



Engineering Department

REQUEST FOR PROPOSALS

(C2)RFP E19-119

**JUNEAU PARK AND TRAIL
SIGNAGE DESIGN**

Issued By: 
Greg Smith, Contract Administrator

Date: 10/30/2018

REQUEST FOR PROPOSALS (RFP)

Design Services for
Juneau Park and Trail
Signage Design
(C2) RFP No. E19-119

SCOPE OF SERVICES: The City and Borough of Juneau (CBJ) is requesting proposals from qualified firms to design signage for Juneau area parks and trails. Signage will include park entry signs, park directional signs and trailhead entry and trail directional signs. The goal for this project is to establish a standard signage system for our parks and trails. The consultant shall produce a series of standard designs for each sign type that can be used at parks and trailheads throughout Juneau in various conditions and locations.

PRE-PROPOSAL MEETING: A non-mandatory meeting for discussion of this Request for Proposals will be held in the Engineering Conference Room, 3rd Floor, Marine View Center on November 5, 2018, at 10:00 a.m. Consultants interested in submitting proposals for these services are requested to attend. A conference call has been set up for the Pre-Proposal meeting. Proposers intending to participate via teleconference shall notify Caleb Comas in the CBJ Engineering Contracts Division, at 907-586-0878, or email contracts@juneau.org by 4:30 p.m., on November 2, 2018.

PROPOSAL QUESTIONS should be directed to Greg Smith, Contract Administrator, at (907) 586-0873.

Proposals will be accepted at the CBJ Engineering Department Contracts office prior to 2:00 p.m., November 9, 2018. The proposals may be mailed, faxed, or hand-delivered.

LOCATION:

MAILING ADDRESS

CBJ Engineering Department
155 South Seward Street
Juneau, AK 99801

(907) 586-0480 Telephone

PHYSICAL

CBJ Engineering Department
230 South Franklin Street, 3rd Floor
Juneau, AK 99801

(907) 586-4530 Fax

The proposals will then be distributed to the Selection Committee for evaluation. This committee's individual evaluations of the proposals will be presented to the City Engineer within seven business days of the proposal due date. The scores will be tallied and announced and the results posted to begin the protest period.

FAX DISCLAIMER:

It is the responsibility of the Proposer to respond in a timely manner. Proposer use of a fax machine shall be at Proposer's sole risk. The CBJ will attempt to keep the fax machine in good working order but will not be responsible for proposals that are late due to mechanical failure, a busy fax machine, or any other cause arising from Proposer's use of a fax machine even if Proposer submits a transmission report or provides other confirmation indicating that the Proposer transmitted a proposal before the submittal deadline. Proposers are therefore strongly encouraged to confirm receipt of their proposal with CBJ prior to submittal deadline.

Disadvantaged Business Enterprises are encouraged to respond.

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1.0 GENERAL INFORMATION

This Class 2 RFP defines the scope of the project, explains the procedures for selecting a firm to provide the requested services, and defines the documents required to respond to the RFP.

1.1 Purpose

The purpose of this document is to solicit proposals from qualified consultants to provide Professional services for Juneau Park and Trail Signage Design.

The Class 2 process is used for acquisition of professional service contracts between \$25,000 and \$50,000 in value.

1.2 Scope of Services

The Consultant shall provide design signage for Juneau area parks and trails. Signage will include park entry signs, park directional signs and trailhead entry and trail directional signs. The goal for this project is to establish a standard signage system for our parks and trails. The consultant shall produce a series of standard designs for each sign type that can be used at parks and trailheads throughout Juneau in various conditions and locations.

Work shall include two types of deliverables:

1. Complete, Bid Ready Construction Document set for the sign support system, post or structure, and sign panels for each sign type. The drawings shall be produced in AutoCAD and provided to CBJ in AutoCAD and pdf formats. Specifications and Cost Estimate shall be provided in word, excel and pdf formats.
2. Design Layout for Signage Content. Each sign type shall be graphically designed to include maps, regulatory information, park or trail relevant information, and amenities available. The design shall include layout, size, colors, fonts, borders, logos, headings and all graphic standards. CBJ shall independently develop content to input into the layout for each park. The design shall be provided in Publisher and pdf formats.

For both the construction documents and design layout work, the consultant shall produce multiple concepts for review and approval by the CBJ. The 90% design submittal shall include itemized cost estimates for all components of the signage system.

1.3 Completion

100% of deliverables are required by January 18, 2019.

1.4 Background

Juneau is Alaska's Capital City. The City and Borough of Juneau (CBJ) municipal offices are located at 155 South Seward Street, Juneau, Alaska 99801. The Engineering Department is located on the 3rd Floor of the Marine View Center, 230 South Franklin Street, Juneau, Alaska.

1.5 Questions

Questions regarding this proposal will be answered by:

Greg Smith, Contract Administrator
City and Borough of Juneau
ENGINEERING DEPARTMENT
Marine View Center - 3rd Floor
230 South Franklin Street
Juneau, Alaska 99801

Telephone: (907) 586-0873
Fax: (907) 586-4530
Email: Greg.Smith@juneau.org

Office hours are 8:00 a.m. to 4:30 p.m. local time, Monday through Friday.

1.6 Standard Professional Services Contract Language

Standard contract clauses, typical design scope of services, compensation based on lump sum and time and expenses, and insurance requirements are shown in Attachment 1 – Sample Contract.

2.0 RULES GOVERNING COMPETITION

2.1 Examination of the RFP

Proposers should carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the services requested and the conditions likely to be encountered in performing the services.

2.2 Proposal Development

2.2.1 General

The content of proposals will be kept confidential until the selection of the Consultants is publicly announced. All materials submitted in response to this RFP will become the property of the CBJ. One copy shall be retained for the official files of the Engineering Department and will become public record after announcement of the successful Proposer. The CBJ will not return proposals to Proposers. The CBJ reserves the right to reject any or all proposals.

2.2.2 Submission of Proposals

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Consultant's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on conformance to the instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.

This solicitation does not commit CBJ to select any Consultant(s) for the requested services. All costs associated with the respondent's preparations and submission shall be the responsibility of the Proposer.

Submission of a proposal indicates acceptance by the proposer of all the terms, conditions and specifications contained within the RFP.

Proposals must be received no later than the date and time specified in the RFP. Proposals may be mailed, faxed, or hand-delivered. Proposals not received by the date and time specified will not be considered.

2.3 Proposal and Submission Requirements

The response to a Class 2 RFP should be in letter form, not more than five numbered pages in length. The information requested below should be organized in the manner specified in order to achieve a uniform review process and obtain the maximum degree of comparability for the Selection Committee.

- 2.3.1 State the subject of the RFP, the name of the firm, address, telephone and fax numbers, name of a contact person and date of submission.
- 2.3.2 Discuss the firm's understanding of the Scope of Services requested and the firm's proposed method(s) for completing these services.
- 2.3.3 Provide a brief general background of the firm, including specialized experience, capabilities and unique qualifications in the field being solicited. Specify each person who will provide services to the CBJ under this contract, their position and a brief summary of their qualifications. Specify who the primary representative will be for the firm, their availability and anticipated scale of involvement.
- 2.3.4 Discuss the firm's present workload and its capacity to perform the services requested within the time frame stated in the RFP. Provide a proposed time schedule outlining the sequence necessary to complete the requested services by the project deadline. Specify how much priority will be given to the project and who will manage the project.
- 2.3.5 Provide company names, individual contacts and telephone numbers for at least two similar projects that are of the same general concept as requested in this RFP. If referencing CBJ projects, identify the project.
- 2.3.6 Provide the firm's hourly rates. Evaluation will include the hourly rates of pay for personnel to be used on this project. Include a list of reimbursable expenses typical for this type of project.
- 2.3.7 Acknowledge receipt of all addenda.
- 2.3.8 Licenses. Professional registration (Engineer/Architect/Land Surveyor/Landscape Architect) in the State of Alaska at the time of proposal submission is required (Alaska Statute 08.48.281).

If a corporate license is held, the professional licensed in the State of Alaska (in order to obtain a corporate license) must be in responsible charge of the project, as well as the professional stamping the work.

All survey work involving property or boundary surveys must be stamped by a Professional Land Surveyor licensed in the State of Alaska.

All reports prepared by a registered professional licensed in the State of Alaska must be stamped by the registered professional.

The proposal must include a statement indicating that all required corporate, all required professional occupational licenses and all other necessary licenses/certifications are currently held. License/certification numbers must be provided.

If all necessary licenses/certifications are not currently held, the proposal must furnish proof that applications have been made and that the firm/individual is qualified for the license(s)/certification(s).

3.0 EVALUATION OF CLASS 2 PROPOSALS

3.1 Criteria

Proposals will be evaluated using the criteria listed below to ascertain which proposal best meets the needs of the CBJ.

3.2 Evaluation Data

The Evaluation Data discussed below is presented in an effort to delineate what criteria will be used to score proposals. Please do not include a separate section in your proposal for Evaluation Data. Much of the information discussed and requested below should be included in the proposal as part of the Proposal and Submission Requirements discussed in SECTION 3.0 of this RFP.

3.2.1 Understanding Requested Scope of Services

Proposals will be evaluated according to a demonstrated understanding of the requested scope of services.

3.2.2 Proposed Method to Accomplish the Project

Work schedule and methodology will be evaluated according to completeness and pertinence of the tasks submitted by the Consultant as well as the logic of the overall approach. The proposal should show interest and insight to the specific project.

3.2.3 Firm's Representation

The proposal shall specify readily available personnel to accomplish the desired services. Key personnel shall be named, their roles within the project clearly identified and the specific hourly rate or job class that each of the key personnel will be billed for this project. Other project commitments of key personnel shall also be identified. The level of involvement should be displayed in a way which is consistent with the scale of the project. The qualifications of personnel shall be included.

3.2.4 Capacity of the Firm

Evaluation will be made on the Consultant's ability to perform the desired services within the established schedule. The proposal should discuss the current workload of staff

proposed for the requested services.

3.2.5 Firm's Experience With Similar Projects

Evaluation will include assessment of experience with projects of similar scale and scope. The proposal should succinctly describe these projects.

3.2.6 Firm's Hourly Rates

Evaluation will include the hourly rates of pay for personnel to be used on this project. Include a list of reimbursable expenses typical for this type of project.

3.2.7 Quality of the Proposal

Evaluation will include the clarity and professional quality of the document(s) submitted.

3.2.8 Juneau Proposer according to SECTION 7.0.

3.3 Evaluation Process

Evaluation of the proposals will be performed by a committee of CBJ personnel. The intent of the CBJ is to make award based on written proposals.

4.0 SELECTION AND AWARD

An evaluation committee will review, evaluate, score and rank proposals, in accordance with criteria identified on the Evaluation/Ranking sheet located at the end of this RFP. Clarification of submitted material may be requested during the evaluation process. In the event of a tie in the ranking totals, only the raw scores of the Proposals which are tied will be totaled to determine the appropriate ranking. The successful Proposer will be invited into contract negotiations with CBJ.

5.0 INSURANCE REQUIREMENTS

The insurance requirements for this project are specified in Attachment 1 – Sample Contract, under Appendix C.

6.0 JUNEAU PROPOSER POINTS

Juneau proposer points shall be awarded if Proposer is determined to be a "Juneau proposer" meeting the criteria of CBJ's Purchasing Ordinance 53.50, section 53.50.010. CBJ Ordinance 53.50 can be viewed electronically at the following internet address:
<http://www.juneau.org/law/code/purchasing.pdf>

A paper copy of the CBJ Purchasing Ordinance is available upon request from the CBJ Engineering Department.

7.0 JUNEAU BUSINESS SALES TAX AND PERSONAL PROPERTY TAX

Vendors/merchants conducting business within the City are required by law to register with the City for sales and property taxes. Consultants and Subconsultants must be in good standing for all amounts owed to the City prior to award and prior to all contract renewals, but in any event no later than five business days following notification by the City of intent to award. Failure to meet these requirements, if

so subject, shall be cause for your bid to be rejected. **To determine if your business is subject to these requirements, or for further information, contact the City Finance Department, Sales Tax Division, at (907) 586-5265 concerning sales tax and the Assessor Division at (907) 586-5268 concerning business personal property and real property tax. Note: This criteria for meeting Juneau Proposer requirements have changed. Please review the new requirements and contact the CBJ Engineering Department or Purchasing Division with any questions.**

CONSULTING FIRM: _____

SCORED BY: _____

DATE: _____

EVALUATION/RANKING

POINTS AWARDED

3.2.1	Understanding Requested Scope of Services	0 - 25	_____
3.2.2	Proposed Method to Accomplish Project	0 - 10	_____
3.2.3	Firm's Representation		
a.	Schedule of Available Personnel	0 - 10	_____
b.	Scale of Involvement	0 - 10	_____
3.2.4	Capacity of the Firm	0 - 10	_____
3.2.5	Firm's Experience with Similar Projects	0 - 10	_____
3.2.6	Firm's Hourly Rates	0 - 5	_____
3.2.7	Proposal is:		
a.	Clear and concise	0 - 10	_____
b.	Responsive to Needs of the Project	0 - 5	_____
	Subtotal		_____

The City Engineer will assign points for criterion 8 below.

3.2.8 Meets the definition of Juneau Proposer. 0 or 5 _____

TOTAL POSSIBLE POINTS 100 _____

INDIVIDUAL RANKING _____



ATTACHMENT 1

PROFESSIONAL SERVICES CONTRACT JUNEAU PARK AND TRAIL SIGNAGE DESIGN Contract No. RFP E19-119

This Agreement is entered into by and between the City and Borough of Juneau, Alaska ("City"), and _____ company name _____ whose address is _____ phone and fax _____ ("Consultant").

Witnesseth:

Whereas, the City desires to engage the Consultant for the purpose of rendering certain professional services, and

Whereas, the Consultant represents that it is in all respects licensed and qualified to perform such services;

Now, Therefore, the parties agree as follows:

1. CONTRACTUAL RELATIONSHIP. The parties intend that an independent Consultant/City relationship will be created by this Contract. City is interested only in the results to be achieved, and the conduct and control of the work will lie solely with the Consultant. Consultant is not considered to be an agent or employee of City for any purpose, and the employees of Consultant are not entitled to any benefits that City provides for City's employees. It is understood that the City does not agree to use the Consultant exclusively. It is further understood that the Consultant is free to contract for similar services to be performed for others while it is under contract with the City.

2. SCOPE OF SERVICE. The Consultant shall carry out in a professional and prudent manner all of the services required by the Contract. These services include all of the services described in Appendix A. Consultant will diligently proceed with the Scope of Services, and will provide such services in a timely manner.

3. PERSONNEL, EQUIPMENT, SUPPLIES, AND LICENSES.

(A) Except as noted in Appendix A, the Consultant represents that it has or will secure at its own expense all personnel, equipment, and supplies required in performing the services under this Contract.

(B) All of the services required hereunder will be performed by the Consultant or under its supervision.

(C) None of the work or services covered by this Contract shall be subcontracted without prior written approval of the Contract Administrator.

(D) Consultant warrants that it is fully licensed under all applicable local, state, and federal laws to perform the services to be provided hereunder.

4. TIME OF PERFORMANCE. The services of the Consultant are to commence after the execution of the Contract and issuance of Notice to Proceed and Purchase Order. All work shall be completed no later than the time specified in Appendix A. Amendment to this Contract may be made upon mutual, written agreement prior to the contract expiration date.

5. REPORTING. Except as authorized within Appendix A, the City's primary representative for this Contract shall be Keri Williamson. The City Manager shall be an alternate representative. The City shall not be liable for Consultant's expenses incurred in reliance on directions received from any other municipal officer or employee. The Consultant's representative shall be _____(ad P.E. or AIA if applicable).

6. COMPENSATION. The City agrees to pay the Consultant according to the schedule attached as Appendix B. The Consultant's estimated fee schedule is attached to Appendix B.

7. TERMINATION OF CONTRACT FOR CAUSE. If, through any cause, except causes beyond the control of the Consultant, the Consultant shall fail to fulfill in a timely and proper manner its obligations under this Contract; or if the Consultant shall violate any of the covenants, agreements, or stipulations of this Contract, the City shall have the right to terminate this Contract by giving written notice to the Consultant of such termination and specifying the effective date thereof, at least ten days before the effective date of such termination. In that event, all finished or unfinished documents, or other data, in whatever form, prepared by the Consultant under this Contract shall, at the option of the City, become its property, and the Consultant shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and materials, not to exceed the Contract amount.

8. TERMINATION FOR CONVENIENCE OF CITY. The City may terminate this Contract at any time by giving written notice to the Consultant of such termination and specifying the effective date thereof, at least thirty days before the effective day of such termination. In that event, all finished or unfinished documents and other materials as described in paragraph 7 above shall, at the option of the City become its property, and the Consultant will be paid an amount not to exceed the sum set forth in Appendix B for work satisfactorily completed on or before the date of termination, less payments of compensation previously made.

9. CONTRACT AGREEMENT. All parties mutually agreed to the terms of this Contract. The Contract should not be construed in favor of or against any party. This Contract contains the entire agreement between the parties; there are no other promises, terms, conditions, or obligations other than those contained herein; and this Contract shall supersede all previous communications, representations or agreements, either oral or written, between the parties.

10. CHANGES. The City may, from time to time, require changes in the scope of services to be performed under this Contract. Such changes, including any increase or decrease in the amount of the Consultant's compensation, must be mutually agreed upon in writing before they will be regarded as part of this Contract.

11. EQUAL EMPLOYMENT OPPORTUNITY. The Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.

12. CONFLICTS OF INTEREST. Consultant agrees that no employee of the City who has exercised or will exercise any authority over the specifications, procurement, supervision or payment for this Contract, and no member of the employee's immediate family, has had or will have any direct or indirect financial interest in this Contract. If the Consultant learns of any such

interest, the Consultant shall without delay inform the City Attorney or one of the officers specified in Paragraph 5.

13. ETHICS. Consultant shall discharge its duties fairly, impartially and maintain a standard of conduct that competently serves the City and the interests of the City. Consultant shall at all times exercise unbiased judgment when performing its duties under this contract.

14. PUBLIC RELATIONS. Consultant shall issue press releases, respond to press inquiries, make public speeches, appear on broadcast media or otherwise engage in public relations regarding the project only with the specific approval of the CBJ Project Manager.

15. ELECTED OFFICIALS. The Consultant shall respond to project-related inquiries from elected officials by providing impartial, factual information, but shall not initiate contact or attempt to persuade an elected official to agree with any viewpoint or to take any official action. The Consultant will promptly notify the Project manager of any request by an elected official for project-related information.

16. ASSIGNABILITY. The Consultant shall not assign any interest in this Contract and shall not transfer any interest in the same without the prior written consent of the City; however, claims for money due or to become due to the Consultant from the City under this Contract may be assigned to a bank, trust company, or other financial institution without approval. Notice of any such assignment or transfer shall be furnished promptly to the City.

17. FINDINGS CONFIDENTIAL. Any information given to or prepared by the Consultant under this Contract which the City requests to be kept as confidential shall not be made available to any individual or organization by the Consultant without the prior written approval of the City.

18. IDENTIFICATION OF DOCUMENTS. All reports, maps, and other documents completed as a part of this Contract, other than documents exclusively for internal use within the City, shall carry a City notation or logo as directed by the City.

19. PUBLICATION, REPRODUCTION, AND USE OF MATERIALS. No services, information, computer program elements, reports or other deliverables which may have a potential patent or copyright value produced in whole or in part under this Contract shall be subject to copyright in the United States or any other country.

If a copyright applies by law to the work produced under this Contract, that copyright will either be signed over to the City or the City will be given unrestricted license to the copyright. The City shall have unrestricted license to publish, disclose, distribute, and otherwise use, in whole or in part, any reports, data, or other materials prepared under this Contract. If this Contract includes architectural and/or engineering design services, any use of the design features or details produced under this Contract on other City facilities will be at the City's risk.

20. RECORDS. During performance and after termination of this Contract, each party shall make available to the other party for inspection and copying, all records, whether external or internal, having any relevance to this Contract.

21. INSURANCE REQUIREMENTS. Consultant has secured and agrees to keep and maintain in full force and effect, at its own expense, the insurance approved by CBJ Risk Management as outlined in Appendix C. At least 30 days prior to the cancellation, non-renewal

or reduction in the amount of coverage, Consultant shall provide written notice to the CBJ's Risk Management. The Consultant's insurance shall be primary and any insurance maintained by the CBJ shall be non-contributory. If the Consultant maintains higher limits than shown below, the CBJ shall be entitled to coverage for the higher limits maintained by the Consultant.

22. INDEMNIFICATION AND HOLD HARMLESS. The Consultant agrees to defend, indemnify, and hold harmless CBJ, its employees, and authorized representatives, with respect to any action, claim, or lawsuit arising out of or related to the Consultant's negligent performance of this contract without limitation as to the amount of fees, and without limitation as to any damages, cost or expense resulting from settlement, judgment, or verdict, and includes the award of any attorney's fees even if in excess of Alaska Civil Rule 82. This indemnification agreement applies to the fullest extent permitted by law, meaning that if there is a claim of, or liability for, a joint act, error, or omission of the consultant and the CBJ, the indemnification, defense, and hold harmless obligation of this provision shall be apportioned on a comparative fault basis. This agreement is in full force and effect whenever and wherever any action, claim, or lawsuit is initiated, filed, or otherwise brought against CBJ relating to this contract. The obligations of Consultant arise immediately upon actual or constructive notice of any action, claim, or lawsuit. CBJ shall notify Consultant in a timely manner of the need for indemnification, but such notice is not a condition precedent to Consultant's obligations and may be waived where the Consultant has actual notice.

23. CHOICE OF LAW; JURISDICTION. This Contract shall be governed by the laws of the State of Alaska. Jurisdiction shall be in the State of Alaska, First Judicial District.

24. SUCCESSORS. This Contract shall be binding upon the successors and assigns of the parties.

25. PRECEDENCE OF DOCUMENTS. In the event of a conflict between the provisions of this document and its appendices, the order of precedence shall be this document, Appendix A, Appendix B and Appendix C.

In Witness Whereof the parties have affixed their signatures the date first above set out:

CITY AND BOROUGH OF JUNEAU

Duncan Rorie Watt Date
City and Borough Manager

Company name

Name Date
Rank
email

Approved as to content:

Greg Smith Date
Contract Administrator

406900101-410930120-5390

**APPENDIX A: SCOPE OF SERVICES
JUNEAU PARK AND TRAIL
SIGNAGE DESIGN
Contract No. RFP E19-119**

See Scope of Services in RFP.

PERSONNEL: The Consultant's primary personnel for this work will be:

The completion date for this project is January 18, 2019

This contract expires on _____, unless an amendment changing this date is fully executed prior to _____.

STANDARD CONTRACT

**APPENDIX B: COMPENSATION
JUNEAU PARK AND TRAIL
SIGNAGE DESIGN
Contract No. RFP E19-119**

Amount of Payment

Lump Sum

Consultant shall be compensated a lump sum amount of \$_____ for satisfactory performance of all [or specific services] services described in this contract.

Time and Materials

Consultant shall be compensated based on time and materials, a not-to-exceed amount of \$_____ for satisfactory performance of _____ services described in this contract.

Hourly rates shall remain the same for the life of this contract including all amendments, unless the Consultant requests a rate increase. Hourly rate increases may be negotiated on a yearly basis and shall not exceed the percentage increase of the Anchorage Consumer Price Index.

The total Contract amount shall be \$_____

Method of Payment

Monthly Payable within 30 days of receipt of an invoice approved by the project manager and progress report stating the amount of services completed.

Consultant Invoice Requirements

- Itemized invoices must be submitted that indicate the services performed.
- Invoices for this contract must be submitted separately from invoices for services performed under any other contract(s).
- Invoices must include the CBJ Contract Number and Purchase Order numbers.

Compensation Based on Time and Materials

If compensation is based on time and materials, the following shall apply:

Compensation shall be computed based on the hourly billing rates, approved by the CBJ Project Manager, times the actual number of hours spent in the performance of services. The hourly billing rate for each employee is the amount to be paid to the Consultant, and is full compensation for all salary, benefits, taxes, overhead and profit. There shall be no additional compensation for overtime, weekend, or holiday work.

Compensation for subconsultants shall be equal to the amounts actually paid to sub-consultants hereunder plus a negotiated mark-up percentage.

Compensation for expenses shall be an amount equal to reimbursable expenses approved in advance by the CBJ Project Manager, necessary and reasonably incurred and actually paid by

the Consultant in the performance of the services hereunder. No markup allowance is allowed. Reimbursable expenses are expenses that are unique to the performance of the services under the Contract and generally contemplate the purchase of outside ancillary services, such as mailing and delivery charges for submittal of drawings, specifications and reports, long distance telephone calls, rentals of equipment, travel and local transportation, meals and lodging on overnight trips.

Reimbursable expenses do not include expenses that are usually and customarily included as part of the Consultant's overhead. For the purposes of this Agreement reimbursable expenses do not include amounts for typing, utilization of computer systems, computer aided design and drafting (CADD), cameras, recording or measuring devices, flashlights and other small, portable equipment, safety supplies, phones, telephone calls, electronic messaging including FAX, Telex and telegrams, or expendable office supplies. Unless otherwise indicated, required insurance is not a reimbursable expense.

The Consultant shall obtain the CBJ Project Manager's written approval prior to making expenditures for reimbursable expenses in excess of \$500 per specific expenditure and for all overnight trips which are reimbursable expenditures as set forth above. The Consultant shall substantiate all billings for reimbursable expenses in excess of \$25 with receipted bills and provide said receipts with the appropriate billing.

The Consultant shall keep, and cause any sub-consultants to keep, daily records of the time spent in the performance of services hereunder by all persons whose billing rates will be the basis for compensation as well as records and receipts of reimbursable expenditures hereunder. Failure to do so shall be a conclusive waiver of any right to compensation for such services or expenses as are otherwise compensable hereunder.

The CBJ shall have the right to inspect all records of the Consultant, and of any sub-consultants, pertaining to this project. Records shall be maintained by the Consultant and sub-consultants for a period of three years after completion of services.

When travel is necessary as part of the professional services to be provided, the following shall be followed:

- ◆ Airline tickets should be purchased at the 14 day advanced purchase price. The CBJ will not pay for First Class travel. Any deviation shall be approved in writing in advance by the CBJ Project Manager.
- ◆ Per diem meal allowance shall be: \$60.00 (\$12.00 for breakfast, \$16.00 for lunch and \$32.00 for dinner).
- ◆ The Consultant shall stay at the hotel with a daily rate not to exceed \$150.00.
- ◆ Travel agent fees, tips, alcohol or bar tabs shall not be paid by the CBJ.
- ◆ Car rental, parking, and taxi fees shall be reasonable and not excessive. This reimbursement is for services in Juneau only. Parking fees, etc. outside of Juneau will not be reimbursed.

**APPENDIX C: INSURANCE REQUIREMENTS
JUNEAU PARK AND TRAIL
SIGNAGE DESIGN
Contract No. RFP E19-119**

The Consultant must provide certification of proper insurance coverage and amendatory endorsements or copies of the applicable policy language affecting coverage required in this agreement to the City and Borough of Juneau. Failure of the City to demand such certificate or other evidence of full compliance with these insurance requirements or failure of the City to identify a deficiency from evidence that is provided shall not be construed as a waiver of the obligation of the Consultant to maintain the insurance required by this contract.

Consultant agrees to maintain insurance as follows at all times while the contract is in effect, including during any periods of renewal.

Commercial General Liability Insurance. The Consultant must maintain Commercial General Liability Insurance in an amount it deems reasonably sufficient to cover any suit that may be brought against the Consultant. This amount must be at least one million dollars (\$1,000,000.00) per occurrence, and two million dollars (\$2,000,000.00) aggregate.

This insurance policy is to contain, or be endorsed to contain, additional insured status for the CBJ, its officers, officials, employees, and volunteers. If Additional insured status is provided in the form of an endorsement to the Contractor's insurance, the endorsement shall be at least as broad as ISO Form CG 20 10 11 85 or **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 forms if later revisions used).

Professional Liability Insurance. The Consultant must maintain Professional Liability Insurance in an amount not less than one million dollars (\$1,000,000.00) aggregate to protect the Consultant from any claims or damages for any error, omission, or negligent act of the Consultant, the Consultant's firm and employees. This requirement applies to the Consultant's firm, the Consultant's subcontractors and assignees, and anyone directly or indirectly employed to perform work under this contract.

Workers Compensation Insurance. The Consultant must maintain Workers Compensation Insurance to protect the Consultant from any claims or damages for any personal injury or death which may arise from services performed under this contract. This requirement applies to the Consultant's firm, the Consultant's subcontractors and assignees, and anyone directly or indirectly employed to perform work under this contract. The Consultant must notify the City as well as the State Division of Workers Compensation immediately when changes in the Consultant's business operation affect the Consultant's insurance status. Statutory limits apply to Workers Compensation Insurance. The policy must include employer's liability coverage of one hundred thousand dollars (\$100,000.00) per injury, and five hundred thousand dollars (\$500,000.00) policy limits. **If the Consultant is exempt from Alaska Statutory Requirements, the Consultant will provide written confirmation of this status in order for the City to waive this requirement. The policy shall be endorsed to waive subrogation rights against the City.**

Comprehensive Automobile Liability Insurance. The coverage shall include all owned, hired, and non-owned vehicles to a one million dollar (\$1,000,000.00) combined single limit coverage.