

PROFESSIONAL SERVICES AGREEMENT

This PROFESSIONAL SERVICES AGREEMENT is made and entered into between the Board of County Commissioners of LEE COUNTY, a political subdivision of the STATE OF FLORIDA hereinafter referred to as the "COUNTY", and Jones, Edmunds & Associates, Inc. hereinafter referred to as the "CONSULTANT".

WITNESSETH

WHEREAS, the COUNTY desires to obtain the professional services of said CONSULTANT to provide and perform professional services as further described hereinafter concerning the Project to be referred to and identified as: CN230279CMR, Ash Monofill Sideslope Closure; and

WHEREAS, the CONSULTANT hereby certifies that CONSULTANT has been granted and possesses valid, current licenses to do business in the State of Florida and in Lee County, Florida, issued by the respective State Boards and Government Agencies responsible for regulating and licensing the professional services to be provided and performed by the CONSULTANT pursuant to this Agreement; and

WHEREAS, the CONSULTANT has reviewed the professional services required pursuant to this Agreement and is qualified, willing and able to provide and perform all such services in accordance with the provisions, conditions and terms hereinafter set forth; and

WHEREAS, the selection and engagement of the CONSULTANT has been made by the COUNTY in accordance with the provisions of the Consultants' Competitive Negotiation Act, Chapter 287.055, Florida Statutes, and in accordance with applicable Lee County Administrative Codes.

NOW, THEREFORE, in consideration of the mutual covenants, terms and provisions contained herein, the parties agree as follows:

ARTICLE 1.00 - SCOPE OF PROFESSIONAL SERVICES

CONSULTANT hereby agrees to provide and perform the professional services required and necessary to complete the services and work as set forth in attached EXHIBIT "A", entitled "SCOPE OF PROFESSIONAL SERVICES".

ARTICLE 2.00 - DEFINITIONS

The following definition of terms associated with this Agreement is provided to establish a common understanding between both parties to this Agreement as to the intended usage, application, and interpretation of such terms pertaining to this Agreement.

2.01 COUNTY

The term COUNTY refers to the Board of County Commissioners of Lee County, a charter County and political subdivision of the State of Florida, and any official or employee duly authorized to act on the COUNTY'S behalf relative to this Agreement.

2.02 CONSULTANT

The term CONSULTANT refers to the individual or firm offering professional services that, by execution of this Agreement, is legally obligated, responsible, and liable for providing and performing any and all of the services, work and materials, including services and/or work of sub-consultants and subcontractors,

required under the covenants, terms and provisions contained in this Agreement.

2.03 PROFESSIONAL SERVICES

The term PROFESSIONAL SERVICES refers to all of the services, work, materials and related professional, technical and administrative activities to be provided and performed by the CONSULTANT and its employees, including all sub-consultants and subcontractors engaged by the CONSULTANT, to complete the services required pursuant to the covenants, terms and provisions of this Agreement.

2.04 SUB-CONSULTANT

The term SUB-CONSULTANT refers to any individual or firm offering professional services that is engaged by the CONSULTANT to assist in providing and performing the professional services, work and materials for which the CONSULTANT is contractually obligated, responsible and liable to provide and perform under this Agreement. The COUNTY may not be deemed a party to, responsible or liable for, or assume any obligation whatsoever with respect to any Agreement between the CONSULTANT and any SUB-CONSULTANT.

2.05 SUBCONTRACTOR

The term SUBCONTRACTOR refers to any individual, company or firm providing services other than professional services that is engaged by the CONSULTANT to assist in providing and performing services, work and materials for which the CONSULTANT is contractually obligated, responsible, and liable to provide and perform under this Agreement. The COUNTY may not be deemed a party to, responsible or liable for, or assume any obligation whatsoever for any Agreement between the CONSULTANT and any SUBCONTRACTOR.

2.06 PROJECT

The term PROJECT refers to such facility, system, program or item as described in the summary statement set forth in the Preamble on Page One of this Agreement.

2.07 BASIC SERVICES

The term BASIC SERVICES refers to the professional services set forth and required pursuant to this Agreement as described in further detail in the attached EXHIBIT "A".

2.08 ADDITIONAL SERVICES

The term ADDITIONAL SERVICES refers to such professional services the COUNTY may request and authorize, in writing, for the CONSULTANT to provide and perform relative to this Agreement that are not included in the BASIC SERVICES. Additional services must be authorized by both parties through execution of a Change Order to this Agreement.

2.09 CHANGE ORDER

The term CHANGE ORDER refers to a written document, CHANGE ORDER AGREEMENT, executed by both parties to this Agreement setting forth and authorizing changes to the agreed upon Scope of Professional Services and Tasks, Compensation and Method of Payment, Time and Schedule of Performance, or Project Guidelines and Criteria as such were set forth and agreed to in the initial AGREEMENT, SUPPLEMENTAL TASK AUTHORIZATIONS, or previous CHANGE ORDERS issued thereto. The CHANGE ORDER document, which must be executed on a Lee County standard form, will set forth the authorized changes to the: scope of professional services, tasks, work, or materials to be performed or provided by the CONSULTANT; the compensation and method of payment; the schedule or time period for performance and completion; and the guidelines, criteria and requirements pertaining thereto.

CHANGE ORDERS will be identified as follows: (1) Owner changes: These will be additional services. (2) Changes due to design errors or omissions: Design services for these will be at no cost to the County. Change orders resulting from gross negligence on the part of the CONSULTANT team may be required to be paid for by CONSULTANT in full, including equipment. (3) Changes due to differing site conditions: These will be additional services. The CONSULTANT will review all contract requests for change orders and make recommendations to the County. The CONSULTANT will periodically meet to review Change Orders to determine the nature of the change orders and the proper disposition thereof. The CONSULTANT will not be held liable for costs of that portion of any CHANGE ORDER that the County would have borne in the absence of any error or omission or otherwise results in the "betterment" of the project.

The amount of the change in contract compensation and time set forth in any and all Change Orders executed and issued under this Agreement shall be understood and agreed by both Parties to this Agreement to be fair, equitable, adequate and complete. The changed compensation shall be understood and agreed to be the total of all costs associated with or impacted by the Change Order including, but not limited to any and all direct costs, indirect costs and associated costs that may result from or be caused by the Change Order, and shall be understood and agreed to include a fair, equitable and adequate adjustment to cover the CONSULTANT'S general administrative and overhead costs and profit.

In the event the County decides to delete all, or portions, of the Scope of Services, Tasks, or Requirements set forth in the initial Agreement, Supplemental Task Authorization or previously authorized Change Order, the COUNTY may do so by the unilateral issuance of a written Change Order to the CONSULTANT. Such a unilaterally issued Change Order shall set forth, if appropriate: (1) an agreement by both the COUNTY and the CONSULTANT establishing changes in the amount of compensation to be paid the CONSULTANT as a result of the deletion or decrease in services required; or, (2) in the absence of such an agreement concerning compensation, the unilaterally issued Change Order shall set forth the basis to be used in subsequently considering, and reaching agreement on change(s) in the compensation to be paid the CONSULTANT. The failure on the part of the CONSULTANT to execute a Change Order issued unilaterally by the COUNTY to affect a deletion or decrease in the services required shall have no effect on or otherwise prevent the COUNTY from exercising its rights to direct the stated deletion or decrease in the services to be provided or performed by the CONSULTANT.

Should errors, omissions or conflicts in the drawings, specification or other Contract Documents prepared by or through the CONSULTANT be discovered, the CONSULTANT will prepare and submit to the County, within five (5) calendar days unless otherwise authorized by the County, such amendments or supplementary documents to address the errors, omissions or conflicts, and provide consultation as may be required, for which the CONSULTANT will make no additional charges to the County.

2.10 SUPPLEMENTAL TASK AUTHORIZATION

The term Supplemental Task Authorization as used refers to a written document executed by both parties to an existing Professional Services Agreement, or Service Provider Agreement, setting forth and authorizing a limited number of Professional Services, tasks, or work. Such Supplemental Task Authorizations are consistent with and have previously been included within the scope of services in the initial Professional Services Agreement, or Service Provider Agreement, for which authorization has not been previously given or budgeted.

2.11 DEPARTMENT DIRECTOR

The term DEPARTMENT DIRECTOR refers to the Director of the Department requesting the service, employed by the Lee County Board of County Commissioners to serve and act on the COUNTY'S behalf, as it relates to this Project. The Chairman of the Board of County Commissioners, or designated representative, shall act on behalf of the COUNTY to execute any and all CHANGE ORDERS or SUPPLEMENTAL TASK AUTHORIZATIONS approved by the COUNTY and issued to the CONSULTANT pursuant to this Agreement. The DEPARTMENT DIRECTOR, within the authority conferred by the Board of County

Commissioners, acting as the COUNTY'S designated representative, shall issue written notification to the CONSULTANT of any and all changes approved by the COUNTY in the CONSULTANT'S: (1) compensation; (2) time and/or schedule of service delivery; (3) scope of services; or, (4) other changes relative to BASIC SERVICES and ADDITIONAL SERVICES pursuant to this Agreement, including CHANGE ORDERS or SUPPLEMENTAL TASK AUTHORIZATIONS pertaining thereto. The DEPARTMENT DIRECTOR is responsible for acting on the COUNTY'S behalf to administer, coordinate, interpret and otherwise manage the contractual provisions and requirements set forth in this Agreement, including approved CHANGE ORDERS or SUPPLEMENTAL TASK AUTHORIZATIONS.

2.12 PROJECT MANAGER

The term PROJECT MANAGER refers to the person employed or retained by the COUNTY and designated, in writing, to serve and act on the COUNTY'S behalf to provide direct contact and communication between the COUNTY and CONSULTANT with respect to providing information, assistance, guidance, coordination, review, approval and acceptance of the professional services, work and materials to be provided and performed by the CONSULTANT pursuant to this Agreement and duly approved SUPPLEMENTAL TASK AUTHORIZATIONS and CHANGE ORDERS. The PROJECT MANAGER is not authorized to and may not issue any verbal, or written, request or instruction to the CONSULTANT that would have the effect, or be interpreted to have the effect, of modifying or changing in any way whatsoever the: (1) Scope of Services to be provided and performed by the CONSULTANT; (2) The time the CONSULTANT is obligated to commence and complete all such services; or, (3) The amount of compensation the COUNTY is obligated or committed to pay the CONSULTANT. The PROJECT MANAGER will review and make appropriate recommendations on all requests submitted by the CONSULTANT for payment for services and work provided and performed, and reimbursable costs and expenses as provided for in this Agreement, CHANGE ORDERS or SUPPLEMENTAL TASK AUTHORIZATIONS.

2.13 LUMP SUM FEES

Lump Sum Fees, hereinafter identified as L.S., are understood and agreed to include all direct and indirect labor costs, personnel related costs, overhead and administrative costs, costs of sub-consultants and/or subcontractors, out-of-pocket expenses and costs, professional service fees and any other costs or expenses which may pertain to the services and/or work to be performed, provided and/or furnished by the Consultant as may be required and/or necessary to complete each and every task set forth in the Scope of Professional Services, Exhibit "A", or as may be set in subsequent Supplemental Task Authorizations, and/or Change Orders agreed to in writing by both parties to this Agreement.

2.14 NOT-TO-EXCEED FEES

When all, or any portion, of the CONSULTANT'S compensation to provide and perform the services and work necessary and required pursuant to the Tasks set forth in Agreement Exhibit "A", and any Change Orders, Supplemental Task Authorizations, and Work Orders authorized thereto, is established to be made on a NOT-TO-EXCEED (N.T.E.) amount basis, it is mutually understood and agreed that such compensation for each completed Task will be made on the following basis:

For the actual hours necessary, required and expended by the CONSULTANT'S professional and technical personnel, multiplied by the applicable hourly rates for each classification or position as set forth in Attachment No. 1 to Exhibit "B", as attached, and any approved Change Orders or Supplemental Task Authorizations; and

For the actual necessary, required and expended non-personnel reimbursable expenses and costs, multiplied by the applicable "Basis of Charges" for each item as set forth in Attachment No. 2 to Exhibit "B", as attached, and any approved Change Orders or Supplemental Task Authorizations; and

For the actual, necessary, and required hours, and non-personnel expenses and costs, expended by Sub-Consultants and SubContractors engaged by the CONSULTANT, multiplied by such hourly rates and unit costs as are agreed to by the COUNTY and the CONSULTANT and as are set forth as a part of this Agreement and any approved Change Orders or Supplemental Task Authorizations; and

With the understanding and agreement that the COUNTY will pay the CONSULTANT for all such costs and expenses within the established Not-to-Exceed amount for each Task or Sub-Task subject to the CONSULTANT presenting an itemized and detailed invoice with appropriate supporting documentation attached thereto to show evidence satisfactory to the COUNTY covering all such costs and expenses; and

With the understanding and agreement that the CONSULTANT'S invoices and all payments to be made for all Not-to-Exceed amounts will be subject to the review, acceptance and approval of the COUNTY; and with the understanding and agreement that when the CONSULTANT'S compensation is established on a Not-to-Exceed basis for a specific Task or Sub-Task, the total amount of compensation to be paid the CONSULTANT to cover all personnel costs, non-personnel reimbursable expenses and costs, and Sub-Consultant and SubContractor costs for any such specific Tasks or Sub-Tasks shall not exceed the amount of the total Not-to-Exceed compensation established and agreed to for each specific Task or Sub-Task. In the event the amount of compensation for any Task or Sub-Task to which the CONSULTANT is entitled on the Not-to-Exceed basis set forth above is determined to be necessary, required and actually expended and is determined to be actually less than the Not-to-Exceed amount established for the specific Task or Sub-Task, it is understood and agreed that any unexpended amount under a specific Task or Sub-Task may not be used, applied, transferred, invoiced or paid for services or work provided or performed on any other Task or Sub-Task.

ARTICLE 3.00 - OBLIGATIONS OF THE CONSULTANT

The obligations of the CONSULTANT with respect to all the BASIC SERVICES and ADDITIONAL SERVICES authorized pursuant to this Agreement include, but are not limited to, the following:

3.01 LICENSES

The CONSULTANT agrees to obtain and maintain throughout the period this Agreement is in effect all such licenses as are required to do business in the State of Florida and in Lee County, Florida, including, but not limited to, licenses required by the respective State Boards and other governmental agencies responsible for regulating and licensing the professional services provided and performed by the CONSULTANT pursuant to this Agreement.

3.02 PERSONNEL

(1) QUALIFIED PERSONNEL

The CONSULTANT agrees when the services to be provided and performed relate to a professional service that, under Florida Statutes, requires a license, certificate of authorization or other form of legal entitlement to practice such services, to employ and/or retain only qualified personnel to be in responsible charge of all BASIC SERVICES and ADDITIONAL SERVICES to be provided pursuant to this Agreement.

(2) CONSULTANT'S PROJECT DIRECTOR

The CONSULTANT agrees to employ and designate, in writing, a qualified and, if required by law, a

licensed professional to serve as the CONSULTANT'S Project Director. The CONSULTANT'S Project Director shall be authorized and responsible to act on behalf of the CONSULTANT with respect to directing, coordinating and administering all aspects of the services to be provided and performed under this Agreement thereto. The CONSULTANT'S Project Director shall have full authority to bind and obligate the CONSULTANT on any matter arising under this Agreement unless substitute arrangements have been furnished to the COUNTY in writing. The CONSULTANT agrees that the Project Director shall devote whatever time is required to satisfactorily direct, supervise and manage the services provided and performed by the CONSULTANT throughout the entire period this Agreement is in effect. The person selected by the CONSULTANT to serve as the CONSULTANT'S Project Director shall be subject to the prior approval and acceptance of the COUNTY.

(3) REMOVAL OF PERSONNEL

The CONSULTANT agrees, within thirty (30) calendar days of receipt of a written request from the COUNTY, to promptly remove and replace the CONSULTANT'S Project Director, or any other personnel employed or retained by the CONSULTANT, or personnel of the sub-consultants or subcontractors engaged by the CONSULTANT to provide and/or perform services and/or work pursuant to the requirements of this Agreement, who the COUNTY shall request, in writing, be removed, which request may be made by the COUNTY with or without cause. However, if day thirty (30) falls on a Saturday, Sunday, or Lee County recognized holiday, the deadline shall fall to the next Monday or non-Lee County recognized holiday.

(4) BACKGROUND SCREENING OF PERSONNEL

The CONSULTANT shall comply with the Consultant Background Screening Affidavit attached hereto and incorporated herein as Exhibit I.

3.03 TIMELY ACCOMPLISHMENT OF SERVICES

The timely performance and completion of the required services, work and materials is vitally important to the interests of the COUNTY. Time is of the essence for all of the duties and obligations contained in this Agreement thereto. The COUNTY may suffer damages in the event that the CONSULTANT does not accomplish and complete the required services in a timely manner. The CONSULTANT agrees to employ, engage, retain and/or assign an adequate number of personnel throughout the period of this Agreement so that all BASIC SERVICES and ADDITIONAL SERVICES will be provided, performed, and completed in a timely and diligent manner throughout.

3.04 STANDARDS OF PROFESSIONAL SERVICE

The work and/or services to be provided and/or performed by the CONSULTANT and by any Sub-Consultants and/or SubContractors engaged by the CONSULTANT as set forth in the Scope of Professional Services, Exhibit "A", shall be done in accordance with the generally accepted standards of professional practice and in accordance with the laws, rules, regulations, ordinances, codes, policies, standards or other guidelines issued by those governmental agencies which have jurisdiction over all or a portion of this project and which are in effect at the time the COUNTY approves this Agreement, or which may subsequently be changed or revised. Any subsequent change or revision to such laws, rules, regulations, ordinances, codes, policies, standards or other guidelines which requires the CONSULTANT to provide and/or perform work and/or services which are significantly different from that set forth in the Scope of Professional Services, Exhibit "A", shall serve as a basis for the COUNTY to consider the development and issuance of a Change

Order to provide for a change to, or Additional Services to the services set forth in the Agreement.

3.05 CORRECTION OF ERRORS, OMISSIONS OR OTHER DEFICIENCIES

(1) RESPONSIBILITY TO CORRECT

The CONSULTANT agrees to be responsible for the professional quality, technical adequacy and accuracy, timely completion, and the coordination of all data, studies, surveys, designs, specifications, calculations, estimates, plans, drawings, construction documents, photographs, reports, memoranda, other documents and instruments, and other services, work and materials performed, provided, and/or furnished by CONSULTANT or by any sub-consultants and/or subcontractors retained or engaged by the CONSULTANT pursuant to this Agreement. The CONSULTANT shall, without additional compensation, correct or revise any errors, omissions or other deficiencies in such data, studies, surveys, designs, specifications, calculations, estimates, plans, drawings, construction documents and instruments, and other services, work and materials resulting from the negligent act, errors or omissions or intentional misconduct of CONSULTANT or any sub-consultants or subcontractors engaged by the CONSULTANT.

(2) COUNTY'S APPROVAL SHALL NOT RELIEVE CONSULTANT OF RESPONSIBILITY

Neither review, approval, or acceptance by the COUNTY of data, studies, surveys, designs, specifications, calculations, estimates, plans, drawings, construction documents, photographs, reports, memoranda, other documents and instruments, and incidental professional services, work and materials furnished hereunder by the CONSULTANT, or any sub-consultants or subcontractors engaged by the CONSULTANT, shall in any way relieve CONSULTANT of responsibility for the adequacy, completeness and accuracy of its services, work and materials and the services, work and materials of any and all sub-consultants and/or subcontractors engaged by the CONSULTANT to provide and perform services in connection with this Agreement. Neither the COUNTY'S review, approval or acceptance of, nor payment for, any of the CONSULTANT'S services, work and materials shall be construed to operate as a waiver of any of the COUNTY'S rights under this Agreement, or any cause of action it may have arising out of the performance of this Agreement.

3.06 LIABILITY

(1) CONSULTANT TO HOLD COUNTY HARMLESS

Consistent with the provisions of FS s. 725.08, CONSULTANT agrees to indemnify and hold harmless the COUNTY, its officers and employees, from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the CONSULTANT and other persons employed or utilized by the CONSULTANT, including, but not limited to sub-consultants, sub-contractors and materialmen, in the performance of this contract, including any Change Orders or Supplemental Task Authorizations. CONSULTANT and COUNTY agree that the monetary limitation on the indemnification provided under this contract is limited to the full amount of the contract award (i.e. Compensation to be paid Consultant as set forth in the attached Exhibit B), including any sums added or subtracted from the contract award through Change Orders or Supplemental Task Authorizations. Consistent with FS s. 768.28, COUNTY agrees that CONSULTANT will not be liable for damages arising out of the negligence of the COUNTY, its officers, or employees.

3.07 NOT TO DIVULGE CERTAIN INFORMATION

CONSULTANT agrees, during the term of this Agreement, not to divulge, furnish or make available to any third person, firm, or organization, without COUNTY'S prior written consent, or unless incident to the proper performance of CONSULTANT'S obligations hereunder, or in the course of judicial or legislative proceedings where such information has been properly subpoenaed, any non-public information concerning the services to be rendered by CONSULTANT or any sub-consultants or subcontractors pursuant to this Agreement. CONSULTANT shall require all of its employees, sub-consultants and subcontractors to comply with the provisions of this paragraph.

3.08 CONSULTANT TO REPAIR PROPERTY DAMAGE CAUSED BY THE CONSULTANT

CONSULTANT agrees to promptly repair and/or replace, or cause to have repaired and/or replaced, at its sole cost and expense and in a manner acceptable to and approved by the COUNTY, any property damage arising out of, or caused by, the willful or negligent acts of the CONSULTANT, or of its sub-consultants and/or subcontractors. This CONSULTANT'S obligation under this sub-article does not apply to property damage caused by any other Consultant or Contractor engaged directly by the COUNTY.

The COUNTY reserves the right, should the CONSULTANT fail to make such repairs and/or replacement within a reasonable period of time, to cause such repairs and/or replacement to be made by others and for all costs and expenses associated with having such repairs and/or replacement done to be paid for by the CONSULTANT, or by the CONSULTANT reimbursing the COUNTY for all such costs and expenses.

3.09 RESPONSIBILITY FOR ESTIMATES

(1) In the event the services required pursuant to this Agreement include the CONSULTANT preparing and submitting cost estimates to the COUNTY, the CONSULTANT, by exercise of their experience, effort, knowledge and judgment, shall develop such cost estimates as are set forth in, or as may be required under the Agreement. Any opinions or estimates of probable construction costs to be provided under this Agreement by the CONSULTANT are to be made or reviewed on the basis of CONSULTANT'S experience and qualifications and represent the CONSULTANT'S judgment as an experienced and qualified professional, familiar generally with the construction industry. The COUNTY agrees that the CONSULTANT has no control over the cost of labor, materials, equipment or services furnished by others or control over competitive bidding or market conditions, nor the Contractor's methods of determining prices. Therefore, CONSULTANT cannot and does not guarantee that proposals, bids or actual final construction costs will not vary from the opinions or estimates prepared or reviewed by the CONSULTANT. COUNTY may choose to employ an independent cost estimator in order to achieve greater assurance of actual construction costs.

3.10 PERMITS

The CONSULTANT will be responsible for preparing and submitting all required applications and other supportive information necessary to assist the COUNTY in obtaining all reviews, approvals and permits, with respect to the CONSULTANT'S design, drawings and specifications required by any governmental body having authority over the project. Any fees required for such reviews, approvals or permits will be covered by a check issued by the COUNTY and made payable to the respective governmental body upon the CONSULTANT furnishing the COUNTY satisfactory documentation of such fees. The CONSULTANT will be similarly responsible for preparing and submitting all required applications and other supportive information necessary to assist the COUNTY in obtaining any renewals and/or extensions of reviews, approvals or permits that may be required while this Agreement is in effect. The COUNTY shall, at the CONSULTANT'S request, assist in obtaining required signatures and provide the CONSULTANT with all

information known to be available to the COUNTY so as to assist the CONSULTANT in the preparation and submittal of any original, renewal or extension of required reviews, approvals or permits.

3.11 ADDITIONAL SERVICES

Should the COUNTY request the CONSULTANT to provide and perform professional services for this project which are not set forth in EXHIBIT "A", the CONSULTANT agrees to provide and perform such ADDITIONAL SERVICES as may be agreed to in writing by both parties to this Agreement. Such ADDITIONAL SERVICES shall constitute a continuation of the professional services covered under this Agreement and shall be provided and performed in accordance with the covenants, terms, and provisions set forth in this Agreement thereto.

ADDITIONAL SERVICES shall be administered and authorized as "SUPPLEMENTAL TASK AUTHORIZATIONS" or "CHANGE ORDERS" under the Agreement. The CONSULTANT shall not provide or perform, nor shall the COUNTY incur or accept any obligation to compensate the CONSULTANT for any ADDITIONAL SERVICES unless and until a written "SUPPLEMENTAL TASK AUTHORIZATIONS" or "CHANGE ORDER" shall have been agreed to and executed by both parties.

Each such "SUPPLEMENTAL TASK AUTHORIZATION" or "CHANGE ORDER" shall set forth a comprehensive, detailed description of: (1) the Scope of the ADDITIONAL SERVICES requested; (2) the basis of compensation; and, (3) the period of time and/or schedule for performing and completing said ADDITIONAL SERVICES.

3.12 TRUTH-IN-NEGOTIATIONS CERTIFICATE

The COUNTY may request the CONSULTANT to execute a Truth-in-Negotiations Certificate ("Certificate"), in a form attached as EXHIBIT "F". The Certificate shall state that wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time this Agreement is executed. The original contract price and any additions thereto shall be adjusted to exclude any significant sums by which the COUNTY determines the contract price was increased due to inaccurate, incomplete or non-current wage rates or other factual unit costs.

3.13 COMPLETION OF TASKS

Unless otherwise set forth in the Agreement the CONSULTANT shall be responsible for providing and performing whatever services, work, equipment, material, personnel, supplies, facilities, transportation, and administrative support that are necessary and required to complete all of the tasks set forth in Agreement Exhibit "A" entitled "Scope of Professional Services" and Change Orders, and Supplemental Task Authorizations authorized. The compensation to be paid the CONSULTANT as set forth in Agreement Exhibit "B" entitled "Compensation and Method of Payment" and Change Orders, and Supplemental Task Authorizations authorized thereto shall be understood and agreed to adequately and completely compensate the CONSULTANT for providing and performing whatever services, work, equipment, material, personnel, supplies, facilities, transportation and administrative support that are necessary and required to complete the tasks set forth in Agreement Exhibit "A" and Change Orders, Supplemental Task Authorizations, and Work Orders authorized thereto as stated above."

ARTICLE 4.00 - OBLIGATIONS OF THE COUNTY

4.01 DESIGNATION OF PROJECT MANAGER

The COUNTY agrees after the execution of this Agreement to promptly advise the CONSULTANT, in writing, of the person designated to serve and act as the COUNTY'S PROJECT MANAGER pursuant to the provisions of Article 2.13 of this Agreement. Such notification shall be provided to the CONSULTANT by the COUNTY'S DEPARTMENT DIRECTOR.

4.02 AVAILABILITY OF COUNTY INFORMATION

(1) PROJECT GUIDELINES AND CRITERIA

Guidelines to the CONSULTANT regarding requirements the COUNTY has established or suggests relative to the Project including, but not limited to such items as: goals, objectives, constraints, and any special financial, budgeting, space, site, operational, equipment, technical, construction, time and scheduling criteria are set forth in attached EXHIBIT "E", entitled "PROJECT GUIDELINES AND CRITERIA".

(2) COUNTY TO PROVIDE PERTINENT REFERENCE MATERIAL

At the CONSULTANT'S request, the COUNTY agrees to provide to the CONSULTANT, at no cost to the CONSULTANT, all pertinent information known to be available to the COUNTY to assist the CONSULTANT in providing and performing the required professional services. Such information may include, but not be limited to: previous reports; plans, drawings and specifications; maps; property, boundary, easement, right-of-way, topographic, reference monuments, control points, plats and related survey data; data prepared or services furnished by others to the COUNTY such as sub-surface investigations, laboratory tests, inspections of natural and man-made materials, property appraisals, studies, designs and reports.

4.03 AVAILABILITY OF COUNTY'S DESIGNATED REPRESENTATIVES

The COUNTY agrees that the DEPARTMENT DIRECTOR and the PROJECT MANAGER shall be available within a reasonable period of time, with reasonable prior notice given by the CONSULTANT, to meet and/or consult with the CONSULTANT on matters pertaining to the services to be provided and performed by the CONSULTANT. The COUNTY further agrees to respond within a reasonable period of time to written requests submitted by the CONSULTANT.

4.04 ACCESS TO COUNTY PROPERTY

The COUNTY agrees, with reasonable prior written notice given by the CONSULTANT, to provide the CONSULTANT with access within a reasonable period of time to COUNTY property, facilities, buildings and structures to enable the CONSULTANT to provide and perform the required professional services and work pursuant to this Agreement. Such rights of access shall not be exercised in such a manner or to such an extent as to impede or interfere with COUNTY operations, or the operations carried on by others under a lease, or other contractual arrangement with the COUNTY, or in such a manner as to adversely affect the public health and safety. Such access may, or may not be, within the CONSULTANT'S normal office and/or field workdays and/or work hours.

ARTICLE 5.00 - COMPENSATION AND METHOD OF PAYMENT

5.01 BASIC SERVICES

The COUNTY will pay the CONSULTANT for all requested and authorized BASIC SERVICES rendered hereunder by the CONSULTANT and completed in accordance with the requirements, provisions,

and/or terms of this Agreement and accepted by the COUNTY in accordance with the provisions for compensation and payment of said BASIC SERVICES as set forth and prescribed in attached EXHIBIT "B", or on the basis of such changes to the established compensation as may be mutually agreed to by both parties to this Agreement and evidenced by a written and duly approved Change Order.

5.02 ADDITIONAL SERVICES

The COUNTY will pay the CONSULTANT for all ADDITIONAL SERVICES that have been requested and authorized by the COUNTY and agreed to, in writing, by both parties to this Agreement and which have been rendered as ADDITIONAL SERVICES by the CONSULTANT and completed in accordance with the requirements, provisions, and/or terms of this Agreement and accepted by the COUNTY in accordance with the provisions for compensation and payment of said ADDITIONAL SERVICES as set forth and prescribed in attached EXHIBIT "B" or on the basis of such changes to the established compensation as may be mutually agreed to by both parties to this Agreement as evidenced by a written Change Order or Supplemental Task Authorization executed by both parties.

5.03 METHOD OF PAYMENT

(1) MONTHLY STATEMENTS

The CONSULTANT is entitled to submit no more than one invoice statement to the COUNTY each calendar month covering services rendered during the preceding calendar month. The CONSULTANT'S invoice statements must be itemized to correspond to the basis of compensation as set forth in the Agreement, CHANGE ORDERS, or SUPPLEMENTAL TASK AUTHORIZATIONS. The CONSULTANT'S invoice statements must contain a breakdown of charges, description of services and work provided and/or performed, and where appropriate, supportive documentation of charges consistent with the basis of compensation set forth in the Agreement, CHANGE ORDERS, and/or SUPPLEMENTAL TASK AUTHORIZATIONS.

(2) PAYMENT FOR SERVICES PERFORMED

The COUNTY shall pay the CONSULTANT for services performed using either of the following methods, or using a combination thereof:

- (A) The COUNTY shall pay the CONSULTANT on the basis of services completed for tasks set forth in Exhibits "A" and "B", as evidenced by work products such as reports, drawings, specifications, etc., submitted by the CONSULTANT and accepted by the COUNTY. No payments shall be made for CONSULTANT'S Work-in-Progress until service items for which payment amounts have been established and set forth in this Agreement have been completed by the CONSULTANT and accepted by the COUNTY. Whenever an invoice statement covers services for which no work product is required to be furnished by the CONSULTANT to the COUNTY, the COUNTY reserves the right to retain five percent (5%) of the amount invoiced until such service requirements are fully completed.
- (B) The COUNTY shall pay the CONSULTANT for services performed for tasks set forth in Exhibits "A" and "B" on the basis of an invoice statement covering CONSULTANT'S Work-in-Progress expressed as a percentage of the total cost of the service and/or work required for each task invoiced in this manner. All such Work-in-Progress percentages are subject to the review and approval of the COUNTY. The decision of the COUNTY shall be final as to the Work-in-Progress percentages paid. Payment by the COUNTY for tasks on a Work-in-Progress percentage basis shall not be deemed or interpreted in any way to constitute an approval or acceptance by the COUNTY of any such service or Work-in-Progress. The CONSULTANT shall be responsible for correcting,

re-doing, modifying or otherwise completing the services and work required for each task before receiving final, full payment whether or not previous Work-in-Progress payments have been made. All tasks to be paid for on a Work-in-Progress percentage basis shall be agreed to by both parties to the Agreement and each task to be paid in this manner shall be identified in Exhibit "B" with the notation (WIPP). Only tasks so identified will be paid on a Work-in-Progress percentage basis. The COUNTY reserves the right to retain five percent (5%) of the amount invoiced until such service requirements are fully completed.

(3) PAYMENT SCHEDULE

Payment will be made upon receipt of a proper invoice and in compliance with FL § Chapter 218, otherwise known as the "Florida Prompt Payment Act," and, pursuant to the Lee County Board of County Commissioners payment policies as described herein. Should the COUNTY object or take exception to the amount of any CONSULTANT'S invoice statement, the COUNTY shall notify the CONSULTANT of such objection or exception within the payment period set forth hereinbefore. If such objection or exception remains unresolved at the end of the payment period, the COUNTY shall withhold the disputed amount and make payment to the CONSULTANT of the amount not in dispute. Payment of any disputed amount, or adjustments thereto, shall be made within forty-five (45) calendar days of the date such disputed amount is resolved by mutual agreement of the parties to this Agreement. However, if day forty-five (45) falls on a Saturday, Sunday, or Lee County recognized holiday, the deadline shall fall to the next Monday or non-Lee County recognized holiday.

5.04 PAYMENT WHEN SERVICES ARE TERMINATED AT THE CONVENIENCE OF THE COUNTY

In the event of termination of this Agreement at the convenience of the COUNTY, not at the fault of the CONSULTANT, the COUNTY shall compensate the CONSULTANT only for: (1) all services performed prior to the effective date of termination; (2) reimbursable expenses then due; and, (3) reasonable expenses incurred by the CONSULTANT in affecting the termination of services and work, and incurred by the submittal to the COUNTY of project drawings, plans, data, and other project documents.

5.05 PAYMENT WHEN SERVICES ARE SUSPENDED

In the event the COUNTY suspends the CONSULTANT'S services and work on all or part of the services required to be provided and performed by the CONSULTANT pursuant to this Agreement, the COUNTY shall compensate the CONSULTANT only for the services performed prior to the effective date of suspension and reimbursable expenses, then due and any reasonable expenses incurred or associated with, or as a result of such suspension.

5.06 NON-ENTITLEMENT TO ANTICIPATED FEES IN THE EVENT OF SERVICE TERMINATION, SUSPENSION, ELIMINATION, CANCELLATION AND/OR DECREASE

In the event the services required pursuant to this Agreement are terminated, eliminated, cancelled, or decreased due to: (1) termination; (2) suspension in whole or in part; and, (3) and/or are modified by the subsequent issuance of SUPPLEMENTAL TASK AUTHORIZATIONS and/or CHANGE ORDERS, other than receiving the compensation set forth in Sub-Articles 5.04 and 5.05, the CONSULTANT shall not be entitled to receive compensation for anticipated professional fees, profit, general and administrative overhead expenses or for any other anticipated income or expense which may be associated with the services which are terminated, suspended, eliminated, cancelled or decreased.

ARTICLE 6.00 - TIME AND SCHEDULE OF PERFORMANCE

6.01 NOTICE TO PROCEED

Following the award of this Solicitation to the CONSULTANT by the Lee County Board of County Commissioners, and after the CONSULTANT has complied with the insurance requirements set forth hereinafter, the COUNTY shall issue the CONSULTANT a WRITTEN NOTICE TO PROCEED. Following the issuance of such NOTICE TO PROCEED the CONSULTANT shall be authorized to commence work and the CONSULTANT thereafter shall commence work promptly and shall carry on all such services and work as may be required in a timely and diligent manner to completion.

6.02 TIME OF PERFORMANCE

The CONSULTANT agrees to complete the services required pursuant to this Agreement within the time periods for completion of the various phases and/or tasks of the project services set forth and described in this Agreement, as set forth in attached EXHIBIT "C", entitled "TIME AND SCHEDULE OF PERFORMANCE."

Should the CONSULTANT be obstructed or delayed in the prosecution or completion of its obligations under this Agreement as a result of causes beyond the control of the CONSULTANT, or its sub-consultants and/or subcontractors, and not due to their fault or neglect, the CONSULTANT shall notify the COUNTY, in writing, within five (5) calendar days after the commencement of such delay, stating the cause thereof and requesting an extension of the CONSULTANT'S time of performance. Upon receipt of the CONSULTANT'S request for an extension of time, the COUNTY shall grant the extension if the COUNTY determines the delay encountered by the CONSULTANT, or its sub-consultants and/or subcontractors, is due to unforeseen causes and not attributable to their fault or neglect.

6.03 CONSULTANT WORK SCHEDULE

The CONSULTANT is required to prepare and submit to the COUNTY, on a monthly basis commencing with the issuance of the NOTICE TO PROCEED, a CONSULTANT'S WORK SCHEDULE. The WORK SCHEDULE must set forth the time and manpower scheduled for all of the various phases and/or tasks required to provide, perform and complete all of the services and work required for completion of the various phases and/or tasks of the project services as set forth in EXHIBIT "C" in such a manner that the CONSULTANT'S planned and actual work progress can be readily determined. The CONSULTANT'S WORK SCHEDULE of planned and actual work progress must be updated and submitted by the CONSULTANT to the COUNTY on a monthly basis.

6.04 FAILURE TO PERFORM IN A TIMELY MANNER

Should the CONSULTANT fail to commence, provide, perform and/or complete any of the services and work required pursuant to this Agreement in a timely and diligent manner, the COUNTY may consider such failure as justifiable cause to terminate this Agreement. As an alternative to termination, the COUNTY at its option, may, upon written notice to the CONSULTANT, withhold any or all payments due and owing to the CONSULTANT, not to exceed the amount of the compensation for the work in dispute, until such time as the CONSULTANT resumes performance of his obligations in such a manner as to get back on schedule in accordance with the time and schedule of performance requirements set forth in this Agreement, or any CHANGE ORDERS or SUPPLEMENTAL TASK AUTHORIZATIONS issued thereto.

ARTICLE 7.00 - SECURING AGREEMENT

The CONSULTANT warrants that the CONSULTANT has not employed or retained any company or person other than a bona fide, regular, full time employee working for the CONSULTANT to solicit or secure this Agreement and that the CONSULTANT has not paid or agreed to pay any person, company, corporation or firm other than a bona fide employee working solely for the CONSULTANT any fee, commission, percentage, gift or any other consideration contingent upon or resulting from the award or making of this Agreement.

ARTICLE 8.00 - CONFLICT OF INTEREST

The CONSULTANT represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required hereunder. The CONSULTANT further agrees that no person having any such interest shall be employed or engaged by the CONSULTANT for said performance.

If CONSULTANT, for itself and on behalf of its subconsultants, is about to engage in representing another client, which it in good faith believes could result in a conflict of interest with the work being performed by CONSULTANT or such sub-consultant under this Agreement, then it will promptly bring such potential conflict of interest to the COUNTY'S attention, in writing. The COUNTY will advise the CONSULTANT, in writing, within ten (10) calendar days as to the period of time required by the COUNTY to determine if such a conflict of interest exists. However, if day ten (10) falls on a Saturday, Sunday, or Lee County recognized holiday, the deadline shall fall to the next Monday or non-Lee County recognized holiday. If the COUNTY determines that there is a conflict of interest, CONSULTANT or such sub-consultant shall decline the representation upon written notice by the COUNTY.

If the COUNTY determines that there is not such conflict of interest, then the COUNTY shall give its written consent to such representation. If CONSULTANT or sub-consultant accepts such a representation without obtaining the COUNTY'S prior written consent, and if the COUNTY subsequently determines that there is a conflict of interest between such representation and the work being performed by CONSULTANT or such sub-consultant under this Agreement, then the CONSULTANT or such sub-consultant agrees to promptly terminate such representation. CONSULTANT shall require each of such sub-consultants to comply with the provisions of this Section.

Should the CONSULTANT fail to advise or notify the COUNTY as provided hereinabove of representation which could, or does, result in a conflict of interest, or should the CONSULTANT fail to discontinue such representation, the COUNTY may consider such failure as justifiable cause to terminate this Agreement.

ARTICLE 9.00 - ASSIGNMENT, TRANSFER AND SUBCONTRACTS

The provisions of this Agreement shall inure to the benefit of and be binding upon the respective successors and assignees of the parties hereto. A party to this Agreement shall not sell, transfer, assign, license, franchise, restructure, alter, or change its corporate structure or otherwise part with possession or mortgage, charge or encumber any right or obligation under this Agreement without the proposed assignee and/or party restructuring, altering or changing its corporate structure agreeing in writing with the non-assigning party to observe and perform the terms, conditions and restrictions on the part of the assigning party to this Agreement, whether express or implied, as if the proposed assignee and/or party restructuring, altering or changing its corporate structure was an original contracting party to this Agreement. Notwithstanding the foregoing

provision, the CONSULTANT may assign its rights if given written authorization by the County. Nor shall the CONSULTANT subcontract any of its service obligations hereunder to third parties, except as otherwise authorized in this Agreement thereto, without prior written approval of the COUNTY. The CONSULTANT shall have the right, subject to the COUNTY'S prior written approval, to employ other persons and/or firms to serve as sub-consultants and/or subcontractors to CONSULTANT in connection with CONSULTANT providing and performing services and work pursuant to the requirements of this Agreement. The COUNTY shall have the right and be entitled to withhold such approval. Such approval shall not be unreasonably withheld.

In providing and performing the services and work required pursuant to this Agreement, CONSULTANT intends to engage the assistance of the sub-consultants and/or subcontractors set forth in attached EXHIBIT "D", entitled "CONSULTANT'S ASSOCIATED SUB-CONSULTANTS AND SUBCONTRACTORS".

ARTICLE 10.00 - APPLICABLE LAW

Unless otherwise specified, this Agreement shall be governed by the laws, rules, and regulations of the State of Florida, or the laws, rules, and regulations of the United States when providing services funded by the United States government.

ARTICLE 11.00 - COVENANTS AGAINST DISCRIMINATION

11.01 FOR PROJECTS WITH FUNDS APPROPRIATED FROM GENERAL LEE COUNTY REVENUES

The CONSULTANT for itself, its successors in interest, and assigns as part of the consideration thereof, does hereby covenant and agree that in the furnishing of services to COUNTY hereunder, no person on the grounds of race, color, national origin, handicap, or sex shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination. The CONSULTANT shall comply with Lee County's Affirmative Action Plan or state laws in the hiring of sub-consultants. CONSULTANTS who are uncertain of their obligation must obtain a copy of all relevant guidelines concerning Lee County's Affirmative Action Plan from the Lee County Department of Equal Opportunity.

11.02 FOR PROJECTS WITH FUNDS APPROPRIATED EITHER IN PART OR WHOLLY FROM FEDERAL OR STATE SOURCES

The CONSULTANT for itself, its successors in interest, and assigns as part of the consideration thereof, does hereby covenant and agree that in the furnishing of services to COUNTY hereunder, no person on the grounds of race, color, national origin, handicap, or sex shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination. The CONSULTANT shall make every effort to comply with any Disadvantaged Business Enterprise goals which have been established for this project. CONSULTANTS who are uncertain of their obligations regarding Disadvantaged Business Enterprises for this project must obtain a copy of all relevant federal or state guidelines from the Lee County Department of Equal Opportunity. The failure of the CONSULTANT to adhere to relevant guidelines shall subject the CONSULTANT to any sanctions which may be imposed upon the COUNTY.

ARTICLE 12.00 - WAIVER OF BREACH

Waiver by either party of a breach of any provision of this Agreement shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this Agreement.

ARTICLE 13.00 - INSURANCE

13.01 INSURANCE COVERAGE TO BE OBTAINED

- (1) The CONSULTANT shall obtain and maintain such insurance as will protect him from: (1) claims under workers' compensation laws, disability benefit laws, or other similar employee benefit laws; (2) claims for damages because of bodily injury, occupational sickness or disease or death of his employees including claims insured by usual personal injury liability coverage; (3) claims for damages because of bodily injury, sickness or disease, or death of any person other than his employees including claims insured by usual personal injury liability coverage; and, (4) from claims for injury to or destruction of tangible property including loss of use resulting therefrom; any or all of which claims may arise out of, or result from, the services, work and operations carried out pursuant to and under the requirements of this Agreement, whether such services, work and operations be by the CONSULTANT, its employees, or by any sub-consultants, subcontractors, or anyone employed by or under the supervision of any of them, or for whose acts any of them may be legally liable.
- (2) The insurance protection set forth hereinabove shall be obtained and written for not less than the limits of liability specified hereinafter, or as required by law, whichever is greater.
- (3) The CONSULTANT, throughout the time this Agreement is in effect, shall require and ensure that any and all of its Sub-Consultants and/or SubContractors obtain, have, and maintain the insurance coverages required by law to be provided.
- (4) The CONSULTANT shall obtain, have and maintain during the entire period of this Agreement all such insurance policies as are set forth and required herein.
- (5) In the event that the CONSULTANT engages Sub-Consultants or Sub-Contractors to assist the CONSULTANT in providing or performing services or work pursuant to the requirements of this Agreement, the insurance coverages required under Article 13.03 to be provided by the CONSULTANT shall cover all of the services or work to be provided or performed by all of the Sub-Consultants or SubContractors engaged by the CONSULTANT. However, in the event the services or work of Sub-Consultants or Sub-Contractors engaged by the CONSULTANT is not covered by the CONSULTANT'S INSURANCE POLICY(s), it shall be the responsibility of the CONSULTANT to ensure that all Sub-Consultants or Sub-Contractors have fully complied with the COUNTY insurance requirements for: (1) Worker's Compensation; (2) Commercial General Liability; (3) Commercial Automobile Liability; or, (4) Professional Liability as required and set forth in Agreement Article 13.00.

The services or work to be provided or performed by the following Sub-Consultants or Sub-Contractors identified in Agreement Exhibit "D" are exempted and excluded from the Professional Liability insurance coverage requirements set forth in this Agreement:

Service and/or work to be Provided and/or Performed	Indicate Name of Individual or Firm
--	--

NONE

- (6) The insurance coverage to be obtained by the CONSULTANT or by Sub-Consultants or Sub-Contractors engaged by the CONSULTANT, as set forth in Agreement Article 13.03 for: (1) Workers' Compensation; (2) Comprehensive General Liability; (3) Comprehensive Automobile Liability; or (4) Professional Liability is understood and agreed to cover any and all of the services or work set forth in Agreement Exhibit "A" and all subsequent Change Orders or Supplemental Task Authorizations. In the event the COUNTY shall execute and issue a written Change Order or Supplemental Task Authorization authorizing the CONSULTANT to provide or perform services or work in addition to those set forth in Agreement Exhibit "A", it is agreed that the COUNTY has the right to change the amount of insurance coverages required to cover the additional services or work. If the additional insurance coverages established exceeds the amount of insurance coverage carried by the CONSULTANT, the compensation established for the Change Order or Supplemental Task Authorization shall include consideration of any increased premium cost incurred by the CONSULTANT to obtain same.

13.02 CONSULTANT REQUIRED TO FILE INSURANCE CERTIFICATE(S)

- (1) The CONSULTANT shall submit to the PROCUREMENT MANAGEMENT DEPARTMENT for review by the COUNTY'S RISK MANAGEMENT DIVISION all insurance certificates which are required under this Agreement for review and approval with respect to compliance with the insurance requirements.
- (2) All such insurance certificates shall be in a form and underwritten by an insurance company(s) acceptable to the COUNTY and licensed in the State of Florida.
- (3) Each Certificate of Insurance submitted to the COUNTY shall be an original and shall be executed by an authorized representative of the insurance company affording coverage.
- (4) Each Certificate of Insurance shall be addressed to the Lee County Board of County Commissioners, Attention: Lee County Procurement Management, P O Box 398, Fort Myers, Florida 33902-0398.
- (5) Each Certificate of Insurance shall specifically include all of the following:
 - (A) The name and type of policy and coverages provided; and
 - (B) The amount or limit applicable to each coverage provided and the deductible amount, if any, applicable to each type of insurance coverage being provided; and
 - (C) The date of expiration of coverage; and
 - (D) The designation of the Lee County Board of County Commissioners both as an additional insured and as a certificate holder. (This requirement is excepted for Professional Liability Insurance and for Workers' Compensation Insurance); and
 - (E) A statement indicating any services or work included in or required under Agreement Exhibit "A" Scope of Professional Services that is specifically excluded or exempted from coverage

under the provisions, terms, conditions or endorsements of the CONSULTANT'S insurance policy. A statement which indicates any and all deductible amounts applicable to each type of insurance coverage required. In the absence of any such statements, the COUNTY will proceed with the understanding, stipulation and condition that there are no deductible amounts, or exclusions or exemptions to the insurance coverage provided.

- (6) Each Certificate of Insurance shall be issued by an insurance agent and/or agency duly authorized to do so by and on behalf of the insurance company affording the insurance coverage indicated on each Certificate of Insurance.
- (7) If the initial or any subsequently issued Certificate of Insurance expires prior to the completion of the work or termination of this Agreement, the CONSULTANT shall furnish to the COUNTY renewal or replacement Certificate of Insurance, or Certified Binder, not later than fifteen (15) calendar days after the date of their expiration. However, if day fifteen (15) falls on a Saturday, Sunday, or Lee County recognized holiday, the deadline shall fall to the next Monday or non-Lee County recognized holiday. Failure of the CONSULTANT to provide the COUNTY with such renewal certificates shall be considered justification for the COUNTY to terminate this Agreement.
- (8) If any of the insurance coverages required by this Agreement shall reach the date of expiration indicated on the approved Certificates of Insurance without the COUNTY having received satisfactory evidence of renewal or replacement, the CONSULTANT shall automatically and without further notice stop performing all previously authorized services and work. During any time period that the CONSULTANT'S services or work is suspended for failure to comply with the insurance requirements set forth in the Agreement, the CONSULTANT shall not be entitled to any additional compensation or time to provide and perform the required services or work and the COUNTY shall not be required to make payment on any invoices submitted by the CONSULTANT. Upon receipt and approval of renewal or replacement Certificates of Insurance, payment for any such invoices shall be made promptly by the COUNTY.

13.03 - INSURANCE COVERAGES REQUIRED

The CONSULTANT shall obtain and maintain the insurance coverages in the type, amounts and in conformance with the minimum requirements provided by Exhibit "G" Insurance.

ARTICLE 14.00 - DUTIES AND OBLIGATIONS IMPOSED ON THE CONSULTANT

The duties and obligations imposed upon the CONSULTANT by this Agreement and the rights and remedies available hereunder shall be in addition to, and not a limitation of, any otherwise imposed or available by law or statute.

ARTICLE 15.00 - REPRESENTATION OF THE COUNTY

The CONSULTANT in providing and performing the services and work required pursuant to this Agreement thereto shall only represent the COUNTY in the manner and to the extent specifically set forth in writing in this Agreement, and as provided in any written SUPPLEMENTAL TASK AUTHORIZATION or CHANGE ORDER issued hereunder.

In the event the CONSULTANT'S services or work involves construction contract administrative support services, the CONSULTANT is not authorized to act on the COUNTY'S behalf, and shall not act on the COUNTY'S behalf, in such a manner as to result in changes to: (1) the cost or compensation to be paid the

construction contractor; or, (2) the time for completing the work as required and agreed to in the construction contract; or, (3) the scope of the work set forth in the construction contract documents, unless such representation is specifically provided for, set forth and authorized in this Agreement or thereto.

The COUNTY will neither assume nor accept any obligation, commitment, responsibility or liability which may result from representation by the CONSULTANT not specifically provided for and authorized as stated hereinabove.

ARTICLE 16.00 - OWNERSHIP OF DOCUMENTS

All documents such as drawings, tracings, notes, computer files, photographs, plans, specifications, maps, evaluations, reports and other records and data relating to this project, other than working papers, specifically prepared or developed by the CONSULTANT under this Agreement shall be property of the CONSULTANT until the CONSULTANT has been paid for providing and performing the services and work required to produce such documents.

Upon completion or termination of this Agreement, or upon the issuance by the COUNTY of a written Change Order deleting all or portions of the scope of services or task(s) to be provided or performed by the CONSULTANT, all of the above documents, to the extent requested in writing by the COUNTY, shall be delivered by the CONSULTANT to the COUNTY within seven (7) calendar days of the COUNTY making such a request. In the event the COUNTY gives the CONSULTANT a written Notice of Termination of all or part of the services or work required, or upon the issuance to the CONSULTANT by the COUNTY of a written Change Order deleting all or part of the services or work required, the CONSULTANT shall deliver to the COUNTY the requested documents as set forth hereinabove, with the mutual understanding and commitment by the COUNTY that compensation earned or owing to the CONSULTANT for services or work provided or performed by the CONSULTANT prior to the effective date of any such termination or deletion will be paid to the CONSULTANT within thirty (30) calendar days of the date of issuance of the Notice of Termination or Change Order. If either of these time periods end on a Saturday, Sunday, or Lee County recognized holiday, the deadline for that individual period shall fall to the next Monday or non-Lee County recognized holiday.

The CONSULTANT, at its expense, may make and retain copies of all documents delivered to the COUNTY for reference and internal use. The CONSULTANT shall not, and agrees not to; use any of these documents, and data and information contained therein on any other project or for any other client without the prior expressed written permission of the COUNTY.

Any use by the COUNTY of said documents, and data and information contained therein, obtained by the COUNTY under the provisions of this Agreement for any purpose not within the scope of this Agreement shall be at the risk of the COUNTY, and without liability to the CONSULTANT.

ARTICLE 17.00 - MAINTENANCE OF RECORDS

The CONSULTANT will keep and maintain adequate records and supporting documentation applicable to all of the services, work, information, expense, costs, invoices and materials provided and performed pursuant to the requirements of this Agreement. Said records and documentation will be retained by the CONSULTANT for a minimum of five (5) years from the date of termination of this Agreement.

The COUNTY and its authorized agents shall, with reasonable prior notice, have the right to audit, inspect and copy all such records and documentation as often as the COUNTY deems necessary during the period of this Agreement, and during the period five (5) years thereafter; provided, however, such activity shall be conducted only during normal business hours and at the expense of the COUNTY, and provided further

that to the extent provided by law the COUNTY shall retain all such records confidential.

CONSULTANT specifically acknowledges its obligations to comply with §119.0701, F.S., with regard to public records, and shall:

- 1) keep and maintain public records that ordinarily and necessarily would be required by the COUNTY in order to perform the services required under this Agreement;
- 2) upon request from the County, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 Florida Statutes or as otherwise provided by law;
- 3) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law; and
- 4) meet all requirements for retaining public records and transfer, at no cost to the COUNTY, all public records in possession of CONSULTANT upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the COUNTY in a format that is compatible with the information technology system of the COUNTY.

IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 239-533-2221, 2115 SECOND STREET, FORT MYERS, FL 33901, PRRCustodian@leegov.com ; <http://www.leegov.com/publicrecords>.

ARTICLE 18.00 - HEADINGS

The HEADINGS of the Articles, Sections, Exhibits, Attachments, Phases or Tasks as contained in this Agreement are for the purpose of convenience only and shall not be deemed to expand, limit or change the provisions contained in such Articles, Sections, Exhibits, Attachments, Phases or Tasks.

ARTICLE 19.00 - ENTIRE AGREEMENT

This Agreement, including referenced Exhibits and Attachments hereto, constitutes the entire Agreement between the parties hereto and shall supersede, replace and nullify any and all prior agreements or understandings, written or oral, relating to the matters set forth herein, and any such prior agreements or understandings shall have no force or effect whatever on this Agreement.

The following listed documents, which are referred to hereinbefore, are attached to and are acknowledged, understood and agreed to be an integral part of this Agreement:

- (1) EXHIBIT "A" entitled "Scope of Professional Services".
- (2) EXHIBIT "B" entitled "Compensation and Method of Payment".
- (3) EXHIBIT "C" entitled "Time and Schedule of Performance".
- (4) EXHIBIT "D" entitled "Consultant's Associated Sub-Consultants and Subcontractors".

- (5) EXHIBIT "E" entitled "Project Guidelines and Criteria".
- (6) EXHIBIT "F" entitled "Truth in Negotiation Certificate".
- (7) EXHIBIT "G" entitled "Insurance". (Containing copies of applicable Certificates of Insurance)
- (8) EXHIBIT "H" entitled "Amendment to Articles".
- (9) EXHIBIT "I" entitled "Consultant Background Screening Affidavit".

ARTICLE 20.00 - NOTICES AND ADDRESS OF RECORD

20.01 NOTICES BY CONSULTANT TO COUNTY

All notices required and/or made pursuant to this Agreement to be given by the CONSULTANT to the COUNTY shall be in writing and shall be given by the United States Postal Service Department first class mail service, postage prepaid, addressed to the following COUNTY address of record and sent to the attention of the County's Project Manager:

Lee County Board of County Commissioners
Post Office Box 398
Fort Myers, Florida 33902-0398
Department: Solid Waste

20.02 NOTICES BY COUNTY TO CONSULTANT

All notices required and/or made pursuant to this Agreement to be given by the COUNTY to the CONSULTANT shall be made in writing and shall be given by the United States Postal Service Department first class mail service, postage prepaid, addressed to the following CONSULTANT'S address of record:

Name: Jones, Edmunds & Associates, Inc.
Address: 730 NE Waldo Road
City, State Zip: Gainesville, FL 32641
Phone and Fax No.: (352) 377-5821
Contact Person: Tobin McKnight, PE, BCEE
Email: tmcknight@jonesedmunds.com

20.03 CHANGE OF ADDRESS OF RECORD

Either party may change its address of record by written notice to the other party given in accordance with the requirements of this Article.

ARTICLE 21.00 - TERMINATION

This Agreement may be terminated by the COUNTY at its convenience, or due to the fault of the CONSULTANT, by the COUNTY giving thirty (30) calendar days' written notice to the CONSULTANT.

If the CONSULTANT is adjudged bankrupt or insolvent; if it makes a general assignment for the benefit of its creditors; if a trustee or receiver is appointed for the CONSULTANT or for any of its property; if it files a petition to take advantage of any debtor's act or to reorganize under the bankruptcy or similar laws; if it disregards the authority of the COUNTY'S designated representatives; if it otherwise violates any provisions of this Agreement; or for any other just cause, the COUNTY may, without prejudice to any other right or remedy, and after giving the CONSULTANT a thirty (30) calendar day written notice, terminate this

Agreement.

In addition to the COUNTY'S contractual right to terminate this Agreement in its entirety as set forth above, the COUNTY may also, at its convenience, stop, suspend, supplement or otherwise change all, or any part of, the Scope of Professional Services as set forth in Exhibit "A", or the Project Guidelines and Criteria as set forth in Exhibit "E", or as such may be established by a Supplemental Task Authorization or Change Order Agreement. The COUNTY shall provide written notice to the CONSULTANT in order to implement a stoppage, suspension, supplement or change.

The CONSULTANT may request that this Agreement be terminated by submitting a written notice to the COUNTY dated not less than thirty (30) calendar days prior to the requested termination date and stating the reason(s) for such a request. However, the COUNTY reserves the right to accept or not accept the termination request submitted by the CONSULTANT, and no such termination request submitted by the CONSULTANT shall become effective unless and until CONSULTANT is notified, in writing, by the COUNTY of its acceptance.

21.01 CONSULTANT TO DELIVER MATERIAL

Upon termination, the CONSULTANT shall deliver to the COUNTY all papers, drawings, models, and other material in which the COUNTY has exclusive rights by virtue hereof or of any business done, or services or work performed or provided by the CONSULTANT on behalf of the COUNTY.

ARTICLE 22.00 - AMENDMENTS

The covenants, terms and provisions set forth and contained in all of the Articles to this Agreement may be amended upon the mutual acceptance thereof, in writing, by both parties to this Agreement, as evidenced by Exhibit H for amending articles. In the event of any conflicts between the requirements, provisions and/or terms of the Agreement and any written Amendment (Exhibit H), the requirements, provisions and/or terms of the Amendment shall take precedence.

ARTICLE 23.00 - MODIFICATIONS

Modifications to covenants, terms and provisions of this Agreement shall only be valid when issued in writing as a properly executed CHANGE ORDERS or SUPPLEMENTAL TASK AUTHORIZATIONS. In the event of any conflicts between the requirements, provisions, and/or terms of this Agreement and any written CHANGE ORDERS and/or SUPPLEMENTAL TASK AUTHORIZATIONS, the latest executed CHANGE ORDER and/or SUPPLEMENTAL TASK AUTHORIZATION shall take precedence.

In the event the COUNTY issues a purchase order, memorandum, letter, or other instruments covering the professional services, work and materials to be provided and performed pursuant to this Agreement, it is hereby specifically agreed and understood that such purchase order, memorandum, letter or other instruments are for the COUNTY'S internal control purposes only, and any and all terms, provisions and conditions contained therein, whether printed or written, shall in no way modify the covenants, terms and provisions of this Agreement and shall have no force or effect thereon.

No modification, waiver, or termination of the Agreement or of any terms thereof shall impair the rights of either party.

ARTICLE 24.00 – SEVERABILITY

If any word, phrase, sentence, part, subsection, or other portion of this Agreement, or any application thereof, to any person, or circumstance is declared void, unconstitutional, or invalid for any reason, then such word, phrase, sentence, part, subsection, other portion, or the proscribed application thereof, shall be severable, and the remaining portions of this Agreement, and all applications thereof, not having been declared void, unconstitutional, or invalid, shall remain in full force, and effect.

ARTICLE 25.00 – VENUE

Venue for any administrative and/or legal action arising under this Agreement shall be in Lee County, Florida.

ARTICLE 26.00 – NO THIRD PARTY BENEFICIARIES

Both parties explicitly agree, and this Agreement states that no third party beneficiary status or interest is conferred to, or inferred to, any other person or entity.

ARTICLE 27.00 – AUTHORITY TO PIGGYBACK

During the Term of this Agreement, CONSULTANT agrees to extend the same terms, covenants and conditions available to the COUNTY under this Agreement to other public agencies that have authority to purchase from another public agency's competitively solicited contract. Each public agency that intends to make purchases under this Agreement must deal directly with the CONSULTANT in all matters related to the purchase(s), including ordering, acceptance and invoicing, and such public agencies are exclusively responsible for the payment of all purchases.

[The remainder of this page intentionally left blank.]

ARTICLE 28.00 - ACCEPTANCE

Acceptance of this Agreement shall be indicated by the signature of the duly authorized representative of the hereinabove named parties in the space provided hereinafter and being attested and witnessed as indicated.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have executed this Agreement the day and year last written below. The effective date for this Agreement shall be the date the Lee County Board of County Commissioners awarded the Solicitation to the CONSULTANT.

ATTEST:
CLERK OF CIRCUIT COURT

DocuSigned by:
Melissa Butler
BY: DS
Deputy Clerk



COUNTY: LEE COUNTY, FLORIDA
BOARD OF COUNTY COMMISSIONERS

DocuSigned by:
[Signature]
BY: C95488F9BF0F428...
Chair

DATE: 11/13/2023 | 12:28 PM EST

APPROVED as to Form for the Reliance of Lee County
Only

DocuSigned by:
Amanda L. Swindle
BY: EC9B5A5584DD473...
County Attorney's Office

JONES, EDMUNDS & ASSOCIATES, INC.

BY: [Signature]
Authorized Signature

ATTEST:

Kathy M. Mercer-Miller
(Witness)

Stanley F. Ferreira, Jr., PE
Authorized Signature Printed Name

President & CEO
Authorized Signature Title

DATE: October 4, 2023

CORPORATE SEAL:



Ken Vogel 10/4/2023

EXHIBIT A

SCOPE OF PROFESSIONAL SERVICES

for CN230279CMR – Ash Monofill Sideslope Closure - Design

BASIC SERVICES

Section 1. GENERAL SCOPE STATEMENT

The CONSULTANT shall provide and perform the following services, which shall constitute the GENERAL SCOPE of the BASIC SERVICES under the covenants, terms, and provisions of this SERVICE PROVIDER AGREEMENT.

The Lee County Solid Waste Department (“COUNTY”) is preparing for the partial cell closure of the Lee-Hendry Ash Monofill at the Lee/Hendry Regional Solid Waste Disposal Facility. Jones Edmunds & Associates, Inc., (“CONSULTANT”) shall provide professional engineering consulting services for the design, permitting, bidding, and construction phase services (including construction quality assurance) for the Lee-Hendry Landfill Ash Monofill Sideslope Closure project.

Section 2. TASKS

Pursuant to the GENERAL SCOPE of the BASIC SERVICES stated herein above, the CONSULTANT shall perform all services and/or work necessary to complete the following task(s) and/or provide the following item(s) which are enumerated to correspond to the task(s) and/or items set forth in EXHIBIT “B” entitled “COMPENSATION AND METHOD OF PAYMENT”.

BACKGROUND

The COUNTY owns and operates the Lee/Hendry Regional Solid Waste Disposal Facility at 5500 Church Road in Felda, Florida. The facility has three permitted landfills: the Class I Municipal Solid Waste (MSW)/Ash Landfill, Class III Landfill, and Class I Ash Monofill. The Ash Monofill operates under Florida Department of Environmental Protection (FDEP) Permit No. 0130719-013-SO/01. The permit was issued April 3, 2013, and will expire on April 3, 2033. The Ash Monofill has 36.8 acres of permitted disposal area. The 2022 estimate of remaining life indicated that the landfill would reach capacity in 13.3 years in December 2035; however, portions of the slopes in the older Cells 1 and 2 have reached final grades, and the COUNTY proposes to close these slopes and permit future phases of closure construction.

PROJECT GUIDELINES AND CRITERIA

Based on the CONSULTANT’S understanding of the project, the following key assumptions will govern the project:

1. The CONSULTANT shall design, permit, and provide bidding and construction engineering services for the partial closure of the Ash Monofill Sideslopes that have reached final grade in Cells 1 and 2.
2. The CONSULTANT shall design for the closure of the full 36.8-acre Ash Monofill. and apply for an operations permit modification for close-as-you-go.
3. The CONSULTANT shall evaluate, provide a cost-benefit analysis, and provide recommendations regarding the use of traditional final cover and alternative landfill closure systems.
4. The CONSULTANT shall evaluate and provide recommendations for installing long-term temporary covers on areas that may receive waste in the future.
5. The CONSULTANT shall evaluate and provide recommendations regarding the need for future gas collection from the Ash Monofill. Due to the nature of waste and low potential air emissions, the Ash Monofill is likely exempt from future active gas collection and control. Design of an active gas collection is excluded, but design for pressure relief below the barrier system is included.
6. The project shall be design-bid-build project delivery with an option for owner-direct-purchase of materials such as geosynthetics.

SCOPE OF SERVICES

Professional engineering services for the Lee-Hendry Ash Monofill Sideslope Closure design includes conceptual design, permitting, design, construction bid documents, bidding assistance, and construction engineering services as described in detail in the following tasks.

Task 1 – Preliminary Design

1.1 – Project Initiation and Administration

Upon receiving the Notice to Proceed from the COUNTY, the CONSULTANT shall initiate the project and schedule a kickoff meeting. The project kickoff meeting will be onsite between key team members from the COUNTY and CONSULTANT. The kickoff meeting shall provide an opportunity to gather site information, obtain documents needed to perform the analyses, review the facility's current permits and permitting requirements, discuss various components of the design, outline the schedule and milestones, establish lines of communication, establish standard operating procedures, and begin discussing conceptual design options. The kickoff meeting shall be an opportunity to gather the COUNTY'S stakeholders to discuss critical success measures for the project.

The CONSULTANT shall provide the COUNTY with a Project Manager who shall oversee all facets of the project execution and be the single point of contact throughout the duration of the work. The Project Manager shall correspond regularly with the COUNTY'S designated Project Manager and submit monthly reports, including updated schedules, budget analysis, projected monthly work tasks, and monthly invoices. The CONSULTANT'S Project Manager shall attend a minimum of one virtual meeting per month with the COUNTY to review the project status. The CONSULTANT's Project Manager and Project Engineers shall also attend in-person meetings for the 30-, 60-, and 90-percent review meetings. The Project Manager shall plan and implement the CONSULTANT'S Quality Program for the quality assurance and quality control of the project work and deliverables throughout the project.

1.2. – Alternatives Analysis

The design of the Ash Monofill Sideslope Closure will include an initial analysis of alternative final cover systems. The alternative cover systems typically include exposed geomembrane cover (EGC) closures and long-term temporary covers, which have capital and operational cost savings. The CONSULTANT shall prepare a technical memorandum that presents traditional closure design in accordance with Rule 62-701, FAC and two alternative closure systems that have been approved in Florida through the use of alternate procedures. The alternatives analysis will present the costs, benefits, regulatory implications, operational considerations, and long-term maintenance associated with the alternative closure systems. The analysis will be summarized in a memorandum that will be prepared in parallel with the Conceptual Design.

1.3 Conceptual Design

The CONSULTANT shall prepare a preliminary design for the Ash Monofill Sideslope Closure to be reviewed and approved by the COUNTY before progressing to design and permitting. The CONSULTANT shall evaluate information obtained from the COUNTY, historical documents and surveys to prepare a preliminary design based on the design criteria discussed at the kickoff meeting. The CONSULTANT shall prepare a Basis of Design Memorandum (BDM) that summarizes the site conditions, conceptual design layout of the closure, closure system, and design assumptions.

The primary design considerations for the Ash Monofill Sideslope closure include closure system, top-deck tie-in design, stormwater management, toe drains, and pressure relief vents. These elements will be discussed in the BDM, and the CONSULTANT shall provide recommendations for design approaches for the COUNTY's consideration.

The BDM shall incorporate input provided by COUNTY staff and will include at a minimum the following sections:

1. Executive Summary (Design Criteria Table)
2. Background
3. Conceptual Closure Design:

- 3.1 Final Cover System
- 3.2 Surface Water Management
- 3.3 Liquids Management (Toe Drain)
- 3.4 Pressure Relief Vents
- 3.5 Closure Phasing
- 4. Engineer's Opinion of Probable Construction Cost (EOPCC) – Class 3 (-10% to +30% accuracy)
- 5. Project Construction Schedule

The BDM shall present options that are available to the COUNTY for the Ash Monofill Sideslope Closure. The final design and permitting effort shall be based on information and recommendations in the BDM and agreed to by the COUNTY and summarized in a summary of design decisions update to the BDM.

Task 1 Deliverables:

- 1. *Project kickoff meeting agenda and notes. (Word, pdf)*
- 2. *Project baseline schedule. (Project, pdf)*
- 3. *Alternatives Analysis Memo (pdf)*
- 4. *Basis of Design Memo (pdf)*
- 5. *Summary of Design Decisions Memo (pdf)*

Task 2 – Permitting

Once the preliminary design for the Ash Monofill Sideslope Closure has been discussed and agreed to, the CONSULTANT shall proceed with design and permitting. If the COUNTY selects an alternative final cover system, the CONSULTANT shall first prepare a request for alternate procedures from FDEP in accordance with Rule 62-701.310, FAC. The alternate procedures process will require an initial meeting with FDEP. This task assumes a virtual meeting with FDEP, the CONSULTANT, and the COUNTY. If FDEP approves the alternate procedures, then the CONSULTANT will prepare the closure permit application to meet the conditions of the alternate procedure approval.

The design shall be based on the Alternatives Analysis and BDM and prepared in Task 1. The CONSULTANT shall provide detailed design calculations and supporting documents for the liner system, stormwater management system, pressure relief below the closure liner, and financial assurance cost estimates.

The COUNTY shall be responsible for all costs and fees associated with the permit applications including but not limited to paying permit application fees and publishing all notices in a publication of general circulation in Hendry County.

The CONSULTANT shall conduct monthly video conference meetings to ensure that the COUNTY is well informed of the status and progress of the project and to provide the COUNTY with the opportunity to comment and direct the CONSULTANT during the preparation of the permit application and design.

2.1 Alternate Procedures Request

The Alternative Analysis and BDM will present the costs and benefits of installing an alternative final cover system. If the COUNTY elects to pursue an alternative final cover system that deviates from Rule 62-701, FAC, then the CONSULTANT will prepare a request for alternate procedures. The procedures for obtaining an exception to Rule 62-701, FAC, are provided in Rule 62-701.310 and have specifically been outlined for alternative final cover in correspondence from FDEP. The CONSULTANT proposes to prepare and submit an application for alternate procedures for an alternative final cover system for all or portions of the Ash Monofill based on the decisions made in Task 1.

2.2 – Solid Waste Permit Application

The CONSULTANT shall prepare an FDEP Solid Waste Construction and Operations Permit Application, Form 62-701.900(1), for submittal to the FDEP Solid Waste Section in Tallahassee. The permit application shall include engineering calculations, technical documentation, and drawings as required by FDEP.

Only parts applicable to the permit modification for the Ash Monofill Closure shall be prepared and submitted. The permit application shall be prepared to address each of the following application parts:

Part A	General Information
Part B	Disposal Facility General Information
Part D	Solid Waste Management Facility Permit Requirements, General
Part E	Landfill Permit Requirements
Part K	Landfill Operation Requirements
Part L	Water Quality and Leachate Monitoring Requirements
Part N	Gas Management System Requirements
Part O	Landfill Closure Requirements
Part P	Other Closure Procedures
Part Q	Long-Term Care Requirements
Part R	Financial Responsibility Requirements
Part S	Certification (Applicant and Engineer)

The CONSULTANT shall prepare a recalculated financial assurance cost estimate for closure and long-term care of the Ash Monofill Landfill in accordance with Rule 62-701.630, FAC, which shall be included in Part R of the permit application.

The CONSULTANT shall also revise the Operation Plan and Closure and Long-Term Care Plan to include the partial closure and close-as-you-go approach for future closure and to reflect an alternate closure system if the COUNTY has chosen this option.

A CQA Plan is required as part of the FDEP permit application and shall be prepared for site-specific conditions. The CQA Plan and Technical Specifications will be based on those that the CONSULTANT has previously prepared for the COUNTY and updated. The CQA Plan shall present required laboratory and field tests and specifications along with the responsibilities of the field observers. The CQA Plan shall clearly define the responsibilities of the Contractor, Engineer, and Owner and the required specifications for permitting of the facility, as listed below.

This task also includes preparing technical specifications associated with the CQA Plan required for permitting. The CONSULTANT shall determine design parameters for the various soil, geosynthetic, and other construction materials. For the permit-level documents, the following specifications sections are expected to be required:

DIVISION 2 – SITE CONSTRUCTION

02070	Geocomposite
02071	Geomembrane (HDPE)
02074	Geotextile
02301	Earthwork for Landfill Closure

The CONSULTANT shall coordinate and facilitate an in-person preapplication meeting with the FDEP Solid Waste Section reviewers in Tallahassee. The CONSULTANT shall prepare the agenda and sufficient information for the preapplication meeting so that the regulatory agency can provide the COUNTY and CONSULTANT with proper direction regarding permit application requirements and submittal documents. The CONSULTANT shall also prepare meeting notes for the preapplication meetings and distribute them to attendees to document the meeting and direction provided at those meetings.

2.3 – Permit Plans

The CONSULTANT expects the plan set to include approximately 24 sheets. These plans shall be prepared to a 60% Permit-Level Submittal under this task. The 90% and 100% Construction Documents Submittal shall be completed under Task 3. While the permit level documents are under review by FDEP, the CONSULTANT shall start work on Task 3 to advance the documents to the 100% Construction-Level Design.

The permit drawings shall depict aspects required for permitting including general notes and requirements, landfill sideslope grading, stormwater management, toe drain, gas vents, and closure phasing plans.

The expected permit drawing submittal set is shown below. The FDEP permit application is submitted at the 60% Submittal stage since some drawing sections, details, and coordinates, are required for construction but are not required for FDEP's permit review.

<u>Permit Drawing Name</u>	<u>30% Design</u>	<u>60% Design</u>	<u>90% Design</u>	<u>100% Design</u>
General				
Cover Sheet		1	1	
Drawing Index, Legend, and Abbreviations		1	1	
General Notes		2	2	2
Coordinate Tables				1
Stormwater Management			2	2
Civil				
Site Plan	1	1	1	1
Existing Conditions	1	1	1	1
Slope Grading Plan	1	1	2	2
Liner Plan	1	1	1	1
Protective Cover Soil Plan		1	2	2
Landfill Sections		2	2	2
Perimeter Ditch Sections		1	1	1
Liner System Details	2	3	4	4
Passive Vents and Stormwater Management Details		3	4	4
Landfill Details		3	5	5
Operations Phasing				
Closure Phasing Plan		4	0	0
Total	6	25	29	30

During preliminary design and permitting, the CONSULTANT shall provide preliminary design documents and EOPCC at the 60% Submittal levels of completion for approval before proceeding with the 90% and 100% design documents in Task 3. Permit documents shall be based on the 60% complete drawings and shall include the FDEP solid waste permit application.

2.4 – Request for Additional Information

FDEP will review and respond to the solid waste permit application within 30 days. If FDEP has additional questions, they will issue a Request for Additional Information (RAI). The CONSULTANT does not expect significant comments from FDEP, but the CONSULTANT has estimated preparing one response to an FDEP RAI for the solid waste application. A Draft RAI response will be prepared by the CONSULTANT and provided to the COUNTY for review and comment before the final RAI response is submitted to FDEP.

2.5 – Draft and Final Permit Review

The CONSULTANT shall review the draft permit received from FDEP for accuracy and inclusion of all permit information. Any revisions suggested by the CONSULTANT will be reviewed by the COUNTY. The CONSULTANT shall then prepare and submit correspondence to FDEP documenting any questions or proposed language revisions. The

CONSULTANT shall review the Notice of Agency Action and assist with publication in the local newspaper. The CONSULTANT shall review the final permit issued by the regulatory agency for completeness and make the COUNTY aware of any issues. The CONSULTANT shall notify FDEP of any issues with the final permit if necessary.

2.6 – Surface Water Management Notification

The CONSULTANT will provide notification to the South Florida Water Management District (SFWMD) via mailed hard-copy letter that Lee County Solid Waste is planning to close portions of the Ash Monofill in accordance with the next phase of landfill implementation. Engineering and environmental plans submitted to FDEP will be copied to SFWMD demonstrating the consistency between the current phase of cell construction and the original permit.

2.7 – Local Agreement Support

The CONSULTANT shall provide the COUNTY with support regarding the COUNTY's landfill partnership agreement with neighboring property owners. This includes providing the COUNTY with draft permit applications 30 days before the FDEP submittal and technical assistance with addressing comments from parties to the contract with an effort expected to be similar to a response to an FDEP RAI.

Task 2 Deliverables

1. *Preapplication meeting agendas and notes (pdf)*
2. *Draft applications and permit correspondence (pdf)*
3. *60% permit drawings (pdf)*
4. *60% design EOPCC*
5. *Final applications (signed and sealed pdfs)*

Task 3 – Final Design

The CONSULTANT shall prepare Construction Plans, Technical Specifications, and an EOPCC for the Ash Monofill Sideslope Closure. The CONSULTANT shall prepare the bid documents for use by the COUNTY to bid the construction contract. The CONSULTANT shall perform a constructability review of the bid documents to identify potential construction issues or revisions that may be needed to clarify the construction intent. The Construction Bid Documents shall include but are not limited to the following:

Construction Plans (see table in Task 2.3)

Technical Specifications:

Division 1, General Requirements:

Supplemental General Conditions.

Project Specific Conditions.

Summary of Work.

Measurement and Payment.

Submittal Requirements.

Meeting Requirements.

Division 2 through Division 16:

Specific Site Requirements.

Earthwork – Soils and Aggregates.

Geosynthetic Materials.

Landfill Gas Vents Wellheads.

Pipe and Fittings.

Bid Support Documentation:

EOPCC

Itemized Bid Form with items and quantities required for construction of the project.

The COUNTY shall provide bid instructions, Contract Documents, general conditions, and other bid documents from the COUNTY'S standard library of documents to the CONSULTANT for review and comment.

The final bid document package will be prepared under this Task. A 90% draft will be prepared and submitted to the COUNTY for review and comment. The CONSULTANT will hold a review meeting to discuss the bid documents. Based on feedback provided during the meeting, the CONSULTANT will finalize the drawings and submit electronic copies of all files for bidding. A final 100% bid package will be prepared and submitted. This package will include updates discussed during the 90% design meeting.

Upon completion of permitting and the 100% Design Documents, the CONSULTANT shall provide the COUNTY with a final EOPCC based on the construction documents. This cost estimate shall be used as the basis for proceeding to the construction phase of the project and shall allow the COUNTY to determine the funding required for the construction contract.

The CONSULTANT will submit PDF files of the drawings and specifications for reproduction and the COUNTY's records.

Task 3 Deliverables

- 1. 90% Construction-level drawings and specifications for COUNTY review (pdf)*
- 2. 100% Construction-level drawings and specifications ready for the COUNTY to advertise the project for construction. (pdf)*

Task 4 – Bidding Assistance

The CONSULTANT shall assist the COUNTY during the project bidding by attending a pre-bid meeting and providing technical support during the bidding process. The CONSULTANT shall provide a general overview of the project at the Pre-bid meeting and answer project-related questions. The CONSULTANT shall assist the COUNTY in

preparing addenda for the bid to answer technical questions regarding the drawings and specifications. The CONSULTANT shall provide the COUNTY with responses to questions received during the bid.

The CONSULTANT shall review the bids received during the bidding process for accuracy and identify any items that may need further clarification from the bidders based on the provided bid prices to verify understanding of the bid requirements. The CONSULTANT shall identify bid item that substantially differ (>10%) from the EOPCC and from other bids received. Any additional information needed by the CONSULTANT from bidders shall be communicated through the COUNTY Purchasing Department. The CONSULTANT shall not directly communicate with bidders at any time until issuance of a Contract and purchase order to the selected Contractor. The CONSULTANT shall provide a letter documenting its review of the bids. The CONSULTANT shall assist the COUNTY with preparing documents for Board of County Commissioners (BoCC) approval.

Task 5 – Construction Administration

The CONSULTANT shall provide the COUNTY with engineering services during construction of the project. Following approval of the construction contract by the BoCC, the CONSULTANT shall prepare conformed construction documents to include all revisions made to the construction documents during bidding. These conformed documents shall be used by the COUNTY, Contractor, and CONSULTANT to administer the construction contract. The level of effort included in this section is based on an estimated 7.5-month total construction schedule.

The CONSULTANT shall serve in conjunction with the COUNTY'S landfill operator as the construction contract administrator and project field representative. The CONSULTANT shall be responsible for observing and documenting that the construction work is performed in accordance with the contract documents, permits, and other applicable requirements. The CONSULTANT shall provide full-time project observation using qualified field representatives (Task 6) for the construction work being performed. The CONSULTANT shall coordinate with the Contractor regarding the work schedule and provide appropriate field and office personnel assigned to the work, which includes but may not be limited to the following:

1. Serve as primary point of contact for construction regarding the contractual and technical aspects of the work.
2. Conduct construction meetings including pre-construction, progress, substantial, and final completion.
3. Review and comment on all submittals prepared by the Contractor.
4. Review and respond to requests for information (RFIs) from the Contractor.
5. Prepare interim field change agreements as required for changed or unforeseen work items that may be needed during execution of the work.
6. Issue field directives and clarifications as required.

7. Review pay applications and provide recommendations for COUNTY approval for payment.
8. Prepare other construction-related documentation and recording instruments as required by the Contract Documents.
9. Conduct Substantial and Final Completion review of the work including required punch list and tracking of project completion documentation.
10. Confirm that all other construction closeout information is received including but not limited to release of lien and final payment affidavits from the Contractor.

Task 6 – Construction Quality Assurance

The CONSULTANT shall provide full-time CQA observation during construction of the Ash Monofill Sideslope Closure Construction. FDEP requires a site-specific CQA Plan that includes full-time observation by the CQA engineer or the engineer's designee at all times during construction of the closure liner system, including the preparation of the subgrade, installation of the geosynthetics, installation of the toe-drain system, and placement of the protective cover layer over the closure liner (if a traditional soil cover closure is designed). The CONSULTANT'S Resident Observer(s) (CRO) shall perform the CQA monitoring duties described in the CQA Plan.

A CRO shall be onsite during closure construction activities. The level of effort included in this section is based on an estimated 7.5-month total construction schedule. The Contractor's working times are up to 10 hours per day, 6 days per week excluding holidays and Sundays. During non-critical construction, the CONSULTANT assumes that the CRO shall be onsite up to 40 hours per week. During critical construction activities such as subgrade preparation and compaction, geosynthetic installation, and protective closure cover placement, the CRO shall be present to observe and document these activities. During the critical construction activities, the CONSULTANT assumes that the CRO shall be onsite up to 6 days per week, 10 hours a day. The CONSULTANT shall coordinate closely with the Contractor regarding the work schedule and sequence so that appropriate field and office personnel are available and assigned to the work. The CRO shall coordinate testing schedules, prepare daily observation reports, take photographs, attend progress meetings, and review preliminary draft pay requests.

The geosynthetic materials installation shall be observed and documented by qualified personnel with experience with geosynthetic projects and associated CQA methods. Liner installation shall be documented daily by the CONSULTANT's CRO and include panel placement figure, panel placement, trial welds, seam control, non-destructive tests, destructive tests, and repairs. The CRO will also be responsible for collecting and shipping destructive samples to the geosynthetics CQA laboratory. Testing results shall be compiled and organized in a format that can be easily referenced and used for construction completion reporting.

Task 7 – CQA Testing

The CONSULTANT shall provide all required CQA testing as required by the project permits, CQA plan, technical specifications, and construction contract. All field and laboratory testing shall be performed by a qualified construction and materials testing consultant that meets the minimum requirements of all applicable standards and regulations. Results shall be received and reviewed in a timely manner. The technical specifications for construction shall include the required times needed for testing so that the Contractor can properly plan and perform the work. CQA testing shall include field observation for geosynthetics installation. All geosynthetics installation shall be observed using a qualified field representative with experience with geosynthetics projects and associated CQA methods. All testing results shall be compiled and organized in a format that can be easily referenced and used for construction completion reporting.

Task 8 – Construction Certification

The CONSULTANT shall prepare a Construction Completion Certification Report to submit to FDEP for approval of the closure construction. The CONSULTANT shall prepare the report to include the information needed for approval. This report shall include final Record Drawings prepared by the CONSULTANT in electronic format (PDF and AutoCAD) for the COUNTY'S records. The CONSULTANT shall provide additional information to the regulatory agencies as required to receive approval including response to RAIs.

The CONSULTANT shall organize and provide to the COUNTY all construction closeout documentation, operations and maintenance plans, product and material data sheets, startup forms, warranties, and other related documentation in hard-copy and PDF. A project completion manual shall include necessary documentation that the COUNTY may need to reference during operations.

PROPOSAL CLARIFICATIONS

1. The time-and-materials not-to-exceed fee is based on the CONSULTANT's current understanding of the project needs and site conditions. If the Scope of Services changes from our current understanding, the CONSULTANT will notify the COUNTY and discuss how to proceed.
2. This proposal is based on the closure of approximately 16 acres of sideslope and temporary cover.
3. The COUNTY is to provide the most recent topographic survey of the Ash Monofill in AutoCAD format.
4. COUNTY zoning and land use-related issues are excluded from this Scope of Services.
5. To reduce costs, the CONSULTANT will correspond via email, combine site visits and progress meetings with other projects, and conduct meetings by telephone/virtual were appropriate.
6. The CONSULTANT has included site visits based on similar project completion schedules. If changes to the construction schedule or performance of the Contractor results in the need for additional site visits, the CONSULTANT will contact the COUNTY to discuss how to proceed.

7. Bid assistance is limited to a single Invitation to Bid.
8. If the project completion schedule is delayed or extended because of factors not under the direct control of the CONSULTANT, additional fees may be necessary to the complete the work.
9. Reviewing Contractor submittals is limited to one initial submittal and one follow-up submittal. Reviewing additional submittals and/or requests for material substitutions will require additional fees to complete the reviews/evaluations. The CONSULTANT will review and return submittals, RFIs, and other construction-related correspondence within 14 working days.
10. Active gas collection and control is excluded from this Scope of Services except for the pressure relief vents for the closure barrier layer.
11. The expected hours are intended as documentation and justification for the total cost of the project. Deviations or changes in the hours will not be reason for nonpayment if the total project cost has not been exceeded.
12. The Contractor shall be responsible for preparing As-built surveys and redlined drawings to be reviewed by the CONSULTANT.
13. The Scope of Services includes preparing an EOPCC for conceptual and final design.
14. Work not specifically included in this Scope of Services is excluded.

EXHIBIT BCOMPENSATION AND METHOD OF PAYMENTFor CN230279CMR – Ash Monofill Sideslope Closure - DesignSection 1. BASIC SERVICES/TASK(S)

The COUNTY shall compensate the CONSULTANT for providing and performing the Task(s) set forth and enumerated in EXHIBIT "A," entitled "SCOPE OF PROFESSIONAL SERVICES," as follows:

NOTE: A Lump Sum (LS) or Not-to-Exceed (NTE) amount of compensation to be paid to the CONSULTANT should be established and set forth below for each task or sub-task described and authorized in Exhibit "A." In accordance with Agreement Article 5.03(2) "Method of Payment," tasks to be paid on a Work-in-Progress payment basis should be identified (WIPP).

Task Number	Task Title	Amount of Compensation	Indicate Basis of Compensation LS or NTE	If Applicable Indicate (WIPP)
1	Preliminary Design	\$ 91,360	NTE	
2	Permitting	\$ 169,470	NTE	
3	Final Design	\$101,430	NTE	
4	Bidding Assistance	\$42,530	NTE	
5	Construction Administration	\$ 225,100	NTE	
6	Construction Quality Assurance	\$ 208,125	NTE	
7	CQA Testing	\$82,280	NTE	
8	Construction Certification	\$38,930	NTE	
TOTAL		\$959,225		

(Unless list is continued on next page)

EXHIBIT B (Continued)

Section 2. ADDITIONAL SERVICES

The COUNTY shall compensate the CONSULTANT for such ADDITIONAL SERVICES as are requested and authorized in writing for such amounts or on such a basis as may be mutually agreed to in writing by both parties to this Agreement. The basis and/or amount of compensation to be paid to the CONSULTANT for ADDITIONAL SERVICES requested and authorized in writing by the COUNTY shall be as set forth in Article 3.8 of this Agreement.

Should it be mutually agreed to base compensation for ADDITIONAL SERVICES on an hourly rate charge basis for each involved professional and technical employee's wage rate classification, the applicable hourly rates to be charged are as set forth and contained in ATTACHMENT NO. 1 entitled "CONSULTANT'S PERSONNEL HOURLY RATE SCHEDULE".

Section 3. REIMBURSABLE EXPENSES AND COSTS

When the CONSULTANT's compensation and method of payment are based on an hourly rate for professional and/or technical personnel, the CONSULTANT shall, in addition to such hourly rates as are set forth in Attachment No. 1 hereto, be entitled to reimbursement of out-of-pocket, non-personnel expenses and costs as set forth in ATTACHMENT NO. 2 entitled "NON-PERSONNEL REIMBURSABLE EXPENSES AND COSTS."

ATTACHMENT NO. 1 TO EXHIBIT BCONSULTANT'S PERSONNEL HOURLY RATE SCHEDULE ***CN230279CMR – Ash Monofill Sideslope Closure - DesignJONES EDMUNDS & ASSOCIATES, INC.

(A separate Attachment to Exhibit B should be included for each Sub-Consultant's Personnel Rate and Non-Personnel Costs in that order with the attachment No.'s increasing progressively (ATTACHMENT 3 would be Personnel costs for first Sub, ATTACHMENT 4 would be Non-Personnel Costs for first Sub, and so-on.).

(1) Project Position or Classification (Function to be Performed)	(2) Hourly Rate To Be Charged
Project Officer	\$275
Senior Project Manager	\$250
Project Manager	\$200
Chief Engineer or Scientist	\$265
Senior Engineer	\$255
Senior Scientist	\$185
Project Engineer	\$200
Project Scientist	\$160
Engineer or Scientist	\$145
Engineer Intern (PhD)	\$130
Engineer Intern or Associate Scientist	\$120
Designer	\$125
Senior CADD Designer	\$130
CADD Designer	\$125
Senior CADD Technician	\$105
CADD Technician	\$95
Systems Analyst	\$190
Senior GIS Analyst or Senior GIS Programmer	\$145
GIS Analyst or Programmer	\$110
Senior GIS Technician	\$95
GIS Technician	\$85
Senior Database Administrator	\$180
Database Administrator	\$155
Environmental Data Analyst	\$100
Senior Field Technician Environmental	\$110
Field Technician Environmental	\$100
Senior Construction Administrator	\$175
Construction Administrator	\$155
Senior Field Representative Construction	\$125
Field Representative Construction	\$105
Construction Project Coordinator	\$85

(1) Project Position or Classification (Function to be Performed)	(2) Hourly Rate To Be Charged
Senior Administrative Assistant	\$110
Administrative Assistant	\$85
Senior Technical Editor	\$150

*NOTE: A separate personnel hourly rate schedule should also be attached for each Sub-Consultant listed in Exhibit "D".

ATTACHMENT NO. 2 TO EXHIBIT BNON-PERSONNEL REIMBURSABLE EXPENSES AND COSTSCN230279CMR – Ash Monofill Sideslope Closure - DesignJONES EDMUNDS & ASSOCIATES, INC.

(A separate Attachment to Exhibit B should be included for each Sub-Consultant's Personnel Rate and Non-Personnel Costs, in that order. with the attachment No.'s increasing progressively (ATTACHMENT 3 would be Personnel costs for first Sub, ATTACHMENT 4 would be Non-Personnel Costs for first Sub, and so-on.).

ITEM	BASIS OF CHARGE
Telephone (Long Distance)	Actual Cost
Postage and Shipping	Actual Cost
Commercial Air Travel	Actual Cost (Coach)
Vehicle Travel Allowance In accordance with the GSA M&IE schedule for Travel utilizing the "Fort Myers, Florida" rates	
Vehicle Rental/Gas	Actual Cost
Lodging (Per Person)	Actual Cost
Meals: In accordance with the GSA M&IE schedule for Travel utilizing the "Fort Myers, Florida" rates	
Reproduction (Photocopy) 8 1/2" x 11"	\$0.15/Page
8 1/2" x 14"	\$0.20/Page
11" x 14"	\$0.35/Page
Reproduction (Blue/White Prints)	\$0.20/Sq. Ft.
Printing/Binding	Actual Cost
Mylar Sheets	Actual Cost
Photographic Supplies & Services	Actual Cost
Tolls	Actual Cost
*List other specific project related reimbursables (i.e. film/developing):	
AutoCAD and GIS Software	\$13.75/Hour
Materials testing (Ardaman)	Cost + 10%
Geosynthetics Testing (TRI)	Cost + 10%
NOTE: Receipts or in-house logs are required for all non-personnel reimbursable expenses unless exempt (such as meals).	
Administrative Services Fee – Applicable only when specifically authorized by the COUNTY for administering the procurement of special additional services, equipment, etc. not covered under the costs and/or changes established in the Agreement. No fees or mark-ups shall be authorized for reimbursable expenses.	

NOTE: NTE. indicates Not-To-Exceed

ATTACHMENT NO. 3 TO EXHIBIT BCONSULTANT'S PERSONNEL HOURLY RATE SCHEDULE ***CN230279CMR – Ash Monofill Sideslope Closure - DesignARDAMAN & ASSOCIATES, INC.

(A separate Attachment to Exhibit B should be included for each Sub-Consultant's Personnel Rate and Non-Personnel Costs, in that order. with the attachment No.'s increasing progressively (ATTACHMENT 3 would be Personnel costs for first Sub, ATTACHMENT 4 would be Non-Personnel Costs for first Sub, and so-on.).

(1) Project Position or Classification (Function to be Performed)	(2) Hourly Rate To Be Charged
Senior Consultant	\$200
Senior Engineer	\$185
Senior Project Engineer/Hydrogeologist	\$160
Threshold Inspector (Professional Engineer)	\$170
Project Engineer	\$138
Assistant Project Engineer/Hydrogeologist	\$122
Staff Engineer/Threshold Field Representative	\$110
Field Technician/Inspector V/Metals Tech	\$83
Field Technician/Inspector IV	\$76
Field Technician/Inspector III	\$65
Field Technician/Inspector II	\$58
Field Technician/Inspector I	\$52
Laboratory Technician V	\$83
Laboratory Technician IV	\$76
Laboratory Technician III	\$65
Laboratory Technician II	\$58
Laboratory Technician I	\$52
Engineering Designer V	\$90
Engineering Designer III	\$80
Engineering Designer I	\$75
Technical Draftsman III	\$70
Technical Draftsman I	\$60
Technical Secretary	\$62

*NOTE: A separate personnel hourly rate schedule should also be attached for each Sub-Consultant listed in Exhibit "D."

ATTACHMENT NO. 4 TO EXHIBIT BNON-PERSONNEL REIMBURSABLE EXPENSES AND COSTSCN230279CMR – Ash Monofill Sideslope Closure - DesignARDAMAN & ASSOCIATES, INC.

(A separate Attachment to Exhibit B should be included for each Sub-Consultant's Personnel Rate and Non-Personnel Costs, in that order. with the attachment No.'s increasing progressively (ATTACHMENT 3 would be Personnel costs for first Sub, ATTACHMENT 4 would be Non-Personnel Costs for first Sub, and so-on.).

ITEM	BASIS OF CHARGE
Telephone (Long Distance)	Actual Cost
Postage and Shipping	Actual Cost
Commercial Air Travel	Actual Cost (Coach)
Vehicle Travel Allowance In accordance with the GSA M&IE schedule for Travel utilizing the "Fort Myers, Florida" rates	
Vehicle Rental/Gas	Actual Cost
Lodging (Per Person)	Actual Cost
Meals: In accordance with the GSA M&IE schedule for Travel utilizing the "Fort Myers, Florida" rates	
Reproduction (Photocopy) 8 1/2" x 11"	\$0.15/Page
8 1/2" x 14"	\$0.20/Page
11" x 14"	\$0.35/Page
Reproduction (Blue/White Prints)	\$0.20/Sq. Ft.
Printing/Binding	Actual Cost
Mylar Sheets	Actual Cost
Photographic Supplies & Services	Actual Cost
Tolls	Actual Cost
*List other specific project related reimbursables (i.e. film/developing):	
USCS Soil Classification, D2487	\$ 35
Percent Fines, D1140	\$ 43
Permeability, D2434	\$169
Modified Proctor, D1557	\$109
Organic Content, D2974	\$ 43
Carbonate Content, D4373	\$137
In-Place Density and Moisture, D6938	\$ 76/Hour
NOTE: Receipts or in-house logs are required for all non-personnel reimbursable expenses unless exempt (such as meals).	
Administrative Services Fee – Applicable only when specifically authorized by the COUNTY, for administering the procurement of special additional services, equipment, etc. not covered under the costs and/or changes established in the Agreement. No fees or mark-ups shall be authorized for reimbursable expenses.	

NOTE: NTE indicates Not-To-Exceed

ATTACHMENT NO. 5 TO EXHIBIT BCONSULTANT'S PERSONNEL HOURLY RATE SCHEDULE ***For CN230279CMR – Ash Monofill Sideslope Closure - DesignTRI ENVIRONMENTAL, INC.

(A separate Attachment to Exhibit B should be included for each Sub-Consultant's Personnel Rate and Non-Personnel Costs, in that order, with the attachment No.'s increasing progressively (ATTACHMENT 3 would be Personnel costs for first Sub, ATTACHMENT 4 would be Non-Personnel Costs for first Sub, and so-on.).

(1) Project Position or Classification (Function to be Performed)	(2) Hourly Rate To Be Charged
N/A	N/A

*NOTE: A separate personnel hourly rate schedule should also be attached for each Sub-Consultant listed in Exhibit "D."

ATTACHMENT NO. 6 TO EXHIBIT BNON-PERSONNEL REIMBURSABLE EXPENSES AND COSTSFor CN230279CMR – Ash Monofill Sideslope Closure - DesignTRI ENVIRONMENTAL, INC.

(A separate Attachment to Exhibit B should be included for each Sub-Consultant's Personnel Rate and Non-Personnel Costs, in that order. with the attachment No.'s increasing progressively (ATTACHMENT 3 would be Personnel costs for first Sub, ATTACHMENT 4 would be Non-Personnel Costs for first Sub, and so-on.).

ITEM	BASIS OF CHARGE
Telephone (Long Distance)	Actual Cost
Postage and Shipping	Actual Cost
Commercial Air Travel	Actual Cost (Coach)
Vehicle Travel Allowance In accordance with the GSA M&IE schedule for Travel utilizing the "Fort Myers, Florida" rates	
Vehicle Rental/Gas	Actual Cost
Lodging (Per Person)	Actual Cost
Meals: In accordance with the GSA M&IE schedule for Travel utilizing the "Fort Myers, Florida" rates	
Reproduction (Photocopy) 8 1/2" x 11"	\$0.15/Page
8 1/2" x 14"	\$0.20/Page
11" x 14"	\$0.35/Page
Reproduction (Blue/White Prints)	\$0.20/Sq. Ft.
Printing/Binding	Actual Cost
Mylar Sheets	Actual Cost
Photographic Supplies & Services	Actual Cost
Tolls	Actual Cost
*List other specific project related reimbursables (i.e. film/developing):	
Geocomposite Transmissivity, D4716	\$150.00
Geocomposite Peel, D7005	\$69.00
Geocomposite Geonet Thickness, D5199	\$23.00
Geocomposite Geonet Melt Flow Index, D1238	\$63.00
Geocomposite Geonet Density, D1505	\$35.00
Geocomposite Geonet Carbon Black Content, D1603	\$35.00
Geocomposite Geotextile Mass / Unit Area, D5261	\$23.00
Geocomposite Geotextile AOS - Apparent Opening Size, D4751	\$120.00
Geocomposite Geotextile Grab Tensile Properties, D4632	\$65.00
Geocomposite Geotextile Trapezoidal Tear, D4533	\$58.00
Geocomposite Geotextile CBR Puncture (50mm), D6241	\$120.00
Geocomposite Geotextile Permittivity - Permeability, D4491	\$115.00
Geomembrane Thickness, D5994	\$23.00
Geomembrane Asperity Height, D7466	\$29.00
Geomembrane Density, D1505	\$35.00
Geomembrane Tensile Properties, Index, D6693	\$68.00
Geomembrane Tear Resistance, D1004	\$55.00

ITEM	BASIS OF CHARGE
Geomembrane Puncture Resistance, D4833	\$48.00
Geomembrane Carbon Black Content, D1603	\$46.00
GCL Bentonite Mass per Area, D5993	\$46.00
GCL Grab Strength, D6768	\$86.00
GCL Index Flux, D5887	\$259.00
GCL Peel Strength, D6496	\$86.00
GCL Grab Strength, D6768	\$86.00
GCL Leachate Compatibility (45 Days), D6766	\$1,400.00
GCL Free Swell, D5890	\$109.00
GCL Fluid Loss, D5891	\$109.00
Geotextile Mass / Unit Area, D5261	\$35.00
Geotextile Grab Tensile Properties, D4632	\$65.00
Geotextile Trapezoidal Tear, D4533	\$58.00
Geotextile CBR Puncture (50mm), D6241	\$120.00
Geotextile Permittivity - Permeability, D4491	\$115.00
Geotextile AOS - Apparent Opening Size, D4751	\$120.00
Geotextile Puncture Resistance, D4833	\$52.00
Interface Friction, D5321	\$550.00
Interface Friction, D6243	\$750.00
Same Day Peel and Shear (M-F), D6392	\$46.00
Same Day Peel and Shear (Saturday), D6392	\$75.00
In-plant Sampling	\$86.00
NOTE: Receipts or in-house logs are required for all non-personnel reimbursable expenses unless exempt (such as meals).	
Administrative Services Fee – Applicable only when specifically authorized by the COUNTY, for administering the procurement of special additional services, equipment, etc. not covered under the costs and/or changes established in the Agreement. No fees or mark-ups shall be authorized for reimbursable expenses.	

NOTE: NTE indicates Not-To-Exceed.

EXHIBIT CTIME AND SCHEDULE OF PERFORMANCEFor CN230279CMR – Ash Monofill Sideslope Closure - Design

This EXHIBIT C establishes times of completion for the various phases and tasks required to provide and perform the services and work set forth in EXHIBIT "A" of this Agreement. The times and schedule of performance set forth hereinafter is established pursuant to Article 5.00 of this Agreement.

Phase and/or Task Reference As Enumerated in EXHIBIT "A"	NAME OR TITLE Of Phase and/Task	Number Of Calendar Days For Completion Of Each Phase And/or Task	Cumulative Number Of Calendar Days For Completion From Date of Notice to Proceed
Task 1	Preliminary Design	120	120
Task 2	Permitting	180	300
Task 3	Final Design	90	390
Task 4	Bidding Assistance	60	450
Task 5	Construction Administration	225	675
Task 6	Construction Quality Assurance	225	675
Task 7	CQA Testing	225	675
Task 8	Construction Certification	45	720

This Agreement is to remain in effect for one (1) year following final completion of construction work associated with this solicitation and Agreement package.

EXHIBIT E

PROJECT GUIDELINES AND CRITERIA

For CN230279CMR – Ash Monofill Sideslope Closure - Design

The COUNTY has established the following Guidelines, Criteria, Goals, Objectives, Constraints, Schedule, Budget and/or Requirements that shall serve as a guide to the CONSULTANT in performing the professional services and work to be provided pursuant to this Agreement:

(If none, enter the word "none" in the space below)

See Exhibit A, Section 2 Project Guidelines and Criteria

EXHIBIT FTRUTH IN NEGOTIATION CERTIFICATE

This Certificate is executed and given by the undersigned as a condition precedent to entering into a Professional Services Agreement with the Lee County Board of County Commissioners for the project known as:

Before me, the undersigned authority personally appeared, who having personal knowledge as to the facts and statements contained herein after being duly sworn, deposes and states under oath that:

1. This Certificate shall be attached to and constitute an integral part of the above said Professional Services Agreement as provided in Article 3.12.
2. The undersigned hereby certifies that the wage rates and other factual unit costs supporting the compensation on which this Professional Services Agreement is established are accurate, complete, and current on the date set forth here-in-above.
3. The truth of statements made herein may be relied upon by the COUNTY and the undersigned is fully advised of the legal effect and obligations imposed upon him by the execution of this instrument under oath.

Executed on behalf of the Party to the Professional Services Agreement referred to as the CONSULTANT, doing business as:

BY: Jones Edmunds & Associates, Inc.

 TITLE: Stanley F. Ferreira, Jr., PE, President & CEO

The foregoing instrument was signed and acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 4th day of October, 2023, by Stanley F. Ferreira, Jr., PE who has produced personally known as

(Print or Type Name)

(Type of Identification and Number Identification)

Kathy M. Mercer-Miller
 Notary Public Signature

Kathy M. Mercer-Miller
 Printed Name of Notary Public

Notary Commission Number/Expiration



EXHIBIT GINSURANCE

For CN230279CMR – Ash Monofill Sideslope Closure - Design



Lee County Insurance Requirements including Professional Liability

Minimum Insurance Requirements: *Risk Management in no way represents that the insurance required is sufficient or adequate to protect the vendors' interest or liabilities. The following are the required minimums the vendor must maintain throughout the duration of this contract. The County reserves the right to request additional documentation regarding insurance provided*

- a. Commercial General Liability - Coverage shall apply to premises and/or operations, products and completed operations, independent contractors, contractual liability exposures with minimum limits of:

\$1,000,000 per occurrence
 \$2,000,000 general aggregate
 \$1,000,000 products and completed operations
 \$1,000,000 personal and advertising injury

- b. Business Auto Liability - The following Automobile Liability will be required and coverage shall apply to all owned, hired and non-owned vehicles use with minimum limits of:

\$1,000,000 combined single limit (CSL)

- c. Workers' Compensation - Statutory benefits as defined by FS 440 encompassing all operations contemplated by this contract or agreement to apply to all owners, officers, and employees regardless of the number of employees. Workers Compensation exemptions may be accepted with written proof of the State of Florida's approval of such exemption. Employers' liability will have minimum limits of:

\$500,000 per accident
 \$500,000 disease limit
 \$500,000 disease – policy limit

- d. Errors and Omissions - Coverage shall include professional liability insurance, to cover claims arising out of negligent acts, errors or omissions of professional advice or other professional services.

\$1,000,000 combined single limit (CSL) of BI and PD

**The required minimum limit of liability shown in a. and b. may be provided in the form of "Excess Insurance" or "Commercial Umbrella Policies." In which case, a "Following Form Endorsement" will be required on the "Excess Insurance Policy" or "Commercial Umbrella Policy."*

8/28/2014 10:11 AM



Verification of Coverage:

1. Coverage shall be in place prior to the commencement of any work and throughout the duration of the contract. A certificate of insurance will be provided to **the Risk Manager** for review and approval. The certificate shall provide for the following:
 - a. The certificate holder shall read as follows:

**Lee County Board of County Commissioners
P.O. Box 398
Fort Myers, Florida 33902**
 - b. *"Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials" will be named as an "Additional Insured" on the General Liability policy, including Products and Completed Operations coverage.*

Special Requirements:

1. An appropriate "Indemnification" clause shall be made a provision of the contract.
2. It is the responsibility of the general contractor to insure that all subcontractors comply with all insurance requirements.

End of Insurance Guide section

EXHIBIT H

AMENDMENT TO ARTICLES

For CN230279CMR – Ash Monofill Sideslope Closure - Design

For amending (i.e., changing, deleting from or adding to) the articles.

(NOTE: Each Article to be amended should be set forth and described in such a manner as to clearly indicate what the proposed changes, deletions or additions are with respect to the present Article provisions, and should set forth the wording of the Article resulting from the Amendment. The following identification system should be followed: Indicate additional (new) words or phrases by inserting the words in the text and then underline, (i.e., Months) and indicated words or phrases in the text to be deleted by striking over (i.e. ~~Weeks~~).

THE PROVISIONS HEREBY SUPERSEDE ANY PROVISIONS TO THE CONTRARY CONTAINED ELSEWHERE IN THE ARTICLES OR EXHIBITS.

AMENDMENT NO.

ARTICLE No. is hereby amended as follows:

None.

EXHIBIT ICONSULTANT BACKGROUND SCREENING AFFIDAVIT

CONSULTANT BACKGROUND SCREENING AFFIDAVIT

Florida Statutes Chapter 435 governs required background screenings for any employees, contractors, subcontractors, or agents of the CONSULTANT who will have contact with any vulnerable person, as defined by statute, or who otherwise are required to undergo a Level 1 or Level 2 background screening in accordance with Florida law.

The CONSULTANT is responsible for ensuring that such required background screenings are conducted in accordance with Florida Statutes Chapter 435. Documentation of such completed background screenings must be maintained for a period of no less than five (5) years and are subject to audit by Lee County at any time during such five (5) year period.

Under penalty of perjury, I declare that I have read and understand the requirements stated above, and that all required background screenings shall be conducted in accordance with this affidavit. I further understand that there may be additional local, state, and federal regulations that may require background screening, and that the CONSULTANT will be solely responsible for complying with such legal requirements. Furthermore, the CONSULTANT shall indemnify and hold Lee County harmless from any and all claims or actions resulting from failure to comply with this affidavit.

Date: 10/4/2023

Signature

Stanley F. Ferreira, Jr., PE, President & CEO

STATE OF Florida

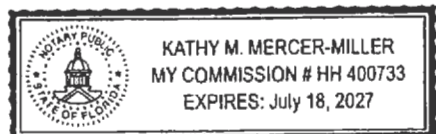
Name/Title

COUNTY OF Alachua

On the date set forth above, the foregoing instrument was sworn to (or affirmed) and subscribed before me. The foregoing instrument was sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 4th day of October, 2023, by the above-named person and in their stated capacity, and is either ~~personally known to me~~ or who has produced the following as identification: _____

[Stamp/seal required]

Signature, Notary Public



**AGENDA ITEM REPORT**

DATE: November 7, 2023
DEPARTMENT: Solid Waste
REQUESTER: Douglass Whitehead
TITLE: Award Contract for Design Services for Lee-Hendry Landfill Ash Monofill Sideslope Closure

I. MOTION REQUESTED

- A) Award Competitive Negotiation Request for Proposal No. CN230279CMR Design Services for Lee-Hendry Landfill Ash Monofill Sideslope Closure to Jones Edmunds and Associates, Inc., for design, permitting, and construction phase services for the partial closure of the Lee-Hendry County Ash Monofill sideslope for the amount of \$959,225.00.
 B) Approve transfer from reserves in the amount of \$1,000,000.00 to cover design costs occurring in the current fiscal year and adjust CIP budget accordingly.
 C) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.

II. ITEM SUMMARY

Awards a competitively solicited contract to Jones Edmunds and Associates, Inc., for design, permitting, and construction support services for the partial closure of the Lee-Hendry Landfill Ash Monofill Sideslope, in the amount of \$959,225. The work includes permitting a master closure plan for the Ash Monofill. Construction of the closure liner and drainage system on the currently completed slopes will improve stormwater management on site and decrease wastewater generation.

The Board approved the project funding as part of the FY24 Solid Waste Capital Improvement Program. Total estimated project cost is \$5,624,000 for completion in FY27.

III. BACKGROUND AND IMPLICATIONS OF ACTION

- A) Board Action and Other History
 Procurement Management obtained proposals for the project known as Consultant Competitive Negotiation Act Request for Proposal No. CN230279CMR – Ash Monofill Sideslope Closure – Design. On the Proposal deadline of May 22, 2023, Procurement Management received four proposals: Atlantic Cost Consulting, Inc., Geosyntec Consultants, Inc., HDR Engineering, Inc., and Jones Edmunds & Associates, Inc.. At the first evaluation meeting on May 30, 2023, the Evaluation Committee invited the top three firms, to return for presentations and a question and answer session. On June 21, 2023, at the second evaluation meeting, the Evaluation Committee provided a final ranking of the firms, which resulted in a tie between Jones Edmunds & Associates HDR Engineering, Inc. and Geosyntec Consultants, Inc. A meeting was scheduled on June 28, 2023, to go over all the tie-breaker steps taken and provide a final ranking. During the meeting, the committee motioned to award the contract to the top ranked firm, Jones Edmunds & Associates, Inc. Negotiations with Jones Edmunds & Associates, Inc. were successful, and staff recommends awarding a contract for an amount of \$959,225.
- B) Policy Issues
- C) BoCC Goals
- D) Analysis
- E) Options

IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	\$959,225
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	No
F)	Fund: 40132 Program: Solid Waste Capital Improvement Project: Ash Monofill Sideslope Closure Account Strings: 20079740132.506510	
G)	Fund Type?	Enterprise

H)	Comments:
----	-----------

- V. RECOMMENDATION
Approve
- VI. TIMING/IMPLEMENTATION
- VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
Request for Transfer of Funds	10/10/2023	Transfer of Funds
Professional Services Agreement -Executed	10/10/2023	Agreement

REVIEWERS:

Department	Reviewer	Action	Date
Solid Waste	Tucker, Mary	Approved	10/25/2023 - 1:37 PM
Solid Waste	Whitehead, Douglass	Approved	10/26/2023 - 10:48 AM
Budget Services	Guttery, Angela	Approved	10/26/2023 - 3:09 PM
Budget Services	Winton, Peter	Approved	10/26/2023 - 4:39 PM
County Attorney	Swindle, Amanda	Approved	10/30/2023 - 10:33 AM
County Manager	Brady, Christine	Approved	10/31/2023 - 9:55 AM

Certificate Of Completion

Envelope Id: 17814BC106D8447B8A96988286D99030

Status: Completed

Subject: Board Approved-Routing-Solicitation #CN230279CMR Jones Edmunds & Associates

Source Envelope:

Document Pages: 55

Signatures: 3

Envelope Originator:

Supplemental Document Pages: 18

Initials: 0

Connie Prevatte

Certificate Pages: 5

AutoNav: Enabled

Stamps: 1

Enveloped Stamping: Enabled

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

2115 Second St, First Floor
Fort Meyers, FL 33901
cprevatte@leegov.com
IP Address: 208.89.76.205**Record Tracking**

Status: Original

Holder: Connie Prevatte

Location: DocuSign

11/8/2023 10:19:39 AM

cprevatte@leegov.com

Signer Events**Signature****Timestamp**

Risk

Completed

Sent: 11/8/2023 1:17:24 PM

risk@leegov.com

Viewed: 11/8/2023 3:59:21 PM

Risk Program Manager

Signed: 11/8/2023 3:59:27 PM

Self-Insured

Using IP Address: 208.89.76.207

Signing Group: Risk Management

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Amanda L. Swindle

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Amanda L. Swindle
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aswindle@leegov.com

Viewed: 11/9/2023 10:21:19 AM

Senior Assistant County Attorney

Signed: 11/9/2023 10:21:28 AM

Security Level: Email, Account Authentication (None)

Signature Adoption: Pre-selected Style
Using IP Address: 208.89.76.205**Electronic Record and Signature Disclosure:**

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Brian Hamman

DocuSigned by:
Brian Hamman
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dist4@leegov.com

Viewed: 11/13/2023 12:28:23 PM

Commissioner & Chairman

Signed: 11/13/2023 12:28:35 PM

Lee County BoCC

Signing Group: District 4

Security Level: Email, Account Authentication (None)

Signature Adoption: Uploaded Signature Image
Using IP Address: 208.89.76.203**Electronic Record and Signature Disclosure:**
Not Offered via DocuSign

Melissa Butler

DocuSigned by:
Melissa Butler
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Sent: 11/13/2023 12:28:38 PM

mbutler@leeclerk.org

Viewed: 11/13/2023 12:40:55 PM

Deputy Clerk

Signed: 11/13/2023 12:41:09 PM

Lee County Clerk of Courts

Signing Group: Minutes

Security Level: Email, Account Authentication (None)

Signature Adoption: Pre-selected Style
Using IP Address: 198.184.170.4

Signer Events	Signature	Timestamp
Electronic Record and Signature Disclosure: Not Offered via DocuSign		
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Erica Temerario etemerario@leegov.com Lauren Schaefer lschaefer@leegov.com Tina Boone tboone@leegov.com Legal Administrative Specialist, Sr Lee County BoCC Signing Group: County Attorney's Office Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 11/8/2023 4:22:12 PM
Connie Prevatte cprevatte@leegov.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 11/13/2023 12:41:12 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	11/8/2023 1:17:24 PM
Certified Delivered	Security Checked	11/13/2023 12:40:55 PM
Signing Complete	Security Checked	11/13/2023 12:41:09 PM
Completed	Security Checked	11/13/2023 12:41:12 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Lee County BOCC-Procurement Management (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Lee County BOCC-Procurement Management:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: mpatterson@leegov.com

To advise Lee County BOCC-Procurement Management of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at mpatterson@leegov.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Lee County BOCC-Procurement Management

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to mpatterson@leegov.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Lee County BOCC-Procurement Management

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to mpatterson@leegov.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Lee County BOCC-Procurement Management as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Lee County BOCC-Procurement Management during the course of your relationship with Lee County BOCC-Procurement Management.