

**Exhibit D**  
**RFQ #39-21**  
**Sample Agreement**

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This AGREEMENT is made and entered into on the \_\_\_\_ day of \_\_\_\_\_ 2021 by and between the City of Clearwater, Florida (CITY) and \_\_\_\_\_ (ARCHITECT).

**WITNESSETH:**

WHEREAS, the CITY desires to engage the ARCHITECT to perform certain professional services pertinent to such work in accordance with this Agreement; and

WHEREAS, the ARCHITECT desires to provide such professional services in accordance with this Agreement; and

WHEREAS, in accordance with the competitive selection process described in Section 287.055 of the Florida Statutes, the CITY selected the ARCHITECT based on Request For Qualifications (“RFQ”) #39-21 and responses by the ARCHITECT to RFQ #39-21.

NOW, THEREFORE, in consideration of the mutual promises contained herein and other good and valuable consideration, the Parties agree that the above terms, recitals, and representations are true and accurate and are incorporated herein by reference, and the Parties further agree as follows:

**1.0    GENERAL SCOPE OF THIS AGREEMENT**

The relationship of the ARCHITECT to the CITY will be that of a professional architect, and the ARCHITECT will provide the professional and technical services required under this Agreement in accordance with acceptable engineering practices, by exercising the skill and ability ordinarily required of engineers performing the same or similar services, under the same or similar circumstances, in the State of Florida, and ethical standards.

**2.0    PROFESSIONAL TECHNICAL SERVICES**

**2.1**    It shall be the responsibility of the ARCHITECT to work with and for the CITY to perform an array of services for the City as set forth in RFQ #39-21, Scope of Services.

**2.2**    The ARCHITECT’S services under this Agreement will be provided under a project specific Work Order(s). Each Work Order will include the services for a single project, phase, task or assignment, and will contain a mutually agreed-upon detailed scope of services, project goals, fee and schedule of performance in accordance with applicable fiscal and budgetary constraints. Work Orders will be incorporated by reference and attached hereto this Agreement.

Total compensation for all services shall not exceed \$ \_\_\_\_\_ unless specifically authorized by the City Council.

See Work Order attached hereto as Exhibit \_\_\_\_\_.

**2.3** The ARCHITECT shall maintain an adequate and competent staff of professionally qualified personnel available to the CITY for the purpose of rendering the required engineering and/or architect services hereunder and shall diligently execute the work to meet the completion time established in the Work Orders. The ARCHITECT shall notify the CITY by U.S. Mail addressed to the City Engineer of any changes in company contact information, including but not limited to contact phone, address, project manager, email addresses, etc.

**2.4** The CITY reserves the right to enter into contracts with other engineering and/or architect firms for similar services. The ARCHITECT will, when directed to do so by the CITY, coordinate and work with other engineering and/or architectural firms retained by the CITY.

**2.5** The CITY reserves the right to remove any and all projects, phases, tasks, or assignments related to this Agreement. The CITY further reserves the right to enter into contracts with other engineering firms for services related to such projects, phases, tasks, or assignments. The ARCHITECT will, when directed to do so by the CITY, coordinate and work with other firms retained by the CITY.

**3.0 PERIOD OF SERVICES**

**3.1** The ARCHITECT shall begin work promptly after receipt of a fully executed Work Order. Receipt of a fully executed Work Order shall constitute written notice to proceed.

**3.2** If the ARCHITECT'S services are delayed for reasons beyond the ARCHITECT'S control, the time of performance shall be adjusted as appropriate.

**3.3** It is the intent of the parties hereto that this Agreement continue in force for a period not to exceed to \_\_\_\_\_ years, subject to the provisions for termination contained herein. Assignments that are in progress at the Termination Date shall be completed by the ARCHITECT unless specifically terminated by the CITY. Should the ARCHITECT be in the progress of completing work under this Agreement at the Termination Date, this Agreement shall continue with all terms, conditions and obligations being in full force and effect until such time as the work is completed. All provisions expressly intended to survive termination shall do so.

**4.0 PROFESSIONAL SERVICES/CONSULTANT'S COMPETITIVE NEGOTIATION ACT (CCNA)**

Professional Services provided under this Agreement are within the scope of the practice of architecture, landscape architecture, professional engineering, or registered land

surveying and mapping, as defined by the laws of the State of Florida. Provisions of F.S. 287.055 apply.

## **5.0 GENERAL CONSIDERATIONS**

- 5.1** All documents including field books, drawings, specifications, calculations, geotechnical investigation reports, etc., used in the preparation of the work shall be supplied by the ARCHITECT and shall become the property of the CITY. The CITY acknowledges that such documents are not intended or represented to be suitable for use by the CITY or others for purposes other than those for which the documents are prepared. Any reuse of these documents without written verification or adaptation by the ARCHITECT for the specific purpose intended will be at the CITY's sole risk without liability or legal exposure to the ARCHITECT.
- 5.2** The ARCHITECT shall prepare preliminary construction cost estimates with each design submittal to verify the proposed design is within the City project budgets. The ARCHITECT shall prepare a final estimate of probable construction costs, following CITY approval of the bid documents and other pre-bid activities. The CITY hereby acknowledges that estimates of probable construction costs cannot be guaranteed, and such estimates are not to be construed as a promise that designed facilities will not exceed a cost limitation.
- 5.3** The ARCHITECT will provide expert witnesses, if required, to testify in connection with any suit at law. A supplemental agreement will be negotiated between the CITY and the ARCHITECT describing the services desired and providing a basis for compensation to the ARCHITECT.
- 5.4** Upon the ARCHITECT'S written request, the CITY will furnish or cause to be furnished such reports, studies, instruments, documents, and other information as the ARCHITECT and CITY mutually deem necessary.
- 5.5** The CITY and the ARCHITECT each bind themselves and their successors, legal representatives, and assigns to the other party to this Agreement and to the partners, successors, legal representatives and assigns of each other party, in respect to all covenants of this Agreement; and, neither the CITY nor the ARCHITECT will assign or transfer its interest in this Agreement without written consent of the other.
- 5.6** To the fullest extent permitted by law, the ARCHITECT agrees to indemnify and hold harmless the CITY, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the ARCHITECT and other persons employed or utilized by the ARCHITECT in the performance of this ARCHITECT under this AGREEMENT. Notwithstanding any provision herein to the contrary, this paragraph shall not be construed as a waiver of any immunity to which CITY is entitled or the extent of any limitation of liability pursuant to § 768.28, Florida Statutes. Furthermore, this provision is not intended to nor shall it be interpreted as limiting or in any way affecting any defense CITY may have under § 768.28, Florida Statutes or as

consent to be sued by third parties. The obligations under this paragraph shall expressly survive termination or expiration of this Agreement.

- 5.7** The ARCHITECT agrees not to engage the services of any person or persons in the employ of the CITY to an allied capacity, on either a full or part-time basis, on the date of the signing of this Agreement, or during its term.
- 5.8** Key personnel assigned to CITY projects by the ARCHITECT shall not be removed from the projects until alternate personnel acceptable to the CITY are approved in writing by the CITY. Key personnel are identified as: Project Manager and technical experts.
- 5.9** The ARCHITECT shall attach a brief status report on the projects with each request for payment.
- 5.10** Unless otherwise required by law or judicial order, the ARCHITECT agrees that it shall make no statements, press releases or other public communication concerning this Agreement or its subject matter or otherwise disclose or permit to be disclosed any of the data, technical processes, business affairs or other information obtained or furnished in the conduct of work under this Agreement without first notifying the CITY and securing its consent in writing. The ARCHITECT also agrees that it shall not publish copyright or patent any of the site-specific data or reports furnished for or resulting from work under this Agreement. This does not include materials previously or concurrently developed by the ARCHITECT for “In House” use. Only data and reports generated by the ARCHITECT under this Agreement shall be the property of the CITY.
- 5.11** Public Records. The ARCHITECT will be required to comply with Section 119.0701, Florida Statutes, as may be amended from time to time, specifically to:

IF THE ARCHITECT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE ARCHITECT’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: 727-562-4092, Rosemarie.Call@myclearwater.com, 600 Cleveland Street, Suite 600, Clearwater, FL 33755.

ARCHITECT shall comply with the following:

- a) Keep and maintain public records required by the City of Clearwater (hereinafter “public agency”) to perform the service being provided by the contractor hereunder.
- b) Upon request from the public agency’s custodian of public records, provide the public agency 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 for in Chapter 119, Florida Statutes, as may be amended from time to time, or as otherwise provided by law.

- c) Ensure that the public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
- d) Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.
- e) A request to inspect or copy public records relating to a public agency's contract for services must be made directly to the public agency. If the public agency does not possess the requested records, the public agency shall immediately notify the contractor of the request and the contractor must provide the records to the public agency or allow the records to be inspected or copied within a reasonable time.
- f) The contractor hereby acknowledges and agrees that if the contractor does not comply with the public agency's request for records, the public agency shall enforce the contract provisions in accordance with the contract.
- g) A contractor who fails to provide the public records to the public agency within a reasonable time may be subject to penalties under Section 119.10, Florida Statutes.
- h) If a civil action is filed against a contractor to compel production of public records relating to a public agency's contract for services, the court shall assess and award against the contractor the reasonable costs of enforcement, including reasonable attorney fees, if:
  - 1. The court determines that the contractor unlawfully refused to comply with the public records request within a reasonable time; and
  - 2. At least 8 business days before filing the action, the plaintiff provided written notice of the public records request, including a statement that the contractor has not complied with the request, to the public agency and to the contractor.

- i) A notice complies with subparagraph (h)2. if it is sent to the public agency's custodian of public records and to the contractor at the contractor's address listed on its contract with the public agency or to the contractor's registered agent. Such notices must be sent by common carrier delivery service or by registered, Global Express Guaranteed, or certified mail, with postage or shipping paid by the sender and with evidence of delivery, which may be in an electronic format.

**A contractor who complies with a public records request within 8 business days after the notice is sent is not liable for the reasonable costs of enforcement.**

## **6.0 COMPENSATION**

- 6.1 The ARCHITECT shall be compensated for services rendered under this Agreement in accordance with the provisions of each Work Order, upon presentation of ARCHITECT'S invoice and as provided in this Agreement.
- 6.2 Compensation for services shall be invoiced by the ARCHITECT and paid by the CITY in accordance with the Florida Local Government Prompt Payment Act, § 218.70, Florida Statutes.
- 6.3 The ARCHITECT agrees to allow full and open inspection of payroll records and expenditures in connection with hourly rate and cost-plus fixed fee work assignments upon request of the CITY.

## **7.0 PROHIBITION AGAINST CONTINGENT FEES**

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

## **8.0 TERMINATION FOR CAUSE**

This Agreement may be terminated by either party with seven (7) days prior written notice, in the event of substantial failure to perform in accordance with the terms hereof by the other party through no fault of the terminating party. If this Agreement is terminated, the ARCHITECT shall be paid in accordance with the provisions of outstanding Work Orders for all work performed up to the date of termination.

## **9.0 SUSPENSION, CANCELLATION, OR ABANDONMENT**

If the project described in any Work Order is suspended, canceled, or abandoned by the CITY, without affecting any other Work Order or this Agreement, the ARCHITECT shall be given five (5) days prior written notice of such action and shall be compensated

for professional services provided up to the date of suspension, cancellation, or abandonment.

#### **10.0 GOVERNING LAW**

This Agreement shall be administered and interpreted under the laws of the State of Florida. The exclusive venue for any proceeding or suit in law or equity arising from or incident to this Agreement will be in Pinellas County Florida.

#### **11.0 TERMINATION FOR CONVENIENCE**

Either the CITY or the ARCHITECT may terminate the Agreement at any time by giving written notice to the other of such termination and specifying the effective date of such termination at least thirty (30) days before said termination date. If the Agreement is terminated by the CITY as provided herein, the ARCHITECT will be paid for services rendered through the date of termination.

#### **12.0 PUBLIC ENTITY CRIMES**

Pursuant to Florida Statute § 287.132-133, the City of Clearwater, as a public entity, may not accept any proposal from, award any contract to, or transact any business in excess of the threshold amount provided in § 287.017, F.S., for Category Two (currently \$35,000) with any person or affiliate on the convicted vendor list for a period of 36 months from the date that person or affiliate was placed on the convicted vendor list unless that person or affiliate has been removed from the list pursuant to § 287.133 (3)(f), F.S. By submitting a proposal, ARCHITECT is certifying that Florida Statute 287.132 and 287.133 does not restrict submission.

#### **13.0 SCRUTINIZED COMPANIES AND BUSINESS OPERATIONS**

The ARCHITECT will be required to comply with Section 287.135, Florida Statutes, specifically by executing the forms provided (attached).

#### **14.0 RFQ #39-21, TERMS AND CONDITIONS**

All terms and conditions as set forth in RFQ #39-21, Terms of Conditions are incorporated by reference and hereto attached as Exhibit A.

#### **15.0 ORDER OF PRECEDENCE**

Any inconsistency in documents relating to this Agreement shall be resolved by giving precedence in the following order: (i) this Agreement and subsequent Amendments; (ii) RFQ #39-21, Terms and Conditions; and (iii) Work Orders.

#### **16.0 INSURANCE REQUIREMENTS**

Insurance Requirements are set forth in Exhibit  , which is incorporated by reference and attached hereto.

**17.0 TERMINATION FOR LACK OF FUNDING**

The CITY'S performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Clearwater City Council. In the event the Clearwater City Council does not appropriate funds for CITY to perform its obligations hereunder, CITY may terminate this Agreement upon thirty (30) days written notice to ARCHITECT.

**18.0 E-VERIFY**

ARCHITECT and its Subcontractors shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. ARCHITECT will not enter into a contract with any Subcontractor unless each party to the contract registers with and uses the E-Verify system. Subcontractor must provide ARCHITECT with an affidavit stating that Subcontractor does not employ, contract with, or subcontract with an unauthorized alien. ARCHITECT shall maintain a copy of such affidavit.

The CITY may terminate this Agreement on the good faith belief that ARCHITECT or its Subcontractors knowingly violated Florida Statutes 448.09(1) or 448.095(2)(c). If this Agreement is terminated pursuant to Florida Statute 448.095(2)(c), ARCHITECT may not be awarded a public contract for at least 1 year after the date of which this Agreement was terminated. ARCHITECT is liable for any additional costs incurred by the CITY as a result of the termination of this Agreement.

See Section 448.095, Florida Statutes (2020).

[Remainder of Page Intentionally Left Blank]



IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the date and year first above written.

\_\_\_\_\_  
(\_\_\_\_\_)

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**WITNESS:**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Countersigned:**

**CITY OF CLEARWATER**

\_\_\_\_\_  
Frank Hibbard  
Mayor

\_\_\_\_\_  
William B. Horne, II  
City Manager

Approved as to form:

Attest:

\_\_\_\_\_  
Owen Kohler  
Assistant City Attorney

\_\_\_\_\_  
Rosemarie Call  
City Clerk