

REQUEST FOR PROPOSAL

RFP # 23-44

Certified Laboratory for PFAS, Water and Wastewater Testing

City of Ann Arbor
Public Services Area



Due Date: September 6, 2023 by 3:00 p.m. (local time)

Issued By:

City of Ann Arbor
Procurement Unit
301 E. Huron Street
Ann Arbor, MI 48104

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SECTION I - GENERAL INFORMATION

A. OBJECTIVE

The City is seeking qualified Contractors to perform analyses for per- and polyfluoroalkyl substances (PFAS) and additional compounds in potable and non-potable water samples, as well as other matrices, collected by the City staff. Analyses will be required for both short-term and long-term projects.

The term of this agreement will be for one (1) year, with the option to renew for up to four (4) 1-year extensions, provided both parties agree to an extension, at no more than 3% annual price increases.

B. QUESTIONS AND CLARIFICATIONS / DESIGNATED CITY CONTACTS

All questions regarding this Request for Proposal (RFP) shall be submitted via e-mail. Questions will be accepted and answered in accordance with the terms and conditions of this RFP.

All questions shall be submitted on or before August 14, 2023 at 3:00 p.m., and should be addressed as follows:

Scope of Work/Proposal Content questions shall be e-mailed to LJ Melrose, Environmental Laboratory Supervisor - Imelrose@a2gov.org

RFP Process and Compliance questions shall be e-mailed to Colin Spencer, Buyer - CSpencer@a2gov.org

Should any prospective offeror be in doubt as to the true meaning of any portion of this RFP, or should the prospective offeror find any ambiguity, inconsistency, or omission therein, the prospective offeror shall make a written request for an official interpretation or correction by the due date for questions above.

All interpretations, corrections, or additions to this RFP will be made only as an official addendum that will be posted to a2gov.org and MITN.info and it shall be the prospective offeror's responsibility to ensure they have received all addenda before submitting a proposal. Any addendum issued by the City shall become part of the RFP, and must be incorporated in the proposal where applicable.

C. PRE-PROPOSAL MEETING

No pre-proposal meeting will be held for this RFP. Please contact staff indicated above with general questions regarding the RFP.

D. PROPOSAL FORMAT

To be considered, each firm must submit a response to this RFP using the format provided in Section III. No other distribution of proposals is to be made by the prospective offeror. An official authorized to bind the offeror to its provisions must sign the proposal in ink. Each proposal must remain valid for at least ninety days from the due date of this RFP.

Proposals should be prepared simply and economically providing a straightforward, concise description of the offeror's ability to meet the requirements of the RFP. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.

E. SELECTION CRITERIA

Responses to this RFP will be evaluated using a point system as shown in Section III. A selection committee comprised of staff from the City will complete the evaluation.

The fee proposals will not be reviewed at the initial evaluation. After initial evaluation, the City will determine top proposals, and open only those fee proposals.

All proposals submitted may be subject to clarifications and further negotiation. All agreements resulting from negotiations that differ from what is represented within the RFP or in the proposal response shall be documented and included as part of the final contract.

F. SEALED PROPOSAL SUBMISSION

All proposals are due and must be delivered to the City on or before, September 6, 2023 by 3:00 p.m. (local time). Proposals submitted late or via oral, telephonic, telegraphic, electronic mail or facsimile **will not** be considered or accepted.

Each respondent must submit in a sealed envelope

- **one (1) original proposal**
- **one (1) digital copy of the proposal preferably on a USB/flash drive as one file in PDF format along with Attachment A**

Each respondent must submit in a single separate sealed envelope marked Fee Proposal

- **two (2) copies of the fee proposal**

The fee proposal and all costs must be separate from the rest of the proposal.

Proposals submitted must be clearly marked: **“RFP No.23-44 – Certified Laboratory for PFAS, Water and Wastewater Testing”** and list the offeror's name and address.

Proposals must be addressed and delivered to:
City of Ann Arbor
c/o Customer Service
301 East Huron Street
Ann Arbor, MI 48107

All proposals received on or before the due date will be publicly opened and recorded on the due date. No immediate decisions will be rendered.

Hand delivered bids may be dropped off in the Purchasing drop box located in the Ann Street (north) vestibule/entrance of City Hall which is open to the public Monday through Friday from 8am to 5pm (except holidays). The City will not be liable to any prospective offeror for any unforeseen circumstances, delivery, or postal delays. Postmarking on the due date will not substitute for receipt of the proposal. Offerors are responsible for submission of their proposal. Additional time will not be granted to a single prospective offeror. However, additional time may be granted to all prospective offerors at the discretion of the City.

A proposal may be disqualified if the following required forms are not included with the proposal:

- **Attachment C - City of Ann Arbor Non-Discrimination Declaration of Compliance**
- **Attachment D - City of Ann Arbor Living Wage Declaration of Compliance**
- **Attachment E - Vendor Conflict of Interest Disclosure Form of the RFP Document**

Proposals that fail to provide these forms listed above upon proposal opening may be deemed non-responsive and may not be considered for award.

Please provide the forms outlined above (Attachments C, D and E) within your narrative proposal, not within the separately sealed Fee Proposal envelope.

All proposed fees, cost or compensation for the services requested herein should be provided in the separately sealed Fee Proposal envelope only.

G. DISCLOSURES

Under the Freedom of Information Act (Public Act 442), the City is obligated to permit review of its files, if requested by others. All information in a proposal is subject to disclosure under this provision. This act also provides for a complete disclosure of contracts and attachments thereto.

H. TYPE OF CONTRACT

A sample of the Professional Services Agreement is included as Appendix A. Those who wish to submit a proposal to the City are required to review this sample agreement carefully. **The City will not entertain changes to its Professional Services Agreement.**

The City reserves the right to award the total proposal, to reject any or all proposals in whole or in part, and to waive any informality or technical defects if, in the City's sole judgment, the best interests of the City will be so served.

This RFP and the selected offeror's response thereto, shall constitute the basis of the scope of services in the contract by reference.

I. NONDISCRIMINATION

All offerors proposing to do business with the City shall satisfy the contract compliance administrative policy adopted by the City Administrator in accordance with the Section 9:158 of the Ann Arbor City Code. Breach of the obligation not to discriminate as outlined in Attachment C shall be a material breach of the contract. Contractors are required to post a copy of Ann Arbor's Non-Discrimination Ordinance attached at all work locations where its employees provide services under a contract with the City.

J. WAGE REQUIREMENTS

The Attachments provided herein outline the requirements for payment of prevailing wages or of a "living wage" to employees providing service to the City under this contract. The successful offeror must comply with all applicable requirements and provide documentary proof of compliance when requested.

K. CONFLICT OF INTEREST DISCLOSURE

The City of Ann Arbor Purchasing Policy requires that the consultant complete a Conflict of Interest Disclosure form. A contract may not be awarded to the selected offeror unless and until the Procurement Unit and the City Administrator have reviewed the Disclosure form and determined that no conflict exists under applicable federal, state, or local law or administrative regulation. Not every relationship or situation disclosed on the Disclosure Form may be a disqualifying conflict. Depending on applicable law and regulations, some contracts may awarded on the recommendation of the City Administrator after full disclosure, where such action is allowed by law, if demonstrated competitive pricing exists and/or it is determined the award is in the best interest of the City. A copy of the Conflict of Interest Disclosure Form is attached.

L. COST LIABILITY

The City of Ann Arbor assumes no responsibility or liability for costs incurred by the offeror prior to the execution of a Professional Services Agreement. The liability of the City is limited to the terms and conditions outlined in the Agreement. By submitting a proposal, offeror agrees to bear all costs incurred or related to the preparation, submission, and selection process for the proposal.

M. DEBARMENT

Submission of a proposal in response to this RFP is certification that the Respondent is not currently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal departments or agency. Submission is also agreement that the City will be notified of any changes in this status.

N. PROPOSAL PROTEST

All proposal protests must be in writing and filed with the Purchasing Manager within five (5) business days of the award action. The offeror must clearly state the reasons for the protest. If an offeror contacts a City Service Area/Unit and indicates a desire to protest an award, the Service Area/Unit shall refer the offeror to the Purchasing Manager. The Purchasing Manager will provide the offeror with the appropriate instructions for filing the protest. The protest shall be reviewed by the City Administrator or designee, whose decision shall be final.

Any inquiries or requests regarding this procurement should be only submitted in writing to the Designated City Contacts provided herein. Attempts by the offeror to initiate contact with anyone other than the Designated City Contacts provided herein that the offeror believes can influence the procurement decision, e.g., Elected Officials, City Administrator, Selection Committee Members, Appointed Committee Members, etc., may lead to immediate elimination from further consideration.

O. SCHEDULE

The proposals submitted should define an appropriate schedule in accordance with the requirements of the Proposed Work Plan in Section III.

The following is the schedule for this RFP process.

Activity/Event	Anticipated Date
Written Question Deadline	August 14, 2023 by 3:00 p.m.
Addenda Published (if needed)	Week of August 14, 2023
Proposal Due Date	Sept.6, 2023 by 3:00 p.m. (Local Time)
Selection/Negotiations	September/October 2023

The above schedule is for information purposes only and is subject to change at the City's discretion.

P. IRS FORM W-9

The selected offeror will be required to provide the City of Ann Arbor an IRS form W-9.

Q. RESERVATION OF RIGHTS

1. The City reserves the right in its sole and absolute discretion to accept or reject any or all proposals, or alternative proposals, in whole or in part, with or without cause.
2. The City reserves the right to waive, or not waive, informalities or irregularities in of any proposal if determined by the City to be in its best interest.
3. The City reserves the right to request additional information from any or all offerors.
4. The City reserves the right to reject any proposal that it determines to be unresponsive and deficient in any of the information requested within RFP.
5. The City reserves the right to determine whether the scope of the project will be entirely as described in the RFP, a portion of the scope, or a revised scope be implemented.
6. The City reserves the right to select one or more consultants to perform services.
7. The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted.
8. The City reserves the right to disqualify proposals that fail to respond to any requirements outlined in the RFP, or failure to enclose copies of the required documents outlined within RFP.

R. ENVIRONMENTAL COMMITMENT

The City of Ann Arbor recognizes its responsibility to minimize negative impacts on human health and the environment while supporting a vibrant community and economy. The City further recognizes that the products and services the City buys have inherent environmental and economic impacts and that the City should make procurement decisions that embody, promote, and encourage the City's commitment to the environment.

The City encourages potential vendors to bring forward emerging and progressive products and services that are best suited to the City's environmental principles.

SECTION II - SCOPE OF SERVICES

1. Background

The City is seeking qualified Contractors to perform analyses of potable and non-potable water, as well as other matrices (e.g., solids, bio solids, foam), for per- and polyfluoroalkyl substances (PFAS) and additional compounds in samples collected by the City staff. The minimum analyte list shall include the compounds specified in Attachment A but may include additional ad hoc analysis not listed in the tables attached. Additionally, the Contractor shall also have Michigan certification for EPA Method 537.1 and EPA method 533 for drinking water or any other method offered by the State of Michigan once the certification is available. Gaining and maintaining certification with the State of Michigan is essential to the services required from the Contractor. Analyses will be required for both short-term and long-term projects, with both the list in Attachment A and the State of Michigan certified method. Analyses include, but are not limited to those listed in Attachment A, and are subject to change at any time with additional ad hoc analysis to be added as need arises from the city. Please note the target PQL is ≤ 2.0 ng/L for each PFAS analyte when analyzing routine potable water samples. If the target is PQL for potable water is not ≤ 2.0 ng/L for each analyte, the bid should include the actual or estimated PQL. The bid should include estimates of the PQL for the analytes in the other matrices specified in Attachment A.

It is intended that one primary laboratory be selected for analyses as required by the City. However, two or more laboratories may be selected, and the total amount of work as indicated in this Scope, may be divided if determined by the City that by doing so will provide efficiencies of service to the City. The actual amount of work assigned will depend upon the ability of the selected lab(s) to perform all of the required tests, in addition to the level of performance and capacity of the selected lab(s), methods used and the cost of services. Contractors are hereby notified that the City does not guarantee any minimum quantity for any item listed in this proposal or specified in the contract. While prices must be competitive, laboratories must be able to demonstrate a consistently high level of performance with minimal supervision and contract management by City staff with regard to timely, comprehensive, and accurate reports and invoicing.

The term of this agreement will be for one (1) year, with the option to renew for up to four (4) 1-year extensions, provided both parties agree to an extension, at no more than 3% annual price increases.

B. DESCRIPTION OF REQUIRED SERVICES

1. Project Kick-off Meeting

The City staff and the Contractor's project team shall meet, in person or over the phone, prior to project initiation to establish project manager responsibilities and to review the specifics of the required services. The Contractor must designate a capable, qualified, and responsive project

manager and an alternate, familiar with drinking water and wastewater analytical methodologies.

2. Project Coordination

- A. The Contractor shall dedicate a project manager who will be directly responsible for the management of the contract and who is the primary Contractor contact for the City.
- B. The Contractor shall also provide the City the contact information of a backup project manager who will take over responsibilities in the project manager's absence.
- C. Special samples may be provided by the City at any time, and the Contractor shall conduct testing and reporting on special samples on weekends, holidays, and after normal business hours as needed.
- D. The City reserves the right to change the number of samples collected for testing and to add ad hoc analysis that are not explicitly specified in Attachment A.
- E. At the beginning of any new project, the Contractor will supply the City with a list of all upcoming projects scheduled with the Contractor, including ship dates for kits, number of samples, pricing, and analyses requested.
- F. The Contractor shall coordinate with the City to ensure that all scheduling of sample analysis meets applicable requirements and regulatory deadlines.

3. Sampling Supplies

- A. The Contractor shall supply all materials and equipment for safe and method-appropriate handling, collection, preservation and shipping of samples at no additional charge. Shipping and sample containers and supplies shall be suitable for the sample matrix and analytical method.
- B. The Contractor shall provide sample bottle kits specific to each sampling location in properly sized sample coolers. A typical sample bottle kit shall include:
 - I. properly sized sample coolers,
 - II. pre-labeled sample bottles,
 - III. preservatives appropriate for the analyses being performed,

- IV. trip blanks, field blanks, and other required quality control samples,
 - V. sufficient blue ice or re-sealable bags for wet ice to allow samples to arrive at the appropriate temperature,
 - VI. gloves, filters, hoses, etc. as appropriate for specific collection procedures,
 - VII. sufficient packing material to prevent breakage during return shipping,
 - VIII. chain of custody forms and sampling instructions, and
 - IX. return shipping airbills
- C. The Contractor shall pre-label all bottles with the City's unique sample location identification (when known), analytical method, preservative (if any), and holding time. The City's sampling personnel shall only be required to fill in the sample date and time on each bottle label.
- D. The Contractor shall deliver the custom sample bottle kits to the City as directed by the City's sampling personnel. Deliveries shall be made no later than the week before sampling is to occur. The Contractor shall be held responsible for any fees, fines, or other costs associated with a delay in sampling incurred by the City due to a failure to delivery materials in a timely manner.

4. Sample Receipt

- A. Most sample shipping to the Contractor will be scheduled for arrival regular work hours Monday through Friday.
- B. Due to the complexities of sample collection scheduling, some samples may be delivered to the Contractor outside of this time. The Contractor shall coordinate with City sampling personnel to implement the appropriate after-hours sample receipt procedures.

5. Analysis of Samples

- A. In addition to specific State and Federal Environmental Protection Agency (EPA) requirements, all work shall comply with all applicable governmental regulations, customary quality standards, EPA approved analytical methods, and accepted good practice for the type of work being performed.
- B. Contractor shall analyze all samples within the allowable holding time appropriate to the method, matrix, and analysis.

- C. The Contractor, when feasible, will make its facilities available to assist the City with analysis of non-routine samples that may be required.
- D. The Contractor shall not use the City's finished water samples for quality controls checks. The duplicate shall be reserved in case a confirmation analysis is required.

6. Sample Turnaround Time

- A. Accurate and complete analytical results shall be submitted to the City within the standard turnaround time, or within an alternate turnaround time when requested by the City and agreed upon by the Contractor. Standard turnaround time (TAT) for analyses will be 15 calendar days from sample arrival at Contractors laboratory. Contractor shall notify the City promptly if the agreed-upon TAT will not be met.
- B. The City may request expedited samples occasionally. Pricing will be provided to the City at the time of expedited request.
- C. Contractor fees will be reduced by 25% if turnaround time is exceeded.

7. Analytical Reporting

- A. The Contractor shall not release any data with anomalies until approved by the City.
- B. Contractor shall notify the City within 24 hours via email of any non-compliant sample results or results not matching historical data.
- C. The Contractor shall hold all conversations and documentation regarding the City-submitted samples as confidential and shall not disclose data or disseminate the contents of any City report of analyses to a third party without the expressed permission of the City.
- D. The Contractor shall provide the final reports to the City in both Electronic Data Deliverables (EDDs) format and Portable Document Format (PDF) within 15 business days following sample receipt or within another turnaround time agreed to by both parties in writing.

- E. The Contractor shall submit EDDs to the City at the same time that hard copy reports are submitted; i.e., there will be no substantial delays between EDD submission and hard copy report submission. Hard copy reports shall include the chain of custody (COC).
- F. EDDs, PDF reports, and COC shall be made available to the City (as zip files if necessary) via download from the Contractor's website. An e-mail shall be sent to the City containing a notification of availability. EDDs, PDF reports, and COC shall be searchable on the Contractor's website by the project number, sampling date, or SAMPLE ID. EDDs, PDF reports, and COC shall be available on the Contractor's website for a minimum of 2 years.
- G. The EDDs in the formats specified above shall be fully compatible with City's in-house database and data loading program. A template will be provided by the City at the start of the project.
- H. Final reports shall contain at least the following for each analysis:
 - I. Cover page summarizing all detections and highlighting exceedances of MCLs or NLs
 - II. Client Identification (City of Ann Arbor)
 - III. Client Project Identification
 - IV. Sample Identification
 - V. Sample collection date and time
 - VI. Lab receipt date and time
 - VII. Analysis date
 - VIII. Analyte tested and test result
 - IX. Test method (EPA, Standard Methods, or other) and detection limits for reporting
 - X. Test units
 - XI. Signature and title of laboratory personnel certifying the results
 - XII. Notes and/or qualifiers regarding anomalous test results
 - XIII. Copy of Chain of Custody with notations from Contractor's sample receiving staff
 - XIV. QA/QC documentation

8. Notification

- A. The Contractor shall notify the City within 24 hours of
 - I. changes in any aspect of its operation affecting its ability to satisfactorily complete a project
 - II. revocation of its Certification and/or Accreditation

- III. quality assurance/quality control failures associated with any City-submitted samples
- IV. non-compliant sample results or results not matching historical data
- V. problems related to the shipping or receiving of City-submitted samples
- VI. sample turnaround times not expected to be met.

9. Data Verification (After Reporting)

- A. If there is a reasonable question from the City regarding data validity (e.g., analytical results appreciably different from historical results), the Contractor shall re-run samples or duplicates and provide new EDDs and PDF reports at no additional charge.
- B. Laboratory errors resulting in the need for a sample to be recollected will require the laboratory to notify the City immediately of the need to resample, analyze, and report the results of the resample at no cost to the City.

10. Technical Assistance

The Contractor shall provide technical assistance as part of their fee schedule for the City on general and project-related questions regarding sample analyses, sample reporting, and analytical regulatory requirements. City staff will use discretion when requesting technical assistance.

11. Invoicing

The cost of analyses shall be invoiced monthly by the Contractor to the City. Invoices to the City for work performed must be broken down by sample location, sample date, analyses performed, quantity, unit analytical prices and total cost. Invoices for any given month must be received by the City no later than 30 calendar days following the end of the month in which samples were submitted to the Contractor. The Contractor must invoice for all samples collected and analyzed within the month. For services rendered in June, invoices are to be submitted no later than 15 days following the end of the month.

12. Laboratory Subcontracting

Should the Contractor experience the need to subcontract any portion of a City project, it shall be approved in writing by the City at least five (5) calendar days prior to the work being performed. Should the Contractor subcontract any portion of this work (with the consent of City), the Contractor shall confirm to the City that the subcontractor has any and all permits and licenses required by virtue of this Scope and that all analytical method and reporting requirements of this Scope extend to the subcontractor.

13. Sample Retention and Disposal

- A. Contractor shall maintain and preserve appropriate samples, sample extracts, or the residue thereof, for thirty (30) calendar days after submission of Contractor's report to the City free of storage charges. After the initial thirty (30) calendar days, upon written request from the City, Contractor shall retain test specimens or samples for a mutually acceptable storage charge and period of time.
- B. Unless requested by the City to hold sample(s) for greater than thirty (30) calendar days, the sample and any articles or substances made with the sample(s) shall be disposed of in a lawful manner by the Contractor or the Contractor's representative.
- C. Contractor assumes full responsibility for the proper disposal of all test samples, test residues, and sample containers, whether hazardous or non-hazardous, at Contractor's expense.
- D. In all cases, whether the waste material is hazardous or non-hazardous, the Contractor shall list itself as "Generator" on disposal manifests.
- E. Labels on all samples shall be removed or rendered unreadable prior to disposal.

C. Minimum Qualifications

1. Laboratory Certification

Contractor's laboratory performing analyses on City samples must be approved by the Environmental Protection Agency (EPA) for raw water and drinking water analyses and certified by the Michigan Department of Environment, Great Lakes and Energy (EGLE) to perform drinking water analyses for compliance purposes in the state of Michigan. The Contractor shall also hold Michigan certification for EPA Method 537.1 and EPA method 533 for drinking water or any other method offered by the State of Michigan once the certification is available. Gaining and maintaining certification with the State of Michigan is essential to the services required from the Contractor. The Contractor is preferably accredited in accordance with the National Environmental Laboratory Accreditation Program (NELAP).

2. Audits

The City reserves the right to perform periodic on-site audits to ensure compliance with analytical method requirements, QA/QC program requirements, and to evaluate the general quality of the Contractor's work. The Contractor shall cooperate and make available records and personnel to

facilitate the audits. Audits will be scheduled with sufficient notice and conducted during normal business hours.

3. QA/QC Procedures

- A. The Contractor shall maintain a QA/QC plan for each analytical facility and shall follow the SOPs contained or referenced in the plan.
- B. The Contractor shall maintain a full-time quality assurance officer at each Lab location analyzing City-submitted samples.
- C. Contractor must provide a copy of their Quality Manual, Organizational Chart, and most recent Performance Evaluation Studies upon request by the City.
- D. Contractor may be requested to participate in the EPA Discharge Monitoring Report-Quality Assurance Study Program. Such participation and reporting will be done without fee to the City.

4. Laboratory Capacity and Capability

- A. During the term of the contract, the Contractor shall maintain the necessary capability and capacity to provide the laboratory services within the agreed-upon turnaround times for each project accepted by the Contractor.
- B. The Contractor shall possess the flexibility to add new projects/sample locations as needed throughout the duration of the contract.

SECTION III - MINIMUM INFORMATION REQUIRED

PROPOSAL FORMAT

Offerors should organize Proposals into the following Sections:

- A. Professional Qualifications
- B. Past Involvement with Similar Projects
- C. Proposed Work Plan
- D. Fee Proposal (include in a separate sealed envelope clearly marked "Fee Proposal")
- E. Authorized Negotiator
- F. Attachments

The following describes the elements that should be included in each of the proposal sections and the weighted point system that will be used for evaluation of the proposals.

A. Professional Qualifications – 20 points

1. Details on the project manager – include CV AND at least 3 REFERENCES for RECENT projects the project manager and alternate project manager have overseen of similar scope to ours, with contact information.
 - i. Indicate how often project managers turnover for a given year long project.
2. State the full name and address of your organization and, if applicable, the branch office or other subsidiary element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation. If as a corporation, include whether it is licensed to operate in the State of Michigan.
3. Include the name of executive and professional personnel by skill and qualification that will be employed in the work. Show where these personnel will be physically located during the time they are engaged in the work. Indicate which of these individuals you consider key to the successful completion of the project. Identify only individuals who will do the work on this project by name and title. Resumes and qualifications are required for all proposed project personnel, including all subcontractors. Qualifications and capabilities of any subcontractors must also be included.
4. State history of the firm, in terms of length of existence, types of services provided, etc. Identify the technical details that make the firm uniquely qualified for this work.
5. Laboratory Certification: Contractor's laboratory performing analyses on City samples must demonstrate proof of approval by the Environmental Protection

Agency (EPA) for raw water and drinking water analyses and certified by the Michigan Department of Environment, Great Lakes and Energy (EGLE) to perform drinking water analyses for compliance purposes in the state of Michigan. The Contractor shall also hold Michigan certification for EPA Method 537.1 and EPA method 533 for drinking water or any other method offered by the State of Michigan once the certification is available. Gaining and maintaining certification with the State of Michigan is essential to the services required from the Contractor. The Contractor is preferably accredited in accordance with the National Environmental Laboratory Accreditation Program (NELAP).

B. Past involvement with Similar Projects – 30 points

The written proposal must include a list of specific experience in the project area and indicate proven ability in implementing similar projects for the firm **and** the individuals to be involved in the project. A complete list of client references must be provided for similar projects recently completed. The list shall include the firm/agency name, address, telephone number, project title, and contact person.

Provide a summary table of general lab metrics including:

1. Turnaround time for analysis and disseminating reports
2. Percent of samples reported on time.
3. Percent of samples analyzed in compliance with approved methods.
4. Percent of samples where deadline for reporting was missed.
5. Staffing turnover rate over the past two years.

C. Proposed Work Plan – 30 points

Provide a detailed and comprehensive description of how the offeror intends to provide the services requested in this RFP. This description shall include, but not be limited to:

1. How the project(s) will be managed and scheduled.
2. How and when data and materials will be delivered to the City.
 - a. Please provide a preview of your portal for data delivery.
 - b. Include example of report formats. See Section II 7D for our desired format.
3. Communication and coordination between the offeror and city staff.
 - a. Typical response time for past projects from assigned Project Manager on similar projects for emails/phone.
 - b. Describe protocol for notifying city staff of samples arriving out of hold time/temperature, samples analyzed out of compliance of approved methods or if a reporting deadline is predicted to be missed.
4. The working relationship between the offeror and City staff.

- a. If a new project manager is assigned, explain how you will orient them to our project, introduce them to us, and ensure there is no change in service during and after transition.
5. How the offeror handles shipping lags and other shipping issues experienced in the current shipping climate.
 - A. Indicate shipping method you will use and list of couriers/carrier services if applicable.
 - B. Include data on percent of samples out of hold time when they arrive from your given shipping method in a similar geographic location.
6. The company's general philosophy in regards to providing the requested services.

Offerors shall be evaluated on the clarity, thoroughness, and content of their responses to the above items.

D. Fee Proposal - 20 points

Attachment A and fee schedules shall be submitted in a separate, sealed, envelope as part of the proposal. Offerors are welcome to reach out to LJ Melrose (LMelrose@a2gov.org) for a digital version of Attachment A for completion and submission on the USB/flash drive in Excel format. Fee quotations are to be completed using the attached format with sample types and estimated quantities per year. Rates should include all shipping charges and project management expenses. Shipping and project management are not to be billed separately.

E. Authorized Negotiator

Include the name, phone number, and e-mail address of persons(s) in your organization authorized to negotiate the agreement with the City.

F. Attachments

Legal Status of Offeror, Conflict of Interest Form, Living Wage Compliance Form, and the Non-Discrimination Form must be completed and returned with the proposal. These elements should be included as attachments to the proposal submission.

PROPOSAL EVALUATION

1. The selection committee will evaluate each proposal by the above-described criteria and point system (A through C) to select a short-list of firms for further consideration. The City reserves the right to reject any proposal that it determines to be unresponsive and deficient in any of the information requested for evaluation. A proposal with all the requested information does not guarantee the proposing firm to be a candidate for

an interview. The committee may contact references to verify material submitted by the offerors.

2. The committee then will schedule interviews with the selected firms if necessary. The selected firms will be given the opportunity to discuss in more detail their qualifications, past experience, proposed work plan and fee proposal.
3. The interview must include the project team members expected to complete a majority of work on the project, but no more than six members total. The interview shall consist of a presentation of up to thirty minutes (or the length provided by the committee) by the offeror, including the person who will be the project manager on this contract, followed by approximately thirty minutes of questions and answers. Audiovisual aids may be used during the oral interviews. The committee may record the oral interviews.
4. The firms interviewed will then be re-evaluated by the above criteria (A through D), and adjustments to scoring will be made as appropriate. After evaluation of the proposals, further negotiation with the selected firm may be pursued leading to the award of a contract by City Council, if suitable proposals are received.

The City reserves the right to waive the interview process and evaluate the offerors based on their proposals and fee schedules alone and open fee schedules before or prior to interviews.

The City will determine whether the final scope of the project to be negotiated will be entirely as described in this RFP, a portion of the scope, or a revised scope.

Work to be done under this contract is generally described through the detailed specifications and must be completed fully in accordance with the contract documents.

Any proposal that does not conform fully to these instructions may be rejected.

PREPARATION OF PROPOSALS

Proposals should have no plastic bindings but will not be rejected as non-responsive for being bound. Staples or binder clips are acceptable. Proposals should be printed double sided on recycled paper. Proposals should not be more than 30 sheets (60 sides), not including required attachments and resumes.

Each person signing the proposal certifies that they are a person in the offeror's firm/organization responsible for the decisions regarding the fees being offered in the Proposal and has not and will not participate in any action contrary to the terms of this provision.

ADDENDA

If it becomes necessary to revise any part of the RFP, notice of the addendum will be posted to Michigan Inter-governmental Trade Network (MITN) www.mitn.info and/or the City of Ann Arbor web site www.A2gov.org for all parties to download.

Each offeror must acknowledge in its proposal all addenda it has received. The failure of an offeror to receive or acknowledge receipt of any addenda shall not relieve the offeror of the responsibility for complying with the terms thereof. The City will not be bound by oral responses to inquiries or written responses other than official written addenda.

SECTION IV - ATTACHMENTS

Attachment A – PFAS Table and additional compounds

Attachment B – Legal Status of Offeror

Attachment C – Non-Discrimination Ordinance Declaration of Compliance Form

Attachment D – Living Wage Declaration of Compliance Form

Attachment E – Vendor Conflict of Interest Disclosure Form

Attachment F – Non-Discrimination Ordinance Poster

Attachment G – Living Wage Ordinance Post

ATTACHMENT A

Analysis Schedule

Analysis-Details located in tables	Sample	Frequency	Number of samples/yr	Cost per Test	Total per Item
1,4-Dioxane by 522	Wells: 21W, 25W, 741W	Annually	3		
Bromate & Bromide	River, Well, Reservoir	Monthly	36		
Carbamates	River, Well, Reservoir	Annually	3		
Dalapon	Reservoir	Annually	1		
Diquat	Reservoir	Annually	1		
EDB/DBCP	Reservoir	Annually	1		
Endothall	Reservoir	Annually	1		
Gross Alpha	Reservoir	1 / 108 months	~1		
Nitrosamines	Reservoir, 4 Distribution sites	Annually	5		
PCBs / Toxaphene / Chlordane	River, Well, Reservoir	Annually	3		
Perchlorate	River, Reservoir	Annually	2		
Pesticides and Herbicides by 515.3	River, Well, Reservoir	Annually	3		
Pesticides and Herbicides by 525.2	River, Well, Reservoir	Annually	3		
Phenolic Endocrine Disrupting Chemicals	River, Reservoir, Well	Annually	3		
Radium 226 & Radium 228	Reservoir	1 / 72 months	~1		
1,4-Dioxane by 522	1st & 2nd Sister Lakes, Furstenberg Park Well, Gallup Park Well	Annually	4		
1,4-Dioxane by 522	River, Well, Reservoir, Montgomery Well, 3 Sentinel Wells	Monthly	84		
Uranium	River, Well, Reservoir	Annually	1		
Beta Particles and Photon Emitters	River, Well, Reservoir	Annually	1		

PFAS TABLE

Analyte Name	Acronym	CAS Number	PQL (ng/L)				
			Potable Water	Non-Potable Water	Solids	Bio Solids	Foam
Perfluorotetradecanoic acid	PFTeA	376-06-7					
Perfluorotridecanoic acid	PFTriA	72629-94-8					
Perfluorododecanoic acid	PFDoA	307-55-1					
Perfluoroundecanoic acid	PFUnA	2058-94-8					
Perfluorodecanoic acid	PFDA	335-76-2					
Perfluorononanoic acid	PFNA	375-95-1					
Perfluorooctanoic acid	PFOA	335-67-1					
Perfluoroheptanoic acid	PFHpA	375-85-9					
Perfluorohexanoic acid	PFHxA	307-24-4					
Perfluoropentanoic acid	PFPeA	2706-90-3					
Perfluorobutanoic acid	PFBA	375-22-4					
Perfluorodecanesulfonic acid	PFDS	335-77-3					
Perfluoronanesulfonic acid	PFNS	68259-12-1					
Perfluorooctanesulfonic acid	PFOS	1763-23-1					
Perfluoroheptanesulfonic acid	PFHpS	375-92-8					
Perfluorohexanesulfonic acid	PFHxS	355-46-4					
Perfluoropentanesulfonic acid	PFPeS	2706-91-4					
Perfluorobutanesulfonic acid	PFBS	375-73-5					
Perfluorooctanesulfonamide	PFOSA	754-91-6					
Fluorotelomer sulphonic acid 8:2	FtS 8:2	39108-34-4					
Fluorotelomer sulphonic acid 6:2	FtS 6:2	27619-97-2					
Fluorotelomer sulphonic acid 4:2	FtS 4:2	757124-72-4					
2-(N-Ethylperfluorooctanesulfonamido) acetic acid	N-EtFOSAA	2991-50-6					
2-(N-Methylperfluorooctanesulfonamido) acetic acid	N-MeFOSAA	2355-31-9					
11-Chloroeicosafluoro-3-oxaundecane-1-sulfonic acid	11Cl-PF3OUdS	763051-92-9					
9-Chlorohexadecafluoro-3-oxanonane-1-sulfonic acid	9Cl-PF3ONS	756426-58-1					
Hexafluoropropylene oxide dimer acid	HFPO-DA	13252-13-6					
4,8-Dioxa-3H-perfluorononanoic acid	ADONA	919005-14-4					
Nonafluoro-3,6-dioxaheptanoic acid	NFDHA	151772-58-6					
Perfluoro-3-methoxypropanoic acid	PFMPA	377-73-1					
Perfluoro(2-ethoxyethane)sulfonic acid	PFEESA	113507-82-7					
Perfluoro-4-methoxybutanoic acid	PFMBA	863090-89-5					
Perfluorotridecanoic acid	PFTriDA	72629-94-8					
Perfluorotetradecanoic acid	PFTeDA	376-06-7					
Perfluorododecanesulfonic acid	PFDoS	79780-39-5					
N-methyl perfluorooctanesulfonamide	NMeFOSA	31506-32-8					
N-ethyl perfluorooctanesulfonamide	NEtFOSA	4151-50-2					
N-methyl perfluorooctanesulfonamidoethanol	NMeFOSE	24448-09-7					
N-ethyl perfluorooctanesulfonamidoethanol	NEtFOSE	1691-99-2					

3-Perfluoropropyl propanoic acid	3:3FTCA	356-02-5					
2H,2H,3H,3H-Perfluorooctanoic acid	5:3FTCA	914637-49-3					
3-Perfluoroheptyl propanoic acid	7:3FTCA	812-70-4					
Estimated number of samples	---	---	140	12	2	2	2
Price per Sample	---	---					

Additional analytes

NITROSAMINES:	PESTICIDES AND HERBICIDES	Polychlorinated biphenyls (PCBs):
N-Nitrosodi-N-butylamine (NDBA) (924-16-3)	2,4,5-TP (Silvex)	Aroclor 1016 (12674-11-2)
N-Nitrosodi-N-propylamine (NDPA) (621-64-7)	2,4-D	Aroclor 1221 (11104-28-2)
N-Nitrosodiethylamine (NDEA) (55-18-5)	Dicamba	Aroclor 1232 (11141-16-5)
N-Nitrosodimethylamine (NDMA) (62-75-9)	Dalapon	Aroclor 1242 (53469-21-9)
N-Nitrosomethylethylamine (NMEA) (10595-95-6)	Dinoseb	Aroclor 1248 (12672-29-6)
N-Nitrosopiperidine (NPIP) (100-75-4)	Pentachlorophenol	Aroclor 1254 (11097-69-1)
N-Nitrosopyrrolidine (NPYR) (930-55-2)	Picloram	Aroclor 1260 (11096-82-5)
ENDOCRINE DISRUPTING CHEMICALS		
2,4,6-Trichlorophenol (88-06-2)	PESTICIDES AND HERBICIDES	
4-n-Octylphenol (1806-26-4)	Alachlor	
4-tert-Octylphenol (140-66-9)	Atrazine	
Bisphenol A (80-05-7)	Endrin	
Nonylphenol, isomer mix (25154-52-3)	Heptachlor	
Pentachlorophenol (87-86-5)	Heptachlor epoxide	
Phenylphenol (92-69-3)	Hexachlorobenzene	
Tetrabromobisphenol A (79-94-7)	Hexachlorocyclopentadiene	
EDB/DBCP:	Lindane (gamma-BHC)	
1,2-Dibromo-3-chloropropane (DBCP) (96-12-8)	Methoxychlor	
Ethylene dibromide (EDB) (106-93-4)	Simazine	
CARBAMATES:		
Aldicarb		
Aldicarb sulfone		
Aldicarb sulfoxide		
Carbofuran		
Oxamyl (Vydate)		

**ATTACHMENT B
LEGAL STATUS OF OFFEROR**

(The Respondent shall fill out the provision and strike out the remaining ones.)

The Respondent is:

- A corporation organized and doing business under the laws of the state of _____, for whom _____ bearing the office title of _____, whose signature is affixed to this proposal, is authorized to execute contracts on behalf of respondent.*

*If not incorporated in Michigan, please attach the corporation's Certificate of Authority

- A limited liability company doing business under the laws of the State of _____, whom _____ bearing the title of _____ whose signature is affixed to this proposal, is authorized to execute contract on behalf of the LLC.
- A partnership organized under the laws of the State of _____ and filed with the County of _____, whose members are (attach list including street and mailing address for each.)
- An individual, whose signature with address, is affixed to this RFP.

Respondent has examined the basic requirements of this RFP and its scope of services, including all Addendum (if applicable) and hereby agrees to offer the services as specified in the RFP.

_____ Date: _____,
Signature

(Print) Name _____ Title _____

Firm: _____

Address: _____

Contact Phone _____ Fax _____

Email _____

**ATTACHMENT D
CITY OF ANN ARBOR
LIVING WAGE ORDINANCE DECLARATION OF COMPLIANCE**

The Ann Arbor Living Wage Ordinance (Section 1:811-1:821 of Chapter 23 of Title I of the Code) requires that an employer who is (a) a contractor providing services to or for the City for a value greater than \$10,000 for any twelve-month contract term, or (b) a recipient of federal, state, or local grant funding administered by the City for a value greater than \$10,000, or (c) a recipient of financial assistance awarded by the City for a value greater than \$10,000, shall pay its employees a prescribed minimum level of compensation (i.e., Living Wage) for the time those employees perform work on the contract or in connection with the grant or financial assistance. The Living Wage must be paid to these employees for the length of the contract/program.

Companies employing fewer than 5 persons and non-profits employing fewer than 10 persons are exempt from compliance with the Living Wage Ordinance. If this exemption applies to your company/non-profit agency please check here No. of employees __

The Contractor or Grantee agrees:

- (a) To pay each of its employees whose wage level is not required to comply with federal, state or local prevailing wage law, for work covered or funded by a contract with or grant from the City, no less than the Living Wage. The current Living Wage is defined as \$15.90/hour for those employers that provide employee health care (as defined in the Ordinance at Section 1:815 Sec. 1 (a)), or no less than \$17.73/hour for those employers that do not provide health care. The Contractor or Grantor understands that the Living Wage is adjusted and established annually on April 30 in accordance with the Ordinance and covered employers shall be required to pay the adjusted amount thereafter to be in compliance with Section 1:815(3).

Check the applicable box below which applies to your workforce

Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage without health benefits

Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage with health benefits

- (b) To post a notice approved by the City regarding the applicability of the Living Wage Ordinance in every work place or other location in which employees or other persons contracting for employment are working.
- (c) To provide to the City payroll records or other documentation within ten (10) business days from the receipt of a request by the City.
- (d) To permit access to work sites to City representatives for the purposes of monitoring compliance, and investigating complaints or non-compliance.
- (e) To take no action that would reduce the compensation, wages, fringe benefits, or leave available to any employee covered by the Living Wage Ordinance or any person contracted for employment and covered by the Living Wage Ordinance in order to pay the living wage required by the Living Wage Ordinance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services or agrees to accept financial assistance in accordance with the terms of the Living Wage Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Living Wage Ordinance, obligates the Employer/Grantee to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract or grant of financial assistance.

Company Name

Street Address

Signature of Authorized Representative

Date

City, State, Zip

Print Name and Title

Phone/Email address



ATTACHMENT E

VENDOR CONFLICT OF INTEREST DISCLOSURE FORM
--

All vendors interested in conducting business with the City of Ann Arbor must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with the City of Ann Arbor’s conflict of interest policies as stated within the certification section below.

If a vendor has a relationship with a City of Ann Arbor official or employee, an immediate family member of a City of Ann Arbor official or employee, the vendor shall disclose the information required below.

1. No City official or employee or City employee’s immediate family member has an ownership interest in vendor’s company or is deriving personal financial gain from this contract.
2. No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor’s Company.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.
5. Please note any exceptions below:

Conflict of Interest Disclosure*	
Name of City of Ann Arbor employees, elected officials or immediate family members with whom there may be a potential conflict of interest.	<input type="checkbox"/> Relationship to employee <hr/> <input type="checkbox"/> Interest in vendor’s company <input type="checkbox"/> Other (please describe in box below)

*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City, vendor will be exempt from doing business with the City.

I certify that this Conflict of Interest Disclosure has been examined by me and that its contents are true and correct to my knowledge and belief and I have the authority to so certify on behalf of the Vendor by my signature below:		
Vendor Name	Vendor Phone Number	
Signature of Vendor Authorized Representative	Date	Printed Name of Vendor Authorized Representative

**ATTACHMENT F
CITY OF ANN ARBOR NON-DISCRIMINATION ORDINANCE**

Relevant provisions of Chapter 112, Nondiscrimination, of the Ann Arbor City Code are included below.
You can review the entire ordinance at www.a2gov.org/humanrights.

Intent: It is the intent of the city that no individual be denied equal protection of the laws; nor shall any individual be denied the enjoyment of his or her civil or political rights or be discriminated against because of actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight.

Discriminatory Employment Practices: No person shall discriminate in the hire, employment, compensation, work classifications, conditions or terms, promotion or demotion, or termination of employment of any individual. No person shall discriminate in limiting membership, conditions of membership or termination of membership in any labor union or apprenticeship program.

Discriminatory Effects: No person shall adopt, enforce or employ any policy or requirement which has the effect of creating unequal opportunities according to actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight for an individual to obtain housing, employment or public accommodation, except for a bona fide business necessity. Such a necessity does not arise due to a mere inconvenience or because of suspected objection to such a person by neighbors, customers or other persons.

Nondiscrimination by City Contractors: All contractors proposing to do business with the City of Ann Arbor shall satisfy the contract compliance administrative policy adopted by the City Administrator in accordance with the guidelines of this section. All city contractors shall ensure that applicants are employed and that employees are treated during employment in a manner which provides equal employment opportunity and tends to eliminate inequality based upon any classification protected by this chapter. All contractors shall agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of any applicable protected classification. All contractors shall be required to post a copy of Ann Arbor's Non-Discrimination Ordinance at all work locations where its employees provide services under a contract with the city.

Complaint Procedure: If any individual believes there has been a violation of this chapter, he/she may file a complaint with the City's Human Rights Commission. The complaint must be filed within 180 calendar days from the date of the individual's knowledge of the allegedly discriminatory action or 180 calendar days from the date when the individual should have known of the allegedly discriminatory action. A complaint that is not filed within this timeframe cannot be considered by the Human Rights Commission. To file a complaint, first complete the complaint form, which is available at www.a2gov.org/humanrights. Then submit it to the Human Rights Commission by e-mail (hrc@a2gov.org), by mail (Ann Arbor Human Rights Commission, PO Box 8647, Ann Arbor, MI 48107), or in person (City Clerk's Office). For further information, please call the commission at 734-794-6141 or e-mail the commission at hrc@a2gov.org.

Private Actions For Damages or Injunctive Relief: To the extent allowed by law, an individual who is the victim of discriminatory action in violation of this chapter may bring a civil action for appropriate injunctive relief or damages or both against the person(s) who acted in violation of this chapter.

**THIS IS AN OFFICIAL GOVERNMENT NOTICE AND
MUST BE DISPLAYED WHERE EMPLOYEES CAN READILY SEE IT.**

ATTACHMENT G

CITY OF ANN ARBOR LIVING WAGE ORDINANCE

RATE EFFECTIVE APRIL 30, 2023 - ENDING APRIL 29, 2024

\$15.90 per hour

If the employer provides health care benefits*

\$17.73 per hour

If the employer does **NOT** provide health care benefits*

Employers providing services to or for the City of Ann Arbor or recipients of grants or financial assistance from the City of Ann Arbor for a value of more than \$10,000 in a twelve-month period of time must pay those employees performing work on a City of Ann Arbor contract or grant, the above living wage.

ENFORCEMENT

The City of Ann Arbor may recover back wages either administratively or through court action for the employees that have been underpaid in violation of the law. Persons denied payment of the living wage have the right to bring a civil action for damages in addition to any action taken by the City.

Violation of this Ordinance is punishable by fines of not more than \$500/violation plus costs, with each day being considered a separate violation. Additionally, the City of Ann Arbor has the right to modify, terminate, cancel or suspend a contract in the event of a violation of the Ordinance.

* Health Care benefits include those paid for by the employer or making an employer contribution toward the purchase of health care. The employee contribution must not exceed \$.50 an hour for an average work week; and the employer cost or contribution must equal no less than \$1/hr for the average work week.

The Law Requires Employers to Display This Poster Where Employees Can Readily See It.

**For Additional Information or to File a Complaint contact
Colin Spencer at 734/794-6500 or cspencer@a2gov.org**

Revised 2/10/2023

APPENDIX A - SAMPLE CONTRACT

PROFESSIONAL SERVICES AGREEMENT BETWEEN [TBD] AND THE CITY OF ANN ARBOR FOR [TBD]

This agreement ("Agreement") is between the City of Ann Arbor, a Michigan municipal corporation, 301 E. Huron St. Ann Arbor, Michigan 48104 ("City"), and [TBD], a(n) [TBD] _____, [TBD], [TBD], [TBD] [TBD] ("Contractor"). City and Contractor agree as follows:

1. DEFINITIONS

Administering Service Area/Unit means [TBD].

Contract Administrator means [TBD], acting personally or through any assistants authorized by the Administrator/Manager of the Administering Service Area/Unit.

Deliverables means all documents, plans, specifications, reports, recommendations, and other materials developed for and delivered to City by Contractor under this Agreement.

Effective Date means the date this Agreement is signed by the last party to sign it.

Project means [TBD].

Services means [TBD] as further described in Exhibit A.

2. DURATION

- A. The obligations of this Agreement shall apply beginning on the Effective Date and this Agreement shall remain in effect until satisfactory completion of the Services unless terminated as provided for in this Agreement.

3. SERVICES

- A. Contractor shall perform all Services in compliance with this Agreement. The City retains the right to make changes to the quantities of Services within the general scope of the Agreement at any time by a written order. If the changes add to or deduct from the extent of the Services, the compensation shall be adjusted accordingly. All such changes shall be executed under the conditions of the original Agreement.
- B. Quality of Services under this Agreement shall be of the level of quality performed by persons regularly rendering this type of service. Determination of acceptable quality shall be made solely by the Contract Administrator.
- C. Contractor shall perform Services in compliance with all applicable statutory, regulatory, and contractual requirements now or hereafter in effect. Contractor shall also comply with and be subject to City policies applicable to independent contractors.

- D. Contractor may rely upon the accuracy of reports and surveys provided by the City, except when a defect should have been apparent to a reasonably competent professional or when Contractor has actual notice of a defect.

4. INDEPENDENT CONTRACTOR

- A. The parties agree that at all times and for all purposes under the terms of this Agreement each party's relationship to any other party shall be that of an independent contractor. Each party is solely responsible for the acts of its own employees, agents, and servants. No liability, right, or benefit arising out of any employer-employee relationship, either express or implied, shall arise or accrue to any party as a result of this Agreement.
- B. Contractor does not have any authority to execute any contract or agreement on behalf of the City, and is not granted any authority to assume or create any obligation or liability on the City's behalf, or to bind the City in any way.

5. COMPENSATION OF CONTRACTOR

- A. The total amount of compensation paid to Contractor under this Agreement shall not exceed \$0.00, which shall be paid upon invoice by Contractor to the City for services rendered according to the schedule in Exhibit B. Compensation of Contractor includes all reimbursable expenses unless a schedule of reimbursable expenses is included in an attached Exhibit B. Expenses outside those identified in the attached schedule must be approved in advance by the Contract Administrator.
- B. Payment shall be made monthly following receipt of invoices submitted by Contractor and approved by the Contract Administrator, unless a different payment schedule is specified in Exhibit B.
- C. Contractor shall be compensated for additional work or Services beyond those specified in this Agreement only when the scope of and compensation for the additional work or Services have received prior written approval of the Contract Administrator.
- D. Contractor shall keep complete records of work performed (e.g. tasks performed, hours allocated, etc.) so that the City may verify invoices submitted by Contractor. Such records shall be made available to the City upon request and submitted in summary form with each invoice.

6. INSURANCE/INDEMNIFICATION

- A. Contractor shall procure and maintain from the Effective Date or Commencement Date of this Agreement (whichever is earlier) through the conclusion of this Agreement, such insurance policies, including those required by this Agreement, as will protect itself and the City from all claims for bodily injury, death, or property damage that may arise under this Agreement; whether the act(s) or omission(s) giving rise to the claim were made by Contractor, Contractor's subcontractor, or anyone employed by Contractor

or Contractor's subcontractor directly or indirectly. Prior to commencement of work under this Agreement, Contractor shall provide documentation to the City demonstrating Contractor has obtained the policies and endorsements required by this Agreement. Contractor shall provide such documentation in a form and manner satisfactory to the City. Currently, the City requires insurance to be submitted through its contractor, myCOI. Contractor shall add registration@mycoitracking.com to its safe sender's list so that it will receive necessary communication from myCOI. When requested, Contractor shall provide the same documentation for its subcontractors.

- B. All insurance providers of Contractor shall be authorized to do business in the State of Michigan and shall carry and maintain a minimum rating assigned by A.M. Best & Company's Key Rating Guide of "A-" Overall and a minimum Financial Size Category of "V". Insurance policies and certificates issued by non-authorized insurance companies are not acceptable unless approved in writing by the City.
- C. To the fullest extent permitted by law, Contractor shall indemnify, defend, and hold the City and its officers, employees, and agents harmless from all suits, claims, judgments, and expenses, including attorney's fees, resulting or alleged to result, from an act or omission by Contractor or Contractor's employees or agents occurring in the performance or breach of this Agreement, except to the extent that any suit, claim, judgment, or expense are finally judicially determined to have resulted from the City's negligence, willful misconduct, or failure to comply with a material obligation of this Agreement. The obligations of this paragraph shall survive the expiration or termination of this Agreement.
- D. Contractor is required to have the following minimum insurance coverage:
 - 1. Professional Liability Insurance or Errors and Omissions Insurance protecting Contractor and its employees - \$1,000,000.
 - 2. Commercial General Liability Insurance equivalent to, as a minimum, Insurance Services Office form CG 00 01 04 13 or current equivalent. The City of Ann Arbor shall be an additional insured. There shall be no added exclusions or limiting endorsements that diminish the City's protections as an additional insured under the policy.

\$1,000,000	Each occurrence as respect Bodily Injury Liability or Property Damage Liability, or both combined
\$2,000,000	Per project General Aggregate
\$1,000,000	Personal and Advertising Injury
 - 3. Worker's Compensation Insurance in accordance with all applicable state and federal statutes; also, Employers Liability Coverage for:

Bodily Injury by Accident - \$500,000 each accident
Bodily Injury by Disease - \$500,000 each employee
Bodily Injury by Disease - \$500,000 each policy limit
 - 4. Motor Vehicle Liability Insurance equivalent to, as a minimum, Insurance Services Office form CA 00 01 10 13 or current equivalent. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles. The

City of Ann Arbor shall be an additional insured. There shall be no added exclusions or limiting endorsements that diminish the City's protections as an additional insured under the policy. The limits of liability shall be \$1,000,000 for each occurrence as respects Bodily Injury Liability or Property Damage Liability, or both combined.

5. Umbrella/Excess Liability Insurance shall be provided to apply in excess of the Commercial General Liability, Employers Liability and the Motor Vehicle coverage enumerated above, for each occurrence and for aggregate in the amount of \$1,000,000.
- E. Commercial General Liability Insurance and Motor Vehicle Liability Insurance (if required by this Agreement) shall be considered primary as respects any other valid or collectible insurance that the City may possess, including any self-insured retentions the City may have; and any other insurance the City does possess shall be considered excess insurance only and shall not be required to contribute with this insurance. Contractor agrees to waive any right of recovery by its insurer against the City for any insurance listed herein.
- F. Insurance companies and policy forms are subject to approval of the City Attorney, which approval shall not be unreasonably withheld. Documentation must provide and demonstrate an unconditional and unqualified 30-day written notice of cancellation in favor of the City of Ann Arbor. Further, the documentation must explicitly state the following: (a) the policy number(s); name of insurance company; name(s), email address(es), and address(es) of the agent or authorized representative; name and address of insured; project name; policy expiration date; and specific coverage amounts; (b) any deductibles or self-insured retentions, which may be approved by the City in its sole discretion; (c) that the policy conforms to the requirements specified. Contractor shall furnish the City with satisfactory certificates of insurance and endorsements prior to commencement of any work. If any of the above coverages expire by their terms during the term of this Agreement, Contractor shall deliver proof of renewal and/or new policies and endorsements to the Administering Service Area/Unit at least ten days prior to the expiration date.

7. **WAGE AND NONDISCRIMINATION REQUIREMENTS**

- A. Nondiscrimination. Contractor shall comply, and require its subcontractors to comply, with the nondiscrimination provisions of MCL 37.2209. Contractor shall comply with the provisions of Section 9:158 of Chapter 112 of Ann Arbor City Code and assure that Contractor's applicants for employment and employees are treated in a manner which provides equal employment opportunity.
- B. Living Wage. If Contractor is a "covered employer" as defined in Chapter 23 of Ann Arbor City Code, Contractor must comply with the living wage provisions of Chapter 23 of Ann Arbor City Code, which requires Contractor to pay those employees providing Services to the City under this Agreement a "living wage," as defined in Section 1:815 of the Ann Arbor City Code, as adjusted in accordance with Section 1:815(3); to post a notice approved by the City of the applicability of Chapter 23 in every location in which regular or contract employees providing services under this Agreement are working; to maintain records of compliance; if requested by the City, to provide documentation to verify compliance; to take no action that would reduce the

compensation, wages, fringe benefits, or leave available to any employee or person contracted for employment in order to pay the living wage required by Section 1:815; and otherwise to comply with the requirements of Chapter 23.

8. REPRESENTATIONS AND WARRANTIES BY CONTRACTOR

- A. Contractor warrants that the quality of Services shall conform to the level of quality performed by persons regularly rendering this type of service.
- B. Contractor warrants that it has all the skills, experience, and professional and other licenses necessary to perform the Services.
- C. Contractor warrants that it has available, or will engage at its own expense, sufficient trained employees to provide the Services.
- D. Contractor warrants that it has no personal or financial interest in this Agreement other than the fee it is to receive under this Agreement. Contractor certifies that it will not acquire any such interest, direct or indirect, which would conflict in any manner with the performance of the Services. Contractor certifies that it does not and will not employ or engage any person with a personal or financial interest in this Agreement.
- E. Contractor warrants that it is not, and shall not become overdue or in default to the City for any contract, debt, or any other obligation to the City, including real and personal property taxes. Further Contractor agrees that the City shall have the right to set off any such debt against compensation awarded for Services under this Agreement.
- F. Contractor warrants that its bid or proposal for services under this Agreement was made in good faith, that it arrived at the costs of its proposal independently, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such costs with any competitor for these services; and no attempt has been made or will be made by Contractor to induce any other person or entity to submit or not to submit a bid or proposal for the purpose of restricting competition.
- G. The person signing this Agreement on behalf of Contractor represents and warrants that they have express authority to sign this Agreement for Contractor and agrees to hold the City harmless for any costs or consequences of the absence of actual authority to sign.
- H. The obligations, representations, and warranties of this section 8 shall survive the expiration or termination of this Agreement.

9. OBLIGATIONS OF THE CITY

- A. The City shall give Contractor access to City properties and project areas as required to perform the Services.
- B. The City shall notify Contractor of any defect in the Services of which the Contract Administrator has actual notice.

10. ASSIGNMENT

- A. Contractor shall not subcontract or assign any portion of any right or obligation under this Agreement without prior written consent from the City. Notwithstanding any consent by the City to any assignment, Contractor shall at all times remain bound to all warranties, certifications, indemnifications, promises, and performances required of Contractor under the Agreement unless specifically released from the requirement in writing by the City.
- B. Contractor shall retain the right to pledge payments due and payable under this Agreement to third parties.

11. TERMINATION OF AGREEMENT

- A. If either party is in breach of this Agreement for a period of 15 days following receipt of notice from the non-breaching party with respect to the breach, the non-breaching party may pursue any remedies available against the breaching party under applicable law, including the right to terminate this Agreement without further notice. The waiver of any breach by any party to this Agreement shall not waive any subsequent breach by any party.
- B. The City may terminate this Agreement, on at least 30 days' advance notice, for any reason, including convenience, without incurring any penalty, expense, or liability to Contractor, except the obligation to pay for Services actually performed under the Agreement before the termination date.
- C. Contractor acknowledges that if this Agreement extends for several fiscal years, continuation of this Agreement is subject to appropriation of funds through the City budget process. If funds are not appropriated or otherwise made available, the City shall have the right to terminate this Agreement without penalty at the end of the last period for which funds have been appropriated or otherwise made available by giving written notice of termination to Contractor. The Contract Administrator shall give Contractor written notice of such non-appropriation within 30 days after the Contract Administrator has received notice of such non-appropriation.
- D. The expiration or termination of this Agreement shall not release either party from any obligation or liability to the other party that has accrued at the time of expiration or termination, including a payment obligation that has already accrued and Contractor's obligation to deliver all Deliverables due as of the date of termination of the Agreement.

12. REMEDIES

- A. This Agreement does not, and is not intended to, impair, divest, delegate, or contravene any constitutional, statutory, or other legal right, privilege, power, obligation, duty, or immunity of the parties.
- B. All rights and remedies provided in this Agreement are cumulative and not exclusive, and the exercise by either party of any right or remedy does not preclude the exercise

of any other rights or remedies that may now or subsequently be available at law, in equity, by statute, in any other agreement between the parties, or otherwise.

- C. Absent a written waiver, no act, failure, or delay by a party to pursue or enforce any right or remedy under this Agreement shall constitute a waiver of that right with regard to any existing or subsequent breach of this Agreement. No waiver of any term, condition, or provision of this Agreement, whether by conduct or otherwise, shall be deemed or construed as a continuing waiver of any term, condition, or provision of this Agreement. No waiver by either party shall subsequently affect the waiving party's right to require strict performance of this Agreement.

13. NOTICE

All notices and submissions required under this Agreement shall be delivered to the respective party in the manner described herein to the address stated below or such other address as either party may designate by prior written notice to the other. Notices given under this Agreement shall be in writing and shall be personally delivered, sent by next day express delivery service, certified mail, or first class U.S. mail postage prepaid, and addressed to the person listed below. Notice will be deemed given on the date when one of the following first occur: (1) the date of actual receipt; (2) the next business day when notice is sent next day express delivery service or personal delivery; or (3) three days after mailing first class or certified U.S. mail.

If Notice is sent to Contractor:

[TBD]
ATTN: [TBD]
[TBD]
[TBD], [TBD] [TBD]

If Notice is sent to the City:

City of Ann Arbor
ATTN: [TBD]
301 E. Huron St.
Ann Arbor, Michigan 48104

With a copy to: The City of Ann Arbor
ATTN: Office of the City Attorney
301 East Huron Street, 3rd Floor
Ann Arbor, Michigan 48104

14. CHOICE OF LAW AND FORUM

This Agreement will be governed and controlled in all respects by the laws of the State of Michigan, including interpretation, enforceability, validity and construction, excepting the principles of conflicts of law. The parties submit to the jurisdiction and venue of the Circuit Court for Washtenaw County, State of Michigan, or, if original jurisdiction can be established, the United States District Court for the Eastern District of Michigan, Southern Division, with respect to any action arising, directly or indirectly, out of this Agreement or the performance or breach of this Agreement. The parties stipulate that the venues referenced in this Agreement are convenient

and waive any claim of non-convenience.

15. OWNERSHIP OF DOCUMENTS

Upon completion or termination of this Agreement, all Deliverables prepared by or obtained by Contractor as provided under the terms of this Agreement shall be delivered to and become the property of the City. Original basic survey notes, sketches, charts, drawings, partially completed drawings, computations, quantities, and other data shall remain in the possession of Contractor as instruments of service unless specifically incorporated in a Deliverable, but shall be made available, upon request, to the City without restriction or limitation on their use. The City acknowledges that the documents are prepared only for the Services. Prior to completion of the Services the City shall have a recognized proprietary interest in the work product of Contractor.

16. CONFLICTS OF INTEREST OR REPRESENTATION

Contractor certifies it has no financial interest in the Services to be provided under this Agreement other than the compensation specified herein. Contractor further certifies that it presently has no personal or financial interest, and shall not acquire any such interest, direct or indirect, which would conflict in any manner with its performance of the Services under this Agreement.

Contractor agrees to advise the City if Contractor has been or is retained to handle any matter in which its representation is adverse to the City and to obtain the City's consent therefor. The City's prospective consent to Contractor's representation of a client in matters adverse to the City, as identified above, will not apply in any instance where, as the result of Contractor's representation, Contractor has obtained sensitive, proprietary, or otherwise confidential information of a non-public nature that, if known to another client of Contractor, could be used in any such other matter by the other client to the material disadvantage of the City. Each matter will be reviewed on a case by case basis.

17. SEVERABILITY OF PROVISIONS

Whenever possible, each provision of this Agreement will be interpreted in a manner as to be effective and valid under applicable law. However, if any provision of this Agreement or the application of any provision to any party or circumstance is prohibited by or invalid under applicable law, that provision will be ineffective to the extent of the prohibition or invalidity without invalidating the remainder of the provisions of this Agreement or the application of the provision to other parties and circumstances.

18. EXTENT OF AGREEMENT

This Agreement, together with all Exhibits constitutes the entire understanding between the City and Contractor with respect to the subject matter of the Agreement and it supersedes, unless otherwise incorporated by reference herein, all prior representations, negotiations, agreements, or understandings, whether written or oral. Neither party has relied on any prior representations in entering into this Agreement. No terms or conditions of either party's invoice, purchase order, or other administrative document shall modify the terms and conditions of this Agreement, regardless of the other party's failure to object to such terms or conditions. This Agreement shall be binding on and shall inure to the benefit of the parties to this Agreement and their permitted

successors and permitted assigns and nothing in this Agreement, express or implied, is intended to or shall confer on any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement. This Agreement may only be altered, amended, or modified by written amendment signed by Contractor and the City. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement.

19. ELECTRONIC TRANSACTION

The parties agree that signatures on this Agreement may be delivered electronically or by facsimile in lieu of an physical signature and agree to treat electronic or facsimile signatures as binding.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK; SIGNATURE PAGES FOLLOW]

SAMPLE

[TBD]

CITY OF ANN ARBOR

By: _____

By: _____

Name: _____

Name: Milton Dohoney Jr.

Title: _____

Title: City Administrator

Date: _____

Date: IA

Approved as to substance:

By: _____

Name: _____

Title: _____

Date: _____

Approved as to form:

By: _____

Name: Atleen Kaur

Title: City Attorney

Date: _____



EXHIBIT A
Scope of Services

EXHIBIT B
Compensation