



Department of Engineering

July 11, 2023

Board of Public Works & Safety
10 South State Street
Greenfield, IN 46140

Dear Members,

After our insurance carrier's engineer determined that the fire-damaged shelter house couldn't be salvaged, we demolished the remainder of the structure last month. In the meantime, we've enlisted the assistance of the architecture firm arcDESIGN to perform the design of a new Riley Park Shelter House.

This design concept will keep the shelter house and its capacity as close to as it was, as possible, with modern code-required additions such as number of bathrooms, egress requirements, and possible parking lot expansions. Our insurance policy covers the replacement of the building and any code-related upgrades that are required due to modern building or zoning codes.

This contract has been review by our insurance carrier and has been cleared for execution and reimbursement by the insurance proceeds.

Therefore, I would like to ask for approval of the attached professional services agreement with arcDESIGN in the not-to-exceed amount of \$79,600.00.

Sincerely,

A handwritten signature in black ink that reads "Jason Koch". The signature is written in a cursive, flowing style.

Jason A. Koch, P.E.
City Engineer

PROFESSIONAL SERVICE AGREEMENT
BETWEEN
(ARCHITECT)
AND THE CITY OF GREENFIELD BY AND THROUGH
ITS BOARD OF PUBLIC
WORKS AND SAFETY (OWNER)

WHEREAS, OWNER desires to obtain professional design ARCHITECTURAL services for the City of Greenfield Project entitled (Greenfield Parks Shelter); and

WHEREAS, OWNER wishes to obtain these services according to time requirements which specify particular and definite deadlines; and

WHEREAS, OWNER wishes to limit its review role of these services; and

WHEREAS, ARCHITECT has expressed its willingness to provide these services within the specified time requirements and with a limited review role by OWNER.

NOW, THEREFORE, in consideration of the mutual promises, representations, warranties, covenants and responsibilities, OWNER and ARCHITECT agree as follows:

ARTICLE 1. AUTHORITY TO EXECUTE AGREEMENT

Each party represents and warrants to the other party that:

- 1.1 The party is duly organized and existing in good standing under the laws of Indiana and has all requisite power and authority to carry out the obligations set forth in this Agreement.
- 1.2 The party has the power, authority, and legal right to enter into and perform its obligations set forth in this Agreement, and the execution, delivery, and performance whereof, have been duly authorized by all necessary action.
- 1.3 This Agreement has been duly entered into and delivered and constitutes a legal, valid, and binding obligation of the party, enforceable in accordance with its terms.

ARTICLE 2. ATTACHMENTS

The Attachments which accompany and form a part of this Agreement as of the date hereof are:

- 2.1 "Attachment A" consisting of the described services to be performed by ARCHITECT.
- 2.2 "Attachment B" consisting of a list of key professional staff and subcontractors ARCHITECT agrees to provide for the Project and the man-hours that will be devoted to the

Project.

- 2.3 "Attachment C" consisting of a list of key staff OWNER agrees to provide for the Project.
- 2.4 "Attachment D" consisting of a schedule for completion of the milestone tasks of the Project.
- 2.5 "Attachment E" consisting of a mediation process to be utilized by the parties.
- 2.6 "Attachment F" consisting of information to be provided by OWNER to ARCHITECT.
- 2.7 "Attachment G" consisting of compensation for ARCHITECT's services under this Agreement.

ARTICLE 3. INTENT AND INTERPRETATION

- 3.1 The "Agreement", as referred to herein, shall mean this Agreement executed by OWNER and ARCHITECT, and shall include these Terms and Conditions, the Attachments described in Article 2 and attached hereto, and any written supplemental agreement or modification entered into between OWNER and ARCHITECT, in writing, after the date of this Agreement.
- 3.2 In resolving conflicts, errors, discrepancies and disputes concerning the scope of the work or services to be performed by ARCHITECT or other rights or obligations of OWNER or ARCHITECT, the document or provision thereof expressing the greater quantity, quality or scope of service or imposing the greater obligation upon ARCHITECT and affording the greater right or remedy to OWNER, shall govern; otherwise, precedence shall be given in the following order: provisions of these Terms and Conditions, provisions contained in any Attachment hereto and required provisions contained in any governmental regulation incorporated herein by reference.
- 3.3 Any interpretation applied to this Agreement, by the parties hereto, by an arbitrator, court of law, or by any other third party, shall not be made against OWNER solely by virtue of OWNER or OWNER'S representatives having drafted all or any portion of this Agreement.
- 3.4 This Agreement shall include, and incorporate by reference, any provision, covenant or condition required or provided by law or by regulation of any state or federal regulatory or funding agency.

ARTICLE 4. ARCHITECT'S RESPONSIBILITIES

- 4.1 ARCHITECT shall serve as OWNER's professional representative in the design phase of the Project, and with respect to all services provided by ARCHITECT hereunder, and will give consultation and advice to OWNER during the performance of such services.

- 4.2 ARCHITECT shall perform professional services as stated in "Attachment A" of this Agreement, including normal civil, structural, mechanical, electrical and architectural services incidental thereto.
- 4.3 ARCHITECT shall perform all services under this Agreement in a skillful and competent manner in accordance with normally accepted standards of the architectural and ARCHITECTURAL professions and with that degree of care and skill which a professional ARCHITECT or architect would exercise under the same or similar circumstance. Without modifying the above standard, ARCHITECT shall be responsible for the professional quality, technical accuracy, timely completion, and the coordination of all designs, drawings, specifications, reports, and other services furnished by ARCHITECT under this Agreement.
- 4.4 ARCHITECT shall perform all professional services necessary to accomplish the work required to be performed under this Agreement, in accordance with this Agreement and applicable local, state and federal requirements.
- 4.5 ARCHITECT shall, without additional compensation, correct or revise any errors or omissions in its designs, drawings, specifications, reports, or any other services.
- 4.6 Acceptance by OWNER or approval by any governmental regulatory or funding agency of drawings, designs, specifications, reports, and incidental ARCHITECTURAL work, services or materials furnished hereunder shall not in any way relieve ARCHITECT of its liability to OWNER or others for negligent acts, errors, omissions, or other deficiencies in the performance of services. OWNER's monitoring or acceptance of, or payment for, any of ARCHITECT's services shall not be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement by ARCHITECT.
- 4.7 ARCHITECT shall make all reasonable efforts to provide competent, capable, experienced and suitably qualified personnel for the performance of all services. Any employee or representative of ARCHITECT who, in the opinion of OWNER, does not perform its work in a proper and skillful manner, or is disrespectful, or otherwise objectionable, shall, at the written request of OWNER, be removed from performing any further services on behalf of OWNER.
- 4.8 ARCHITECT shall provide to OWNER the key staff and subcontractors listed in "Attachment B" and shall make each person and subcontractor available to the Project for the duration of the Project. In the event any of the staff and subcontractors listed in "Attachment B" is not available to the Project, ARCHITECT shall provide replacement personnel to the satisfaction of OWNER. OWNER may not unreasonably withhold its consent. A failure by ARCHITECT to provide professional staff and subcontractors as required by this Article shall be considered a material breach of the Agreement.

- 4.9 ARCHITECT shall be fully responsible for all negligent acts, errors or omissions of consultants and subcontractors and of persons and organizations directly or indirectly employed by ARCHITECT, and of persons and organizations for whose acts any consultant may be liable to the same extent that ARCHITECT is responsible for the negligent acts, errors or omissions of persons directly employed by ARCHITECT. Nothing in this Agreement, nor any communication, directive, action or failure to act on the part of OWNER, shall create any contractual relationship between OWNER and any consultant or subcontractor having a contract with ARCHITECT, nor shall it create any obligation on the part of OWNER to pay or to see to payment of any monies due any consultant or subcontractor to ARCHITECT.
- 4.10 ARCHITECT agrees to bind specifically every subcontractor and consultant to the applicable terms and conditions of this Agreement for the benefit of OWNER. ARCHITECT shall obtain written acceptance from OWNER for all proposed subcontractors and subcontract agreements for any portion of the Scope of Work described in "Attachment A" and shall furnish copies of all executed subagreements.
- 4.11 ARCHITECT shall include all subcontractors on "Attachment B". ARCHITECT may not remove or otherwise substitute subcontractors indicated on "Attachment B" without consent of OWNER. A failure by ARCHITECT to provide the subcontractors as required by this Article shall be considered a material breach of the Agreement.
- 4.12 To the extent the standard in Paragraph 4.3 is met, ARCHITECT's responsibility under this Agreement shall not be diminished by new or advanced processes, methods, designs or technology recommended or utilized by ARCHITECT for the Project.
- 4.13 ARCHITECT's submittals are subject to prompt monitoring and acceptance by OWNER for general compliance with the services described in "Attachment A". In the event that any submittal is not accepted by OWNER, OWNER shall notify ARCHITECT in writing of its reasons for non-acceptance and may make suggested revisions. Upon receipt of said notification, the non-acceptance submittal shall be revised appropriately by ARCHITECT until accepted by OWNER. If ARCHITECT does not agree with OWNER's suggested revisions, ARCHITECT shall submit its reasons therefore to OWNER in writing.
- 4.14 In the event that the performance of any services described in this Article or in "Attachment A" under this Agreement by ARCHITECT shall require ARCHITECT to use, consider, complete, or evaluate any designs, specifications, contract documents, reports, studies or other services provided to OWNER or ARCHITECT by another architect, ARCHITECT or consultant, ARCHITECT shall take reasonable and prudent steps to verify the technical accuracy of such items and shall report in writing to OWNER any conflict, error or discrepancy which may be discovered by such investigation and verification. ARCHITECT shall assume all risks and bear all costs associated with any conflict, error, inaccuracy or discrepancy in such items which are not discovered by ARCHITECT due to its failure to

conduct such reasonable and prudent inquiry and study, or which are discovered by ARCHITECT but not reported in writing to OWNER provided, however, that ARCHITECT shall not be barred from actions against third parties. At the written request of ARCHITECT, OWNER may assign to ARCHITECT all or any portion of the rights which OWNER may possess to pursue remedies against the ARCHITECT, architect or consultant which provided OWNER with said designs, specifications, contract documents, reports, studies, or other services. Such a request shall not be unreasonably denied.

- 4.15 ARCHITECT shall fulfill the requirements of governing regulatory agencies as may be applicable to the work and services to be performed by ARCHITECT described in this Article or in "Attachment A".
- 4.16 The liability of ARCHITECT under this Article shall survive the expiration of this Agreement.

ARTICLE 5. OWNER'S RESPONSIBILITIES

Except to the extent that such responsibilities are otherwise waived or assumed by ARCHITECT, OWNER shall take reasonable steps to:

- 5.1 Issue a written notice to proceed within 30 days of fully executed Agreement. If OWNER fails to so issue the Notice to Proceed OWNER shall:
 - A. Extend the completion date as described in "Attachment D" one (1) day for each day past the above date that the Notice to Proceed was not issued;
 - B. Order ARCHITECT to accelerate up to fifteen (15) days to maintain the schedule described in "Attachment D"; or
 - C. A combination of A and B;

provided, however, that ARCHITECT has executed this Agreement and satisfactorily delivered to and had accepted by OWNER, the documents required in Paragraph 7.4 within seven (7) calendar days of the award of this Agreement by the appropriate authority. To the extent that ARCHITECT has failed to so perform, OWNER's obligation to extend the completion date shall not arise.

OWNER shall notify ARCHITECT of its decision in writing prior to, or at the latest, at the time of the issuance of the Notice to Proceed.

If OWNER orders acceleration under subsections 5.1.B or 5.1.C, OWNER shall compensate ARCHITECT the amount of a mutually agreed upon amount per day for acceleration.

OWNER may not order acceleration under this section after the Notice to Proceed is issued.

ARCHITECT agrees that said compensation for acceleration and/or said time extension shall be full accord and satisfaction for any and all expenses and damages ARCHITECT may experience resulting from the delay and/or the order to accelerate.

- 5.2 Designate in writing a person to act as OWNER's representative with respect to the services to be performed or furnished by ARCHITECT under this Agreement. Subject to Article 22, such person will have authority to transmit instructions, receive information, interpret and define OWNER's policies and decisions with respect to ARCHITECT's services for the Project. Said person as well or other key personnel are indicated in "Attachment C".
- 5.3 Make available all information pertinent to the Project including previous reports and any other data relative to design and construction of the Project.
- 5.4 Furnish to ARCHITECT, as required by ARCHITECT for performance of its services, data prepared by or services of others.
- 5.5 Monitor all studies, reports, sketches, drawings, specifications, proposals and other documents presented by ARCHITECT.
- 5.6 Pay cost for advertising and obtaining formal bids or proposals from contractors.
- 5.7 Provide such legal, accounting and insurance counseling services as may be required for the Project, and such auditing service as OWNER may require to ascertain how or for what purpose any contractor has used the monies paid to it under the construction contract.
- 5.8 Subject to the provisions of Paragraph 4.14, and to the extent that persons providing reports, data and other information to OWNER which OWNER furnishes to ARCHITECT under this Article are responsible for their accuracy and completeness, OWNER shall be responsible for, and ARCHITECT may rely upon, the accuracy and completeness of all said reports, data and other information.
- 5.9 Arrange for access to and make all provisions for ARCHITECT to enter upon public and private property as required for ARCHITECT to perform services under this Agreement.
- 5.10 Attend the pre-bid conference, bid opening and preconstruction conferences.

ARTICLE 6. COMPLETION SCHEDULE

- 6.1 The proposed schedule for the completion of the Project is presented in "Attachment D" and is made a part hereof.
- 6.2 ARCHITECT shall adhere to all time limits stated in this Agreement or included in any accepted time schedule. All such time limits shall be of the essence to this Agreement.

- 6.3 In all events, the various stages and phases of ARCHITECT'S services are to be completed in such sequence and at such times, and within approved or agreed upon time limits, as may be required to assure the timely, continuous, efficient and diligent prosecution of the work and services provided for by this Agreement.
- 6.4 OWNER may at any time, by written order, make changes within the general scope of the Agreement in the services of work to be performed. If ARCHITECT believes that such a change justifies an increase in ARCHITECT's contract time or contract price required to perform the services under this Agreement, it must assert such claim in writing within thirty (30) days of receipt of OWNER's written order giving rise to the claim. No claim for adjustment in the contract time or contract price will be valid if not submitted in accordance with this paragraph. No services for which ARCHITECT will charge additional compensation shall be furnished without the written authorization of OWNER.
- 6.5 ARCHITECT shall carry on all work required under this Agreement and maintain the schedule for services during all disputes or disagreements with OWNER. No work shall be delayed or postponed pending resolution of any disputes or disagreements except as permitted in Article 8, or as ARCHITECT and OWNER may otherwise agree in writing.
- 6.6 If the commencement, prosecution or completion of the services under this Agreement, or of the construction of the Project is delayed by any act, omission, delay, neglect or default of ARCHITECT, or anyone employed by ARCHITECT, or by any damage or acts caused by the negligent acts or omissions by ARCHITECT, then ARCHITECT shall be liable to OWNER for any and all costs, assessments, expense, liabilities or damages caused thereby, in accordance with Paragraph 4.9.
- 6.7 ARCHITECT shall not be responsible for any time delays in the Project, or in the performance of services under this Agreement, to the extent such delays are caused solely by any act, omission, neglect or default of OWNER or anyone employed by OWNER, or by the unreasonable delay of any review agency or utility, or for any delay or damage caused by fire or the combined action of workers and which are in no way chargeable, in whole or in part, to ARCHITECT, or by any other conditions or circumstances beyond the control of ARCHITECT, its employees, agents, or other persons for whose acts or omissions ARCHITECT is responsible. In the event of such delay, ARCHITECT shall be entitled to an adjustment in the scheduled or agreed time limitations for the performance of services, and this Agreement shall be modified in writing accordingly. Any claim of ARCHITECT for adjustment under this clause must be asserted in writing within thirty (30) days from the date of the occurrence of the event giving rise to the claim, unless OWNER grants a further period of time before the date of final payment to ARCHITECT. The adjustment of time for the performance of services, as provided in this paragraph, shall be ARCHITECT's sole exclusive right, entitlement and remedy in the event of such delays, and ARCHITECT shall have no claim against OWNER for adjustment for increase in costs of performance, or other damages occurred in connection therewith.

ARTICLE 7. INSURANCE

7.1 ARCHITECT shall, as a condition precedent to this Agreement, purchase and thereafter maintain such insurance as will protect it and OWNER from the claims set forth below which may arise out of or result from ARCHITECT's operations under this Agreement, whether such operations be by ARCHITECT or by its subcontractors or by anyone directly or indirectly employed by any of them, or by anyone directly for whose acts any of them may be liable:

- A. Claims under Worker's Compensation and Occupational Disease Acts, and any other employee benefits acts applicable to the performance of the work;
- B. Claims for damages because of bodily injury and personal injury, including death, and;
- C. Claims for damages to property.

7.1.1 ARCHITECT's commercial general liability insurance shall also provide coverage for the following:

- (a) Contractual liability insurance as applicable to any hold-harmless agreements in the contract;
- (b) Products and completed operations;
- (c) Broad form liability; and
- (d) Independent Contractors.

7.1.2 ARCHITECT's insurance shall be not less than the amounts shown below:

- | | | |
|-----|--------------------------|----------------------------|
| (a) | Worker's Compensation | Statutory |
| (b) | Employer's Liability | |
| | Bodily Injury Accident | \$100,000
each accident |
| | Bodily Injury by Disease | \$500,000
policy limit |

	Bodily Injury by Disease	\$100,000 each employee
(c)	Commercial General Liability (Occurrence Basis)	
	Bodily injury, personal injury, property damage, contractual liability, products-completed operations.	
	General Aggregate Limit (Other Than Products/Completed Operations)	\$2,000,000
	Products/Completed Operations	\$2,000,000
	Personal & Advertising Injury Limit	\$1,000,000
	Each Occurrence Limit	\$1,000,000
	Damage to Rented Premises	\$100,000 each occurrence
	Medical Expense Limit	\$5,000
(d)	Comprehensive Auto Liability (single limit) (owned, hired & non-owned)	\$1,000,000
	Bodily injury & property damage	\$1,000,000 each accident
(e)	Umbrella Excess Liability	\$1,000,000 each occurrence and aggregate
(f)	Professional Liability	\$1,000,000 per claim and aggregate

7.2.1 Professional liability coverage shall be in effect from the effective date of this Agreement and shall remain in effect continuously until the applicable statute of limitations has run (Coverage Period). Coverage also shall extend to employees who may retire, transfer or otherwise cease employment with ARCHITECT during the Coverage Period.

7.2.2 Professional liability policies may be either claims made or per occurrence.

- 7.2.3 Deductibles on professional liability policies may be either per claim or per occurrence.
- 7.2.4 Professional liability coverage shall only be limited by a maximum annual aggregate. There shall be no limits on the number or amount of claims made against a specific Project.
- 7.3 With the prior approval of OWNER, ARCHITECT may substitute different types of coverage for those specified as long as the total amount of required protection is not reduced.
- 7.4 Copies of Certificates of Insurance, naming the City of Greenfield as an "additional insured" (subsections 7.1.2(c) through (e) only), including proof of required Professional Liability Insurance, showing such coverage then in force (but not less than the amount shown above) shall be filed with OWNER prior to the effective date of this Agreement. These policies and Certificates shall contain a provision that coverages afforded under the policies will not be cancelled or not renewed until at least thirty (30) days after written notice has been given to OWNER.
- 7.5 Nothing in the above provisions shall operate as or be construed as limiting the amount of liability of ARCHITECT to the above-enumerated amounts.
- 7.6 Regardless of the nature of the policy or whether the deductible is per claim or per occurrence, all deductibles shall be the responsibility of ARCHITECT.
- 7.7 Notwithstanding any other provision of this Agreement, ARCHITECT shall provide all insurance coverage required by the documents provided by OWNER.

ARTICLE 8. COMPENSATION TO ARCHITECT

- 8.1 For the services described in this Agreement or in "Attachment A", OWNER agrees to pay ARCHITECT as per the provisions of "Attachment G", unless modified by an amendment to this Agreement.
- 8.2 No payment request or statement made pursuant to this Article shall exceed the estimated amount in value of the work and services performed by ARCHITECT under this Agreement, which estimates shall be prepared by ARCHITECT and supplemented or accompanied by such supporting data as may be required by OWNER.
- 8.3 Payment requests by ARCHITECT shall be submitted once monthly. The payment request shall be accompanied by a signed voucher and such supporting data as may be required by OWNER.
- 8.4 ~~When progress payments are made to ARCHITECT, OWNER may withhold Ten Percent~~

~~(10%) of the amount and value of all work and services theretofore performed by ARCHITECT, as shown by ARCHITECT's payment request. If OWNER determines that ARCHITECT's performance is satisfactory, OWNER, at its sole discretion, may reduce or eliminate retainage. OWNER's right to withhold retainage pursuant to this paragraph may be implemented at any time during ARCHITECT's period of services and may relate back to prior payments against which no retainage was withheld. The money withheld will be placed in an interest bearing account with the interest earned payable to ARCHITECT. Depository and account shall be mutually agreed upon. Once the Project is completed in accordance with the terms of this Agreement, OWNER will pay ARCHITECT promptly for the retainage withheld and the resulting interest.~~

- 8.5 OWNER shall have the right to withhold from payments due ARCHITECT such sums as necessary to protect OWNER against any loss, claim or damage which may result from the negligence or unsatisfactory work by ARCHITECT, failure by ARCHITECT to perform its obligations and responsibilities under this Agreement, or claims filed against ARCHITECT or OWNER relating to ARCHITECT's services or work. OWNER shall provide ARCHITECT written notification of its reason for so withholding payments. When the grounds or causes for such withholding are removed, payment shall be made for amounts withheld because of them.
- 8.6 OWNER shall pay ARCHITECT for the professional services supported by invoices and documentation. OWNER will pay the amount of the invoice within thirty (30) days of OWNER'S acknowledgement that invoice and documentation are acceptable. OWNER will give ARCHITECT written notice within five (5) working days of receipt of the invoice and documentation if the invoice or documentation is not acceptable. OWNER is the sole judge as to the acceptability of the invoices and documentation. If OWNER fails to pay ARCHITECT according to this paragraph, OWNER shall pay ARCHITECT **0.0192%** of the unpaid amount per each day in excess of thirty (30) days.
- 8.7 If, prior to the satisfactory completion of services under this Agreement, the total costs incurred by ARCHITECT are within 25% of the maximum amount payable, ARCHITECT shall notify OWNER in writing. ARCHITECT shall cease all work when the total costs incurred equal 95% of the maximum amount payable. Work will not recommence until ARCHITECT receives written notice from OWNER and an adjusted maximum amount payable has been negotiated, if in the sole judgment of OWNER, such an adjustment is required. ARCHITECT shall not be entitled to compensation for unauthorized work over the maximum amount payable. This section shall not apply when the method of compensation described in Article 8.1 is lump sum.
- 8.8 Upon satisfactory completion of all work and services to be performed hereunder, and prior to final payment under this Agreement for such services, or prior to settlement upon termination of this Agreement, and as a condition precedent thereto, ARCHITECT shall execute and deliver to OWNER a release of all claims against OWNER arising under or by virtue of this Agreement. In all events, the making and acceptance of final payment shall be

conclusive as to OWNER's performance of the Agreement and shall constitute a waiver of all claims by ARCHITECT against OWNER.

ARTICLE 9. TERMINATION BY OWNER

- 9.1 If ARCHITECT becomes insolvent, or if it refuses or fails to perform the work and services provided by this Agreement, or if it refuses to perform disputed work or services as directed pending resolution of such dispute, or if it fails to make payments to subcontractors or consultants employed by it, or if it otherwise materially violates or fails to perform any term, covenant or provision of this Agreement, ARCHITECT shall be considered in default, and OWNER may, without prejudice to any other right or remedy, terminate this Agreement in whole or in part, in writing, provided that ARCHITECT shall be given; (1) not less than ten (10) calendar days written notice (delivered by certified mail, return receipt requested) of OWNER's intent to terminate; and (2) an opportunity for consultation with OWNER prior to termination, and a reasonable opportunity to cure the default. In determining the amount of final payment to be made to ARCHITECT upon such termination for default, if any, no amount shall be allowed for anticipated profit on unperformed services or other work; furthermore, an adjustment shall be made to the extent of any additional costs incurred or reasonably foreseen by OWNER to be incurred by reason of ARCHITECT's default.
- 9.2 This Agreement may be terminated in whole or in part in writing by OWNER for OWNER's convenience; provided that ARCHITECT is given: (1) not less than ten (10) calendar days written notice (delivered certified mail, return receipt requested) of intent to terminate; and (2) an opportunity for consultation with OWNER prior to termination. If termination for convenience is effected by OWNER, ARCHITECT's compensation shall be equitably adjusted to include a reasonable profit for services or other work performed, and shall provide for payment to ARCHITECT for services rendered and expenses incurred prior to the termination. No amount shall be allowed for anticipated profit on unperformed services or other work.
- 9.3 Upon receipt of a termination action for default or for OWNER'S convenience, ARCHITECT shall: (1) promptly discontinue all services affected, unless the termination notice directs otherwise, and (2) deliver or otherwise make available to OWNER all data, drawings, specifications, reports, estimates, summaries, and such other information, materials or documents as may have been accumulated by ARCHITECT in performing this Agreement, whether completed or in process.
- 9.4 If, after termination for ARCHITECT's default, it is determined that ARCHITECT was not in default, the termination shall be deemed to have been effected for the convenience of OWNER.

In such event, adjustment of the price provided for in this Agreement shall be made as provided in Paragraph 9.2 and the recovery of such price adjustment shall be ARCHITECT's sole remedy and recovery.

9.5 Notwithstanding any other provision of this Agreement, if funds for the continued fulfillment of this Agreement by OWNER are at any time insufficient or not forthcoming through failure of any entity to appropriate funds or otherwise, then OWNER shall have the right to terminate this Agreement without penalty by giving written notice documenting the lack of funding, in which instance unless otherwise agreed to by the parties, this Agreement shall terminate and become null and void on the last day of the fiscal period for which appropriations were received. OWNER agrees that it will make its best efforts to obtain sufficient funds, including, but not limited to, requesting in its budget for each fiscal period during the term hereof sufficient funds to meet its obligations hereunder in full.

ARTICLE 10. TERMINATION BY ARCHITECT

10.1 If OWNER fails to pay ARCHITECT within sixty (60) days after payment is due, ARCHITECT may, after having given fifteen (15) days written notice, and if OWNER has not made payment, terminate this Agreement. In the event of such termination, OWNER shall compensate ARCHITECT in accordance with the provisions of Paragraphs 8.6 and 9.2 of this Agreement.

10.2 If OWNER requests ARCHITECT to furnish or perform services contrary to ARCHITECT's responsibilities as a licensed design professional, ARCHITECT shall notify Director of OWNER of this request within three (3) days of the request being made. If Director renews request and request actually requires ARCHITECT to act contrary to ARCHITECT's responsibilities as a licensed design professional, ARCHITECT may terminate this Agreement upon seven (7) days written notice to OWNER. In the event of such termination, OWNER shall compensate ARCHITECT in accordance with the provisions of Paragraph 9.2 of this Agreement.

10.3 If ARCHITECT loses the services of key personnel essential to the prosecution of this Agreement, ARCHITECT has the following options:

A. With the consent of OWNER, substitute other personnel (OWNER may not unreasonably withhold consent); or

B. Terminate the Agreement.

However, if ARCHITECT terminates the Agreement, OWNER may complete PROJECT in any manner deemed appropriate. ARCHITECT shall be liable to OWNER for the difference between the cost of completing the PROJECT after termination and the contract price, but less expenses saved in consequence of ARCHITECT's termination.

ARTICLE 11. SUCCESSORS AND ASSIGNS

11.1 OWNER and ARCHITECT each binds itself and its partners, successors, executors,

administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to the promises, representations, acknowledgements, covenants and responsibilities contained in this Agreement.

- 11.2 Except as otherwise provided herein, ARCHITECT shall not assign, sublet or transfer its interest in this Agreement without the written consent of OWNER.
- 11.3 Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of OWNER.

ARTICLE 12. RECORDS; AUDITS

ARCHITECT shall maintain books, records, documents and other evidence directly pertinent to performance of services under this Agreement in accordance with generally accepted accounting principles and practices consistently applied. ARCHITECT shall also maintain the financial information and data used by ARCHITECT in the submission or preparation of any cost submission, statement or summary submitted to OWNER or any funding agency. OWNER, or any agencies which have tendered grants for the Project, or any person so designated by a granting agency shall, until the expiration of THREE (3) years after final payment under this Agreement have access to and the right to examine, inspect, audit and copy directly pertinent books, documents, papers and records of ARCHITECT involving any transaction related to this Agreement. To the extent that the person or entity which seeks to examine, inspect, audit and copy said documents is under the control of OWNER, said person or entity will provide ARCHITECT with seventy-two (72) hours written notice. ARCHITECT agrees to incorporate this provision into any subagreements executed by ARCHITECT with others for work or services related to this Project. The periods of access and examination as described herein shall continue until any disputes, claims or litigation arising out of the performance of this Agreement have been disposed of.

ARTICLE 13. OWNERSHIP OF DOCUMENTS

All drawings, specifications, computations, sketches, test data, survey results, models, photographs, renderings and other material relating to this Project, developed in the performance of this Agreement or prepared in connection therewith, are the property of OWNER and shall be delivered to OWNER, if requested by OWNER, upon completion of services or upon termination of this Agreement. With respect thereto, ARCHITECT shall not assert or establish any right or claim under the design patent or copyright law. ARCHITECT agrees that work done under this Agreement constitutes "work for hire" under copyright law, and OWNER shall retain the right to any design patent or copyright and may use any and all materials prepared by ARCHITECT without reservation. In the event that any deliverables developed during this project are deemed not to be "works for hire" under copyright law, ARCHITECT agrees, at no additional cost, to assign all right, title and interest, including copyright in and to such deliverables, to OWNER. OWNER will not change or reuse any document for any project or purpose other than as described in the Agreement without the written consent of ARCHITECT. However, ARCHITECT expressly acknowledges that

OWNER is a public agency and is subject to public access, disclosure and distribution laws, regulations and policies. ARCHITECT acknowledges that OWNER will not treat this Agreement as confidential information and will post the Agreement on OWNER website as required by law. Use by the public of any document or the information contained therein, shall not be considered an act of OWNER.

ARTICLE 14. NOTICES

When written notice is required by this Agreement, it shall be sufficiently given, in the absence of a specific provision to the contrary, when delivered or sent by United States first-class mail to ARCHITECT at its business address, or to OWNER or OWNER's representative, or by personally delivering such notice to the party to be in receipt thereof.

ARTICLE 15. NONDISCLOSURE

Unless required by law, ARCHITECT shall not divulge information concerning this Project to anyone, unless prior written approval is received from OWNER, and shall obtain similar agreements from persons and firms employed by it. OWNER reserves the right to release all information as well as to time its release, form and content. This requirement shall survive the expiration of this Agreement.

ARTICLE 16. OTHER CONSULTANTS

OWNER reserves the right to employ other ARCHITECTs, architects and consultants in connection with the work or Project.

ARTICLE 17. REDUCTION FOR DEFECTIVE PRICING DATA

If OWNER determines that any price, including profit, negotiated in connection with this Agreement or any cost reimbursable under this Agreement was increased because ARCHITECT or any subcontractor furnished incomplete or inaccurate cost or pricing data or data not current as certified or represented in any submittal to OWNER or funding agencies, then such price or cost or profit shall be reduced accordingly and the Agreement shall be modified in writing to reflect such reduction.

ARTICLE 18. NON-CONTINGENT FEES

ARCHITECT warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees. For breach or violation of this warranty, OWNER shall have the right to annul this Agreement without liability or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

ARTICLE 19. CHOICE OF FORUM

Parties agree that any litigation associated with or arising from this Agreement shall be filed with a court of competent jurisdiction within the State of Indiana.

ARTICLE 20. NON-DISCRIMINATION

- 20.1 ARCHITECT and subcontractor shall not discriminate against any employees or applicant for employment, to be employed in the performance of this Agreement, with respect to her or his hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of her or his race, sex, sexual orientation, gender identity, religion, color, national origin, ancestry, age, disability, or United States military service veteran status. Breach of this covenant may be regarded as a material breach of the Agreement.
- 20.2 ARCHITECT represents for itself and all its subcontractors compliance with existing laws of the State of Indiana and the United States regarding:
- A. Prohibition of discrimination in employment practices on the basis of race, sex, creed, color, religion, national origin, ancestry, age, handicap, disabled veteran status and Vietnam era veteran status.
- 20.3 ARCHITECT shall include all covenants and certifications as are contained in this Article in all subagreements related to this Agreement.

ARTICLE 21. APPLICABLE LAWS

- 21.1 Subject to the provisions of the following paragraph, ARCHITECT agrees to conform to all federal, state, and local laws, rules and regulations applicable to ARCHITECT in performing work pursuant to this Agreement in force at the time of design, including, but not limited to, those relating to discrimination in employment, conflicts of interest, accounting records and requirements. Unless otherwise specified, this Agreement shall be governed by the laws of the State of Indiana, and all Municipal Ordinances and Codes of the City of Greenfield and Hancock County.
- 21.2 Compliance with any state or federal statute or local ordinance enacted or regulations promulgated thereunder after the effective date of this Agreement for which notice had been published prior to the execution by ARCHITECT of this Agreement which affect the services of ARCHITECT shall be the responsibility of ARCHITECT without entitling ARCHITECT to an increase in either time of performance or in contract price.

ARTICLE 22. AMENDMENTS

This Agreement may be amended only by written instrument and signed by both OWNER and

ARCHITECT.

ARTICLE 23. SEVERABILITY

In the event any provision of this Agreement is determined by a court of competent jurisdiction or by the laws of the State of Indiana to be null and void, such provision shall be stricken and all other provisions which can be given effect independently of the stricken provision shall remain in full force and effect.

ARTICLE 24. CONFLICT OF INTEREST

24.1 ARCHITECT certifies and warrants to OWNER that neither it, nor its agents, representatives or employees who will participate in any way in the performance of ARCHITECT's obligations hereunder has, or will have during the Project, any conflict of interest relative to the Project, direct or indirect, with OWNER. ARCHITECT shall immediately notify OWNER if a conflict of interest should arise during the Project. Upon being so notified, OWNER may either:

- A. Waive the conflict; or
- B. Terminate the Agreement according to Paragraph 9.1.

24.2 For purposes of compliance with IC 36-1-21, ARCHITECT certifies and warrants to OWNER that ARCHITECT, or a person who wholly or partially owns ARCHITECT, is not a *relative*, as that term is defined by IC 36-1-21-3, of either the Mayor of Greenfield, Indiana, or a member of the City Council of Greenfield, Indiana.

ARTICLE 25. REQUIRED DOCUMENTATION

25.1 ARCHITECT shall furnish OWNER any documentation, certification, authorization, license, permit or registration required by the laws or rules and regulations of the City of Greenfield, Hancock County, other units of local government, the State of Indiana, and the United States.

25.2 ARCHITECT further represents that it is now and shall remain in good standing with such governmental agencies and that it will keep its license, permit, registration, authorization or certification in force during the term of this Agreement, to perform the services described in "Attachment A" and in this Agreement.

ARTICLE 26. INDEPENDENT CONTRACTOR STATUS

ARCHITECT expressly understands and agrees that it is an independent contractor and that it is not an employee of OWNER, and OWNER is not to provide Worker's Compensation, health or accident insurance coverage or indemnification agreement of any kind which would cover

ARCHITECT or its employees, if any, in and under the terms of this Agreement.

ARTICLE 27. WAIVER

OWNER's delay or inaction in pursuing its remedies set forth in this Agreement, or available by law, shall not operate as a waiver of any of OWNER's rights or remedies.

ARTICLE 28. USE OF GIS DATA

OWNER hereby grants to ARCHITECT a nonexclusive, nontransferable license to that portion of the City of Greenfield GIS Database delivered to ARCHITECT (the "Delivered Materials") under the terms of this Agreement, subject to the following terms and conditions: ARCHITECT shall have the right to copy the Delivered Materials in digital form into computer memory or onto computer storage devices and to prepare from them derivative works in digital form for the sole purpose of performing services under this Agreement. All Delivered Materials are provided "as-is" without warranty of any kind. ARCHITECT's license shall terminate upon completion of the services under this Agreement.

ARTICLE 29. ALLOCATION OF RISK

ARCHITECT agrees to indemnify and hold harmless the City of Greenfield, Indiana and its officers, agents, officials and employees for all claims, actions, causes of action, damages, liabilities, judgments and liens only to the extent caused by any negligent act or omission, or willful conduct, by ARCHITECT or any of its officers, partners, agents, employees or subcontractors. Such indemnity shall include attorney's fees and applicable costs and other expenses arising therefrom or incurred in connection therewith and shall not be limited by reason of the enumeration of any insurance coverage required herein.

ARTICLE 30. TAXES

OWNER is exempt from state, federal and local taxes. OWNER will not be responsible for any taxes levied on ARCHITECT as a result of this Agreement.

ARTICLE 31. RESTRICTIONS ON LOBBYING

If federal funds are to be used in connection with this Agreement, ARCHITECT certifies, by signing and submitting this Agreement, to the best of its knowledge and belief, that ARCHITECT has complied with Section 1352, Title 31, U.S. Code, and specifically, that:

- A. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal Contract, the making of any federal grant, the making of any federal loan, the entering into

of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal Contract, grant, loan, or cooperative agreement.

- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence of an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal Contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard **Form-LLL**, "Disclosure of Lobbying Activities" in accordance with its instructions.
- C. ARCHITECT also agrees by signing this Agreement that it shall require that the language of this certification be included in all lower tier subcontracts which exceed \$100,000, and that all such sub recipients shall certify and disclose accordingly. Any person who fails to sign or file this required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

ARTICLE 32. MAINTAINING A DRUG-FREE WORKPLACE

- 32.1 ARCHITECT hereby covenants and agrees to make a good faith effort to provide and maintain during the term of this Agreement a drug-free workplace, and that it will give written notice to OWNER within ten (10) days after receiving actual notice that an employee of ARCHITECT has been convicted of a criminal drug violation occurring in ARCHITECT's workplace.
- 32.2 In addition to the provisions of subparagraph 32.1 above, if the total contract amount set forth in this Agreement is in excess of \$25,000.00, ARCHITECT hereby further agrees that this Agreement is expressly subject to the terms, conditions and representations contained in the Drug-Free Workplace certification executed by ARCHITECT in conjunction with this Agreement.
- 32.3 It is further expressly agreed that the failure of ARCHITECT to in good faith comply with the terms of subparagraph 32.1 above, or falsifying or otherwise violating the terms of this certification reference in subparagraph 32.2 above, shall constitute a material breach of this Agreement, and shall entitle OWNER to impose sanctions against ARCHITECT including, but not limited to, suspension of contract payments, termination of this Agreement and/or debarment of ARCHITECT from doing further business with OWNER for up to three (3) years.

ARTICLE 33. DISPUTE RESOLUTION

- 33.1 OWNER and ARCHITECT agree that they shall first submit any and all unsettled claims, counterclaims, disputes and other matters in question between them arising out of or relating to the Agreement or the breach thereof (DISPUTES) to mediation according to the provisions of "Attachment E".

- 33.2 Only after complying with the provisions of Paragraph 33.1, the parties may by mutual agreement in writing designate any DISPUTE, except for claims which have been waived by the making or acceptance of final payment, to be decided by arbitration. Such designation shall specifically identify and describe the DISPUTE. Arbitration proceedings shall be initiated only as to DISPUTES as so identified and described in such written agreement, and in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association, and shall be specifically enforceable under the prevailing arbitration law. The award rendered by the arbitrators shall be final, and judgment may be entered upon it in any court having jurisdiction thereof.
- 33.3 ARCHITECT shall carry on the work and maintain the schedule for services during any mediation, arbitration or litigation proceedings, unless otherwise agreed by ARCHITECT and OWNER in writing.
- 33.4 Any such arbitration may, at the option of OWNER, involve by joinder or otherwise, all parties or persons substantially involved in common questions of fact or law whose presence may be required. All consultant agreements, purchase orders and related construction agreements between ARCHITECT and other parties shall provide for such arbitration and consolidation.
- 33.5 If OWNER shall be party to an arbitration of a DISPUTE which arises, in full or in part, from ARCHITECT's negligence or failure to fulfill any obligation or responsibility under this Agreement, OWNER may, at its option, and by written notice, advise ARCHITECT of such arbitration proceeding and afford ARCHITECT the opportunity to participate therein. In such case, ARCHITECT will be bound by any award rendered by the arbitrators to the extent that such award is adverse to OWNER.

ARTICLE 34. TERM OF AGREEMENT

This Agreement shall become effective upon completion of the following:

- A. Delivery to OWNER and acceptance by OWNER, of the documents required in Paragraph 7.4; and
- B. Latest date of execution by any required signatories;

and shall expire upon the successful completion and final acceptance of ARCHITECT's services, as set forth in this Agreement or "Attachment A", and OWNER's payment therefore. In computing any period of time prescribed by this Agreement, the date of any notice to proceed shall not be included in such computation. The last day of any period of time prescribed in this Agreement shall be included unless it is a Saturday, Sunday or a legal holiday as established by ordinance of the City Council of Greenfield, Indiana. In such cases, the period of time shall run until the end of business hours of OWNER on the next day that is not a Saturday, Sunday, or a legal holiday as established

by ordinance.

ARTICLE 35. NOTICE TO PROCEED

ARCHITECT shall not begin work pursuant to this Agreement until it receives a Notice to Proceed from OWNER.

ARTICLE 36. INTEGRATION

This Agreement and the documents incorporated herein represent the entire understanding between and among the parties hereto. The signing of this Agreement by the parties constitutes their mutual recognition that no other contracts or agreements regarding any of the services to be provided herein, oral or written, except as attached hereto or specifically incorporated herein, exists between them, and that if such oral or written contracts or agreements exist, such are hereby cancelled. Each party hereby represents to the other that it will not rely upon any agreement, contract or understanding not reduced to writing and incorporated in this Agreement prior to the execution thereof or not reduced to writing and incorporated in written amendments to this Agreement.

ARTICLE 37. DEBARMENT AND SUSPENSION

- 37.1 ARCHITECT certifies, by entering into this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from or ineligible for participation in any Federal assistance program by any Federal department or agency, or by any department, agency or political subdivision of the State of Indiana. The term “principal” for purposes of this Agreement means an officer, director, owner, partner, key employee, or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of ARCHITECT.
- 37.2 ARCHITECT shall not subcontract with any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in any Federal assistance program by any Federal department or agency, or by any department, agency or political subdivision of the State of Indiana.
- 37.3 ARCHITECT shall provide immediate written notice to OWNER if, at any time after entering into this Agreement, ARCHITECT learns that its certifications were erroneous when submitted, or ARCHITECT is debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded from or becomes ineligible for participation in any Federal assistance program. Any such event shall be cause for termination of this Agreement as provided herein.

ARTICLE 38. E-VERIFY PROGRAM

Compliance With E-Verify Program. By executing this Agreement, the ARCHITECT affirms

under the penalties of perjury that the ARCHITECT does not knowingly employ an unauthorized alien. The ARCHITECT further agrees that:

- A. The ARCHITECT shall enroll in and verify the work eligibility status of all its newly hired employees through the E-Verify program as defined in IC § 22-5-1.7-3. The ARCHITECT is not required to participate should the E-Verify program cease to exist. Additionally, the ARCHITECT is not required to participate if the ARCHITECT is self-employed and does not employ any employees.
- B. The ARCHITECT shall not knowingly employ or contract with an unauthorized alien. The ARCHITECT shall not retain an employee or contract with a person that the ARCHITECT subsequently learns is an unauthorized alien.
- C. The ARCHITECT shall require its subcontractors, who perform work under this Contract, to certify to the ARCHITECT that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the E-Verify program. The ARCHITECT agrees to maintain this certification throughout the duration of the term of a contract with a subcontractor.

If ARCHITECT is in violation of IC § 22-5-1.7, and fails to cure the breach within 30 days after being notified by the OWNER, such circumstance may constitute a material breach of this Agreement and the OWNER may terminate this Agreement as provided by this statute.

ARTICLE 39. ADDITIONAL INFORMATION UPON REQUEST

ARCHITECT shall, upon request of OWNER, make available its policies, practices and standards for the hiring of applicants, except as prohibited under Indiana Code 22-2-17-3, to the extent such information is related to the provision of services under this Agreement.

ARTICLE 40. WAGE THEFT/PAYROLL FRAUD

ARCHITECT shall report, and shall require its subcontractors to report, all complaints or adverse determinations of Wage Theft or Payroll Fraud against ARCHITECT or its subcontractors to the OWNER within thirty (30) days of notification of the complaint or adverse determination. If an adverse decision is rendered against ARCHITECT with respect to services provided to OWNER, OWNER may terminate this Agreement, reduce the incentives or subsidies to be provided under this Agreement, or seek other remedies.

ARTICLE 41. FORCE MAJEURE

41.1 DEFINITION OF FORCE MAJEURE

Within this Agreement, an event of Force Majeure means an event beyond the control of the ARCHITECT and the OWNER, which prevents a party from complying with any of its obligations under this Agreement, including the following:

- 41.1.1 An act of God (such as, but not limited to, fires, explosions, earthquakes, drought, tidal waves and floods);
- 41.1.2 War, hostilities (whether war be declared or not), invasion, active foreign enemies, mobilization, requisition or embargo;
- 41.1.3 Rebellion, revolution, insurrection, or military or usurped power, or Civil War;
- 41.1.4 Riot, commotion, strikes, lockouts or disorder, unless civilly restricted to employees of the ARCHITECTS or his subcontractors or vendors;
- 41.1.5 Acts or threats of terrorism.

41.2 Consequences of Force Majeure Event

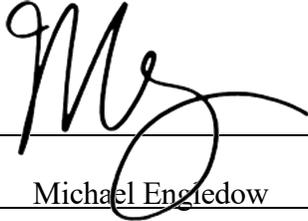
- 41.2.1 Neither the OWNER nor ARCHITECT shall be considered in breach of this Agreement to the extent that performance of their respective obligations is prevented by an Event of Force Majeure that arises after the Effective Date.
- 41.2.2 The Party (the "Affected Party") prevented from carrying out its obligations hereunder shall give notice to the other Party of and Event of Force Majeure upon it being perceived by or becoming known to the Affected Party.
- 41.2.3 If, and to the extent that, the ARCHITECT is prevented from executing the services contemplated by the Agreement, by the Event of Force Majeure, while the ARCHITECT is so prevented, the ARCHITECT shall be relieved of its obligations to provide the effective service, but shall endeavor to continue to perform its obligations under the Agreement so far as reasonably practical [and in accordance with Good Operating Practices], provided that if and to the extent the ARCHITECT occurs additional expense in doing so, the ARCHITECT shall be entitled to the amount of such increase cost [cost being defined as having no profit component] and the ARCHITECT having taken reasonable steps to mitigate the additional cost.
- 41.2.4 If, and to the extent that, the ARCHITECT suffers a delay in providing the services set forth in this Agreement as a result of the Event of Force Majeure then ARCHITECT shall be entitled to an extension for the time of completion as deemed appropriate by OWNER.

[The remainder of this page left blank intentionally]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as follows:

ARCHITECT

[Ins1]

By:  _____

Printed: Michael Engledow

Title: Principal

Date: June 21, 2023

OWNER

GREENFIELD BOARD OF PUBLIC
WORKS AND SAFETY

Mayor Chuck Fewell

Katherine Locke

Larry Breese

Kelly McClarnon

Glenna Shelby

“ATTACHMENT A”

SERVICE BY ARCHITECT

General Requirements

1. ARCHITECT shall obtain on behalf of OWNER all approvals or consents from authorities having jurisdiction or agencies having facilities within the limits of the PROJECT.
2. ARCHITECT shall prepare stamped sealed contract bid plans, special provisions for the specifications, contract document book, plus the final construction cost estimates by quantity and unit price. All work shall be in accordance with current editions of:

City of Greenfield:

Public Improvement Design Standards & Specifications Manual
Stormwater Technical Standards Manual
Greenfield Comprehensive Plan
Greenfield Thoroughfare Plan

Where City of Greenfield and INDOT storm water design criteria conflict, the more stringent design will be used.

3. ARCHITECT shall identify in all plans and specifications data which is measured and data which is assumed.
4. ARCHITECT shall be available during construction to interpret the contract documents, the checking of shop drawings, and consultation in the event of unforeseen conditions. ARCHITECT shall prepare to serve as an ARCHITECT or witness for OWNER in any litigation, arbitration or other legal or administrative proceeding involving the PROJECT.
5. ARCHITECT shall be responsible for keeping OWNER currently advised as to the status of any claims made for damages against ARCHITECT resulting from services performed under this contract. ARCHITECT shall send notice of claims related to work under this contract to:

City Engineer
City of Greenfield
10 S. State Street
Greenfield, Indiana 46140

6. In performance of its services herein, ARCHITECT shall comply with IC 5-22-15-21, related to the purchase of supplies manufactured in the United States. “Supplies” shall include equipment, goods and materials.

Coordination and Quality Control

1. ARCHITECT shall submit monthly progress reports to OWNER. The report shall include an updated project schedule in chart form and shall be superimposed over the initial schedule of work.
2. ARCHITECT shall attend pre-bid conferences, bid openings, prepare bid tab sheets and assist OWNER in evaluating bids, alternatives or proposals and in assembling and awarding contracts.
3. ARCHITECT shall conduct conferences with OWNER's representatives as may be required. ARCHITECT will prepare and issue minutes of all meetings, and will distribute within one week of meeting.
4. ARCHITECT shall schedule, prepare exhibits, advertise and conduct public information meetings. ARCHITECT shall prepare minutes or transcriptions, if required of the meetings. All citizen inquiries regarding the project will be addressed in writing by ARCHITECT. A copy of citizen correspondence shall be forwarded to OWNER.

Design Related Services

1. ARCHITECT shall provide and plot the design survey in accordance with the Indiana Design Manual. ARCHITECT shall prepare a complete preliminary design based upon the Comprehensive ARCHITECT's Report and/or Scope Document (if available) and shall conduct a field check.
2. The formal design criteria, preliminary drawings, an outline of the specifications and a written description of the project with probable construction costs are to be furnished to OWNER for a scope compliance and construct-ability review. The milestone deliverables shall include the following:
 - 30% Drawings and ARCHITECTs Estimate
 - 60% Drawings, Technical Specs, ARCHITECTs Estimate, Field Check with OWNER
 - 90% Drawings, Contract Documents, ARCHITECTs Estimate
 - Addendum 1 after Pre-Bid Meeting
3. ARCHITECT shall provide OWNER with the estimates of probable construction costs of the PROJECT. ARCHITECT shall advise OWNER of any adjustments to the probable construction costs and provide design options, if any, to remain within budget.
4. ARCHITECT shall identify in all plans and specifications a list of all ARCHITECTURAL and/or testing reports provided by OWNER or obtained by ARCHITECT as a product of this Agreement.
5. ARCHITECT shall deliver to the representative of OWNER the following items that shall

become the property of OWNER:

- a. Two (2) compact discs containing as-built electronic plans in Adobe Acrobat (PDF) format. Field revisions to the as-bid construction drawings will be provided by construction staff via the OWNER in order for the ARCHITECT to create an as-built set of drawings in accordance with the current “Digital Data Submission Standards.” The compiled PDF as-built plan set shall note in revision clouds any and all field adjustments to the as-bid plans. A scan containing hand written notes on the as-bid plan set is not acceptable. The labeling on the submitted electronic media shall include the following:
 - The Project Name
 - The Department of ENGINEERING project number
 - The ARCHITECT’s company name and address
 - The date of the submittal
 - The file format(s) used
 - The term “As-built Drawings” clearly indicated
 - b. ARCHITECT shall also provide an overall site drawing, in electronic format, of the project area, showing existing and as-built infrastructure. The overall site drawing shall be in AutoCAD (.dwg) or (.dxf) format, and shall be included on the same media as the design drawing files. The attribute table files shall be in dBase (.dbf) or Excel (.xls) file format, and shall be included on the same media as the design drawing files. OWNER will provide, upon request, the existing GIS map data of the project area, and all associated files, to aid in the preparation of the site drawing. ARCHITECT shall deliver to OWNER two (2) compact discs of all electronic format submittals.
 - c. Up to 15 printed sets of bid plans, and 15 final contract books.
 - d. Bid tab sheets in Excel format
 - e. Set of design calculations used to prepare the Itemized Proposal and ARCHITECT’s Estimate.
6. ARCHITECT shall prepare Addenda as appropriate to clarify, correct, or change the bidding documents.

"ATTACHMENT B"

KEY STAFF AND SUBCONTRACTORS OF ARCHITECT

ARCHITECT shall include all subcontractors on "Attachment B". ARCHITECT may not remove or otherwise substitute subcontractors indicated on "Attachment B" without consent of OWNER. A failure by ARCHITECT to provide the subcontractors as required by this Article shall be considered a material breach of the Agreement.

arcDESIGN Personnel

- Mike Engledow, AIA - Principal in Charge
- Josh Stowers – Architectural Leadership and Design

Sub-consultants

Mechanical, Electrical, and Plumbing Engineering – TES Engineering Consultants
Structural Engineering - Lynch Harrison and Brumleve
Site Planning – Context Land Planning

"ATTACHMENT C"

KEY STAFF OF OWNER

City of Greenfield
Department of Engineering
10 S. State Street
Greenfield, Indiana 46140

Jason Koch, City Engineer - (317) 325-1322

"ATTACHMENT D"

SCHEDULE



The anticipated schedule for the project is shown below:

Preliminary Milestone Schedule

June 28, 2023

Date	Meeting Description	Notes
June 29, 2023	Preliminary Programming Meeting	
July 9, 2023	Contract Submitted	
July 23, 2023	Design Review Meeting	
August 20, 2023	Schematic Design Review Meeting	Budgets Available
August 20, 2023	Submit Design Development for Owner Review	
September 14, 2023	Receive Owner Comments	Page turn review with team
September 14, 2023	Submit 95% CDs for Owner Review	Budgets Available
September 18, 2023	Receive Owner Comments	Page turn review with team
September 18, 2023	Final Bid Documents for Bidding	
September 18, 2023	First Advertisement	
September 19, 2023	Begin Bidding	
September 19, 2023	Submittal to State for CDR	
October 5, 2023	Second Advertisement	
October 12, 2023	Receive Bids	
October 24, 2023	Award Bids at BOPW	
November 9, 2023	Notice to Proceed	
November 23, 2023	Contractor Mobilization	
July 20, 2024	Substantial Completion	
July 27, 2024	Owner Occupancy	
July 27, 2024	Ribbon Cutting/Dedication	
May 23, 2025	One Year Warranty Walk-thru	

"ATTACHMENT E"

MEDIATION PROCESS

1. Purpose of Mediation. This clause provides for the use of Mediation as an alternative means of resolving disputes which may arise under this Agreement. Mediation allows parties to make an educated assessment of their respective cases, and then engage in a negotiated settlement discussion. Such a procedure can save both parties valuable time, resources, and legal costs. Should Mediation be utilized, a Mediation Agreement shall be drafted and adopted which will set forth the governing procedures and terms.
2. When to Invoke Mediation. If a dispute arises under the Agreement, either party may invoke this Mediation clause which will compel participation in Mediation for the purpose of resolving the dispute, provided all of the following conditions have been fulfilled:
 - a. The amount in controversy exceeds **Ten Thousand and 00/100 Dollars (\$10,000.00)**, or other such amount as may be agreed to by the parties in writing, such amount having been determined by both parties as being the minimum disputed claim to justify use of the Mediation procedure;
 - b. Personnel from each party who were directly involved in the dispute at the operational level met and discussed the claim in good faith, but were unable to resolve the matter. The personnel of each party shall prepare and forward to the persons identified in the subparagraph 2(c) memorandum detailing the areas of dispute, why impasse was reached and that it is beyond their ability to resolve the dispute;
 - c. After complying with the subparagraph above, personnel from each party at a higher management level who were not directly involved in the dispute met and discussed the claim in good faith, but were unable to resolve the matter. The personnel of each party shall prepare and forward to the persons identified in paragraph 3 a memorandum detailing the areas of dispute, why impasse was reached and that it is beyond their ability to resolve the dispute; and
 - d. Written notice was given to the other party stating that the above subparagraphs were complied with, and that the Mediation procedure is being invoked for the purpose of resolving the dispute.
3. Notice of Mediation. Notice of Mediation shall identify the dispute at issue and designate an executive officer or other management official who will represent the party at the proceeding. The designated official must possess the authority to settle the matter and have not been involved in the underlying facts in dispute.

4. Response to Notice of Mediation. Within ten (10) business days, the other party shall designate an appropriate official with authority to settle the dispute who will be its representative at the Mediation.
5. Scheduling. No later than thirty (30) days from the date of the notice of the Mediation, the parties' designated representatives and/or their attorneys shall meet to discuss the following:
 - a. Settlement status of the dispute;
 - b. Schedule by which drafts of a Mediation Agreement are to be submitted, and a date by which the Mediation Agreement will be finalized;
 - c. Schedule for Mediation discovery and other preparatory matters the parties deem necessary;
 - d. Whether a neutral advisor shall be employed in the Mediation and, if so, by what means he shall be selected; and
 - e. Time, place, and schedule of the Mediation.

The Mediation Agreement will be finalized and executed by both parties no later than sixty (60) days after the notice of the Mediation. The Mediation will be held within one hundred twenty (120) days after the notice of the Mediation unless extended by mutual consent of the parties.

6. Mediation as Condition Precedent to Arbitration or Litigation. Submission of a dispute under this Agreement to a Mediation procedure shall be a condition precedent to filing arbitration or litigation on any dispute exceeding the amount specified above. Failure to comply with this condition precedent shall be in contravention of the parties' express intention to implement this alternative means of dispute resolution and constitute a breach of this clause.
7. Refusal to Participate in Mediation. Refusal of a party to participate in mediation in good faith shall not be established unless:
 - a. All of the specified conditions set forth in paragraph 2 herein have been fulfilled;
 - b. Thirty (30) days have lapsed since initial written notice of the Mediation was given without an affirmative response; and
 - c. Refusal to participate in the Mediation shall be in contravention of the parties' express intention to implement this alternative means of dispute resolution and constitutes a breach of this clause.

8. Filing Arbitration or Litigation. No litigation or arbitration or any other binding action shall be initiated by either party unless:
 - a. The amount in controversy is less than or equal to the amount specified paragraph 2 above;
 - b. Despite compliance with this Mediation clause, one party is deemed to have refused (paragraph 7 above) to participate in the Mediation;
 - c. Both parties agree in writing that they intend not to implement the Mediation for the particular dispute in question;
 - d. The Mediation procedure has been completed and thirty (30) days have elapsed since the actual Mediation; or
 - e. Litigation must be filed before the Mediation to comply with the Statute of Limitations on a disputed issue.

9. Dismissal/Stay of Litigation. If one party has filed litigation on a dispute which is otherwise covered by this Mediation clause and which does not meet the exceptions set forth in paragraph 8 herein, the other party may properly seek to dismiss the litigation at its discretion for the purpose of conducting the Mediation as a condition precedent to litigation. If litigation was filed for the purpose set forth in subparagraph 8(e) herein, the filing party shall seek a stay for the purpose of conducting a Mediation. The stay provided for in this Paragraph shall continue for a period of thirty (30) days after completion of the Mediation. The purpose of this thirty (30) day period is to permit the parties full opportunity to discuss settlement.

"ATTACHMENT F"

INFORMATION PROVIDED BY OWNER TO ARCHITECT

1. Provide an OWNER's Representative with decision-making authority on all inquiries.
2. OWNER to provide ARCHITECT with the current procedures for preparation of the Contract Document Book.
3. OWNER shall provide ARCHITECT with the current version of the standard Contract Documents.

ATTACHMENT "G"

COMPENSATION TO ARCHITECT

The ARCHITECT shall receive compensation for such professional services under Attachment "A" of this Agreement in the amount of a total fee not-to-exceed seventy-nine thousand, six hundred Dollars (\$79,600), unless an amendment to this Agreement is executed by the parties that increases the maximum amount payable. Percentage of work breakdowns as follows:

Schematic Design – 15%
Design Development – 25%
Construction Documents – 35%
Bidding – 5%
Construction Administration – 20%

Fees above are inclusive of Project Leadership, Architecture, Interior Design, Structural Engineering, Mechanical, Electrical, and Plumbing Engineering, and Site Planning. Fees are allocated per the listing below.

arcDESIGN-	\$32,500
Context Land Planning -	\$19,600
TES Engineering -	\$15,000
Lynch Harrison Brumleve -	\$5,000
Detailed Cost Estimating -	\$3,500

Reimbursable Expenses – Inclusive of mileage, printing, permitting fees, and deliveries as required in the execution of the work will be invoiced at cost. Estimate - \$4,000