

PUBLIC SAFETY COMMITTEE

11-0270R

RESOLUTION AUTHORIZING AN AGREEMENT WITH ELERT & ASSOCIATES NETWORKING DIVISION, INC., FOR TECHNICAL CONSULTING SERVICES IN THE EXPANSION OF THE CITY'S SURVEILLANCE VIDEO CAMERA PROGRAM (FUNDED BY A 2008 PORT SECURITY GRANT PROGRAM) FOR AN AMOUNT NOT TO EXCEED \$31,000.

CITY PROPOSAL:

RESOLVED, that city officials are hereby authorized to enter into an agreement with Elert & Associates Networking Division, Inc., substantially in the form of that on file in the office of the city clerk as Public Document No. _____, for technical consulting services related to the expansion of the city of Duluth surveillance video camera system, to be funded through the 2008 Port Security Grant, for an amount not to exceed \$31,000, payable as follows:

- (a) \$23,250 from the Special Projects Fund 210, Dept./Agency 030 (Finance), Div. 3177 (2008 Port Security Grant Program), Obj. 5580 (Capital Equipment);
- (b) \$7,750 from the Capital Equipment Fund 250, Dept./Agency 015 (Administrative Services), Div. 2010 (Fiscal Year), Obj. 5580 (Capital Equipment), Proj. No. CE250-E1001.

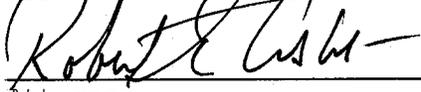
Approved:



Police Chief

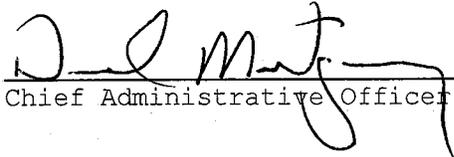
Purchasing Agent *ADH, CFO*

Approved as to form:



Attorney

Approved for presentation to council:



Chief Administrative Officer

Approved:

ADH, CFO

Auditor

STATEMENT OF PURPOSE: This resolution authorizes a new consultant agreement with Elert & Associates Networking Division, Inc., for technical services related to the expansion of the city's surveillance video camera system, for an amount not to exceed \$31,000, funded by the 2008 Port Security Grant Program and payable from the special projects and capital equipment funds.

The consultant offers to meet the city's needs by:

- (a) developing a design document for the system expansion;
- (b) monitoring the work of the contractor until the system meets the agreed-upon requirements.

Elert & Associates, headquartered in Stillwater, Minnesota, has already done considerable work on the camera surveillance program and other projects for the city of Duluth.

Requisition No. 11-0347

PROFESSIONAL ENGINEERING SERVICES AGREEMENT

**ELERT & ASSOCIATES NETWORKING DIVISION, INC.,
&
CITY OF DULUTH**

THIS AGREEMENT, made this _____ day of _____, 2011, is by and between the **City of Duluth**, a municipal corporation, hereinafter referred to as the "City," and

Name: **Eler & Associates Networking Division, Inc.**
Address: 140 Third Street South
Stillwater, Minnesota 55082

hereinafter referred to as the "Engineer," in consideration of the mutual promises contained herein. This Agreement consists of seven sections, a total of 27 pages including one **Exhibit A**.

Payments hereunder, in the estimated amount of **\$Thirty-One Thousand and no/100 Dollars (\$31,000)** shall be made based on Resolution 11-0270R and Vendor Code 6264 from accounts as follows:

Amount	Requisition	Fund	Dept.Agy.	Division	Obj.	Proj. No.
\$23,250	11-0347	Capital Equipment Fund 210	030	2177	5580	
\$7,750	11-0347	Special Projects Fund 250	015	2010	5580	CE-250 E1001

The professional engineering services obtained by the City under this Amendment to Agreement concern the following described project hereinafter referred to as the "Project":

Project Number: **File No. 11-0347**

Project Name: **Expansion of the Surveillance Video Camera System**

Project Description: **Technical Services related to the above project to include:**
(a) Development of design document for system expansion.
(b) Monitoring work of the contractor
(c) Other services as included in Exhibit A.

The professional engineering services to be provided under this Amendment to Agreement consist of those phases A through I checked below. A more particular description of each phase is contained in Section II, "Basic Services," of the Amendment to Agreement.

<u>Phase</u>	<u>Description</u>
<input checked="" type="checkbox"/> A.	Study and Report Phase - RFP Development
<input type="checkbox"/> B.	Preliminary Survey Phase - N/A
<input type="checkbox"/> C.	Preliminary Design Phase - N/A
<input type="checkbox"/> D.	Final Design Phase - N/A
<input checked="" type="checkbox"/> E.	Bidding Phase - Evaluation & Recommendation
<input type="checkbox"/> F.	Construction Survey and Layout Phase - N/A
<input checked="" type="checkbox"/> G.	Construction Inspection Phase - Contract Administration & Implementation
<input checked="" type="checkbox"/> H.	Additional Services
<input type="checkbox"/> I.	Reimbursable Expenses

SECTION I. GENERAL

A) ENGINEER

The Engineer shall provide professional engineering services for the City in all phases of the Project to which this Amendment to Agreement applies, serve as the City's professional engineering representative for the Project as set forth below and shall give professional engineering consultation and advice to the City during the performance of services hereunder. All services provided hereunder shall be performed by the Engineer in accordance with generally accepted Engineering standards to the satisfaction of the City.

B) NOTICE TO PROCEED

The Engineer shall only begin performance of each Phase of work required hereunder upon receipt of a written Notice to Proceed by City representative with that Phase.

C) TIME

The Engineer shall begin work on each successive phase promptly after receipt of the Notice to Proceed and shall devote such personnel and materials to the Project so as to complete each phase in an expeditious manner within the time limits set forth in Section II. Time is of the essence to this Amendment to Agreement.

D) CITY'S REPRESENTATIVE

The City's representative to the Engineer shall be the City Engineer or his or her designees assigned in writing.

E) ENGINEERING GUIDELINES

All work performed as part of this project shall conform to the most current edition of the Engineering Guidelines for Professional Engineering Services and Developments as approved by the City Engineer and on file in the office of the City Engineer.

SECTION II. BASIC SERVICES

A) STUDY AND REPORT PHASE - RFP Development

Included in this Amendment to Agreement

Not included in this Amendment to Agreement

The Engineer shall:

- 1) City's Requirements
Review available data and consult with the City to clarify and define the City's requirements for the Project.
- 2) Advise Regarding Additional Data
Advise the City as to the necessity of the City's providing or obtaining from others data or services of the types described in Section IV.C, in order to evaluate or complete the Project and, if directed by the City's representative, act on behalf of the City in obtaining other data or services.
- 3) Technical Analysis
Provide analysis of the City's needs, planning surveys, site evaluations, and comparative studies of prospective sites and solutions.
- 4) Economic Analysis
Provide a general economic analysis of various alternatives based on economic parameters and assumptions provided by the City.
- 5) Report Preparation
Prepare a report containing schematic layouts, sketches and conceptual design criteria with appropriate exhibits to indicate clearly the considerations involved and the alternative solutions available to the City and setting forth the Engineer's findings and recommendations with opinions of probable total costs for the Project, including construction cost, contingencies, allowances for charges of all professionals and consultants, allowances for the cost of land and rights-of-way, compensation for or damages to properties and interest and financing charges (all of which are hereinafter called "Project Costs").
- 6) Report Presentation
Furnish three copies of the report and present and review the report in person with the City as the City

Representative shall direct. The cost of report reproduction shall be considered a reimbursable expense and paid in accordance with Section VI.C of this Amendment to Agreement.

7) Supplementary Duties

The duties and responsibilities of Engineer during the Study and Report Phase shall also include any additional duties and responsibilities to be provided pursuant to the Engineer's proposal attached as Exhibit B.

8) Completion Time

The Study and Report Phase shall be completed following written authorization from the City to the Engineer to proceed with that phase of services.

B) PRELIMINARY SURVEY PHASE - N/A

Included in this Amendment to Agreement

Not included in this Amendment to Agreement

After written authorization by the City's representative to proceed with the preliminary survey phase, the Engineer shall:

1) General

Perform topographic survey as necessary to prepare the design and provide Construction Survey and Layout as described in Section II.F

2) Boundary Survey

Perform boundary survey if checked.

3) Document Presentation

Furnish a CADD file of the survey base map to the City. Files shall be in the software specified in the Engineering Guidelines for Professional Engineering Services and Developments described in Section I.E.

4) Supplementary Duties

The duties-responsibilities of the Engineer during the preliminary survey phase shall also include any additional duties and responsibilities to be provided pursuant to the Engineer's proposal attached as Exhibit A.

5) Completion Time

The preliminary survey phase shall be completed and submitted by N/A.

C) PRELIMINARY DESIGN PHASE - N/A

Included in this Amendment to Agreement

Not included in this Amendment to Agreement

After written authorization by the City's Representative to proceed with the Preliminary Design Phase, the Engineer shall:

1) Preliminary Design Documents

Prepare preliminary design documents consisting of final design criteria, preliminary drawings and outline specifications.

2) Revised Project Costs

Based on the information contained in the preliminary design documents, submit a revised opinion of probable Project costs.

3) Document Presentation

Furnish three copies of the above preliminary design documents and present and review such documents in person with the City as the City Engineer may direct. The cost of document reproduction shall be considered to be a reimbursable expense and paid in accordance with Section VI.C of this Amendment to Agreement.

4) Supplementary Duties

The duties and responsibilities of the Engineer during the Preliminary Design Phase shall also include any additional duties and responsibilities to be provided pursuant to the Engineer's proposal attached as Exhibit A.

5) Completion Time

The Preliminary Design Phase shall be completed and report or plan submitted by N/A

D) FINAL DESIGN PHASE - N/A

Included in this Amendment to Agreement

Not included in this Amendment to Agreement

1) Drawings and Specifications

On the basis of the accepted preliminary design documents and the revised opinion of probable Project costs, prepare for incorporation in the contract documents Construction Plans to show the character and extent of the Project and specifications.

2) Approvals of Governmental Entities

Furnish to the City such documents and design data as may be required for, and prepare the required documents so that the City may apply for approvals and permits of such governmental authorities as have jurisdiction over design criteria applicable to the Project, and assist in obtaining such approvals by participating in submissions to and negotiations with appropriate authorities.

3) Adjusted Project Costs

Advise the City of any adjustments to the latest opinion of probable Project costs, identify cause of change and furnish a revised opinion of probable Project cost based on the drawings and specifications.

4) Contract Document Preparation

Prepare for review and approval by the City, its Attorney and other advisors, contract agreement forms, general conditions and supplementary conditions and (where requested) bid forms, invitations to bid and instructions to bidder, including for federally funded Projects, all documentation, including wage determinations, in order to comply with Davis-Bacon Act or City code requirements, and assist in the preparation of other related contract documents. To the extent possible, the Engineer will follow the document format supplied by the City and use the standard terms and conditions supplied by the City in preparation of these documents.

5) Document Presentation

Furnish three copies of the above documents and present and review them in person with the City. The cost of document reproduction shall be considered to be a reimbursable expense and paid in accordance with Section VI.C of this Amendment to Agreement.

6) Supplementary Duties

The duties and responsibilities of the Engineer during the Final Design Phase shall also include any additional duties and responsibilities to be provided pursuant to the Engineer's proposal attached as Exhibit A.

7) Completion Time

The Final Design Phase shall be completed and contract documents submitted by - N/A

E) BIDDING PHASE - Evaluation and Recommendation

Included in this Amendment to Agreement

Not included in this Amendment to Agreement

The Engineer shall:

1) Assist in Bidding

Assist the City in obtaining bids for each separate City contract for construction, materials, equipment and services.

2) Advise Regarding Contractors and Subcontractors

Consult with and advise the City as to the acceptability of subcontractors and other persons and organizations proposed by the City's contractor(s) (hereinafter called "Contractor(s)" for those portions of the work as to which such acceptability is required by the bidding documents).

3) Consult regarding Substitutes

Consult with and advise the City as to the acceptability of substitute materials and equipment proposed by the contractor(s) when substitution prior to the award of contracts is allowed by the bidding documents.

4) Evaluation of Bids

Assist the City in evaluating bids or proposals and in assembling and awarding contracts.

5) Supplementary Duties

The duties and responsibilities of the Engineer during the Bidding Phase shall also include any additional duties and responsibilities to be provided pursuant to the Engineer's proposal attached as Exhibit B.

6) Completion Time

The bidding phase shall be completed and report submitted following written authorization from the City to the Engineer to proceed with that phase of services.

F) CONSTRUCTION SURVEY AND LAYOUT PHASE - N/A

Included in this Amendment to Agreement

Not included in this Amendment to Agreement

1) General

This phase of work may or may not be performed in conjunction with Phase G, "Construction Inspection Phase" of this Amendment to Agreement. Inclusion of this phase in the Amendment to Agreement does not imply that services identified under Phase G are to be provided unless specifically indicated in this Amendment to Agreement.

2) Duties

The Engineer shall provide horizontal and vertical control line and grade to enable construction of the improvement as depicted in the Project plans. The number of control points to be established by the Engineer shall be sufficient to permit the construction contractor to construct the improvement within the construction tolerances established in the Project specifications. In addition, the number of control points shall be consistent with standard engineering practice.

3) Accuracy

The Engineer shall provide the horizontal and vertical control points within the same measurement tolerances as the construction tolerances established in the Project specifications. The Engineer shall be responsible for the accuracy of the control points which are established. The Engineer shall be required to establish control points at Engineer's costs only one time. Control points which are lost, damaged, removed or otherwise moved by the Contractor or others shall be promptly replaced by the Engineer and costs for such replacement shall be computed on a time and materials basis, and reimbursed by the City.

The Engineer shall take all reasonable and customary actions to protect the control points established by the Engineer.

4) Supplementary Duties

The duties and responsibilities of the Engineer during the construction survey and layout phase shall also include any additional duties and responsibilities to be provided pursuant to the Engineer's proposal attached as Exhibit A.

5) Completion Time

The construction survey & layout phase shall be completed by N/A

G) CONSTRUCTION INSPECTION PHASE - Contract Administration and Implementation

Included in this Amendment to Agreement

Not included in this Amendment to Agreement

1) General Duties

Consult with and advise the City and act as its representative as provided herein and in the General Conditions of the construction contract for the Project.

This phase of the work may or may not be performed in conjunction with Phase F "Construction Survey and Layout Phase" of this Amendment to Agreement. Inclusion of this phase in the Amendment to Agreement does not imply that services identified under Phase F are to be provided unless specifically indicated in this Amendment to Agreement.

2) Construction Inspection and Reporting

Make visits to the site with sufficient frequency at the various stages of construction to observe as an experienced and qualified design professional the progress and quality of the executed work of the contractor(s) and to insure that such work is proceeding in accordance with the contract documents. During such visits and on the basis of on-site observations, the Engineer shall keep the City informed of the progress of the work, shall endeavor to guard the City against defects and deficiencies in such work and

- may disapprove or reject work failing to conform to the contract documents.
- 3) Warranty Inspection
Eleven months following construction completion, conduct an inspection to document any items to be repaired by the contractor under the conditions of the construction contract warranty. Submit work to be corrected to the Contractor and the City.
 - 4) Review of Technical and Procedural Aspects
Review and approve (or take other appropriate action in respect to Shop Drawings), the results of tests and inspections and other data which each contractor is required to submit, determine the acceptability of substitute materials and equipment proposed by the contractor(s), and receive and review (for general content as required by the specifications) maintenance and operating instructions, schedules, guarantees, bonds and certificates of inspection which are to be assembled by the contractor(s).
 - 5) Contract Documents
Receive from each contractor and review for compliance with contract documents all required document submissions including but not limited to performance and payment bonds, certificates of insurance report forms required by any City, State or Federal law or rule or regulation and submit the forms to the City for final approval.
 - 6) Conferences and Meetings
Attend meetings with the contractor, such as preconstruction conferences, progress meetings, job conferences and other Project-related meetings, and prepare and circulate copies of the minutes thereof including to the City.
 - 7) Records
 - a) Maintain orderly files for correspondence, reports of job conferences, shop drawings and samples, reproductions of original contract documents, including all work directive changes, addenda, change orders, field orders, additional drawings issued subsequent to the execution of the contract, the Engineer's clarifications and interpretations of the contract documents, progress reports, and other Project-related documents.
 - b) Keep a diary or log book, recording the contractor's hours on the job site, weather conditions, data relative to questions of work directive changes, change orders, or changed conditions, list of job site visitors, daily activities, decisions, observations in general, and specific observations in more detail, as in the case of observing test procedures and send copies to the City. Take multiple photographs of the Work and keep a log and file of the photos. Specifically maintain records of acceptance and rejection of materials and workmanship.
 - c) Record names, addresses and telephone numbers of all the contractors, subcontractors, and major suppliers of materials and equipment.
 - 8) Reports
 - a) Furnish the City periodic reports, as required, on progress of the work and of the contractor's compliance with the progress schedule and schedule of shop drawings and sample submittals.
 - b) Consult with the City, in advance of scheduled major tests, inspections, or start of important phases of the Work.
 - c) Draft proposed change orders and work directive changes, obtaining back-up material from the contractor, and make recommendations to the City regarding change orders, work directive changes and field orders.
 - d) Report immediately to the City upon the occurrence of any accident.
 - 9) Contract Interpretation, Review of Quality of Work
Issue all instruction of the City to the contractor(s); issue necessary interpretations and clarifications of the contract Documents and in connection therewith prepare change orders as required, subject to the City's approval; have authority, as the City's representative, to require special inspection or testing of the work; act as initial interpreter of the requirements of the contract documents and judge of the acceptability of the work there under and make decisions on all claims of the contractor(s) relating to the acceptability of the work or the interpretation of the requirements of the contract documents pertaining to the execution and progress of the work.
 - 10) Change Orders and Revisions
Prepare change orders to reflect changes in the Project requested or approved by the City, evaluate substitutions proposed by the contractor(s) and make revisions to drawings and specifications occasioned thereby, and provide any additional services necessary as the result of significant delays, changes or price increases occurring as a direct or indirect result of material, equipment or energy shortages.

11) Review of Applications for Payment

Based on the Engineer's on-site observations as an experienced and qualified design professional and on review of applications for payment and the accompanying data and schedules, determine the amount owing to the contractor(s) and recommend in writing payments to the contractor(s) in such amounts; such recommendations of payment will constitute a representation to the City, based on such observations and review, that the work has progressed to the point indicated, that, to the best of the Engineer's knowledge, information and belief, the quality of such work is in accordance with the contract documents (subject to an evaluation of such work as a functioning Project upon substantial completion, to the results of any subsequent tests called for in the contract documents, and to any qualifications stated in his recommendation), and that payment of the amount recommended is due the contractor(s).

12) Determination of Substantial Completion

Conduct an inspection to determine if the Project is substantially complete and a final inspection to determine if the work has been completed in accordance with the contract documents and if each contractor has fulfilled all of his obligations there under so that the Engineer may recommend, in writing, final payment to each contractor and may give written notice to the City and the contractor(s) that the work is acceptable (subject to any conditions therein expressed).

13) Authority and Responsibility

The Engineer shall not guarantee the work of any contractor or subcontractor, shall have no supervision or control as to the work or persons doing the work, shall not have charge of the work, shall not be responsible for safety in, on, or about the job-site or have any control of the safety or adequacy of any equipment, building component, scaffolding, supports, forms or other work aids. If the Engineer determines that there are deficiencies in materials or workmanship on the Project, or otherwise deems it to be in the best interest of the City to do so, the Engineer shall be responsible to stop any contractor or subcontractor from performing work on the Project, until conditions giving rise to this need, therefore, are rectified.

14) Engineer Not Responsible for Acts of Contractor

The Engineer shall not be responsible for the supervision or control of the acts or omissions or construction means, methods or techniques of any contractor, or subcontractor, or any of the contractor(s)' or subcontractors' or employees or any other person (except the Engineer's own employees and agents) at the site or otherwise performing any of the contractor(s) work; however, nothing contained in this paragraph shall be construed to release the Engineer from liability for failure to properly perform duties undertaken by him in these contract documents or this Amendment to Agreement.

15) Preparation of Record Drawings

The Engineer shall prepare a set of record drawings in accordance with the Engineering Guidelines for Professional Engineering Services and Development described in Section I.E. The cost of document reproduction shall be considered to be a reimbursable expense and paid in accordance with Section VI.C of this Amendment to Agreement.

16) Supplementary Duties

The duties and responsibilities of the Engineer during the construction inspection phase shall also include any additional duties and responsibilities to be provided pursuant to the Engineer's proposal attached as Exhibit B.

17) Completion Time

The construction inspection phase shall be completed following written authorization from the City to the Engineer to proceed with that phase of services.

H. ADDITIONAL SERVICES

Included in this Amendment to Agreement

Not included in this Amendment to Agreement

If authorized in writing by the City, the Engineer shall furnish or obtain other additional services of the following types which are not considered normal or customary basic services except to the extent specifically provided in Section II; these will be paid for by the City as indicated in Section VI.

1) Preparation of Grants; Environmental Statements

Preparation of applications and supporting documents for governmental grants, loans or advances in connection with the Project, preparation or review of environmental assessments and impact statements; review and evaluation of the effect on the design requirements of the Project of any such statements and documentation prepared by others; and assistance in obtaining approvals of authorities having jurisdiction over the anticipated environmental impact of the Project.

- 2) Significant Changes
Services resulting from significant changes in extent of the Project or its design including, but not limited to, changes in size, complexity, City's schedule or character of construction or method of financing; and revising previously accepted studies, reports, design documents or contract documents when such revisions are due to causes beyond the Engineer's control.
- 3) Real Estate Acquisition: Legal Description
Based on preliminary design documents, furnish a legal description and recordable reproducible 8-1/2" X 11" plat of each parcel of real estate in which the City must acquire an interest in order to proceed with construction of the Project.
- 4) Renderings and Models
Providing renderings or models for the City's use.
- 5) Alternate Bid Documents
Preparing documents for alternate bids requested by the City for contractor(s)' work which is not executed or documents for out-of-sequence work.
- 6) Economic Analysis
Investigations involving detailed consideration of operations, maintenance and overhead expenses; providing value engineering during the course of design; the preparation of feasibility studies, cash flow and economic evaluations, rate schedules and appraisals; assistance in obtaining financing for the Project; evaluating processes available for licensing and assisting the City in obtaining licensing; detailed quantity surveys of material, equipment and labor; and audits of inventories required in connection with construction performed by the City.
- 7) Services Resulting from Acts beyond Engineer's Control
Additional or extended services during construction made necessary by (1) work damaged by fire or other cause during construction, (2) a significant amount of defective or neglected work of the contractor(s) as determined by the city representative, (3) prolongation of the contract time due to delays by the contractor, (4) acceleration of the progress schedule involving services beyond normal working hours, and (5) default by the contractor.
- 8) Manuals
Preparation of operating and maintenance manuals; protracted or extensive assistance in the utilization of any equipment or system (such as initial start-up, testing, and adjusting and balancing); and training personnel for operation and maintenance.
- 9) Services after Construction Phase
Services after completion of the construction phase excluding the warranty inspection.
- 10) Legal Proceedings
Preparing to serve or serving as a consultant or witness for the City in any litigation, public hearing or other legal or administrative proceeding involving the Project (except as agreed to under Basic Services).
- 11) Services Not Otherwise Provided
Additional services in connection with the Project, including services normally furnished by the City and services not otherwise provided for implicitly or by fair implication of this Amendment to Agreement.
- 12) Supplementary Duties
The following additional services have been identified and are included in the Additional Services Phase any additional duties and responsibilities to be provided pursuant to the Engineer's proposal attached as Exhibit A.
- 13) Completion Time
The time limit to complete additional services cannot be fully specified in this Amendment to Agreement because the full nature and full extent of additional services are unknown.

SECTION III. (Reserved for future use)

SECTION IV. CITY'S RESPONSIBILITIES

A) FURNISH REQUIREMENTS AND LIMITATIONS

Provide all criteria and full information as to the City's requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expendability, economic parameters and any budgetary limitations; and furnish copies of all design and construction standards which the City will require to be included in the Drawings and Specifications.

B) FURNISH INFORMATION

Assist the Engineer by placing at the Engineer's disposal all available information reasonably known to and in possession of the City.

- C) **REVIEW DOCUMENTS**
Examine all studies, reports, sketches, drawings, specifications, proposals and other documents presented by the Engineer.
- D) **OBTAIN APPROVALS AND PERMITS**
Furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.
- E) **ACCOUNTING, LEGAL AND INSURANCE SERVICE**
Provide such accounting, independent cost estimating and insurance counseling services as may be required for the Project, such auditing service as the City may require to ascertain how or for what purpose any contractor has used the monies paid to him under the construction contract, and such inspection services as the City may require to ascertain that the contractor(s) are complying with any law, rule or regulation applicable to their performance of the work except as otherwise provided in Section II.
- F) **NOTIFY THE ENGINEER OF DEFECTS OR DEVELOPMENT**
Give prompt written notice to the Engineer whenever the City observes or otherwise becomes aware of any development that affects the scope or timing of the Engineer's services, or any defect in the work of the contractor(s).
- G) **COSTS OF THE CITY'S RESPONSIBILITIES**
Bear all costs incident to compliance with the requirements of this Section IV.

SECTION V. GENERAL CONSIDERATIONS

- A) **SUCCESSORS AND ASSIGNS**
The City and the Engineer each binds their respective partners, successors, executors, administrators and assigns to the other party of this Amendment to Agreement and to the partners, successors, executors, administrators, and assigns of such other party, in respect to all covenants of this Amendment to Agreement; the Engineer shall not assign, sublet, or transfer their respective interests in this Amendment to Agreement without the written consent of the City. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the City and the Engineer.
- B) **OWNERSHIP OF DOCUMENTS**
All drawings, specifications, reports, records, and other work product developed by the Engineer in connection with this Project shall remain the property of the City whether the Project is completed or not. Reuse of any of the work product of the Engineer by the City on extensions of this Project or any other Project without written permission of the Engineer shall be at the City's risk and the City agrees to defend, indemnify and hold harmless the Engineer from all damages and costs including attorney fees arising out of such reuse by the City or others acting through the City.
- C) **ESTIMATES OF COST (COST OPINION)**
Estimates of construction cost provided are to be made on the basis of the Engineer's experience, qualifications and the best of their professional judgment, but the Engineer does not guarantee the accuracy of such estimates as compared to the contractor's bids or the Project construction cost.
- D) **INSURANCE**
 - 1) Consultant (Service Provider) shall provide the following minimum amounts of insurance from insurance companies authorized to do business in the state of Minnesota.
 - (a) Workers' compensation insurance in accordance with the laws of the State of Minnesota.
 - (b) Public Liability and Automobile Liability Insurance with limits not less than **\$1,500,000** Single Limit, and twice the limits provided when a claim arises out of the release or threatened release of a hazardous substance; shall be in a company approved by the city of Duluth; and shall provide for

the following: Liability for Premises, Operations, Completed Operations, Independent Contractors, and Contractual Liability.

- (c) Professional Liability Insurance in an amount not less than **\$1,500,000** Single Limit; provided further that in the event the professional malpractice insurance is in the form of "claims made," insurance, 60 days notice prior to any cancellation or modification shall be required; and in such event, Consultant (Service Provider) agrees to provide the City with either evidence of new insurance coverage conforming to the provisions of this paragraph which will provide unbroken protection to the City, or, in the alternative, to purchase at its cost, extended coverage under the old policy for the period the state of repose runs; the protection to be provided by said "claims made" insurance shall remain in place until the running of the statute of repose for claims related to this Amendment to Agreement.
- (d) **City of Duluth shall be named as Additional Insured** under the Public Liability and Automobile Liability, or as an alternate, Consultant (Service Provider) may provide Owners-Contractors Protective policy, naming himself and City of Duluth. Consultant (Service Provider) shall also provide evidence of Statutory Minnesota Workers' Compensation Insurance. Consultant (Service Provider) to provide Certificate of Insurance evidencing such coverage with 30-days notice of cancellation, non-renewal or material change provisions included. The City of Duluth does not represent or guarantee that these types or limits of coverage are adequate to protect the Consultant's interests and liabilities.
- (e) If a certificate of insurance is provided, the form of the certificate shall contain an unconditional requirement that the insurer notify the City without fail not less than 30 days prior to any cancellation, non-renewal or modification of the policy or coverage's evidenced by said certificate and shall further provide that failure to give such notice to City will render any such change or changes in said policy or coverage's ineffective as against the City.
- (f) **The use of an "Accord" form as a certificate of insurance shall be accompanied by two forms – 1) ISO Additional Insured Endorsement (CG-2010 pre-2004) and 2) Notice of Cancellation Endorsement (IL 7002) or equivalent, as approved by the Duluth City Attorney's Office.**

- 2) The insurance required herein shall be maintained in full force and effect during the life of this Amendment to Agreement and shall protect Consultant (Service Provider), its employees, agents and representatives from claims and damages including but not limited to personal injury and death and any act or failure to act by Consultant (Service Provider), its employees, agents and representatives in the performance of work covered by this Amendment to Agreement.
- 3) Certificates showing that Consultant (Service Provider) is carrying the above described insurance in the specified amounts shall be furnished to the City prior to the execution of this Amendment to Agreement and a certificate showing continued maintenance of such insurance shall be on file with the City during the term of this Amendment to Agreement.
- 4) The City shall be named as an additional insured on each liability policy other than the professional liability and the workers' compensation policies of the Consultant (Service Provider).
- 5) The certificates shall provide that the policies shall not be changed or canceled during the life of this Amendment to Agreement without at least 30 days advanced notice being given to the City.

2). Laws, Rules and Regulations.

Consultant (Service Provider) agrees to observe and comply with all laws, ordinances, rules and regulations of the United States of America, the State of Minnesota and the City with respect to their respective agencies which are applicable to its activities under this Amendment to Agreement.

E) **TERMINATION**

- 1) This Amendment to Agreement may be terminated in whole or in part in writing by either party in the event of substantial failure by the other party to fulfill its obligation under this Amendment to Agreement through no fault of the terminating party; provided that no such termination may be affected unless the other party is given not less than fifteen (15) calendar days prior written notice (delivered by certified mail, return receipt requested) of intent to terminate.
- 2) This Amendment to Agreement may be terminated in whole or in part in writing by the City for its convenience; provided that the Engineer is given (1) not less than fifteen (15) calendar days prior written notice (delivered by certified mail, return receipt requested) of intent to terminate and (2) an opportunity for consultation with the City prior to termination.
- 3) Upon receipt of a notice of intent to terminate from the City pursuant to this Amendment to Agreement, the Engineer shall (1) promptly discontinue all services affected (unless the notice directs otherwise), and (2)

make available to the City at any reasonable time at a location specified by the City all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have accumulated by the Engineer in performing this Amendment to Agreement, whether completed or in process.

4) Upon termination pursuant to this Amendment to Agreement, the City may take over the work and prosecute the same to completion by agreement with another party or otherwise.

F) **LAWS, RULES AND REGULATIONS**

The Engineer agrees to observe and comply with all laws, ordinances, rules and regulations of the United States of America, State of Minnesota, the City of Duluth and their respective agencies and instrumentalities which are applicable to the work and services to be performed hereunder.

G) **INDEPENDENT CONTRACTOR STATUS**

Nothing contained in this Amendment to Agreement shall be construed to make the Engineer an employee or partner of the City. The Engineer shall at all times hereunder be construed to be an independent contractor.

H) **FEDERAL FUNDING**

If Federal Funds (HUD, Revenue Sharing or otherwise) are utilized as a source of Project funding, the Engineer shall abide by the terms of all Federal requirements in the performance of duties hereunder.

I) **AMENDMENT OF AGREEMENT**

This Amendment to Agreement shall be amended or supplemented only in writing and executed by both parties hereto.

J) **HOLD HARMLESS**

The Engineer agrees that it shall defend, indemnify and hold harmless the City of Duluth and its officers, agents, servants and employees from any and all claims including claims for contribution or indemnity, demands, suits, judgments, costs and expenses asserted by any person or persons including agents or employees of the City of Duluth or the Engineer by reason of death or injury to person or persons or the loss or damage to property arising out of, or by reason of, any act, omission, operation or work of the Engineer or its employees while engaged in the execution or performance of services under this Amendment to Agreement. On ten days written notice from the City of Duluth, the Engineer shall appear and defend all lawsuits against the City of Duluth growing out of such injuries or damages.

SECTION VI. PAYMENT

A) **BASIS OF BILLING**

City shall pay the Engineer for all services rendered under Section II Phases A through I an amount based on:

 x 1. Hourly rates, not to exceed \$ 69,500

 2. Lump sum

For the purposes of this Amendment to Agreement, the principals and employees of the Engineer and their hourly rates are set forth in Exhibit A hereto.

B) **REIMBURSABLE EXPENSES**

In addition to payments provided for in paragraphs A and B of this Section, the City shall pay the Engineer the actual costs of all reimbursable expenses incurred in connection with all basic and additional services. Reimbursable expenses means the actual expenses incurred directly in connection with the Project for transportation costs on the basis of actual cost if public transportation is used or (N/A cents) per mile if Engineer's vehicle is used, for travel outside City of Duluth, required hotel and meal expenses as per City policy, toll telephone calls, reproduction of reports, drawings, specifications and similar Project-related items in addition to those required under Section II.

C) **PAYMENT FOR WORK COMPLETED**

1) Monthly progress payments may be requested by the Engineer for work satisfactorily completed and shall be made by the City to the Engineer as soon as practicable upon submission of statements requesting

payment by the Engineer to the City. Each statement shall be accompanied by an Invoice Data Sheet as shown in Exhibit A. When such progress payments are made, the City may withhold up to five percent (5%) of the vouchered amount until satisfactory completion by the Engineer of all work and services within a phase called for under this Amendment to Agreement. When the City determines that the work under this Amendment to Agreement for any specified phase hereunder is substantially complete, it shall release to the Engineer any retainage held for that phase.

- 2) No payment request made pursuant to subparagraph 1 of this Section VI shall exceed the estimated maximum total amount and value of the total work and services to be performed by the Engineer under this Amendment to Agreement for that phase or additional service without the prior authorization of the City. These estimates have been prepared by the Engineer and supplemented or accompanied by such supporting data as may be required by the City.
- 3) Upon satisfactory completion of the work performed hereunder, and prior to final payment under this Amendment to Agreement, and as a condition precedent thereto, the Engineer shall execute and deliver to the City a release of all claims against the City arising under or by virtue of this Amendment to Agreement.
- 4) In the event of termination by City under Section V.E., upon the completion of any phase of the Basic Services, progress payments due Engineer for services rendered through such phase shall constitute total payment for such services. In the event of such termination by City during any phase of the Basic Services, Engineer also will be reimbursed for the charges of independent professional associates and consultants employed by Engineer to render Basic Services, and paid for services rendered during that phase on the basis of hourly rates defined in Section VI.A of this Amendment to Agreement for services rendered during that phase to date of termination by Engineer's principals and employees engaged directly on the Project. In the event of any such termination, Engineer will be paid for all unpaid additional services and unpaid reimbursable expenses, plus all termination expenses. Termination expenses mean additional reimbursable expenses directly attributable to termination, which, if termination is at City's convenience, shall include an amount computed as a percentage of total compensation for basic services earned by Engineer to the date of termination as follows: 10% of the difference between the amount which the Engineer has earned computed as described in paragraphs A, B and C of this section and the maximum payment amount described in paragraph E of this section. The above applies only if termination is for reasons other than the fault of the Engineer.

D) STANDARD PAYMENT

The Engineer shall complete all services described in Section II.A through G including all attachments to Section II for an amount including direct expenses not to exceed the amount shown hereunder:

<u>Section II</u>	<u>Description</u>	<u>Maximum Compensation</u>
A.	Study and Report Phase	\$ Included in total
B.	Preliminary Survey Phase	\$ N/A
C.	Preliminary Design Phase	\$ N/A
D.	Final Design Phase	\$ N/A
E.	Bidding Phase	\$ Included in total
F.	Construction Survey and Layout Phase	\$ N/A
G.	Construction Inspection Phase	\$ Included in total
H.	Additional Services	\$ Included in total
I.	Reimbursable Expenses	\$ N/A

TOTAL \$ 69,500

The maximum compensation for all phases A through I shall not exceed:

\$31,000 and 00/100 Dollars

E) PAYMENT FOR ADDITIONAL SERVICES

City shall pay the Engineer for all additional services rendered under Section II.H an amount based on hourly rates shown in Section VI.A for services rendered by principals and employees assigned to the Project. For the purposes of this Amendment to Agreement, the principals and employees of the Engineer and their hourly rates are set forth in Exhibit A hereto. The maximum payment described in Section VI.E shall not apply to additional services.

The Engineer and City agree that the full extent of additional services may be unknown. Those additional services which have been identified are described in Section II.H, and that payment for those additional services is to be included in the total contract amount...

This Amendment to Agreement is made between the City and the Engineer entered into on the last date below written. In witness, the parties have executed this Amendment to Agreement.

F) TOTAL NOT TO EXCEED:

All payments under this Contract not to exceed **\$31,000** payable under accounts listed on page 1.

SECTION VII SPECIAL PROVISIONS

The following exhibits are attached to and made part of this Amendment to Agreement:

- 1) Exhibit A, Consultant's Proposal

In the event of a conflict between the Amendment to Agreement and any Exhibit, the terms of the Amendment to Agreement will be controlling.

IN WITNESS WHEREOF, the parties to these presents have hereunto caused these presents to be executed the day and year first above written.

Countersigned:

CITY OF DULUTH-Client

City Auditor
Approved this _____ day of _____, 2011

By:

Mayor

Department Director
Approved this _____ day of _____, 2011

Attest:

City Clerk

Purchasing Agent
Approved this _____ day of _____, 2011

Date Attested:

**Eiert and Associates Networking Division, Inc. -
Consultant (Engineer)**

Assistant City Attorney
Approved this _____ day of _____, 2011

Company Representative

Its:

Title of Representative

Date:



elert & associates
technology consultants

140 third street south, stillwater, mn 55082
phone . 651.430.2772, fax . 651.430.2661 www.elert.com

April 22, 2011

Deputy Police Chief Robin Roeser
City of Duluth
411 W. 1st St., City Hall
Duluth, MN 55802

Dear DC Roeser,

Thank you for the opportunity to continue working with the City of Duluth. We understand the City is interested in extending its video camera system as part of a second Port Security grant-funded project. Thus this proposal is for professional services to assist the City in this endeavor.

Elert & Associates can help the City meet its needs by developing a design document for the system expansion and by watching over the work of the contractor until the system meets the agreed upon requirements. We'll consult with Police Department personnel to select optimal locations for the additional cameras. The design document would allow the contractor some flexibility in the "ways and means" to implement the desired locations, while protecting the City from unexpected costs.

As part of our professional services, E&A will also perform the majority of work to complete an Environmental and Historic Preservation (EHP) form for each outdoor equipment/camera location, as required by the federal grant provisions.

Again, we appreciate this chance to work with Duluth and in particular with DPD. If you have any questions or would like further clarification please contact me at (651) 705-1227 or via email at Wendy.Chretien@elert.com

Sincerely,

A handwritten signature in cursive script that reads "Wendy S. Chretien".



Statement of Work for Phase 2 Port Security Project

Assumptions:

1. Because the video management system and other key components have already been implemented, the focus of this acquisition will be on additional cameras and the infrastructure to connect them.
2. We understand that although the grant was just awarded in February 2011, the stated completion date is June 30, 2011, and that the City plans to request an extension. E&A does not guarantee the project can be completed in time if the requested extension is not granted.
3. For EHP applications, E&A cannot guarantee timely response by the reviewing agencies. Delayed responses may cause project delays and/or require additional extension requests.
4. We understand the City will retain the same contractor selected for the first Port Security project - AvrioRMS Group. If an RFP or bid is necessary, this proposal would require revision.
5. E&A understands that electrical work must be performed by Avrio or its subcontractors, rather than any City agency or personnel.

Professional Design Services

Upon receiving a Notice to Proceed from the City, E&A will begin developing system design specifications:

1. E&A will meet with representatives of the Police Department to designate preferred camera locations.
2. We will then examine and photograph existing conditions at the selected sites.
3. For purposes of EHPs we will check with relevant agencies regarding environmental issues and/or historic designations.
4. As necessary, we will consult with AvrioRMS Group regarding feasibility of proposed camera locations.
5. If any of the preferred sites are not feasible, we will re-consult with the PD, describe the problems, and discuss alternatives.
6. If alternative site are necessary, for whatever reason, we will examine and photograph those sites.



7. Once locations have been agreed upon, E&A will develop a design document, review it with the City of Duluth, and revise it (one revision is included in the proposed not-to-exceed pricing, further revisions may be subject to additional services fees.)
8. E&A will provide the finished design document to the AvrioRMS Group for preparation of a quote.
9. While awaiting the Avrio quote, E&A will begin preparing the EHP forms.
10. We will then review quote from Avrio for reasonableness of cost and any potential design issues noted by Avrio, and recommend to the City whether to accept the quoted pricing.
11. Once all design elements have been finalized, E&A will complete the EHP forms, request City approval/signatures, and submit the completed forms.

Contract Administration Professional Services

1. Pre-construction meeting: E&A will schedule a pre-construction meeting with the Contractor. Items to be reviewed in this meeting include the City's requirements related to daily work schedule, project schedule, procedures for payment, and notification of work progress for scheduled site visits.
2. Progress meetings and reporting: E&A will schedule and organize weekly progress meetings, provide agendas, and keep and distribute minutes. These meetings will document the status of the work including percentage completion.
3. Periodic site visits – field reports: E&A will visit the project site at intervals subsequent to the pre-construction meeting. E&A will review the work progress for compliance with the project schedule and requirements of the design documents, and submit a written field report to the City.
4. Review of Payment Applications: E&A will review and approve applications for payment submitted by the Contractor, based upon the approved schedule of values for the work and E&A verification in the field.
5. E&A will track invoices and payments against the established project budget and keep the City's project leader informed regarding budget status and use of contingency funds.
6. Change Order management: during the installation process, should any changes be requested either by the City or the Contractor, Elert & Associates will review the requests, examine the cost implications, advise the City regarding cost and schedule implications, and recommend to the City whether to go forward with each requested change. If the change is approved by the City, we will issue a Change Order to the Contractor and document that with the City. We will also verify that the approved change was instituted.



7. Punch List walk through /test verification - Upon substantial completion of the work, E&A will schedule a job walk through in the presence of the contractor and designated City personnel to review and verify testing and review completed work for compliance with design documents.
8. Final verification walk through - Upon notification that all punch list items and corrections to as-built documents have been completed and/or corrected, E&A will schedule a final walk-through to confirm that corrective work has been satisfactorily completed. Should additional follow-up visits be required due to the sub-contractor's failure to complete the work satisfactorily, E&A will submit these additional visits as an additional service to be back-charged to the Contractor.
9. Review of close-out documents - E&A will review final corrected versions of as-built drawings and documentation for compliance with the design documents. E&A will also review final Application of Payment prior to approval of the final payment to the Contractor.

Proposed Fees

E&A proposes a not-to-exceed amount of \$26,400 for professional services as described in this proposal, plus expenses as incurred.

- Substantial changes required or requested by EHP review agencies may be subject to additional services fees.
- One revision of the design document is included in the proposed not-to-exceed pricing, further revisions may be subject to additional services fees.

Or the City of Duluth may obtain Elert & Associates' services through the State of Minnesota Master Contract 902TS #B26483 at the following hourly rates:

◆ Wendy Chretien, Network Data/Video/Voice	\$150
◆ Steve Dunker, Security Services.....	\$150
◆ Tony Chojnowski, Security Services.....	\$150
◆ Dave Kaun, Technical Planning & Assessment.....	\$175