Solicitation for Consultant Services

Value Based Selection Method

July 17, 2015

COMMISSIONING SERVICES UNIFIED STATE LABORATORY MODULE 2

DEPARTMENT OF PUBLIC SAFETY
DEPARTMENT OF AGRICULTURE/FOOD
DEPARTMENT OF HEALTH
SALT LAKE CITY, UTAH

DFCM Project Number 13020300

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Current copies of the following documents are hereby made part of these contract documents by reference and are available upon request from DFCM:

Commissioning Preamble, Objectives & Responsibilities
Rocky Mountain Power Energy FinAnswer Participant Manual
Appendix F, Commissioning Report Template
LEED Commissioning of Building Energy Systems (Fundamental & Enhanced)
http://www.usgbc.org/

Current copies of the DFCM General Conditions dated May 25, 2005, Design Manual, and all Supplemental General Conditions are available upon request at the DFCM office and on the DFCM web site at http://dfcm.utah.gov - "Standard Documents" – "Reference Documents" – "Supplemental General Conditions", and are hereby made part of these contract documents by reference.

The Agreement and General Conditions dated May 25, 2005 have been updated from versions that were formally adopted and in use prior to this date. The changes made to the General Conditions are identified in a document entitled Revisions to General Conditions that is available on DFCM's web site at http://dfcm.utah.gov.

NOTICE TO COMMISSIONING CONSULTANTS

The State of Utah - Division of Facilities Construction and Management (DFCM) is soliciting the services of qualified firms/individuals to perform commissioning services for the following project:

UNIFIED STATE LABORATORY - MODULE 2
DEPARTMENT OF PUBLIC SAFETY
DEPARTMENT OF HEALTH
DEPARTMENT OF AGRICULTURE AND FOOD
SALT LAKE CITY, UTAH
DFCM PROJECT NO. 13020300

The services of this solicitation include, but are not limited to, commissioning of the control, mechanical, electrical, elevators, and building management controls systems of the project.

The selection of the commissioning consultant shall be under the Value Based Selection method. The Solicitation for Consultants (SFC) documents, including the submittal requirements and the selection criteria and schedule, will be available at 12:00 PM on July 17, 2015 on the DFCM web page at http://www.dfcm.utah.gov. For questions regarding this solicitation, please contact **Matt Boyer, DFCM, at 801-541-0945**.

A **MANDATORY** pre-submittal meeting will be held at **1:30 PM on Monday, July 27, 2015** at the State Office Building, RM 4114 in SLC, Utah. It is required that all consultants wishing to submit on this project attend this meeting.

Submittal dates for the required management plans, statements of qualifications, and interviews will be based on the Project Schedule included in the SFC. Failure to meet a deadline on the Project Schedule shall disqualify the late submission for consideration.

The Division of Facilities Construction & Management reserves the right to reject any or all submittals or to waive any formality or technicality in any submittal in the interest of the State.

DIVISION OF FACILITIES CONSTRUCTION AND MANAGEMENT
Room 4110 State Office Building
Capitol Hill Complex
Salt Lake City, Utah 84114

PROJECT DESCRIPTION

The initial contract will be for services provided during the construction and closeout phase.

PROJECT TYPE:

____ CM/GC ____ Design / Build __X__ Design-Bid-Build

ENERGY COMPLIANCE REQUIREMENTS:

____ High Performance Building Rating System

__X__ Rocky Mountain Power FinAnswer Design Assistance Program

____ LEED
- ____ Certified
- ____ Silver
- ____ Gold
- ____ Platinum

TEAM MEMBERS:

Architect:	**CRSA**
CMGC:	**N/A**
Contractor :	**Big D Construction**
Mechanical Engineer:	Van Boerum & Frank
Electrical Engineer:	Spectrum Engineers
Energy Modeler:	Colvin Engineers

This project contains laboratory spaces for the Department of Agriculture and Food, Office of the Medical Examiner, the Department of Public Safety Forensic Laboratory, and also shared laboratory spaces. The approximate size is 100,000 S.F.

Construction cost is estimated at $33,500,000.00.

The specific services offered by each of the agencies in Module 2 are as follows:

A. Public Safety (Crime Laboratory)
- Forensic Chemistry (Controlled Substance analysis, clandestine drug laboratory analysis)
- Forensic Biology (Stain Identification, DNA and CODIS data basing)
- Impression Evidence (Latent Prints, Shoe and Tire and AFIS data basing)
- Crime Scene Investigation and Reconstruction
- Firearms and Toolmarks (Ballistics, shooting scene reconstruction, serial number restoration)
- Trace Evidence (Video/Audio analysis, hair/fiber testing, paint, glass and fire debris analysis)

B. Department of Health: Medical Examiner
- Autopsy suite
- Morgue operations (including refrigerated and frozen tissue storage)
- Morgue clerk quarters & birthing
- Tissue harvesting & storage
- Histology laboratory

- Photographic work room & storage
- Evidence work room & storage
- Radiology/X-ray laboratory

C. Department of Agriculture and Food Laboratories

- Agricultural Chemistry (e.g., food chemistry, pesticide residue, feed & fertilizer analysis)
- Dairy Product testing
- Foodborne pathogen detection
- Environmental Monitoring
- Food-related Terrorism testing

Unique Project Requirements – Each agency has its own, unique requirements as follows: Specialty construction and security will be required for the following spaces: Laboratories working with communicable organisms and lethal agents; hazardous materials storage areas; chemical and medical gas storage areas, indoor firing range, etc…. The new building will need to be built in a manner that while separating key processes and functions for chain of custody and confidentiality still allows for the maximum coordination and teamwork between the laboratory workers.

A. Department of Public Safety (Crime Laboratory):
The current space occupied by Utah's crime laboratory was not designed to house a laboratory nor was it equipped to deal with laboratory plant facilities such as HVAC, fire suppression, security, in-door firing range, health and safety issues, work flow and ease of customer access. The state Crime lab services 140 state and local agencies, processes and analyses more than 10,000 pieces of evidence collected at crime scenes every year and presents expert testimony in court as to that analysis. The overhead costs of training, equipment, instrumentation and the time it takes to process and analyze a piece of evidence is very high, and the limited resources available dictate that the laboratory must function extremely efficiently. In addition, all work as it relates to work product ends up litigated in a court of law therefore quality processes and outcomes are paramount in everything done in this laboratory. Having the proper environment and facility goes far to support those quality outcomes, and the current crime laboratories not only fail to foster quality but hinder it's attainment as well. The new facility must address the above issues, foster a strong chain of custody, and provide for anticipated growth in the future. The following areas will require special expertise.

- Firearms range and projectile capture tank installation and ventilation
- Walk-in freezer
- Vibration reduction in the chemistry trace room

B. Department of Health: Office of the Medical Examiner (OME)
The OME, serving as the sole dedicated forensic pathology facility in the State of Utah, requires several capabilities and capacities found in no other facility. In particular the autopsy suite and morgue functionalities, as well as the tissue harvesting areas are unique to the OME. That being said, the X-ray facility, histology laboratory, and evidence/photographic rooms, while specialized spaces, are similar to other laboratory or forensic science facilities. The following areas will require special expertise.

- Autopsy suite
- Human body decomposition facilities

- Morgue facilities

C. Department of Agriculture Laboratories:
The UDAF laboratories perform many tests that are regulatory in nature. The lack of adequate facilities has resulted in many test results that are compromised. This limits the department's ability to enforce corrective action towards industry on products that are mislabeled or unwholesome. The department is moving towards more food microbiology testing which is not possible with the current facilities due to lack of proper labs and hoods. The following areas will require special expertise.

- Level 3 bio-hazard suite

Some concerns are common to all participants.

- Varying air exchange rates, as high as 18 times per hour
- Varying lighting requirements, office vs laboratory
- Familiarity with various types of laboratory installations

Construction on the facility is expected to be complete by the end of October of 2016. The project site is South West of the existing Unified State Laboratory West of I-215 and North of 4500 S. in Taylorsville.

PROCUREMENT PROCESS

The State of Utah intends to enter into an agreement with a firm to provide professional services as described.

The selection of the firm will be made using a Value Based Selection (VBS) system. The Project Schedule provided in this document lists the important events, dates, times and locations of meetings and submittals. The time deadlines of the project schedule are hereby incorporated by reference and must be met by the selected firm.

1. Commissioning Agent (CxA) Qualifications

The team qualifications for commissioning this project will be based on skill and experience set of the full team making the proposal. A member of the prime firm will be the designated CxA who is the member of the team that will coordinate the commissioning activities. The commissioning consultant must have significant in-building commissioning experience, including technical and management expertise on projects of similar scope and size. If the commissioning consultant or prime firm does not have sufficient skills to commission a specific system, the prime firm shall subcontract with a qualified party to do so. Subconsultant qualifications shall be included and clearly designated in the response to this SFC.

2. Solicitation for Consultant Documents

The Solicitation for Consultant (SFC) documents consist of all of the documents listed in the Table of Contents and all said documents are incorporated in this SFC by reference. The SFC will be available on the DFCM web site at http://dfcm.utah.gov.

3. Contact Information

Except as authorized in writing by the DFCM Representative or as otherwise stated in the SFC or the pre-submittal meeting, communication during the selection process shall be directed to the specified DFCM Representative. In order to maintain the fair and equitable treatment of everyone, consultants shall not unduly contact or offer gifts or gratuities to DFCM, any Board officer, employee or agent of the State of Utah, users or selection committee members in an effort to influence the selection process or in a manner that gives the appearance of influencing the selection process. This prohibition applies before the SFC is issued, as the project is developed, and extends through the award of an agreement. Failure to comply with this requirement shall result in a disqualification in the selection process. Consultants should be aware that selection committee members will be required to certify that they have not been contacted by any of the consultants in an attempt to influence the selection process.

4. Requests for Information

All requests for information regarding this project shall be in writing and directed to:

Matt Boyer
Division of Facilities Construction and Management
Room 4110 State Office Building
Capitol Hill Complex
Salt Lake City, Utah 84114
E-mail: mboyer@utah.gov

5. Project Schedule.

The Project Schedule lists the important events, dates, times, and locations of meetings and submittals that must be met by the consultant.

6. Mandatory Pre-Submittal Meeting

A Mandatory Pre-Submittal Meeting will be held on the date and time and at the location listed on the Project Schedule.

A representative from each interested prime firm is required to attend. During the meeting, a presentation will be made to describe the overall scope of work and intended schedule. Interested firms may ask questions and request clarification about the project and the procurement process.

Subconsultants are invited to attend this meeting.

7. Submittal Due Dates and Times

All required submittals must be delivered to, and be received by, the Division of Facilities Construction and Management previous to the date and time indicated in the Project Schedule. Submittals received after the specified time will not be accepted. Please allow adequate time for delivery. If using a courier service, the submitting firm is responsible for ensuring that delivery will be made directly to the required location. It is your responsibility to allow for the time needed to park on Capitol Hill.

8. Last Day to Submit Questions

All questions must be received at the office of DFCM no later than the time and date listed in the Project Schedule. Questions must be submitted in writing to Matt Boyer at DFCM.

9. Addendum

All references to questions and requests for clarification will be in writing and issued as addenda to the Solicitation for Consultant Services. The addenda will be posted on DFCM's web site. Any addenda issued prior to the submittal deadline shall become part of the Solicitation for Consultant Services and any information required shall be included in your submittal.

10. Past Performance and References

DFCM will rate each firm's performance on every project worked (rating scale: 1 = low; 5 = high). The rating may include comments from agencies. Ratings on completed DFCM projects over the previous five years will be provided to the evaluation committee for their consideration in evaluating and scoring the past performance of each entity.

DFCM Past performance ratings are available for your review at your request from the DFCM project manager. Requests shall be made prior to the final questions deadline.

If a firm has not completed at least three DFCM projects in the last five years, they shall provide by the time indicated in the schedule, a list of references on all similar projects that were completed by the firm in the last five years. All references shall be for projects in which the firm was the prime firm, and held a contract directly with the owner.

The non DFCM ratings will be used to augment the DFCM ratings, if there are any, for a total of at least three past performance ratings.

It is the firm's responsibility to provide adequate references in compliance with this RFP. Firms that fail to meet the minimum of three ratings will be disqualified.

For non-DFCM projects provide the following information:

Point of Contact:	Person who will be able to answer any customer satisfaction questions.
Phone Number:	Phone number of the contact we will be surveying.
User Name:	Name of Company / Institution that purchased the construction work.
Project Name:	Name of the project.
Date Completed:	Date of when the work was completed.
Address:	Street, city and state where the work was performed.
Size:	Size of project in dollars.
Duration:	Duration of the project / construction in months.
Type:	Type of the project (i.e.: School, Offices, Warehouse, etc)

11. Management Plan and Statement of Qualification Submittal

The submittal for management plan and statement of qualifications shall be combined into one document and shall be limited to 35 pages maximum. Six hard copies and two CDs are required. The submittal shall be organized as follows:

COVER PAGE: Should include the project name and project number as well as the prime firm's name. The cover page may have a picture on it with a brief description of the picture.

TAB ONE: Letter of introduction – including point of contact information

TAB TWO: Organizational chart – including team resumes and project roles

TAB THREE: Management Plans – Firms will be required to develop and submit a plan demonstrating how they will manage their responsibilities. An organization chart showing the roles and responsibilities of all pertinent decision-makers is a required part of the presentation. The Management Plan should be concise yet contain sufficient information for evaluation by the selection committee.

TAB FOUR: Project Schedule – 11" x 17" pages may be utilized for the proposed project schedule. Indicate critical dates and other information in sufficient detail for the selection committee to determine if the time frames are reasonable

TAB FIVE: Project Risks – Address project specific criteria, risks that have been identified by the RFP, and additional risks that the team has identified. State how those risks will be mitigated.

TAB SIX: Statement of Qualifications – The Statement of Qualifications is a short document that indicates the experience and qualifications of the firm, the project manager and other critical members of the team. It describes what talents their team brings to the project, how their knowledge of the subject will provide benefit to the process, how the team has been successful in the past and how that relates to this project. It should include information on similar projects that have been completed by the firm, project manager and other team members. Include the experience and special qualifications that are applicable to this project and/or are part of the project specific selection criteria.

TAB SEVEN: Termination and Debarment Statement and Miscellaneous Information.

12. Selection Committee

The DFCM shall appoint a selection committee in accordance with its rules and procedures.

13. Termination or Debarment Certifications

The firm must submit a certification that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from soliciting work by any governmental department or agency. The firm must also certify that neither the firm nor its principals have been terminated during the performance of a contract or withdrew from a contract to avoid termination. If the firm cannot certify these two statements the firm shall submit a written

explanation of the circumstances for review by DFCM. These certifications are to be submitted with their Statement of Qualifications.

14. Interviews

Interviews will be conducted with all firms who have met all of the requirements except as follows. If four or more firms are eligible for interviews, DFCM may convene the selection committee to develop a short list of firms to be invited to interviews. This evaluation will be made using the selection criteria noted below base on the information provided by the past performance/references, performance plan and statement of qualifications.

The purpose of the interview is to allow the firm to present its qualifications, past performance, management plan, schedule and general plan for accomplishing the project. It will also provide an opportunity for the selection committee to seek clarifications from the firm.

The proposed primary project management personnel, including the project manager, must be in attendance. The primary project manager is the firm's representative who has overall job authority, will be in attendance at all job meetings, and is authorized by the firm to negotiate and sign any and all change orders in the field, if necessary. Unless otherwise noted, the attendance of subconsultants is at the discretion of the firm.

The method of presentation is at the discretion of the firm. The interviews will be held on the date and at the place specified in the Project Schedule unless otherwise notified by DFCM.

15. Selection Criteria for VBS Professional Services

The following criteria will be used in ranking each of the teams. The criteria are not listed in any priority order. The selection committee will consider all criteria in performing a comprehensive evaluation of the proposal. Weights have been assigned to each criteria in the form of points.

A. **DFCM Past Performance Rating. 50 Points** Each prime firm will be given a past performance rating. The rating will be based first on how well the firm did on past projects with DFCM. If a minimum of three DFCM past performance ratings are not available a rating will be established using any DFCM past performance ratings that are available, supplemented by references supplied by the firm at the time the Management Plans and SOQ are submitted.

B. **Strength of Team. 140 Points**

30 Points. *Project Team Experience:* show the overall experience of the project team in relation to projects of similar scope and size and complexity.

40 Points. *Project Specific Team Experience:* what is the project team's specific experience on past successful projects, in relation to similar project type, scope, size and complexity.

20 Points. *Team Experience in Geographical Region:* what experience does the team have in the specific geographical region and how will this experience be a benefit to the project.

30 Points. *Team Member Availability:* show the availability of the team considering current project assignments and their commitment to these projects.

20 Points. *Key Consultant Experience*: show the experience of past relevant projects, availability, years of experience and years of experience with current firm.

C. **Project Management Approach. 160 Points**

30 Points. *Commissioning Services:* does the team have a plan in place to provide the required deliverables, adequate plan reviews and provide the needed quality control?

50 Points. *Coordination with Project Team*: does the team have a plan in place to prove the necessary coordination and oversight of the project team as required for commissioning.

40 Points. *Project Communication Plan*: show how the team will identify and communicate with the Stakeholders (Owner, User and Contractor).

20 Points. *Sub-Consultant Management Plan*: show how sub-consultants will be selected and managed.

20 Points. *Project Closeout Plan*: provide a plan for project closeout to include warranty period.

TOTAL POSSIBLE POINTS: 350 POINTS

** Points will be totaled and the highest point total will determine the best value to the state**

16. Fee Negotiation

Following selection of the consultant by the Selection Committee and prior to the award of the agreement, DFCM will negotiate the final agreement fee with the top ranked firm. Should DFCM be unable to agree to a satisfactory fee with the top ranked firm at a price that DFCM determines to be fair and reasonable to the State, discussions with that firm shall be formally terminated. Negotiations will then be undertaken with the second ranked firm.

This process will be repeated with the next highest ranked entity and so forth until a mutual agreement is reached or DFCM determines that it is in the best interest of the State to initiate a new selection process.

17. Form of Agreement

At the conclusion of negotiations, the selected consultant will be required to enter into an agreement using the attached form of the Professional Services Agreement.

18. Licensure

The consultant shall comply with and require its subconsultants to comply with the license laws of the State of Utah.

PROJECT SCHEDULE

PROJECT NAME: **UNIFIED STATE LABORATORY - MODULE 2**
DEPARTMENT OF PUBLIC SAFETY
DEPARTMENT OF HEALTH
DEPARTMENT OF AGRICULTURE AND FOOD
SALT LAKE CITY, UTAH

DFCM PROJECT NO. **13020300** **COMMISSIONING**

Event	Day	Date	Time	Place
Solicitation for Consultant Available	Friday	July 17, 2015	12:00 PM	DFCM web site*
Mandatory Pre-submittal Meeting	Monday	July 27, 2015	1:30 PM	DFCM Room 4112 State Office Bldg Capitol Hill Complex SLC, UT
Last Day to Submit Questions	Wednesday	July 29, 2015	4:00 PM	Matt Boyer - DFCM E- mail: mboyer@utah.gov
Addendum Issued Responding to Questions	Friday	July 31, 2015	3:00 PM	DFCM web site *
Management Plans, References, Statements of Qualifications, and Termination/Debarment Certifications Due	Monday	August 10, 2015	12:00 PM	DFCM Room 4110 State Office Bldg Capitol Hill Complex SLC, UT
Short Listing by Selection Committee, if applicable.	Monday	August 17, 2015	TBD	DFCM
Announcement of Finalists	Tuesday	August 18, 2015	4:00 PM	DFCM web site*
Interviews	Monday	August 24, 2015	TBD	To Be Announced
Announcement	Tuesday	August 25, 2015	5:00 PM	DFCM web site*

* **DFCM's web site address is http://dfcm.utah.gov**

DFCM Project No. _____
DFCM Contract No. _____

DIVISION OF FACILITIES CONSTRUCTION AND MANAGEMENT PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, made this __th day of _____, 201_, by and between the DIVISION OF FACILITIES CONSTRUCTION AND MANAGEMENT, hereinafter called the "DFCM", and _____ a corporation of the State of _, whose address is _, Utah 84 , hereinafter called the "Consultant."

WITNESSETH: That whereas, the DFCM intends to have services performed by Consultant as follows:

_____
_____
_____

WITNESSETH, WHEREAS the DFCM intends to have Consultant fully complete the objectives of this Agreement, and

WHEREAS, the Consultant, for the sum herein stated, agrees to perform the Scope of Work of this Agreement,

THEREFORE, the DFCM and the Consultant, for the consideration hereinafter provided, agree as follows:

ARTICLE 1. EXTENT OF AGREEMENT AND SCOPE OF WORK. This Agreement includes the provisions of the Solicitation for Consultant Services dated __ and all documents attached thereto and all of which are hereby incorporated by reference as a part of this Agreement as if fully set forth herein. Except as noted in an Attachment hereto, the Consultant's services shall include all work described in the Consultant's proposal dated __ which is attached hereto as Exhibit "A" and incorporated as part of this Agreement. In case of conflict, the following documents supersede each other in accordance with the following hierarchy: codes and applicable law, the body of this Agreement, attachments to this Agreement, and the following documents on file with DFCM and incorporated by reference as a part of this Agreement is fully set forth herein: the Solicitation for Consultant Services, and the current DFCM Design Manual, which Design Manual is applicable to Architect/Engineer (A/E) programming and similar A/E consultation/studies that may be used later by an A/E in design work. Any reference in the DFCM Design Manual to A/E shall be deemed to refer to the Consultant under this Agreement.

ARTICLE 2. TIME FOR SERVICES. The Consultant shall complete the scope of work in a manner to achieve any milestones identified in the Solicitation for Consultant Services or the attachments to this Agreement. The full scope of work shall be completed by ___.

ARTICLE 3. PAYMENT.

3.1 In accordance with the provisions and considerations set forth in this Agreement, the DFCM agrees to pay the Consultant a not-to-exceed sum of __ DOLLARS AND ____ CENTS ($) for the full and complete services included under the terms of this Agreement at the rates specified. This sum may be changed only by written authorization from the DFCM in the form of a modification to this Agreement properly executed by the DFCM.

3.2 **Incidental Services/Reimbursements.** Consultant shall provide all services as established by standard professional custom and practice. The Consultant reimbursements for this project have been estimated as a NOT-TO-EXCEED part of the fee and are allowed on (with no mark-up) as follows:

1. Travel/Lodging/Meals: only for the members whose distance of travel from their office to the site is greater than 100 miles from the servicing office location:

a. Travel: flights shall be coach on commercial airlines; personnel vehicle use will be reimbursed at the current Federally allowed reimbursement rate per mile; and incidental travel (taxi, bus, airport long term parking only, and other ground transportation) submit an original receipt for each item (tips for taxi, baggage, etc. are not reimbursable);

b. Lodging may be booked through the state and will be reimbursed at either the actual cost or the state rate (whichever is less). Tips for baggage, maid service, doormen, etc. are not reimbursable. The state rates are located at the following web address: http://fleet.utah.gov/menu-state-travel/menu-in-state-travel.html

c. For in-state travel, meal per diems are allowed at the state rate as identified at the following web address (tips and tax on meals are included in the per diem amount): http://fleet.utah.gov/menu-state-travel/menu-in-state-travel.html

d. For consultants traveling from out-of-state, meal per diems are allowed at the state rate as identified at the following address (tips and tax on meals are included in the per diem amount): http://fleet.utah.gov/menu-state-travel/menu-out-of-state.html

2. **Miscellaneous**: e.g. express mail, photos, long distance calls. An original invoice must be submitted for each item.

Exceptions to the above shall be approved by the DFCM Director in writing.

3.3 The DFCM agrees to pay the Consultant from time to time as the work progresses, but not more than once each month after the date of the notice to proceed, and only upon receipt of an invoice containing sufficient detail to justify the amount of payment requested. Payment shall be made within thirty days of the DFCM's receipt of the Consultant's invoice except that this requirement shall not apply to any amount: (a) for which the Consultant's invoice does not provide sufficient detail to demonstrate is due, (b) that the DFCM disputes is due under the terms of the Agreement, or (c) reasonably withheld by the DFCM to cover any default or failure to perform by the Consultant. The DFCM shall provide written notice to the Consultant of any adjustment to or rejection of Consultant's invoice.

3.4 Except as otherwise provided by law, if any payment is late based upon the provisions of this Agreement, the Consultant shall be paid interest in an amount equal to the published Wall Street Journal prime rate plus 2%. The published Wall Street Journal Prime Rate shall be determined using such rate that is published closest to the 1st of the month for each month of the late period. The amount of payment of interest shall be apportioned using such rate(s) for the late period.

3.5 The acceptance by the Consultant of final payment without a written protest filed with DFCM within three calendar days of receipt of final payment, shall release the DFCM from all claims and all liability to the Consultant for fees and costs of the performance of the services pursuant to this Agreement.

ARTICLE 4. CHANGES IN WORK. Any changes in the scope of the services to be performed under this Agreement shall be in the form of a written modification to this Agreement, mutually agreed to and signed by

duly authorized representatives of both parties, specifying any such changes, fee adjustments resulting therefrom, any adjustment in time of performance, or any other significant factors arising from the changes in the scope of services.

ARTICLE 5. CAD REQUIREMENTS. The Consultant shall follow the requirements, as applicable, of the DFCM CAD requirements provided in the DFCM Design Manual for any submissions.

ARTICLE 6. DOCUMENT OWNERSHIP. All work product, which includes but is not limited to all manuals, forms, contracts, schedules, reports, comments and any and all documents supplied to or produced by Consultant under this Agreement are the property of the DFCM, whether the work for which they are made is executed or not. Said documents and the information contained therein are the exclusive property of the DFCM and are not to be used by Consultant on any other projects with any other parties except by the advance written agreement of the DFCM.

ARTICLE 7. LEGAL RELATIONSHIP.

7.1 **Independent Contractor.** This Agreement is for the performance of services and not the sale of goods, and is to be construed according to the laws of the State of Utah. Consultant's relationship to the State is that of an independent contractor. No partner or employee of Consultant shall, by reason of this Agreement, become an employee of the State of Utah.

7.2 **No Authority to Bind State; Exceptions**. The Consultant shall have no authorization, expressed or implied, to bind the State of Utah, or the Division of Facilities Construction and Management to any agreement, settlement, liability or understanding whatsoever, nor to perform any acts as agent for the State of Utah or DFCM, except as specifically set forth in this Agreement.

ARTICLE 8. ASSIGNMENT. This Agreement shall be binding upon and inure to the benefit of the parties and their successors and assigns; provided, however, that neither party shall assign its obligations hereunder without the prior written consent of the other.

ARTICLE 9. TERMINATION BY CONSULTANT. This Agreement may be terminated by Consultant upon seven calendar days written notice should the DFCM fail substantially to perform, through no fault of the Consultant and the DFCM has failed to cure the failure to perform within fourteen calendar days of the DFCM's receipt of written notice of its failure to perform. Upon termination of this Agreement, the Consultant shall deliver all work performed to the DFCM. In the event of such termination, the Consultant shall be compensated for services properly performed under this Agreement up to date of the notice of termination. The Consultant agrees that in the event of such termination for default and such default is not successfully challenged by DFCM, its total remedy and monetary recovery from the DFCM is limited to full payment for all work properly performed, reimbursables, under this Agreement up to the date of termination as well as any reasonable monies owed as a result of the Consultant having to terminate contracts necessarily entered into by the Consultant pursuant to this Agreement. Consultant further acknowledges that in the event of such termination, all work product, which includes but is not limited to all manuals, forms, contracts, schedules, reports, comments and any and all documents produced by Consultant under this Agreement up to the date of termination are the property of the DFCM.

ARTICLE 10. TERMINATION BY DFCM. The performance of service under this Agreement may be terminated by the DFCM in whole or in part at any time, whenever the DFCM shall determine that such termination is in the best interest of the DFCM. This includes any termination by DFCM for convenience or for cause. Any such termination shall be effected by delivery to Consultant of a written notice of termination specifying the extent to which performance of work under this Agreement is terminated and the date upon which such termination becomes effective. The Consultant agrees that in the event of such termination, its

total remedy and monetary recovery from the DFCM is limited to full payment for all work properly performed, plus reimbursables, under this Agreement up to date of termination. Consultant further acknowledges that in the event of such termination, all work product, which includes but is not limited to all manuals, forms, contracts, schedules, reports, comments and any and all documents produced by Consultant under this Agreement up to the date of termination are the property of the DFCM.

ARTICLE 11. HOLD HARMLESS REQUIREMENT. To the fullest extent permitted by law, the Consultant hereby agrees to indemnify and save harmless the State of Utah, the Division of Facilities Construction and Management, their officers, agents and employees and anyone for whom DFCM may be held liable from and against any and all claims, damages or liabilities arising from wrongful or negligent acts, errors or omissions of the Consultant, any of Consultant's subconsultants or subcontractors at any tier and anyone for whom Consultant may be liable.

ARTICLE 12. PRELIMINARY RESOLUTION EFFORTS, CLAIMS AND DISPUTES; GENERAL CONDITIONS REQUIREMENTS APPLY.

12.1 **General Conditions Requirements Apply.** The provisions of Articles 7.7 through and including 7.14 of the DFCM General Conditions dated May 25, 2005 and Supplemental General Conditions are on file with the DFCM as well as available on the DFCM website at (http://dfcm.utah.gov/StdDocs/index.html) and hereby incorporated by reference shall apply to Preliminary Resolution Efforts, Claims and Disputes under this Agreement. References in said Articles 7.7 through and including 7.14 to the term "Contractor" and "Subcontractor" shall refer to the Consultant and Subconsultants or Subcontracts at any tier under this Agreement, respectively. Unless inconsistent with the provisions of this Agreement, definitions in the DFCM General Conditions and Supplemental General Conditions shall apply to this Agreement.

12.2 **Time For Filing.** Notwithstanding paragraph 12.1 above, the PRE must be filed in writing with the DFCM Representative within twenty-one days of any of the following:

1. Issuance of a denial by DFCM of a Consultant request for additional monies or other relief under this Agreement;

2. In the case of a Subconsultant, after the expiration of the time period for the Consultant/ Subconsultant PRE process under Paragraph 7.7.5 of DFCM General Conditions; or

3. When the Consultant knows or should have known about any other issue where the Consultant seeks additional monies, time or other relief from the State of Utah or DFCM.

12.3 **Not Limit DFCM Rights.** As stated in Rule R23-26-1(6), this does not limit the right of DFCM to have any of its issues, disputes or claims considered. DFCM reserves all rights to pursue its issues, disputes or claims in law or equity including, but not limited to, any or all of the following: damages, delay damages and impacts, losses, liability, patent or latent defects, or failure to perform under this Agreement. If the Director appoints an expert or a panel to consider any such issue(s), dispute(s) or claims(s) of DFCM, the Consultant shall cooperate with such expert or panel process.

ARTICLE 13. INSURANCE. To protect against liability, loss and/or expense in connection with the performance of services described under this Agreement, the Consultant shall obtain and maintain in force during the entire period of this Agreement without interruption, at its own expense, insurance as listed below from insurance companies authorized to do business in the State of Utah. The following are minimum coverages that may be supplemented by additional requirements contained in Solicitation for Consultant Services or any other document used to procure Consultant's services.

13.1 **Worker's Compensation Insurance and Employers' Liability Insurance.** Worker's Compensation Insurance shall cover full liability under the Worker's Compensation laws of the jurisdiction in which the work is performed at the statutory limits required by said jurisdiction's laws.

13.2 **Commercial General Liability Insurance.** Commercial General Liability Insurance shall be on an "occurrence basis" and shall include insurance for premises and operations, independent contractors, projects/completed operations, and contractual liability coverage with limits not less than listed below. The State of Utah shall be named as an insured party, as primary coverage and not contributing, and the policy shall be endorsed to include a waiver of subrogation in favor of the State of Utah.

$1,000,000	General Aggregate
$1,000,000	Products-Completed Operations Aggregate
$500,000	Personal and Advertising Injury
$500,000	Each Occurrence

13.3 **Other Insurance Coverages**. Consultant shall maintain the following insurance at levels Consultant determines: Professional Liability Insurance (an Attachment to this Agreement may be more specific in regard to Professional Liability Insurance), Comprehensive Automobile Liability Insurance, Valuable Papers and Records Coverage and Electronic Data Processing (Data and Media) Coverage, and Aircraft Use. Any minimum requirements for these insurance coverages will be identified in the Solicitation for Consultant Services or any other document used to procure Consultant's services. Any type of insurance or any increase of limits of liability not described in this Agreement which the Consultant requires for its own protection or on account of any statute, rule, or regulation shall be its own responsibility and at its own expense.

13.4 The carrying of insurance required by this Agreement shall not be interpreted as relieving the Consultant of any other responsibility or liability under this Agreement or any applicable law, statute, rule, regulation or order.

ARTICLE 14. STANDARD OF CARE. The services of Consultant and its Subconsultants, if any, shall be performed in accordance with and judged solely by the standard of care exercised by licensed members of their respective professions having substantial experience providing similar services on projects similar in type, magnitude and complexity to the Project that is the subject of this Agreement. The Consultant shall be liable to the DFCM or the State of Utah for claims, liabilities, additional burdens, penalties, damages or third party claims (i.e. a Contractor claim against DFCM or the State of Utah), to the extent caused by errors or omissions that do not meet this standard of care.

ARTICLE 15. USE OF "SALES AGENTS." The Consultant warrants that no sales agent has been employed or retained except as indicated in writing to DFCM.

ARTICLE 16. LAWS, CODES AND REGULATIONS. Consultant and its Subconsultants shall use their best efforts consistent with the Standard of Care stated herein to comply with all applicable laws, codes, rules, regulations, ordinances and quality requirements applicable to the Project.

ARTICLE 17. DFCM REVIEWS, LIMITATIONS. The right of the DFCM or any entity/user to perform plan checks, plan reviews, other reviews and/or comment upon the work of the Consultant, as well as any approval by the DFCM, shall not be construed as relieving the Consultant from its professional and legal responsibility for services required under this Agreement. No review by the DFCM or any entity/user, approval or acceptance, or payment for any of the services required under this Agreement shall be construed to operate as a waiver by the DFCM of any right under this Agreement or of any cause of action arising out of the

performance or nonperformance of this Agreement, and the Consultant shall be and remain liable to the DFCM in accordance with applicable law for all damages to the DFCM caused by the Consultant's acts, errors and/or omissions.

ARTICLE 18. DISCRIMINATION AND SEXUAL HARASSMENT PROHIBITED. Pursuant to the laws of the State of Utah, the Consultant, or any person acting on behalf thereof, will not discriminate against any employee or applicant for employment because of race, creed, color, sex, religion, ancestry or national origin. To the extent applicable, said persons will comply with all provisions of Executive Order No. 11246 dated September 24, 1965 and rules, regulations, orders, instructions, designations and other directives promulgated pursuant thereto. The Consultant, or anyone for whose act the Consultant may be liable, shall not act in any manner as would violate the laws, regulations and policies of the United States or the State of Utah prohibiting sexual harassment.

ARTICLE 19. PERFORMANCE EVALUATION. DFCM may conduct a performance evaluation of the Consultant's services, including specific personnel of Consultant or any Subconsultant at any time. Results of any evaluation will be made available to the Consultant.

ARTICLE 20. STATUTE OF LIMITATION AND STATUTE OF REPOSE. An action by or against the Consultant, the Consultant's Subconsultant, agent, independent Subconsultant, or anyone for whom the Consultant may be liable, shall comply with and be bound by the applicable and lawful statute of limitation and statute of repose provisions. Notwithstanding this, any action by or against the Consultant, the Consultant's Subconsultant, agent, independent Subconsultant, or anyone for whom the Consultant may be liable, that is based in contract or warranty shall be commenced within six (6) years of the date of substantial completion of the improvement or abandonment of construction except that such period of limitation shall be modified as follows:

20.1 **Fraudulent Concealment.** In the event that the Consultant, the Consultant's Subconsultant, agent, independent Subconsultant, or anyone for whom the Consultant may be liable has fraudulently concealed the act, error, omission or breach of duty, or the injury, damage or other loss caused by the act, error, omission or breach of duty, the six year period shall not begin to run until such time as the DFCM discovers or, through the exercise of reasonable diligence, should have discovered its claim.

20.2 **Willful and Intentional.** In the event that the Consultant, the Consultant's Subconsultant, agent, independent Subconsultant, or anyone for whom the Consultant may be liable commits a willful or intentional act, error, omission, or breach of duty, the six year period shall not begin to run until such time as the DFCM discovers or, through the exercise of reasonable diligence, should have discovered its claim.

20.3 **Unintentional and Nonfraudulent Latent Acts, Errors, Omissions or Breaches of Duty.** In the event of an unintentional and nonfraudulent latent act, error, omission or breach of duty, the DFCM shall have the time period allowed by Utah law and the Utah Code, unless a longer period is provided for in an attachment to this Agreement.

20.4 **"Different Period of Limitation" from Utah Code.** These provisions are understood and agreed to by the Consultant as establishing a "different period of limitations" as that term is used in UCA 78-12-21.5(3)(a) or any other similar statute of the Utah Code. These provisions are not intended to shorten any time period allowed by Utah law and code for non-contract actions, including but not limited to, those based in tort.

ARTICLE 21. WAIVERS. No waiver by the DFCM or Consultant of any default shall constitute a waiver of the same default at a later time or of a different default.

ARTICLE 22. APPLICABLE LAW AND VENUE. This Agreement shall be construed in accordance with the laws of the State of Utah. Venue for any legal proceeding regarding this Agreement shall in the Salt Lake County, State of Utah.

ARTICLE 23. AUTHORITY TO EXECUTE. The Consultant and DFCM each represent that the execution of this Agreement and the performance thereunder is within their respective duly authorized powers.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement on the day and year first above written.

CONSULTANT:

_____
Signature Date

Title: _____

_____
Please type/print name clearly

State of _____)
)
County of _____)

On this ____ day of _____, 20____, personally appeared before me, _____, whose identity is personally known to me (or proved to me on the basis of satisfactory evidence) and who by me duly sworn (or affirmed), did say that he (she) is the _____ (title or office) of the firm and that said document was signed by him (her) in behalf of said firm.

_____
Notary Public

(SEAL)

My Commission Expires _____

APPROVED AS TO FORM:
ATTORNEY GENERAL
February 2, 2015
By: ALAN S. BACHMAN
Asst Attorney General

DIVISION OF FACILITIES CONSTRUCTION AND MANAGEMENT

*/S/ DFCM
DFCM

Approved for expenditure:

*/S/ Division of Finance
Division of Finance

Approved as to availability of funds:

*/S/ David D. Williams, Jr.
David D. Williams, Jr.
CBA Financial Director

*Electronic signatures are effective when the AIM Status History page is attached to this agreement following this signature page. The AIM Status History page identifies the State signatures.

DELETE highlighted area before issuing for signature.

EXHIBITS: "A" - Solicitation for Consultant Services
"B" - if attached by DFCM. This may also include specific Professional Liability Insurance requirements including aggregate and per occurrence requirements.