with §2.2-4311.1 of the Code of Virginia, as amended, the Contractor must not during the performance of this Contract knowingly employ an unauthorized alien, as that term is defined in the federal Immigration Reform and Control Act of 1986.

20. DRUG-FREE WORKPLACE TO BE MAINTAINED BY CONTRACTOR

During the performance of this Contract, the Contractor must: (i) provide a drug-free workplace for its 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 a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violating 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 of more than \$10,000.00 relating to this Contract so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "workplace" means the site(s) for the performance of the work required by this Contract.

21. SAFETY

The Contractor must ensure that it and its employees and subcontractors comply with all applicable site-specific, local, state and federal policies, regulations and standards relating to safety and health, including the standards of the Virginia Occupational Safety and Health program of the Department of Labor and Industry for General Industry and for the Construction Industry and the applicable Federal Environmental Protection Agency and Virginia Department of Environmental Quality standards.

22. TERMINATION

The County may terminate this Contract at any time as follows: (1) for cause, if, as determined by the County, the Contractor is in breach or default or has failed to perform the Work satisfactorily; or (2) for the convenience of the County.

Upon receipt of a notice of termination, the Contractor must not place any further orders or subcontracts for materials, services or facilities; must terminate all vendors and subcontracts, except as are necessary for the completion of any portion of the Work that the County did not terminate; and must immediately deliver all documents related to the terminated Work to the County.

Any purchases that the Contractor makes after the notice of termination will be the sole responsibility of the Contractor, unless the County has approved the purchases in writing as necessary for completion of any portion of the Work that the County did not terminate.

If any court of competent jurisdiction finds a termination for cause by the County to be improper, then the termination will be deemed a termination for convenience.

A. TERMINATION FOR CAUSE, INCLUDING BREACH AND DEFAULT; CURE

1. Termination for Unsatisfactory Performance. If the County determines that the Contractor has failed to perform satisfactorily, then the County will give the Contractor written notice of such failure(s) and the opportunity to cure them within 15 days or any other period specified by the County ("Cure Period"). If the Contractor fails to cure within the Cure Period, the County may terminate the Contract for failure to provide satisfactory performance by providing written notice with a termination date. The Contractor must submit any request for termination costs, with all supporting documentation, to the County Project Officer within 30 days after the expiration of the Cure Period. The County may accept or reject the request for termination costs, in whole or in part, and may notify the Contractor of its decision within a reasonable time.

In the event of termination by the County for failure to perform satisfactorily, the Contractor must continue to provide its services as previously scheduled through the termination date, and the County must continue to pay all fees and charges incurred through the termination date.

2. Termination for Breach or Default. If the County terminates the Contract for default or breach of any Contract provision or condition, then the termination will be immediate after notice of termination to the Contractor (unless the County provides for an opportunity to cure), and the Contractor will not be permitted to seek termination costs.

Upon any termination pursuant to this section, the Contractor will be liable to the County for costs that the County must expend to complete the Work, including costs resulting from any related delays and from unsatisfactory or non-compliant work performed by the Contractor or its subcontractors. The County will deduct such costs from any amount due to the Contractor; or if the County does not owe the Contractor, the Contractor must promptly pay the costs within 15 days of a demand by the County. This section does not limit the County's recovery of any other damages to which it is entitled by law.

Except as otherwise directed by the County, the Contractor must stop work on the date of receipt the notice of the termination.

B. TERMINATION FOR THE CONVENIENCE OF THE COUNTY

The County may terminate this Contract in whole or in part whenever the Purchasing Agent determines that termination is in the County's best interest. The County will give the Contractor at least 15 days' notice in writing. The notice must specify the extent to which the Contract is terminated and the effective termination date. The Contractor will be entitled to termination costs, plus any other reasonable amounts that the parties might negotiate; but no amount will be allowed for anticipatory profits.

Except as otherwise directed by the County, the Contractor must stop work on the date of receipt of the notice of the termination.

23. INDEMNIFICATION (Note: Virginia law does not permit the County to indemnify others; cross indemnity provisions are not acceptable to the County)

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 negligent acts or omissions, including the negligent 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.

24. INTELLECTUAL PROPERTY INDEMNIFICATION

The Contractor warrants and guarantees that in providing services under this Contract neither the Contractor nor any subcontractor is infringing on the intellectual property rights (including, but not limited to, copyright, patent, mask and trademark) of third parties.

If the Contractor or any of its employees or subcontractors uses any design, device, work or material that is covered by patent or copyright, it is understood that the Contract Amount includes all royalties, licensing fees, and any other costs arising from such use in connection with the Work under this Contract.

The Contractor covenants for itself, its employees and its subcontractors to save, defend, hold harmless, and indemnify the County Indemnitees, as defined above, from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorneys' fees), charges, liability or exposure for infringement of or on account of any trademark, copyright, patented or unpatented invention, process or article manufactured or used in the performance of this 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.

25. COPYRIGHT

By this Contract, the Contractor irrevocably transfers, assigns, sets over and conveys to the County all rights, title and interest, including the sole exclusive and complete copyright interest, in any and all copyrightable works created pursuant to this Contract. The Contractor will execute any documents that the County requests to formalize such transfer or assignment.

The rights granted to the County by this section are irrevocable and may not be rescinded or modified, including in connection with or as a result of the termination of or a dispute concerning this Contract.

The Contractor may not use subcontractors or third parties to develop or provide input into any copyrightable materials produced pursuant to this Contract without the County's advance written approval and unless the Contractor includes this Copyright provision in any contract or agreement with such subcontractors or third parties related to this Contract.

26. OWNERSHIP OF WORK PRODUCT

This Contract does not confer on the Contractor any ownership rights or rights to use or disclose the County's data or inputs.

All work product, in any form, that results from this Contract is the property of the County and must be provided or returned to the County upon completion, termination, or cancellation of this Contract. The Contractor will not use or allow others to use the work product for any purpose other than performance of this Contract without the written consent of the County.

The work product is confidential, and the Contractor may neither release the work product nor share its contents. The Contractor will refer all inquiries regarding the status of any work product to the Project Officer or to his or her designee. At the County's request, the Contractor will deliver all work product, including hard copies of electronic files, to the Project Officer and will destroy all electronic files.

The Contractor must include the provisions of this section as part of any contract or agreement related to this Contract into which it enters with subcontractors or other third parties.

The provisions of this section will survive any termination or cancellation of this Contract.

27. DATA SECURITY AND PROTECTION

The Contractor will hold County Information, as defined below, in the strictest confidence and will comply with all applicable County security and network resources policies, as well as all local, state and federal laws and regulatory requirements concerning data privacy and security. The Contractor must develop, implement, maintain, continually monitor and use appropriate administrative, technical and physical security measures to control access to and to preserve the confidentiality, privacy, integrity and availability of all electronically maintained or transmitted information received from or created or maintained on behalf of the County. For purposes of this provision, and as more fully described in this Contract and in the County's Non-Disclosure and Data Security Agreement (NDA), "County Information" includes, but is not limited to, electronic information; documents; data; images; financial records; personally identifiable information; personal health information (PHI); personnel, educational, voting, registration, tax and assessment records; information related to public safety; County networked resources; and County databases, software and security measures that are created, maintained, transmitted or accessed to perform the Work under this Contract.

- (a) **County's Non-Disclosure and Data Security Agreement.** The Contractor and its Designees (Contractor Designees shall include, but shall not be limited to, all Contractor-controlled agents or subcontractors working on-site at County facilities or otherwise performing any work under this Contract) must sign the NDA (Exhibits D and E) before performing any work or obtaining or permitting access to County networked resources, application systems or databases. The Contractor will make copies of the signed NDAs available to the County Project Officer upon request.
- (b) **Use of Data.** The Contractor will ensure against any unauthorized use, distribution or disclosure of or access to County Information and County networked resources by itself or its Designees. Use of County Information other than as specifically outlined in the Contract Documents is strictly prohibited. The Contractor will be solely responsible for any unauthorized use, reuse, distribution, transmission, manipulation, copying, modification, access to or disclosure of County Information and for any non-compliance with this provision by itself or by its Designees.
- (c) **Data Protection.** The Contractor will protect the County's Information according to standards established by the National Institute of Standards and Technology, including 201 CMR 17.00, Standards for the Protection of Personal Information of Residents of the Commonwealth and the Payment Card Industry Data Security Standard (PCI DSS), as applicable, and no less rigorously than it protects its own data and proprietary or confidential information. The Contractor must provide to the County a copy of its data security policy and procedures for securing County Information and a copy of its disaster recovery plan(s). If requested by the County, the Contractor must also provide annually the results of an internal Information Security Risk Assessment provided by an outside firm.
- (d) **Security Requirements.** The Contractor must maintain the most up-to-date anti-virus programs, industry-accepted firewalls and other protections on its systems and networking equipment. The Contractor certifies that all systems and networking equipment that support, interact with or store County Information meet the above standards and industry best practices for physical, network and system security requirements. Printers, copiers or fax machines that store County Data into hard drives must provide data-at-rest encryption. The County's Chief Information Security Officer or designee must approve any deviation from these standards. The downloading of County information onto laptops, other portable storage media or services such as personal e-mail, Dropbox etc. is prohibited without the written authorization of the County's Chief Information Security Officer or designee.
- (e) **Conclusion of Contract.** Within 30 days after the termination, cancellation, expiration or other conclusion of the Contract, the Contractor must, at no cost to the County, return all County Information to the County in a format defined by the County Project Officer. The County may request that the Information be destroyed. The Contractor is responsible for ensuring the return and/or destruction of all Information that is in the possession of its subcontractors or agents. The Contractor must certify completion of this task in writing to the County Project Officer.

(f) **Notification of Security Incidents**. The Contractor must notify the County Chief Information Officer and County Project Officer within 24 hours of the discovery of any unintended access to or use or disclosure of County Information.

(g) **Subcontractors**. If subcontractors are permitted under this Contract, the requirements of this entire section must be incorporated into any agreement between the Contractor and the subcontractor. If the subcontractor will have access to County Information, each subcontractor must provide to the Contractor a copy of its data security policy and procedures for securing County Information and a copy of its disaster recovery plan(s).

28. ETHICS IN PUBLIC CONTRACTING

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.

29. COUNTY EMPLOYEES

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.

30. FORCE MAJEURE

Neither party will be held responsible for failure to perform the duties and responsibilities imposed by this Contract if such failure is due to a fire, riot, rebellion, natural disaster, war, act of terrorism or act of God that is beyond the control of the party and that makes performance impossible or illegal, unless otherwise specified in the Contract.

31. AUTHORITY TO TRANSACT BUSINESS

The Contractor must, pursuant to Code of Virginia § 2.2-4311.2, be and remain authorized to transact business in the Commonwealth of Virginia during the entire term of this Contract. Otherwise, the Contract is voidable at the sole option of and with no expense to the County.

32. RELATION TO COUNTY

The Contractor is an independent contractor, and neither the Contractor nor its employees or subcontractors will be considered employees, servants or agents of the County. The parties agree and represent that any staff assigned to work on this Contract are an integral part of the Contractor's business and solely the employees of the Contractor. As such, the Contractor must provide all manner of proper wage and benefit administration (including the provision and coordination of FMLA and other leave), supervision, accommodations, and day to day management of such staff. The County will not be responsible for any negligence or other wrongdoing by the Contractor or its employees, servants or agents. The County will not withhold payments to the Contractor for any federal or state unemployment taxes, federal or state income taxes or Social Security tax or for any other benefits, including workers' compensation. The Contractor shall promptly notify the Project Officer of any and all personnel issues

affecting the work under this Contract and of any concerns related to County staff. The Contractor shall promptly undertake investigations and remediation of such issues, if applicable.

33. ANTITRUST

The Contractor conveys, sells, assigns and transfers to the County all rights, title and interest in and to all causes of action under state or federal antitrust laws that the Contractor may have relating to this Contract.

34. REPORT STANDARDS

The Contractor must submit all written reports required by this Contract for advance review in a format approved by the Project Officer. Reports must be accurate and grammatically correct and should not contain spelling errors. The Contractor will bear the cost of correcting grammatical or spelling errors and inaccurate report data and of other revisions that are required to bring the report(s) into compliance with this section.

Whenever possible, proposals must comply with the following guidelines:

- printed double-sided on at least 30% recycled-content and/or tree-free paper
- recyclable and/or easily removable covers or binders made from recycled materials (proposals with glued bindings that meet all other requirements are acceptable)
- avoid use of plastic covers or dividers
- avoid unnecessary exhibits or documents or superfluous use of paper (e.g. separate title sheets or chapter dividers)

35. AUDIT

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.

36. ASSIGNMENT

The Contractor may not assign, transfer, convey or otherwise dispose of any award or any of its rights, obligations or interests under this Contract without the prior written consent of the County.

37. AMENDMENTS

This Contract may not be modified except by written amendment executed by persons duly authorized to bind the Contractor and the County.

38. ARLINGTON COUNTY PURCHASING RESOLUTION AND COUNTY POLICIES

Nothing in this Contract waives any provision of the Arlington County Purchasing Resolution, which is incorporated herein by reference, or any applicable County policy.

39. DISPUTE RESOLUTION

All disputes arising under this Agreement or concerning its interpretation, whether involving law or fact and including but not limited to claims for additional work, compensation or time, and all claims for alleged breach of contract must be submitted in writing to the Project Officer as soon as the basis for the claim arises. In accordance with the Arlington County Purchasing Resolution, claims denied by the Project Officer may be submitted to the County Manager in writing no later than 60 days after the final payment. The time limit for a final written decision by the County Manager is 30 days. Procedures concerning contractual claims, disputes, administrative appeals and protests are contained in the Arlington County Purchasing Resolution. The Contractor must continue to work as scheduled pending a decision of the Project Officer, County Manager, County Board or a court of law.

40. APPLICABLE LAW, FORUM, VENUE AND JURISDICTION

This Contract is governed in all respects by the laws of the Commonwealth of Virginia; and the jurisdiction, forum and venue for any litigation concerning the Contract or the Work is in the Circuit Court for Arlington County, Virginia, and in no other court.

41. ARBITRATION

No claim arising under or related to this Contract may be subject to arbitration.

42. NONEXCLUSIVITY OF REMEDIES

All remedies available to the County under this Contract are cumulative, and no remedy will be exclusive of any other at law or in equity.

43. NO WAIVER

The failure to exercise a right provided for in this Contract will not be a subsequent waiver of the same right or of any other right.

44. SEVERABILITY

The sections, paragraphs, clauses, sentences, and phrases of this Contract are severable; and if any section, paragraph, clause, sentence or phrase of this Contract is declared invalid by a court of competent jurisdiction, the rest of the Contract will remain in effect.

45. ATTORNEY'S FEES

The County is entitled to attorney's fees and costs that it incurs to enforce any provision of this Contract.

46. SURVIVAL OF TERMS

In addition to any statement that a specific term or paragraph survives the expiration or termination of this Contract, the following sections also survive: INDEMNIFICATION; INTELLECTUAL PROPERTY INDEMNIFICATION; RELATION TO COUNTY; OWNERSHIP OF WORK PRODUCT; AUDIT; COPYRIGHT; DISPUTE RESOLUTION; APPLICABLE LAW AND JURISDICTION; ATTORNEY'S FEES, AND CONFIDENTIAL INFORMATION.

47. HEADINGS

The section headings in this Contract are inserted only for convenience and do not affect the substance of the Contract or limit the sections' scope.

48. AMBIGUITIES

The parties and their counsel have participated fully in the drafting of this Agreement; and any rule that ambiguities are to be resolved against the drafting party does not apply. The language in this Agreement is to be interpreted as to its plain meaning and not strictly for or against any party.

49. NOTICES

Unless otherwise provided in writing, all written notices and other communications required by this Contract are deemed to have been given when either (a) delivered in person; (b) delivered by an agent, such as a delivery service; or (c) deposited in the United States mail, postage prepaid, certified or registered and addressed as follows:

TO THE CONTRACTOR:

John F. Cassidy, Member and Authorized Representative
Greeley and Hansen LLC
5301 Shawnee Road, Suite 400
Alexandria, VA 22312

TO THE COUNTY:

Mary Strawn, Project Officer & Chief Engineer
Arlington County, Water Pollution Control Bureau
3402 S. Glebe Rd.
Arlington, VA 22202

AND

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

50. ARLINGTON COUNTY BUSINESS LICENSES

The Contractor must comply with the provisions of Chapter 11 ("Licenses") of the Arlington County Code, if applicable. For information on the provisions of that Chapter and its applicability to this Contract, the Contractor must contact the Arlington County Business License Division, Office of the Commissioner of the Revenue, 2100 Clarendon Blvd., Suite 200, Arlington, Virginia, 22201, telephone number (703) 228-3060.

51. NON-DISCRIMINATION NOTICE

Arlington County does not discriminate against faith-based organizations.

52. LIMITED ENGLISH PROFICIENCY

The Contractor must comply with Executive Order 13166, Title VI of the Civil Rights Act of 1964 and make reasonable efforts to ensure that as part of the services that it provides, adequate communication services, including interpretation and translation, are available to persons who have limited English proficiency. If such services are not included in the Contract's scope of services and pricing, the Contractor will use a County-contracted service provider, and the County will pay the fees.

53. ADA COMPLIANCE

The Contractor is solely responsible for its compliance with the ADA and must defend and hold the County harmless from any expense or liability arising from the Contractor's non-compliance.

The Contractor's responsibilities related to ADA compliance, if applicable, include, but are not limited to, the following:

- The Contractor must design the project to meet all ADA requirements.
- The Contractor must monitor Work performed by the construction contractor and inform the County and the construction contractor immediately of any Work that does not conform with the ADA.

Neither the Arlington County Inspection Services Division, nor any County staff and/or third-party inspection service, is responsible for verifying that the Project's design complies with the ADA.

54. INSURANCE REQUIREMENTS

Before beginning work under the Contract or any extension, the Contractor must provide to the County Purchasing Agent a Certificate of Insurance indicating that the Contractor has in force at a minimum the coverage below. The Contractor must maintain this coverage until the completion of the Contract or as otherwise stated in the Contract Documents. All required insurance coverage must be acquired from insurers that are authorized to do business in the Commonwealth of Virginia, with a rating of "A-" or better and a financial size of "Class VII" or better in the latest edition of the A.M. Best Co. Guides.

- a. Workers Compensation - Virginia statutory workers compensation (W/C) coverage, including Virginia benefits and employer's liability with limits of \$100,000/100,000/500,000. The County will not accept W/C coverage issued by the Injured Worker's Insurance Fund, Towson, MD.
- b. Commercial General Liability - \$1,000,000 per occurrence, with \$2,000,000 annual aggregate covering all premises and operations and including personal injury, completed operations, contractual liability, independent contractors, and products liability. The general aggregate limit must apply to this Contract. Evidence of contractual liability coverage must be provided with the certificate.
- c. Business Automobile Liability - \$1,000,000 combined single-limit (owned, non-owned and hired).
- d. The Contractor shall carry Errors and Omissions or Professional Liability insurance which will pay for damages arising out of errors or omissions in the rendering, or failure to render services or perform Work under the contract, in the amount of \$1,000,000.
- e. Additional Insured - The County and its officers, elected and appointed officials, employees and agents must be named as additional insureds on all policies except workers compensation and automotive and professional liability; and the additional insured endorsement must be provided with the certificate.
- f. Cancellation - If there is a material change or reduction in or cancellation of any of the above coverages during the Contract Term, the Contractor must notify the Purchasing Agent

immediately and must, with no lapse in coverage, obtain replacement coverage that is consistent with the terms of this Contract. Not having the required insurance throughout the Contract Term is grounds for termination of the Contract.

- g. Claims-Made Coverage - Any "claims made" policy must remain in force, or the Contractor must obtain an extended reporting endorsement, until the applicable statute of limitations for any claims has expired.
- h. Contract Identification - All insurance certificates must state this Contract's number and title.

The Contractor must disclose to the County the amount of any deductible or self-insurance component of any of the required policies. With the County's approval, the Contractor may satisfy its obligations under this section by self-insurance for all or any part of the insurance required, provided that the Contractor can demonstrate sufficient financial capacity. In order to do so, the Contractor must provide the County with its most recent actuarial report and a copy of its self-insurance resolution.

The County may request additional information to determine if the Contractor has the financial capacity to meet its obligations under a deductible and may require a lower deductible; that funds equal to the deductible be placed in escrow; a certificate of self-insurance; collateral; or another mechanism to guarantee the amount of the deductible and ensure protection for the County.

The County's acceptance or approval of any insurance will not relieve the Contractor from any liability or obligation imposed by the Contract Documents.

The Contractor is responsible for the Work and for all materials, tools, equipment, appliances and property used in connection with the Work. The Contractor assumes all risks for direct and indirect damage or injury to the property used or persons employed in connection with the Work and for of all damage or injury to any person or property, wherever located, resulting from any action, omission, commission or operation under the Contract or in connection in any way whatsoever with the Work. The Contractor's insurance shall be the primary non-contributory insurance for any work performed under this Contract.

The Contractor is as fully responsible to the County for the acts and omissions of its subcontractors and of persons employed by them as it is for acts and omissions of persons whom the Contractor employs directly.

55. COUNTERPARTS

This Agreement may be executed in one or more counterparts and all of such counterparts shall together constitute one and the same instrument. Original signatures transmitted and received via facsimile or other electronic transmission (e.g., PDF or similar format) are true and valid signatures for all purposes hereunder and shall be effective as delivery of a manually executed original counterpart.

WITNESS these signatures:

THE COUNTY BOARD OF ARLINGTON
COUNTY, VIRGINIA

GREELEY AND HANSEN LLC

AUTHORIZED
SIGNATURE: Sharon Lewis

AUTHORIZED
SIGNATURE: 

NAME: SHARON LEWIS
TITLE: PURCHASING DIVISION CHIEF

NAME AND
TITLE: John Cassidy, Member

DATE: 03/18/2019

DATE: 3/13/19

EXHIBIT A: SCOPE OF SERVICES

The County seeks the services from the Contractor, for all aspects of wastewater conveyance and treatment. Over the contract term, the County anticipates that the services required may include, but are not limited to, those listed below.

The Contractor will provide a dedicated Project Manager who will be the point of contact for all task orders. The Project Manager shall be located within the greater Baltimore-Washington Metropolitan Area, as defined by the United States Office of Management and Budget. All services shall be performed in compliance with the applicable industry standards and all federal, state, and local laws, ordinances, and regulations. Onsite work shall be performed in accordance with the WPCP's Contractor Safety Standard, shown in Exhibit C.

The Contracts resulting from this solicitation will be used mainly by the Arlington County Water Pollution Control Bureau; however, they may be used by any other County Department that needs the services covered by these Contracts.

1. PROJECT-RELATED SERVICES

The Contractor will provide professional engineering services for infrastructure projects primarily focused on wastewater treatment and collection system lift stations. Other requested services may include those related to force mains, gravity sanitary sewers, and drinking water distribution systems.

Services that may be requested as task orders include:

- a) Site plan engineering, geotechnical engineering, and surveying services.
- b) Multidisciplinary studies, evaluations, and Preliminary Engineering Reports.
- c) Detailed design for all applicable disciplines to produce sealed design drawings and technical specifications.
- d) Bid phase services to include developing responses to questions from potential bidders, evaluating bid packages, creating conformed documents, etc.
- e) Construction administration and inspection services to include submittal review, RFI responses, change order support, and startup integration, testing, and support.
- f) Project close-out services to include training, documentation, and process optimization.
- g) Project cost estimating (feasibility level through bid level) and project scheduling services.
- h) Project constructability reviews, value engineering reviews, and peer reviews.
- i) Land surveying, appraisal, and easement services.
- j) Federal, state, local and permitting services.

2. FACILITY OPTIMIZATION SERVICES

Services that may be requested as task orders include:

- a) Evaluating and recommending improvements concerning specialized process equipment and systems, including the odor control and aeration systems.
- b) Determining baseline conditions and recommending process optimizations to reduce Greenhouse Gas (GHG) emissions, chemical use, energy consumption, and other potential cost savings.
- c) Conducting feasibility studies and investigations into innovative process modifications (for example, shortcut nitrogen removal and carbon diversion).
- d) Reviewing and evaluating the current Process Control System (PCS) and its strategies for redundancy, efficiency, and potential process enhancements.

- e) Evaluating and recommending improvements to plant information management systems (MP2, SharePoint, Hach WIMS, SQL, etc.).
- f) Conducting economic feasibility evaluations for process alternatives.
- g) Assisting in evaluating, modeling, piloting, and implementing alternate chemicals, equipment and/or control strategies.
- h) Supporting the facility's asset management program through general program review, facility assessments, equipment condition assessments, reliability assessments, life cycle analyses, standardization evaluations, critical equipment identification, and software evaluations.
- i) Assessing environmental vulnerabilities including floodplain studies, impacts of climate change, and effects of sea level rise.

3. GENERAL SERVICES

Services that may be requested as task orders include:

- a) Providing wastewater collection, conveyance, and treatment process/operations troubleshooting and assistance.
- b) Updating existing drawings, performing field verifications, and generating new drawings from existing information.
- c) Updating, developing, and/or revising Standard Operating Procedures (SOPs) and the facility's Operations and Maintenance Manual.
- d) Providing training to County staff related to projects, facility optimization, and industry best practices.
- e) Providing environmental permitting support and regulatory assistance including the industrial pretreatment program, TMDL, NPDES, solids, air, and general permits.
- f) Negotiating permit renewals, interjurisdictional agreements, and other memoranda of understanding as needed.
- g) Analyzing data to ensure permit compliance and improve reliability.
- h) Providing flow capacity monitoring and planning, including hydraulic modeling and simulations.
- i) Developing and/or enhancing the facility's Environmental Management System (EMS), safety management system, emergency response planning, electrical hazards identification, security system, and on-site storm water management practices.

4. STAFF AUGMENTATION

In addition to task-based assignments, the Contractor may be required to provide staff augmentation for services described in this scope of services to work on a specific project or on multiple projects. The individual may be required to perform work or manage the work of other consultants and construction contractors, who will be under separate contracts with the County. The assigned individual shall work in the County's facilities under the direct supervision of the County staff. All office space and office equipment will be provided by the County. Compensation will be paid only for actual hours worked, excluding County holidays. No overtime will be allowed under this Contract.

Staff augmentation is anticipated to be a minor portion of the overall contracted services.

5. PROCEDURES FOR TASK ORDER PROJECT ASSIGNMENTS

Task Order Work assignments performed under any Contract resulting from 17-348-RFP-3 will be assigned as follows:

- a) For task order Work assignments where the projected fee for all Work associated with that particular task order will not exceed \$60,000, the County, in its sole discretion, may select the Contractor who is determined to be most qualified and best suited for the particular assignment. If the Contractor's price proposal is unacceptable, the County will negotiate with the Contractor, and if no agreement is reached the County will request a price proposal from the next most-qualified Contractor. If the assignment is reasonably expected to evolve into a task order that, combined with the initial assignment, would exceed the \$60,000 threshold, the County will use the process specified under items b) or c) below (as applicable) to select the Contractor.
- b) For task order work assignments where the projected fee for all Work associated with that particular work is above \$60,000 but less than \$1,000,000, the County will solicit proposals from all Contractors selected as a result of this RFP. Upon selection by the County of the most-qualified Contractor, based on the County's pre-determined evaluation criteria, a fee proposal will be requested from that Contractor. If the price proposal is unacceptable, the County will negotiate with the Contractor, and if no agreement is reached, the County will request a price proposal from the next best qualified Contractor of those Contractors who submitted proposals. If the assignment is reasonably expected to evolve into a task order that, combined with the initial assignment, would exceed the \$1,000,000 threshold, the County will use the process specified under item c) below to select the Contractor.
- c) Any work under this Contract which is expected to exceed \$1,000,000 must be justified in writing by the Project Officer and authorized by the County's Procurement Division in advance of the services being solicited. For such approved task order work assignments, the County will follow the process described under item b) above. In addition to proposals, oral presentations will also be considered.
- d) Assignments for Staff Augmentation Work will be made based on the following procedure, regardless of the dollar value of the assignment. The specific details of each assignment will be provided in the County's request for submittals of qualified staff. Submittals of proposed candidate's required qualifications and related experience for each specific project management services assignment will be requested from all Contractors. The County, at its sole discretion, will select the best qualified candidate from the Contractors' submitted qualification statements.

To maintain equity among Contractors, once the total fees awarded by the County exceeds \$500,000, the County shall not issue task orders to a Contractor that has received more than 70% of the total fees awarded by the County to all Contractors since the initial award. Records of the Contractor total fees and percentage values will be maintained by the County's Water Pollution Control Bureau. The County will provide, upon request, to any Contractor values of awards made to individual Contractors since the initial award.

For each task order assignment, the County Project Officer, or designee, will develop a scope of work for the assignment, a listing of the deliverable items, a schedule, and any other documents that may be available and relevant to the requested Work. The Contractors shall respond with a proposal for the work within ten (10) calendar days, unless otherwise agreed upon by all parties. The proposal shall provide a

description of the proposed method of completing the Work, identify the staff proposed to be used in performance of the Work on the assignment, and provide a binding milestone schedule to complete the Work.

For Work assignments awarded under items a), b), or c) above, the selected Contractor shall prepare a not-to-exceed (either time and materials or lump sum, as specified by the County) proposal using the fully burdened hourly rates identified in their Contract, identifying the required tasks and the estimated number of hours necessary to complete the assignment. The Contractor agrees that the total payment will not exceed the approved not-to-exceed amount, regardless of the number of hours spent in the performance of the tasks or amount of reimbursable expenses previously approved by the County. No additional compensation will be paid for work within the approved Scope of Work for the assigned task order, unless it is approved in writing by the County Project Officer.

The Contractor will only be authorized to proceed with work on an assignment as approved by the County Project Officer and upon receipt of a County Purchase Order for each task. The Contractor shall be responsible for securing all necessary permits, licenses, and approvals from local, state and Federal authorities unless otherwise specified in the scope of work.

Preparation of all proposals shall be at no cost to the County. The total project fee for any individual assignment (including any modifications) shall not exceed the statutory limits for professional services contracts specified in the Virginia Public Procurement Act. The County reserves the right to issue separate solicitation(s) for project(s) when doing so is determined to be in the best interest of the County or when the assignment is reasonably expected to evolve into a task order that would exceed these statutory limits.

6. INVOICING

The Contractors shall submit invoices for individual Work assignments to the County Project Officer monthly. Each invoice shall concern a separate task order, and shall include the County Purchase Order number, the task order for which time is being charged by the Contractor's employee, the balance remaining to complete the assignment, staff timesheets and other documentation as required by the County Project Officer.

While the provision of materials and equipment is anticipated to be a very minor portion of the work, any materials and equipment shall be provided at cost. Invoices for expenses shall be attached to the Contractor's requests for payment.

Reimbursement of the cost of mileage between County offices and the project site is allowable only for staff augmentation assignments. Such reimbursements will be made in accordance with the Agreement.

7. CONTRACT PRICING

The services under this Contract will be paid for using fully burdened hourly rates as shown in Exhibit B. Rates include all costs and expenses of providing to the County the services described in this Contract. Items used to determine the fully-burdened hourly labor rates may include: employee benefits, support staff, overhead, profit, and other indirect costs. No overtime pay will be allowed under this Contract.

The County will pay (or reimburse the Contractor at Contractor's cost, as required) for all required permit and inspection fees.

8. CONTRACTOR STAFF

Professional staff shall have training, experience and certifications as required by all applicable federal, state and local laws and regulations. The Contractor shall have available, at a minimum, the following personnel available under each specialty to support the County under this Contract.

Key personnel are as follows:

- Principal
- Project Manager
- Structural Engineer
- Mechanical Engineer
- Treatment Process Mechanical Engineer
- Wastewater Treatment Operator licensed in the Commonwealth of Virginia
- Electrical Engineer
- Instrumentation and Controls Engineer
- Civil Engineer
- Architect

Support staff disciplines include, but are not limited, to:

- Plumbing Engineer
- Specification Writer
- Cost Estimator
- Technical Support (CAD operators)
- Geotechnical Engineer
- Commissioning Technician
- Fire Protection Engineer
- Staff Engineer
- Clerical Support

The role of the Principal shall be to initiate the task order, manage and provide guidance to the team, and ensure that the team is meeting the budget and schedule.

EXHIBIT B: FEE SCHEDULE

Table 1: Rate Schedule for Key Personnel

Proposed Role	Greeley and Hansen Labor Category	Fully-Burdened Rate
Project Manager	Project Manager	\$245.66
Principal/ Technical Advisor	Principal	\$302.82
Task Manager/ Specification Writer	Staff Engineer IV	\$239.29
Task Manager	Staff Engineer IV	\$221.86
Task Manager	Staff Engineer IV	\$231.26
Task Manager	Staff Engineer III	\$185.40
Task Manager	Staff Engineer III	\$200.48
Technical Advisor	Principal	\$302.82
Technical Advisor	Process Engineer IV	\$301.09
Mechanical Engineer/ Plumbing Engineer/ Fire Protection Engineer	Principal Mechanical Engineer	\$302.82
Treatment Process Mechanical Engineer	Treatment Process Mech. Eng. II	\$166.43
WWT Operator/ Commissioning Tech.	Wastewater Treatment Operator	\$172.36
Electrical Engineer	Electrical Engineer III	\$167.23
I&C Engineer	I&C Engineer IV	\$237.74
Architect	Architect III	\$195.60
Civil Engineer	Staff Engineer III	\$202.89

Table 2: Rate Schedule for Support Personnel

Greeley and Hansen Labor Category	Range of Fully-Burdened Rates		
	Low	High	Average
Project Manager	\$240.00	\$250.00	\$245.00
Principal	\$302.82	\$302.82	\$302.82
Principal Mechanical Engineer	\$302.82	\$302.82	\$302.82
Mechanical Engineer II	\$155.00	\$175.00	\$165.00
Mechanical Engineer I	\$115.00	\$135.00	\$125.00
Treatment Process Mech. Eng. II	\$155.00	\$175.00	\$165.00
Treatment Process Mech. Eng. I	\$115.00	\$135.00	\$125.00
Wastewater Treatment Operator	\$170.00	\$190.00	\$180.00
Electrical Engineer IV	\$195.00	\$215.00	\$205.00
Electrical Engineer III	\$150.00	\$170.00	\$160.00
Electrical Engineer II	\$130.00	\$150.00	\$140.00
I&C Engineer IV	\$230.00	\$240.00	\$235.00
I&C Engineer III	\$180.00	\$220.00	\$200.00
I&C Engineer I	\$110.00	\$130.00	\$120.00
Civil Engineer III	\$185.00	\$205.00	\$195.00
Civil Engineer II	\$145.00	\$165.00	\$155.00
Civil Engineer I	\$90.00	\$110.00	\$100.00
Architect III	\$180.00	\$200.00	\$190.00
Architect I	\$85.00	\$125.00	\$105.00
Plumbing Engineer II	\$155.00	\$175.00	\$165.00
Plumbing Engineer I	\$115.00	\$135.00	\$125.00
Specification Writer III	\$185.00	\$205.00	\$195.00
Specification Writer II	\$145.00	\$165.00	\$155.00
Specification Writer I	\$90.00	\$110.00	\$100.00
Cost Estimator	\$165.00	\$175.00	\$170.00
CADD Operator	\$90.00	\$110.00	\$100.00
Commissioning Technician	\$170.00	\$190.00	\$180.00
Fire Protection Engineer II	\$155.00	\$175.00	\$165.00
Fire Protection Engineer I	\$115.00	\$135.00	\$125.00
Staff Engineer IV	\$220.00	\$240.00	\$230.00
Staff Engineer III	\$185.00	\$205.00	\$195.00
Staff Engineer II	\$145.00	\$165.00	\$155.00
Staff Engineer I	\$90.00	\$110.00	\$100.00
Senior Clerical Support	\$100.00	\$120.00	\$110.00
Clerical Support	\$75.00	\$95.00	\$85.00
Process Engineer IV	\$275.00	\$305.00	\$290.00
Process Engineer III	\$200.00	\$240.00	\$220.00
Process Engineer II	\$135.00	\$175.00	\$155.00

Process Engineer I	\$115.00	\$135.00	\$125.00
Field Technician IV	\$170.00	\$190.00	\$180.00
Field Technician III	\$150.00	\$160.00	\$155.00

ATTACHMENT B2 – LA STONE LLC Rate Schedule

Table 1: Rate Schedule for Key Personnel

Proposed Role	LA Stone LLC Labor Category	Fully-Burdened Rate
Biosolids Process Engineer	Principal	\$200.00

Table 2: Rate Schedule for Support Personnel

LA Stone LLC Labor Category	Fully-Burdened Rates		
	Low	High	Average
Principal	\$200.00	\$200.00	\$200.00

ATTACHMENT B3 – RDA Rate Schedule

Table 1: Rate Schedule for Key Personnel

Proposed Role	RDA Labor Category	Fully-Burdened Rate
Civil Engineer	Project Manager	\$161.91

Table 2: Rate Schedule for Support Personnel

RDA Labor Category	Range of Fully-Burdened Rates		
	Low	High	Average
Director	\$180.61	\$180.61	\$180.61
Senior Project Manager	\$174.37	\$174.37	\$174.37
Project Manager	\$129.53	\$168.15	\$159.17
Senior Engineer	\$118.34	\$160.61	\$134.99
Engineer 1	\$94.66	\$109.61	\$102.40
Engineer 2	\$82.20	\$92.17	\$88.00
Engineer 3	\$59.58	\$90.93	\$78.27
Engineer / Survey Technician	\$51.16	\$56.06	\$53.61
Clerical	\$56.99	\$95.64	\$71.03
Environmental Specialist	\$68.49	\$68.49	\$68.49
Construction Manager	\$158.18	\$158.18	\$158.18
Construction Inspection/Engineer	\$87.20	\$87.20	\$87.20
Licensed Land Surveyor	\$129.53	\$129.53	\$129.53
Field Coordinator	\$106.21	\$106.21	\$106.21
Two-Man Survey Field Crew	\$136.00	\$178.33	\$155.38

ATTACHMENT B4 – Flow Science Rate Schedule

Table 1: Rate Schedule for Key Personnel

Proposed Role	Flow Science Labor Category	Fully-Burdened Rate
Hydraulic Engineer	Principal Engineer III	\$211.00
Hydraulic Engineer	Principal Engineer I	\$146.00

Table 2: Rate Schedule for Support Personnel

Flow Science Labor Category	Range of Fully-Burdened Rates		
	Low	High	Average
Principal Consultant	\$318.00	\$318.00	\$318.00
Principal Engineer IV	\$237.00	\$237.00	\$237.00
Principal Engineer III	\$211.00	\$211.00	\$211.00
Principal Engineer II	\$181.00	\$181.00	\$181.00
Principal Engineer I	\$146.00	\$146.00	\$146.00
Assistant Engineer	\$109.00	\$109.00	\$109.00
Managerial	\$181.00	\$181.00	\$181.00
Administrative	\$103.00	\$103.00	\$103.00

ATTACHMENT B5 – Burns Rate Schedule

Table 1: Rate Schedule for Key Personnel

Proposed Role	Burns Labor Category	Fully-Burdened Rate
Structural Engineer	Senior Structural Engineer	\$155.00

Table 2: Rate Schedule for Support Personnel

Burns Labor Category	Fully-Burdened Rates		
	Low	High	Average
Senior Structural Engineer	\$133.00	\$155.00	\$144.00
Associate Engineer	\$102.00	\$111.00	\$106.50
Structural QA/QC	\$206.00	\$211.00	\$208.50
CAD Designer	\$100.00	\$118.00	\$109.00

ATTACHMENT B6 – Schnabel Rate Schedule

Table 1: Rate Schedule for Key Personnel

Proposed Role	Schnabel Labor Category	Fully-Burdened Rate
Geotechnical Engineer	PM/Senior Reviewer	\$225.53
Environmental Scientist	Senior Engineer/Scientist	\$164.45

Table 2: Rate Schedule for Support Personnel

Schnabel Labor Category	Range of Fully-Burdened Rates		
	Low	High	Average
PM/Senior Reviewer	\$215.82	\$288.86	\$268.52
Senior Engineer/Scientist	\$157.37	\$234.87	\$203.30
Project Engineer/Scientist	\$126.60	\$148.96	\$140.29
Staff Engineer/Scientist/CAD	\$100.36	\$114.66	\$115.37
Administrative	\$98.82	\$111.09	\$109.68

EXHIBIT D

NONDISCLOSURE AND DATA SECURITY AGREEMENT
(CONTRACTOR)

The undersigned, an authorized agent of the Contractor and on behalf of Greely and Hanson LLC ("Contractor"), hereby agrees that the Contractor will hold County-provided information, documents, data, images, records and the like confidential and secure and protect them against loss, misuse, alteration, destruction or disclosure. This includes, but is not limited to, the information of the County, its employees, contractors, residents, clients, patients, taxpayers and property as well as information that the County shares with the Contractor for testing, support, conversion or other services provided under Arlington County Agreement No. 17-348-RFP-3 (the "Project" or "Main Agreement") or that may be accessed through other County-owned or -controlled databases (all of the above collectively referred to as "County Information" or "Information").

In addition to the DATA SECURITY obligations set in the County Agreement, the Contractor agrees that it will maintain the privacy and security of County Information, control and limit internal access and authorization for access to such Information and not divulge or allow or facilitate access to County Information for any purpose or by anyone unless expressly authorized. This includes, but is not limited to, any County Information that in any manner describes, locates or indexes anything about an individual, including, but not limited to, his/her ("his") Personal Health Information, treatment, disability, services eligibility, services provided, investigations, real or personal property holdings and his education, financial transactions, medical history, ancestry, religion, political ideology, criminal or employment record, social security number, tax status or payments, date of birth, address, phone number or anything that affords a basis for inferring personal characteristics, such as finger and voice prints, photographs, or things done by or to such individual, or the record of his presence, registration, or membership in an organization or activity, or admission to an institution.

Contractor also agrees that it will not directly or indirectly use or facilitate the use or dissemination of County information (whether intentionally or by inadvertence, negligence or omission and whether verbally, electronically, through paper transmission or otherwise) for any purpose other than that directly associated with its work under the Project. The Contractor acknowledges that any unauthorized use, dissemination or disclosure of County Information is prohibited and may also constitute a violation of Virginia or federal laws, subjecting it or its employees to civil and/or criminal penalties.

Contractor agrees that it will not divulge or otherwise facilitate the disclosure, dissemination or access to or by any unauthorized person, for any purpose, of any Information obtained directly, or indirectly, as a result of its work on the Project. The Contractor shall coordinate closely with the County Project Officer to ensure that its authorization to its employees or approved subcontractors is appropriate and tightly controlled and that such person/s also maintain the security and privacy of County Information and the integrity of County-networked resources.

Contractor agrees to take strict security measures to ensure that County Information is kept secure; is properly stored in accordance with industry best practices, and if stored is encrypted as appropriate; and is otherwise protected from retrieval or access by unauthorized persons or for unauthorized purposes. Any device or media on which County Information is stored, even temporarily, will have strict security and access control. Any County Information that is accessible will not leave Contractor's work site or the County's physical facility, if the Contractor is working onsite, without written authorization of the County

Project Officer. If remote access or other media storage is authorized, the Contractor is responsible for the security of such storage device or paper files.

Contractor will ensure that any laptops, PDAs, netbooks, tablets, thumb drives or other media storage devices, as approved by the County and connected to the County network, are secure and free of all computer viruses, or running the latest version of an industry-standard virus protection program. The Contractor will ensure that all passwords used by its employees or subcontractors are robust, protected and not shared. The Contractor will not download any County Information except as agreed to by the parties and then only onto a County-approved device. The Contractor understands that downloading onto a personally owned device or service, such as personal e-mail, Dropbox, etc., is prohibited.

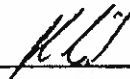
Contractor agrees that it will notify the County Project Officer immediately upon discovery or becoming aware or suspicious of any unauthorized disclosure of County Information, security breach, hacking or other breach of this agreement, the County's or Contractor's security policies, or any other breach of Project protocols concerning data security or County Information. The Contractor will fully cooperate with the County to regain possession of any Information and to prevent its further disclosure, use or dissemination. The Contractor also agrees to promptly notify others of a suspected or actual breach if requested.

The Contractor agrees that all duties and obligations enumerated in this Agreement also extend to its employees, agents or subcontractors who are given access to County information. Breach of any of the above conditions by Contractor's employees, agents or subcontractors shall be treated as a breach by the Contractor. The Contractor agrees that it shall take all reasonable measures to ensure that its employees, agents and subcontractors are aware of and abide by the terms and conditions of this agreement and related data security provisions in the Main Agreement.

It is the intent of this *NonDisclosure and Data Security Agreement* to ensure that the Contractor has the highest level of administrative safeguards, disaster recovery and best practices in place to ensure confidentiality, protection, privacy and security of County information and County-networked resources and to ensure compliance with all applicable local, state and federal laws or regulatory requirements. Therefore, to the extent that this *NonDisclosure and Data Security Agreement* conflicts with the Main Agreement or with any applicable local, state, or federal law, regulation or provision, the more stringent requirement, law, regulation or provision controls.

At the conclusion of the Project, the Contractor agrees to return all County Information to the County Project Officer. These obligations remain in full force and effect throughout the Project and shall survive any termination of the Main Agreement.

Authorized Signature: _____



Printed Name and Title: _____

John Cassidy, Member

Date: _____

3/13/19

ATTACHMENT E

NONDISCLOSURE AND DATA SECURITY AGREEMENT
(INDIVIDUAL)

I, the undersigned, agree that I will hold County-provided information, documents, data, images, records and the like confidential and secure and protect it against loss, misuse, alteration, destruction or disclosure. This includes, but is not limited to, the information of the County, its employees, contractors, residents, clients, patients, taxpayers, and property as well as information that the County shares with my employer or prime contractor for testing, support, conversion or the provision of other services under Arlington County Agreement No. 17-348-RFP-3 (the "Project" or "Main Agreement") or which may be accessed through County-owned or -controlled databases (all of the above collectively referred to as "County Information" or "Information").

I agree that I will maintain the privacy and security of County Information and will not divulge or allow or facilitate access to County Information for any purpose or by anyone unless expressly authorized to do so by the County Project Officer. This includes, but is not limited to, any County Information that in any manner describes, locates or indexes anything about an individual including, but not limited to, his/her ("his") Personal Health Information, treatment, disability, services eligibility, services provided, investigations, real or personal property holdings, education, financial transactions, medical history, ancestry, religion, political ideology, criminal or employment record, social security number, tax status or payments, date of birth, or that otherwise affords a basis for inferring personal characteristics, such as finger and voice prints, photographs, or things done by or to such individual, or the record of his presence, registration, or membership in an organization or activity, or admission to an institution.

I agree that I will not directly or indirectly use or facilitate the use or dissemination of information (whether intentionally or by inadvertence, negligence or omission and whether verbally, electronically, through paper transmission or otherwise) for any purpose other than that directly authorized and associated with my designated duties on the Project. I understand and agree that any unauthorized use, dissemination or disclosure of County Information is prohibited and may also constitute a violation of Virginia or federal law/s, subjecting me and/or my employer to civil and/or criminal penalties.

I also agree that I will not divulge or otherwise facilitate the disclosure, dissemination or access to or by any unauthorized person for any purpose of the Information obtained directly, or indirectly, as a result of my work on the Project. I agree to view, retrieve or access County Information only to the extent concomitant with my assigned duties on the Project and only in accordance with the County's and my employer's access and security policies or protocols.

I agree that I will take strict security measures to ensure that County Information is kept secure; is properly stored in accordance with industry best practices, and if stored is encrypted as appropriate; and is otherwise protected from retrieval or access by unauthorized persons or for unauthorized purposes. I will also ensure that any device or media on which County Information is stored, even temporarily, will have strict security and access control and that I will not remove, facilitate the removal of or cause any Information to be removed from my employer's worksite or the County's physical facility without written authorization of the County Project Officer. If so authorized, I understand that I am responsible for the security of the electronic equipment or paper files on which the Information is stored and agree to promptly return such information upon request.

I will not use any devices, laptops, PDAs, netbooks, tablets, thumb drives or other media storage devices ("Device") during my work on the Project without pre-approval. I will ensure that any Device connected to the County network is free of all computer viruses or running the latest version of an industry-standard virus protection program. I will also ensure that my password, if any, is robust, protected and not shared. I will not download any County Information except as authorized by the County Project Officer and then only onto a County-approved Device. I understand that downloading onto a personally-owned Device or service, such as personal e-mail, Dropbox etc., is prohibited.

I agree that I will notify the County Project Officer immediately upon discovery or becoming aware or suspicious of any unauthorized disclosure of County Information, security breach, hacking or other breach of this agreement, the County's or Contractor's security policies, or any other breach of Project protocols concerning data security or County Information. I will fully cooperate with the County to help regain possession of any County Information and to prevent its further disclosure, use or dissemination.

It is the intent of this *NonDisclosure and Data Security Agreement* to ensure that the highest level of administrative safeguards and best practices are in place to ensure confidentiality, protection, privacy and security of County Information and County-networked resources and to ensure compliance with all applicable local, state and federal laws or regulatory requirements. Therefore, to the extent that this *NonDisclosure and Data Security Agreement* conflicts with the underlying Main Agreement or any local, state or federal law, regulation or provision, the more stringent requirement, law, regulation or provision controls.

Upon completion or termination of my work on the Project, I agree to return all County Information to the County Project Officer. I understand that this agreement remains in full force and effect throughout my work on the Project and shall survive my reassignment from the Project, termination of the above referenced Project or my departure from my current employer.

Signed: _____

Printed Name: _____

Date: _____

Witnessed:

Contractor's Project Manager: _____

Printed Name: _____

Date: _____

TO BE COMPLETED PRIOR TO BEGINNING WORK ON THE PROJECT