THE UTILITIES COMMISSION IS SEEKING STATEMENTS OF QUALIFICATIONS FROM QUALIFIED CONSULTANTS TO PROVIDE PROFESSIONAL SERVICES TO DEVELOP AN INTEGRATED, CROSS FUNCTIONAL BUSINESS AND SYSTEM MODERNIZATION PLAN WITH A SUPPORTING INVESTMENT PORTFOLIO OPTIMIZATION PLAN

SUBMIT ONE ORIGINALS, THREE (3) COPIES AND ONE FLASH DRIVE IN PDF FORMAT TO:

Maureen Lynch, CPPB
Materials Manager
Utilities Commission,
City of New Smyrna Beach, FL
(386) 424 3046 Telephone
(386) 424 2748 Fax

MAILING ADDRESS:
200 Canal Street
New Smyrna Beach, Florida 32168

WALK-IN DELIVERY ADDRESS:
200 Canal Street
New Smyrna Beach, Florida 32168

PURPOSE FOR RSQ 17-20 is to obtain and select the most highly qualified firm to provide professional expertise in a timely manner for the Modernization Plan

SUBMITTALS DUE BY: 2:30PM; February 25, 2020 at which time only the names of the firms submitting statements of qualifications will be read aloud and recorded.

Submittals received after this deadline will not be considered for award.
UTILITY COMMISSION
City of New Smyrna Beach, Florida

REQUEST FOR STATEMENT OF QUALIFICATIONS
PROFESSIONAL SERVICES – MODERNIZATION PLAN
RSQ NO. 17-20

RSQ 17-20 SCHEDULE

DISTRIBUTION OF RSQ NO.17-20:  February 10, 2020

DEADLINE FOR QUESTIONS BY 2:30 PM:  February 14, 2020
    E-MAIL TO mlynch@ucnsb.org

ADDENDUM PUBLISHED BY 5:00 PM:  February 19, 2020

RSQ RETURN DEADLINE BY 2:30 PM:  February 25, 2020
    LOCATION: UCNSB – RECEPTION
    200 CANAL STREET,
    NEW SMYRNA BEACH, FL 32168
Professional Services Description

The Utilities Commission of New Smyrna Beach (UCNSB) is publicly issuing a Request for Service Qualifications (RSQ) for consulting services to develop an Integrated, Cross-functional Business and System Modernization Plan with a Supporting Investment Portfolio Optimization Plan to operationalize its future system and organizational modernization strategies. The resulting plan must comprehensively and cohesively examine, define, and coordinate system operating and business activities within and across UCNSB’s utility functions, focusing on both traditional and future capabilities, given expected resulting benefits, in order to optimize UCNSB’s future investment portfolio. It must provide a business-driven, system-wide operationalization plan to guide modernization of UCNSB’s functional work activities and corresponding asset/programs investments by connecting results from UCNSB’s 2019 strategic plan and three (3) recently (or shortly to be completed) technical/engineering studies. These studies focus on assessing UCNSB’s future system reliability improvements, future water system operations and infrastructure development, and advanced technology options (e.g., AMI, ADMS, etc.) potential benefiting the system and organization. More specifically, this plan’s results must assess and determine the necessary functional-level, business and operating process/practice enhancements, cross-functional and process interdependencies, additional organization skill sets needed given these required changes and enhancements, etc. This will used to determine how existing infrastructures and new technologies can be best utilized and adopted to optimize system/functional activity performance, asset life, work/employee productivity, financial health, etc., through appropriately aligned and balanced asset, operations & maintenance, people, and technology investments.

The supporting investment portfolio optimization analysis (plan) must be comprised of comprehensive, metric-based benefits associated with the system capability enhancements driven by business needs identified above (i.e., customer, market, operating, asset, etc.), not individual technology device-feature benefits. Examined benefits should include and prioritize both current system needs, including asset health and performance, as well as those required for more advanced Grid Modernization (GridMod) solutions. Subsequently, the investment optimization analysis’ cost estimations to enable these system capabilities and expected benefits must look beyond technology-only Capex and Opex components to comprehensively include other functional costs associated with work processes, practices, etc., enhancements to fully enable the necessary system capabilities above. Conclusively, UCNSB is seeking an integrated organizational business and system operationalization plan, investment portfolio optimization plan, and roadmap to the future that builds upon UCNSB’s recent planning efforts and cohesively integrates across all organizational business and system aspects beyond levels typical associated with utility technology assessments and roadmaps today.

The target timeline for completion is end of April/early May 2020, culminating with a 4-hour, publicly-streamed workshop with UCNSB’s Utility Commissioners to discuss the resulting plan and support their subsequent consideration for approval.

Amongst other qualifications, consulting organizations submitting a response to this RSQ should demonstrate significant, comprehensive experience and capabilities in areas of business advisory and management/organizational consulting, operations and maintenance consulting, work management
consulting (utility process, practices, efficiencies, etc.), asset management consulting, utility-side regulatory and legislative planning support, etc. Utility benchmarking/best practice management, operational and business analytic application use and tools development, leading asset management program assessment and development/application experience (e.g., as evidenced by certification by IAM as an endorsed assessor and trainer, etc.), and utility regulatory filing support and testimony are highly useful qualifications as well.

**SUBMITTAL REQUIREMENTS:** Interested CONSULTANTS shall submit:

- One (1) original Statement of Qualifications marked “ORIGINAL”.
- Three (3) copies of the Statement of Qualifications marked “COPY”.
- One (1) flash drive with the Statement of Qualifications in PDF format.

Failure to provide the required copies and information may result in the qualification not being considered by the UCNSB. Submittals shall be clear, concise, indexed by subject, typed on letter size paper and individually bound. Submittals shall be mailed or delivered in a sealed package clearly marked on the outside with *Professional Services – Modernization Plan RSQ Number 17-20*, and due date (March 5, 2020, 2:30 P.M.).

**Packages shall be received by the advertised deadline. Packages received after the deadline will remain unopened.**

Each respondent should ensure that they have received any/all addenda and amendments to this RSQ before submitting their proposal.

Submittals should contain no more than thirty (30) double sided sheets; longer submittals WILL be discarded.
REQUEST FOR STATEMENT OF QUALIFICATIONS
PROFESSIONAL SERVICES – MODERNIZATION PLAN
RSQ NO. 17-20

RANKING SUBJECTS

QUALIFICATIONS DATA:

1. Listing of projects within firm’s expertise for other utility corporations, with project data, done within the last five years, with names and telephone numbers to contact for project reference.

CONSULTANT EXPERIENCE:

2. The CONSULTANT should provide evidence of business advisory and management/organizational consulting, operations and maintenance consulting, work management consulting (utility process, practices, efficiencies, etc.), asset management consulting, utility-side regulatory and legislative planning support, etc. Utility benchmarking/best practice management, operational and business analytic application use and tools development, leading asset management program assessment and development/application experience.

CONSULTANT’S UNDERSTANDING:

3. Description of the consultant’s understanding of, and approach to developing an Integrated, Cross-functional Business and System Modernization Plan with a Supporting Investment Portfolio Optimization Plan.

STAFFING REQUIREMENTS:

4. Staffing and organization. Listing of key personnel key to the project. This should include key management, project leader, electrical, civil, and financial talent who will actually complete work if selected. This should include brief resumes of key persons.

FINANCIAL STABILITY:

5. All respondents shall certify and provide a statement that they are financially stable and have the necessary resources, human and financial, to provide the services at the level required. All respondents shall be prepared to supply a financial statement upon request, preferable a certified audit, but a third party prepared financial statement and the latest Dun & Bradstreet report will be accepted. The statement can be labeled Confidential.

INSURANCE:

6. Evidence of required insurance coverages to be supplied prior to entering into an agreement for professional services and contract to develop an Integrated, Cross-functional Business and System
Modernization Plan with a Supporting Investment Portfolio Optimization Plan to operationalize its future system and organizational modernization strategies.

OCCUPATIONAL LICENSE:

7. Attach a copy of Occupational License for firm. Include any certifications relevant to the project.

OTHER INFORMATION:

8. Information the consultant believes will help illustrate his firm’s qualifications and experience in utility projects, and that will differentiate his from other firms.

Submittals will be reviewed and evaluated as to qualifications to perform the services required by a Selection Committee consisting of qualified COMMISSION staff based upon the information submitted and the requirements requested. In person interviews may be required for the committee will winnow the submittals to a short list of three (3) firms.

The top ranked firm will be selected for project contract negotiation in accordance with the CONSULTANTS’ COMPETITIVE NEGOTIATIONS ACT (CCNA) Chapter 287.055, of the Florida Statutes.

WAIVER: The COMMISSION reserves the right to reject any or all proposals, to waive informalities and to accept all or any part of any proposal as may be deemed to be in the best interest of the Utilities Commission, City of New Smyrna Beach, FL.
UTILITIES COMMISSION  
City of New Smyrna Beach, Florida  

REQUEST FOR STATEMENT OF QUALIFICATIONS  
PROFESSIONAL SERVICES – MODERNIZATION PLAN  
RSQ NO. 17-20

CONSULTANT RANKING SHEET

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AVAILABLE POINTS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Qualifications Data</td>
<td>Maximum of 25</td>
<td></td>
</tr>
<tr>
<td>2. Consultant Experience</td>
<td>Maximum of 25</td>
<td></td>
</tr>
<tr>
<td>3. Consultant’s Understanding</td>
<td>Maximum of 15</td>
<td></td>
</tr>
<tr>
<td>4. Staffing Requirements</td>
<td>Maximum of 15</td>
<td></td>
</tr>
<tr>
<td>5. Financial Stability</td>
<td>Maximum of 10</td>
<td></td>
</tr>
<tr>
<td>6. Insurance</td>
<td>Maximum of 5</td>
<td></td>
</tr>
<tr>
<td>7. Occupational License</td>
<td>Maximum of 5</td>
<td></td>
</tr>
<tr>
<td>8. Other Information</td>
<td>Maximum of 5</td>
<td></td>
</tr>
<tr>
<td><strong>MAX 105 TOTAL</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
THIS AGREEMENT FOR CONTINUING PROFESSIONAL SERVICES ("AGREEMENT")
is made and entered into this __________ day of _______________ __, 20__, by and between the
UTILITIES COMMISSION, CITY OF NEW SMYRNA BEACH, FLORIDA, (hereafter
"COMMISSION"), located at 200 Canal Street, New Smyrna Beach, Florida 32168, and __________
____________________, (hereafter CONSULTANT"), located at ________________
______________________
______________________.

RECITALS

1. The COMMISSION was created by special act of the Florida Legislature as a political
subdivision of the State of Florida with certain powers, authorities, and duties related to the
provision of water, wastewater, reclaimed water, and electric utility services, including the
authority to enter into contracts.

2. The COMMISSION wishes to obtain consulting services on a continuing basis.

3. The CONSULTANT is willing to provide such consulting services.

ACCORDINGLY, for and in consideration of the Recitals hereof, the mutual undertakings
and agreements herein contained and assumed, and other good and valuable consideration the
receipt and sufficiency of which are acknowledged by the Parties, the Parties hereby covenant and
agree as follows:

SECTION 1. RECITALS.
The above Recitals are true and correct and form a material part of this Agreement.

SECTION 2. TERM.
This Agreement is to be become effective upon execution by both parties. The initial term shall be one
(1) year.

Additionally, the parties agree that this Agreement may be automatically renewed beyond
the initial term, up to three (3) times, unless either party elects to terminate the Agreement by
giving written notice prior to the anniversary of the effective date.

SECTION 3. DESCRIPTION OF SERVICES.
3.1 The COMMISSION shall make request of CONSULTANT to perform engineering services on
a Task Authorization ("Exhibit A") basis. The COMMISSION will communicate with CONSULTANT
orally or in writing providing a description of the task to be performed. CONSULTANT shall generate
a detailed scope document including cost and schedule to accomplish the task. The COMMISSION will
review the scope document and if approved, notify the CONSULTANT in writing. If a site visit by
CONSULTANT is needed to generate the scope document, CONSULTANT shall request approval prior to visiting the site.

3.2 Upon authorization by the COMMISSION, CONSULTANT shall perform the services of design, specification preparation, bid evaluation, construction management services, and all other services which may be set forth in the Scope of Services and authorized by Task Authorization. CONSULTANT shall proceed only on receipt of a written Notice to Proceed defining the Scope of Work, Schedule, Not-to-Exceed Cost, and other applicable terms.

3.3 CONSULTANT shall provide COMMISSION'S designated Project Manager with monthly time sheets or labor-cost statements for services rendered during the preceding month. Each time sheet shall state the names and “billing rates of all personnel” who performed services during said month under this Agreement and the number of hours each worked.

SECTION 4. CHANGES IN THE SCOPE OF WORK.

4.1 COMMISSION may make changes in the services at any time by giving written notice to CONSULTANT. If such changes increase, decrease or eliminate any amount of work, COMMISSION and CONSULTANT will negotiate any change in total cost or schedule modifications. If COMMISSION approves, COMMISSION shall amend the Scope of Services to reflect the modifications; and CONSULTANT shall be compensated for said services in accordance with the terms of Section 6 herein. All change orders shall be in writing and executed by both COMMISSION'S designated representative and the CONSULTANT.

4.2 All of COMMISSION's said Scope of Services and amendments thereto shall be performed in strict accordance with the terms of this Agreement insofar as they are applicable.

SECTION 5. SCHEDULE.

5.1 CONSULTANT shall perform its services in conformance with the agreed upon schedule. CONSULTANT shall complete all of said services in a timely manner and will keep COMMISSION apprised of the status of work on a monthly basis. Should CONSULTANT fall behind the agreed-upon schedule, it shall employ such resources so as to comply with the agreed-upon schedule.

5.2 No extension for completion of services shall be granted to CONSULTANT without COMMISSION's prior written consent, except as provided in Sections 4.1 and 24 herein.

SECTION 6. COMPENSATION FOR SERVICES

COMMISSION agrees to compensate CONSULTANT for services properly performed as negotiated and established in accordance with Sections 3.0 and 4.0 hereof.

SECTION 7. PAYMENT; INVOICES.

7.1 Invoices for CONSULTANT'S services shall be submitted to the COMMISSION at monthly intervals for services rendered during the previous period. Each invoice shall delineate the period in which
the services were rendered; shall include a summary of the progress to date as a percentage of the major phases of the work. Each invoice shall be certified as correct by a duly authorized representative of CONSULTANT.

7.2 COMMISSION or its authorized representative shall have the right, at all reasonable times, at its own expense, to inspect and audit the books and records of CONSULTANT insofar as they pertain to the direct charges payable by COMMISSION under this Agreement and such audit is performed within three (3) years after the expiration of this Agreement. The composition of fixed rates will not be subject to audit.

7.3 All invoices shall be due and payable thirty (30) days from receipt thereof by COMMISSION, subject to COMMISSION'S right to contest, in good faith, all or any part of the charges set forth therein. Payment of invoices shall not be unreasonably withheld by COMMISSION, but the COMMISSION reserves the right to reject any statement which fails to adequately describe the services rendered by CONSULTANT. Upon written notice to CONSULTANT, payment may be withheld, in whole or in part, for CONSULTANT'S failure to comply with a term, condition or requirement of this Agreement. CONSULTANT will help effect resolution and transmit a revised invoice as necessary. Thereafter, the withheld amount(s) shall be paid upon CONSULTANT'S satisfactory demonstration of compliance to the COMMISSION. Amounts not questioned by COMMISSION shall be promptly paid to CONSULTANT in accordance with the above payment procedures.

SECTION 8. RIGHT TO INSPECTION.
COMMISSION or its affiliates shall at all times have the right to review or observe the services performed by CONSULTANT.

No inspection, review, or observation shall relieve CONSULTANT of its responsibility under this Agreement.

SECTION 9. PROGRESS MEETING.
COMMISSION'S designated Project Manager may hold periodic progress meetings on a monthly basis, or more frequently if required, during the term of this Agreement. CONSULTANT'S Services Project Manager and only appropriate consultants shall attend all scheduled meetings as designated by COMMISSION'S Project Manager, and CONSULTANT shall be compensated at the billing rates set forth in Section 6.

SECTION 10. SAFETY.
To the extent the COMMISSION'S safety standards do not violate other County, State or Federal standards, CONSULTANT agrees to comply with COMMISSION'S safety standards while on the property of the COMMISSION.

CONSULTANT shall have full responsibility and assume all liability for the safety and supervision of its employees while performing services provided hereunder.
SECTION 11. REASONABLE ACCESS.
During the term of this Agreement, COMMISSION shall grant CONSULTANT reasonable access to COMMISSION'S premises for purposes of fulfilling its obligations under this Agreement.

SECTION 12. INSURANCE.
12.1 CONSULTANT shall maintain in force during the term of this Agreement, at its own expense, public liability insurance and other insurance coverage as set forth in Exhibit "B" which is hereby made a part of this Agreement.

12.2 CONSULTANT and COMMISSION waive all rights against each other and their respective directors, officers, partners, commissioners, officials, agents, subcontractors, consultants, and employees for damages covered by any type of property insurance during and after the completion of the services. A similar provision shall be incorporated into all construction contractual arrangements entered into by COMMISSION and shall protect COMMISSION and CONSULTANT to the same extent. All project contractors shall be required to include COMMISSION and CONSULTANT as additional insureds on their general liability insurance policies.

PURSUANT TO §558.0035, FLORIDA STATUTES, A DESIGN PROFESSIONAL EMPLOYED BY A BUSINESS ENTITY IS NOT INDIVIDUALLY LIABLE FOR DAMAGES RESULTING FROM NEGLIGENCE OCCURRING WITHIN THE COURSE AND SCOPE OF A PROFESSIONAL SERVICES CONTRACT IF ALL PROVISIONS IN SAID STATUTE ARE IN COMPLIANCE.

SECTION 13. STANDARDS OF CONDUCT; COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS.
13.1 The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT to solicit or secure this Agreement, and that he has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the CONSULTANT any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award of this Agreement.

13.2 The CONSULTANT covenants that it or any of its employees presently has no interest and shall not acquire any interest, direct or indirect, financial or otherwise, that would conflict in any manner or degree with performance of services hereunder.

13.3 The CONSULTANT agrees that it and its employees shall be bound by the Standards of Conduct provided in Section 112.313, Florida Statutes, as it relates to services performed under this Agreement, which standards will by reference be made a part of this Agreement as though set forth in full. The
CONSULTANT agrees to incorporate the provisions of this paragraph in any subcontract into which it might enter with reference to the services performed.

13.4 The CONSULTANT shall comply with all federal, state, and local laws, and ordinances applicable to the work or payment for work thereof, and shall not discriminate on the grounds of race, color, religion, sex, or national origin in the performance of work under this Agreement.

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

13.6 CONSULTANT is subject to the provisions of Section 287.133(2)(a), Florida Statutes, on Public Entity Crimes.

13.7 CONSULTANT shall certify Truth in Negotiation document (Exhibit "C") if required.

SECTION 14. CONSULTANT’S REPRESENTATIONS.

On behalf of its employees, agents, servants and contractors, Consultant represents and warrants to the COMMISSION each of the following:

14.1 CONSULTANT represents that the services provided hereunder shall conform to all requirements of this Agreement; shall be consistent with recognized and sound consulting practices and procedures; and shall conform to the professional standards of care, skill, and diligence appropriate to the nature of the services rendered.

14.2 CONSULTANT represents that the personnel furnishing such services shall be qualified and competent to perform the services assigned to them and that such guidance given by and the recommendations and performance of such personnel shall reflect their best personal knowledge and judgment.

14.3 CONSULTANT represents that if CONSULTANT, through its negligent acts, errors, or omissions, causes any injury to COMMISSION or causes any physical damage to, or destruction of, any of COMMISSION's property during the term of this Agreement, it shall be liable for said injuries and/or damages, including reasonable attorney fees and costs incurred as a result therefrom.

14.4 CONSULTANT represents that none of CONSULTANT’S principals or the immediate family of CONSULTANT’S principals has a compensation arrangement of any kind with COMMISSION. For purposes of this subsection, the term “immediate family” shall include a spouse, natural or adoptive parent, child or sibling, stepparent, stepchild, stepbrother or stepsister, father-in-law, mother-in-law, grandparent,
grandchild or spouse of a grandparent or grandchild. For purposes of this subsection, compensation shall be defined as any type of remuneration directly or indirectly, overtly or covertly, paid in cash or in kind.

14.5 CONSULTANT represents that it is not undergoing any type of audit by a public or private, state or regulatory body or auditing entity.

14.6 CONSULTANT represents that it and its principals have not engaged in, and during the term of this Agreement agree not to engage in, any activities prohibited under the federal anti-kickback laws (42 U.S.C. 1320a-7, 1320a-7a, 1320a-7b), the regulations promulgated pursuant to such federal statutes, related state or local statutes or regulations, or rules of professional conduct.

14.7 Should CONSULTANT breach the representations set forth above, COMMISSION shall have such remedies as are set forth in this Agreement. To the extent an applicable remedy is not provided herein, both Parties shall have all such remedies as allowed under the laws of the State of Florida.

SECTION 15. GUARANTEE AGAINST INFRINGEMENT.
CONSULTANT guarantees that all services provided under this Agreement shall be free from claims of patent, copyright, and trademark infringement. CONSULTANT shall indemnify, hold harmless, and COMMISSION, its officers, directors, employees, agents, assigns, and servants from and against any and all liability, including expenses, legal or otherwise, for actual or alleged infringement of any patent, copyright, or trademark resulting from the use of any goods, services, or other item delivered under this Agreement.

SECTION 16. INDEMNIFICATION.
CONSULTANT shall, to the extent of its negligent performance, nonperformance, error or omission of its duties, pay, indemnify, and save harmless the COMMISSION, its agents, and employees from all suits, actions, claims, demands, damages, losses, expenses, including reasonable attorney's fees, to which the Owner, its agents, employees may be subjected to by reason of injury to persons or death or third-party property damage, caused by any negligent act or omission of the CONSULTANT or caused by the violation of applicable federal, state, county, or city law, by-law, ordinance, or regulation by the CONSULTANT, its agents, trainees, invitees, servants, or employees.

SECTION 17. AUDIT; PUBLIC RECORDS RETENTION; DOCUMENTS; OWNERSHIP.
17.1 Upon COMMISSION's or its designated Project Leader's request, at any time during the term of this Agreement or upon completion or termination of this Agreement, CONSULTANT shall provide COMMISSION or its designated Project Leader with a copy of all documents prepared by CONSULTANT under this Agreement. Documents shall be original and PDF versions.

17.2 The parties acknowledge that the COMMISSION is a part of the government of the City of New Smyrna Beach, Florida, and subject to the Florida Public Records Law.
CONSULTANT has been advised the COMMISSION that all its activities are subject to the Public Records Law (Chapter 119, Florida Statutes) and the Sunshine Law (Section 286.011, Florida Statutes), and agrees to maintain all records necessary to comply with the requirement of such laws, and for the proper supervision of the services performed pursuant to this Agreement. CONSULTANT agrees to comply with all COMMISSION policies and procedures in observing the requirement of said laws.

17.3 CONSULTANT shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, made or received by the CONSULTANT in conjunction with this AGREEMENT. Specifically, the CONSULTANT must:

(1) Keep and maintain public records that ordinarily and necessarily would be required by the COMMISSION in order to perform the services being performed by the CONSULTANT.
(2) Upon request from the COMMISSION custodian of public records, CONSULTANT shall provide the COMMISSION with a copy of the requested records within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
(3) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
(4) Meet all requirements for retaining public records and transfer, at no cost, to the COMMISSION all public records in possession of the CONSULTANT upon termination of the AGREEMENT and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the COMMISSION in a format that is compatible with the information technology systems of the COMMISSION.

IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 386-424-3001, 200 CANAL ST, NEW SMYRNA BEACH, FL 32168, DSIMMONS@UCNSB.ORG.

The CONSULTANT shall promptly provide the COMMISSION with a copy of any request to inspect or copy public records in possession of the CONSULTANT and shall promptly provide the COMMISSION a copy of the CONSULTANT’S response to each such request. Failure to grant such public access will be grounds for immediate termination of this AGREEMENT by the COMMISSION.

17.4 COMMISSION shall have the right to audit the books, records and accounts of CONSULTANT that are related to the performance of Services pursuant to this Agreement. CONSULTANT shall keep such books, records and accounts as may be necessary in order to record complete and correct entries related to this Agreement. CONSULTANT shall preserve and make available, at reasonable times for examination and audit by COMMISSION, all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for the required retention period of the Florida Public Records Act (Chapter 119, Florida Statutes), if applicable, or if the Florida Public Records Act is not
applicable for a minimum period of three (3) years after termination of this Agreement. If any audit has been initiated and audit findings have not been resolved at the end of the retention period or three (3) years, whichever is longer, the books, records and accounts shall be retained until resolution of the audit findings. If the Florida Public Records Act is determined by COMMISSION to be applicable to CONSULTANT’S records, CONSULTANT shall comply with all requirements thereof; however, no confidentiality or non-disclosure requirement of either federal or state law shall be violated by CONSULTANT. Any incomplete or incorrect entry in such books, records and accounts shall be a basis for COMMISSION disallowance and/or recovery of any payment upon such entry. The CONSULTANT shall retain all records relating to this Agreement for five years after the COMMISSION makes final payment and all other pending matters are closed.

17.5 Any and all reports, photographs, surveys, and other data and documents provided or created in connection with this Agreement are and shall remain the property of COMMISSION. In the event of termination of this Agreement, any reports, photographs, surveys, and other data and documents prepared by CONSULTANT, whether finished or unfinished, shall become the property of COMMISSION and shall be delivered by CONSULTANT to the COMMISSION within seven (7) days of termination of this Agreement by either party. Any compensation due to CONSULTANT may be withheld until all documents are received as provided herein.

SECTION 18. ASSIGNMENT

18.1 CONSULTANT shall not assign or subcontract this Agreement or any rights or any monies due or to become due hereunder without the prior, written consent of COMMISSION. All requirements to be observed by the CONSULTANT shall be observed by all subcontractors.

18.2 If upon receiving written approval from COMMISSION, any part of this Agreement is subcontracted by CONSULTANT, CONSULTANT shall be fully responsible to COMMISSION for all acts and/or omissions performed by the subcontractor as if no subcontract had been made.

18.3 If COMMISSION determines that any subcontractor is not performing in accordance with this Agreement, COMMISSION shall so notify CONSULTANT who shall take immediate steps to cancel the subcontract, or correct the deficiency. COMMISSION shall also be given permission to communicate directly to the subcontractor, which communication shall not constitute interference with contractor/subcontractor relationship, provided that COMMISSION notifies CONSULTANT in writing of said communication.

18.4 If any part of this Agreement is subcontracted by CONSULTANT prior to commencement of any work by the subcontractor, CONSULTANT shall require the subcontractor to provide COMMISSION with insurance coverage as set forth by Section 11 and Exhibit "B".

SECTION 19. INDEPENDENT CONTRACTOR
The parties intend that an independent contractor relationship will be created by this Agreement. It is understood that COMMISSION does not agree to use CONSULTANT exclusively. It is further
understood that CONSULTANT is free to contract for similar services to be performed for others while under contract with COMMISSION. The parties expressly acknowledge that CONSULTANT is an independent consultant, and nothing contained in this Agreement will be deemed or construed to create a partnership or joint venture between COMMISSION and CONSULTANT or any other relationship between the parties. Additionally, nothing in this Agreement is intended nor shall be construed to create an employer/employee relationship, or to allow COMMISSION, or its agents, representative, or employees, to exercise control or direction over the manner or method by which Consultant performs any services which are the subject of this Agreement.

SECTION 20. AUTHORIZATION.
CONSULTANT shall not, without authorization first being given by COMMISSION: a) Use or pledge money or credit of the COMMISSION, except in the usual and regular course of business and on account of or for the benefit of the COMMISSION; b) Release or discharge any debt due to COMMISSION without receiving the full amount thereof; c) Commit any act causing seizure or attachment of the COMMISSION’S property; or d) Cause COMMISSION to become a guarantor, surety, or endorser, or give any note which obligates the COMMISSION.

SECTION 21. TAXES.
CONSULTANT shall assume full responsibility for payment of all federal, state, and local taxes or contributions imposed or required under unemployment insurance, Social Security, and income tax laws, with respect to CONSULTANT’S performance of this Agreement.

SECTION 22. DEFAULT.
If, during the term of this Agreement, CONSULTANT shall be in default of any provision of this Agreement, COMMISSION may suspend its payment or performance hereunder until such delinquency or default has been corrected; provided, however, that no suspension shall be effective unless and until COMMISSION gives notice of the default to CONSULTANT with at least ten (10) days to cure such default.

SECTION 23. TERMINATION.
Notwithstanding any other provision of this Agreement, COMMISSION may, upon fifteen (15) days written notice to CONSULTANT, terminate this Agreement if: (a) CONSULTANT is adjudged to be bankrupt; (b) CONSULTANT makes a general assignment for the benefit of its creditors; (c) CONSULTANT fails to comply with any of the conditions or provisions of this Agreement; or (d) CONSULTANT is experiencing a labor dispute which threatens to have a substantial, adverse impact upon performance of this Agreement, without prejudice to any other right or remedy COMMISSION may have under this Agreement; or (e) when deemed by the COMMISSION (in its sole discretion) is in the best interest of the COMMISSION. In the event of such termination, COMMISSION shall be liable only for the payment of all unpaid charges, determined in accordance with the provisions of this Agreement, for work properly performed prior to the effective date of termination.
SECTION 24. FORCE MAJEURE.
Any delay or failure of either party in the performance of its required obligations hereunder shall be excused if and to the extent caused by acts of God; fire; flood; windstorm; explosion; riot; war; sabotage; strikes; extraordinary breakdown or damage to COMMISSION's generating plants, their equipment, or facilities; court injunction or order; federal and/or state law or regulation; order by any regulatory agency; or cause or causes beyond the control of the party affected; provided that prompt notice of such delay is given by such party to the other and each of the parties hereunto shall be diligent in attempting to remove such cause or causes.

SECTION 25. NOTICE.
Any notices required to be given by the terms of this Agreement shall be delivered by hand or mailed, postage prepaid, to:

For CONSULTANT:

For COMMISSION:

Utilities Commission, City of New Smyrna Beach, Florida
Attention: Director of Engineering
P.O. Box 100
New Smyrna Beach, FL 32170-0100
(386) 427-1361

SECTION 26. GOVERNING LAW.
This Agreement is made and shall be interpreted, construed, governed, and enforced in accordance with the laws of the State of Florida.

SECTION 27. SEVERABILITY.
In the event any portion of part of this Agreement is deemed invalid, against public policy, void, or otherwise unenforceable by a court of competent jurisdiction, the parties shall negotiate an equitable adjustment in the affected provision of this Agreement. The validity and enforceability of the remaining parts thereof shall otherwise be fully enforceable.
SECTION 28.  WAIVER AND ELECTION OF REMEDIES.

28.1 Waiver by COMMISSION of any term, condition, or provision of this Agreement shall not be considered a waiver of any term, condition, or provision in the future.

28.2 No waiver, consent, or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of each party hereto.

28.3 Notwithstanding any other provision of this Agreement, the provisions of Sections 14, 15 and 16 shall survive the termination or expiration of this Agreement.

SECTION 29.  THIRD PARTY RIGHTS.

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than COMMISSION and CONSULTANT.

SECTION 30.  ENTIRE AGREEMENT.

This Agreement, including the Exhibits "A", "B" and "C", constitutes the entire agreement between COMMISSION and CONSULTANT with respect to the services specified and all previous representations relative thereto, either written or oral, are hereby annulled and superseded.

SECTION 31.  JOINT PREPARATION.

Preparation of this Agreement has been a joint effort of COMMISSION and CONSULTANT and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than any other.
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date first written above.

COMMISSION:

UTILITIES COMMISSION, CITY OF NEW SMYRNA BEACH, FLORIDA

By: ________________________________

Its: General Manager/CEO

ATTEST: ________________________________

APPROVED AS TO FORM AND CORRECTNESS: ________________________________

Utilities Commission Attorney

CONSULTANT:

By: ________________________________

Its: ________________________________

ATTEST: ________________________________

Its: ________________________________

(CORPORATE SEAL)
## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>EXHIBIT</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Task Authorization Form</td>
</tr>
<tr>
<td>B</td>
<td>Insurance Requirements</td>
</tr>
<tr>
<td>C</td>
<td>Truth in Negotiation Certificate and Statement Concerning Competitive Act</td>
</tr>
</tbody>
</table>
EXHIBIT "A": TASK AUTHORIZATION FORM

In accordance with the Agreement for Continuing Professional Services between the UTILITIES COMMISSION, CITY OF NEW SMYRNA BEACH, FLORIDA, hereinafter referred to as "COMMISSION", located at 200 Canal Street, New Smyrna Beach, Florida 32168, and ________, hereinafter referred to as "CONSULTANT", located at ________, dated ________, COMMISSION hereby authorizes CONSULTANT to proceed with the services as set forth in the attached proposal and the following:

Task No.: ________________________________________________

Consulting Firm: __________________________________________

Scope of Work: ____________________________________________

Estimated Man-Hours: ______________________________________

Estimated Cost: _____________________________________________

Not-to-Exceed Cost: _________________________________________

Consultant's Project Mgr.: _________________________________

Commission's Designated Project Leader: ______________________

CONSULTANT

Accepted By: _____________________________ Date: ______________

(Type)Name & Title: _____________________________________________

UTILITIES COMMISSION

Reviewed By: ____________________________________________ Date: ______________

Julie A. Couillard, PE
Director of Engineering

Accepted By: ____________________________________________ Date: ______________

Joseph G. Bunch
General Manager/CEO
EXHIBIT "B": INSURANCE REQUIREMENTS

I. INSURANCE: Except as otherwise specified in this contract, the CONSULTANT and its subcontractors of any tier will be required at their own expense to maintain in effect at all times during the performance of the work insurance coverage with limits set forth below with insurers and under forms of policies satisfactory to the COMMISSION. It shall be the responsibility of the CONSULTANT and its subcontractors to maintain adequate insurance coverage and to assure that subcontractors are adequately insured at all times. Failure of the CONSULTANT and its subcontractors to maintain adequate coverage shall not relieve it of any contractual responsibility or obligation.

The CONSULTANT and its subcontractors shall furnish to the COMMISSION such Certificates of Insurance or endorsements required by the provisions set forth herein, which Certificates of Insurance shall name the COMMISSION as Additional Insured. All Certificates of Insurance must be provided by an acceptable insurance carrier to the COMMISSION and that the carrier should have no less rating than A - X by A.M. Best and Company. COMMISSION reserves the right to accept or decline carrier providing coverage.

II. CERTIFICATES OF INSURANCE: At the time of the execution of this contract and each subcontract, but in any event, prior to commencing work, the CONSULTANT and its subcontractors shall furnish the COMMISSION with Certificates of Insurance as evidence that the policies providing the required coverages and limits of insurance are in full force and effect. The Certificates shall provide that any company issuing an insurance policy for the work under this contract shall provide not less than thirty (30) days' advance notice to the COMMISSION in writing of cancellation, non-renewal, or material change in the policy of insurance. In addition, the CONSULTANT shall immediately provide written notice to the COMMISSION upon receipt of notice of cancellation of an insurance policy or a decision to terminate or alter any insurance policy. All Certificates of Insurance shall clearly state that all applicable requirements have been satisfied including certification that the Comprehensive General Liability policies are of the "occurrence form". Certificates of Insurance for CONSULTANT and subcontractor-furnished insurance and notices of any cancellations, terminations, or alterations of such policies shall be mailed to the COMMISSION's office, ATTN: Engineering Manager, at P.O. Box 100, New Smyrna Beach, Florida 32170-0100.

III. ADDITIONAL INSUREDs: All insurance coverages (except Workers' Compensation and Professional Liability) furnished under this contract shall include the CONSULTANT, the COMMISSION and its commissioners, officials, directors, officers, agents, and employees as Additional Insured’s with respect to the activities of the CONSULTANT and its subcontractors. These policies shall contain a "cross-liability" or "severability of interest" clause or endorsement. Notwithstanding any other provisions of these policies, the insurance afforded shall apply separately to each insured, named insured, or Additional Insured with respect to any claim, suit, or judgment made or brought by or for any other insured, named insured, or Additional Insured as though a separate policy had
been issued to each, except the insurer's liability shall not be increased beyond the amount or amounts for which the insurer would have been liable had only one insured been named.

IV. WAIVER OF SUBROGATION: The CONSULTANT and its subcontractors shall require their insurance carrier, with respect to all insurance policies, to waive all rights of subrogation against the COMMISSION, its commissioners, officials, directors, officers, agents, and employees.

V. COMPREHENSIVE GENERAL LIABILITY: This insurance shall be an occurrence-type policy written in comprehensive form and shall protect the CONSULTANT and its subcontractors and the Additional Insured’s against all claims arising from bodily injury, sickness, disease, or death of any person other than the CONSULTANT's employees or damage to property of the COMMISSION or others arising out of the act or omission of the CONSULTANT or its subcontractors or their agents, employees, or subcontractors. This policy shall include protection against claims insured by usual Personal Injury Liability coverage and an endorsement (Protective Liability) to insure the contractual liability assumed by the CONSULTANT and its subcontractors under the Section entitled "Indemnification," as well as Completed Operations, Products Liability, Contractual Liability, Broad Form Property Coverage, Premises/Operations, and Independent Contractors.

Combined Single Limit: $1,000,000 per claim and annual aggregate of $2,000,000.

VI. COMPREHENSIVE AUTOMOBILE LIABILITY: $1,000,000.00 each accident which shall include coverage for liability arising out of all owned, leased, hired, and non-owned vehicles.

VII. WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY: The insurance shall protect the CONSULTANT and its subcontractors against all claims under applicable state workers' compensation laws. The insured shall also be protected against claims for injury, disease, or death of employees which, for any reason, may not fall within the provisions of workers' compensation laws. This policy shall include an all-states endorsement. The liability limits shall not be less than:

Workers' Compensation: Statutory

Employers' Liability: $100,000 each accident;
$500,000 disease policy limit;
and
$100,000 disease, each employee.

VIII. PROFESSIONAL LIABILITY: Professional Liability insurance shall be provided in an amount of $100,000.
EXHIBIT "C": TRUTH IN NEGOTIATION CERTIFICATE

STATEMENT CONCERNING COMPETITIVE ACT

Truth in Negotiation Certificate:
For all lump-sums or cost-plus-fixed-fee professional service contracts over $50,000 the Utilities Commission shall require the A/E firm receiving the award to execute a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contract negotiations.
Contracts for professional services for all lump sum or cost-plus-a-fixed-fee type of compensation shall contain a provision that the original contract price and any additions thereto shall be adjusted to exclude any significant sums where the agency determines the contract price was increased due to inaccurate, incomplete or non-current wage rates and other factual unit costs. Such adjustments must be made within one year following the end of the contract.
All records of cost and expenses are available to the Utilities Commission, City of New Smyrna Beach, Florida and shall be maintained throughout this contract upon which the Lump Sum Amount was estimated and finally accepted.

Competitive Negotiations Act:
The architect, registered land surveyor or professional consultant (as applicable), warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for the architect, registered land surveyor or professional consultant to solicit or secure this Agreement, and that he has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bonafide employee working solely for an architect, registered land surveyor, or professional consultant any fee, commission, percentage, gift, or other consideration, contingent upon or resulting from the award or making of this Agreement.

Firm Name: ________________________________

Authorized Signature: ________________________________
Name: _______________________________________
Title: ___________________ Date: ___________________

STATE OF FLORIDA, COUNTY OF ______________

Before me personally appeared ________________________________, to me well known and known to me to be the person described in and who executed the foregoing instrument.

WITNESS my hand and official seal, this _____ day of ________________, 20__.

__________________________ My commission expires ________________
Notary Public, State of Florida

__________________________ Witness