

SERIAL 08093 RFP DEVELOP A DUST ABATEMENT HANDBOOK

DATE OF LAST REVISION: December 18, 2008 CONTRACT END DATE: May 27, 2009

CONTRACT PERIOD THROUGH MAY 27, 2009

TO: All Departments
FROM: Department of Materials Management
SUBJECT: Contract for **DEVELOP A DUST ABATEMENT HANDBOOK**

Attached to this letter is published an effective purchasing contract for products and/or services to be supplied to Maricopa County activities as awarded by Maricopa County on **December 18, 2008**.

All purchases of products and/or services listed on the attached pages of this letter are to be obtained from the vendor holding the contract. Individuals are responsible to the vendor for purchases made outside of contracts. The contract period is indicated above.

Wes Baysinger, Director
Materials Management

DL/mm
Attach

Copy to: Materials Management
Steve Fowers, Air Quality



CONTRACT PURSUANT TO RFP

SERIAL 08093-RFP

This Contract is entered into this 18th day of December, 2008 by and between Maricopa County ("County"), a political subdivision of the State of Arizona, and Logan Simpson Design, Inc. an Arizona corporation, ("Contractor") to create and deliver a comprehensive handbook / guide to be used to mitigate dust problems within Maricopa County.

1.0 CONTRACT DELIVERY TERM:

Contractor shall deliver completed document within 190 calendar days of receipt of County-issued purchase order or notice to proceed.

2.0 PAYMENTS:

As consideration for County's acceptance of each deliverable, County shall pay Contractor the sum(s) stated in Exhibit "A." upon the County's receipt of a properly completed invoice.

2.1 INVOICES:

2.1.1 Upon delivery and acceptance of each deliverable, the Contractor shall submit two (2) legible copies of their detailed invoice before payment(s) can be made. At a minimum, the invoice must provide the following information:

- Company name, address and contact
- County bill-to name and contact information
- Contract serial number
- County purchase order number
- Invoice number and date
- Payment terms
- Date of delivery
- Quantity
- Contract item number(s)
- Description of deliverable
- Contract price of deliverable
- Total Amount Due

2.1.2 Problems regarding billing or invoicing shall be directed to the County as listed on the Purchase Order.

- 2.1.3 Payment may be made to the Contractor by Accounts Payable through the Maricopa County Vendor Express Payment Program, if Contractor so elects. This is an Electronic Funds Transfer (EFT) process. After Award the Contractor shall fill out an EFT Enrollment form (to be provided by the Procurement Officer) or as located on the County Department of Finance Website as a fillable PDF document (www.maricopa.gov/finance/).
- 2.1.4 EFT payments to the routing and account numbers designated by the Contractor will include the details on the specific invoices that the payment covers. The Contractor is required to discuss remittance delivery capabilities with their designated financial institution for access to those details.

3.0 AVAILABILITY OF FUNDS:

- 3.1 The provisions of this Contract relating to payment for services shall become effective when funds assigned for the purpose of compensating the Contractor as herein provided are actually available to County for disbursement. The County shall be the sole judge and authority in determining the availability of funds under this Contract. County shall keep the Contractor fully informed as to the availability of funds.
- 3.2 If any action is taken by any state agency, Federal department or any other agency or instrumentality to suspend, decrease, or terminate its fiscal obligations under, or in connection with, this Contract, County may amend, suspend, decrease, or terminate its obligations under, or in connection with, this Contract. In the event of termination, County shall be liable for payment only for services rendered prior to the effective date of the termination, provided that such services are performed in accordance with the provisions of this Contract. County shall give written notice of the effective date of any suspension, amendment, or termination under this Section, at least ten (10) days in advance.

4.0 DUTIES:

- 4.1 The Contractor shall perform all duties stated in Exhibit "B", or as otherwise directed in writing by the Procurement Officer.
- 4.2 During the Contract term, County shall provide Contractor's personnel with adequate workspace for consultants and such other related facilities as may be required by Contractor to carry out its contractual obligations.

5.0 TERMS and CONDITIONS:

5.1 INDEMNIFICATION:

- 5.1.1 To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including, but not limited to, attorney fees, court costs, expert witness fees, and the cost of appellate proceedings, relating to, arising out of, or alleged to have resulted from the negligent acts, errors, omissions, mistakes or malfeasance relating to the performance of this Contract. Contractor's duty to defend, indemnify and hold harmless County, its agents, representatives, officers, directors, officials, and employees shall arise in connection with any claim, damage, loss or expense that is caused by any negligent acts, errors, omissions or mistakes in the performance of this Contract by the Contractor, as well as any person or entity for whose acts, errors, omissions, mistakes or malfeasance Contractor may be legally liable.
- 5.1.2 The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.
- 5.1.3 The scope of this indemnification does not extend to the negligence of County.

5.2 INSURANCE REQUIREMENTS:

- 5.2.1 Contractor, at Contactor's own expense, shall purchase and maintain the herein stipulated minimum insurance from a company or companies duly licensed by the State of Arizona and possessing a current A.M. Best, Inc. rating of B++6. In lieu of State of Arizona licensing, the stipulated insurance may be purchased from a company or companies, which are authorized to do business in the State of Arizona, provided that said insurance companies meet the approval of County. The form of any insurance policies and forms must be acceptable to County.
- 5.2.2 All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of County, constitute a material breach of this Contract.
- 5.2.3 Contractor's insurance shall be primary insurance as respects County, and any insurance or self-insurance maintained by County shall not contribute to it.
- 5.2.4 Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect the County's right to coverage afforded under the insurance policies.
- 5.2.5 The insurance policies may provide coverage that contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to County under such policies. Contactor shall be solely responsible for the deductible and/or self-insured retention and County, at its option, may require Contractor to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.
- 5.2.6 County reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance certificates. County shall not be obligated to review policies and/or endorsements or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of County's right to insist on strict fulfillment of Contractor's obligations under this Contract.
- 5.2.7 The insurance policies required by this Contract, except Workers' Compensation, shall name County, its agents, representatives, officers, directors, officials and employees as Additional Insureds.
- 5.2.8 The policies required hereunder, except Workers' Compensation, shall contain a waiver of transfer of rights of recovery (subrogation) against County, its agents, representatives, officers, directors, officials and employees for any claims arising out of Contractor's work or service.
- 5.2.9 Commercial General Liability.
- Commercial General Liability insurance and, if necessary, Commercial Umbrella insurance with a limit of not less than \$1,000,000 for each occurrence, \$2,000,000 Products/Completed Operations Aggregate, and \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage, and shall not contain any provision which would serve to limit third party action over claims. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

5.2.10 Automobile Liability.

Commercial/Business Automobile Liability insurance and, if necessary, Commercial Umbrella insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to any of the Contractor's owned, hired, and non-owned vehicles assigned to or used in performance of the Contractor's work or services under this Contract.

5.2.11 Workers' Compensation.

5.2.11.1 Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services under this Contract; and Employer's Liability insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.

5.2.11.2 Contractor waives all rights against County and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by Contractor pursuant to this Contract.

5.2.12 Certificates of Insurance.

Prior to commencing work or services under this Contract, Contractor shall have insurance in effect as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall be made available to the County upon 48 hours notice. **BY SIGNING THE AGREEMENT PAGE THE CONTRACTOR AGREES TO THIS REQUIREMENT AND UNDERSTANDS THAT FAILURE TO MEET THIS REQUIREMENT WILL RESULT IN CANCELLATION OF THIS CONTRACT.**

5.2.12.1 In the event any insurance policy (ies) required by this Contract is (are) written on a "claims made" basis, coverage shall extend for two (2) years past completion and acceptance of Contractor's work or services and as evidenced by annual Certificates of Insurance.

5.2.12.2 If a policy does expire during the life of the Contract, a renewal certificate must be sent to County fifteen (15) days prior to the expiration date.

5.2.13 Cancellation and Expiration Notice.

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

5.3 PROCUREMENT CARD ORDERING CAPABILITY:

The County may determine to use a MasterCard Procurement Card, to place and/or make payment for orders under the Contract.

5.4 INTERNET ORDERING CAPABILITY:

The County intends, at its option, to use the Internet to communicate and to place orders under this Contract.

5.5 NOTICES:

All notices given pursuant to the terms of this Contract shall be addressed to:

For County:

Maricopa County
Department of Materials Management
Attn: Director of Purchasing
320 West Lincoln Street
Phoenix, Arizona 85003-2494

For Contractor:

Logan Simpson Design, Inc.
Attn: Wayne Colebank
51 West Third Street, Suite 450
Tempe, Arizona 85281
Telephone: 480.967.1343
Facsimile: 480.966.9232
Email: wcolebank@lsdaz.com

5.6 TERMINATION FOR CONVENIENCE:

The County reserves the right to terminate the Contract, in whole or in part at any time, when in the best interests of the County without penalty or recourse. Upon receipt of the written notice, the Contractor shall immediately stop all work, as directed in the notice, notify all subcontractors of the effective date of the termination and minimize all further costs to the County. In the event of termination under this paragraph, all documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the County upon demand. The Contractor shall be entitled to receive just and equitable compensation for work in progress, work completed and materials accepted before the effective date of the termination.

5.7 TERMINATION FOR DEFAULT:

5.7.1.1 In addition to the rights reserved in the Contract, the County may terminate the Contract in whole or in part due to the failure of the Contractor to comply with any term or condition of the Contract, to acquire and maintain all required insurance policies, bonds, licenses and permits, or to make satisfactory progress in performing the Contract. The Procurement Officer shall provide written notice of the termination and the reasons for it to the Contractor.

5.7.1.2 Upon termination under this paragraph, all goods, materials, documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the County on demand.

5.7.1.3 The County may, upon termination of this Contract, procure, on terms and in the manner that it deems appropriate, materials or services to replace those under this Contract. The Contractor shall be liable to the County for any excess costs incurred by the County in procuring materials or services in substitution for those due from the Contractor.

5.7.1.4 The Contractor shall continue to perform, in accordance with the requirements of the Contract, up to the date of termination, as directed in the termination notice.

5.8 STATUTORY RIGHT OF CANCELLATION FOR CONFLICT OF INTEREST:

Notice is given that pursuant to A.R.S. §38-511 the County may cancel this Contract without penalty or further obligation within three years after execution of the contract, if any person

significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County is at any time while the Contract or any extension of the Contract is in effect, an employee or agent of any other party to the Contract in any capacity or consultant to any other party of the Contract with respect to the subject matter of the Contract. Additionally, pursuant to A.R.S §38-511 the County may recoup any fee or commission paid or due to any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County from any other party to the contract arising as the result of the Contract.

5.9 OFFSET FOR DAMAGES;

In addition to all other remedies at law or equity, the County may offset from any money due to the Contractor any amounts Contractor owes to the County for damages resulting from breach or deficiencies in performance under this contract.

5.10 RELATIONSHIPS:

In the performance of the services described herein, the Contractor shall act solely as an independent contractor, and nothing herein or implied herein shall at any time be construed as to create the relationship of employer and employee, partnership, principal and agent, or joint venture between the District and the Contractor.

5.11 SUBCONTRACTING:

The Contractor may not assign this Contract or subcontract to another party for performance of the terms and conditions hereof without the written consent of the County, which shall not be unreasonably withheld. All correspondence authorizing subcontracting must reference the Proposal Serial Number and identify the job project.

5.12 AMENDMENTS:

All amendments to this Contract shall be in writing and approved/signed by both parties. Maricopa County Materials Management shall be responsible for approving all amendments for Maricopa County.

5.13 RETENTION OF RECORDS:

5.13.1 The Contractor agrees to retain all financial books, records, and other documents relevant to this Contract for five (5) years after final payment or until after the resolution of any audit questions which could be more than five (5) years, whichever is longer. The County, Federal or State auditors and any other persons duly authorized by the Department shall have full access to, and the right to examine, copy and make use of, any and all said materials.

5.13.2 If the Contractor's books, records and other documents relevant to this Contract are not sufficient to support and document that requested services were provided, the Contractor shall reimburse Maricopa County for the services not so adequately supported and documented.

5.14 AUDIT DISALLOWANCES:

If at any time, County determines that a cost for which payment has been made is a disallowed cost, such as overpayment, County shall notify the Contractor in writing of the disallowance. County shall also state the means of correction, which may be but shall not be limited to adjustment of any future claim submitted by the Contractor by the amount of the disallowance, or to require repayment of the disallowed amount by the Contractor.

5.15 ALTERNATIVE DISPUTE RESOLUTION:

5.15.1 After the exhaustion of the administrative remedies provided in the Maricopa County Procurement Code, any contract dispute in this matter is subject to compulsory arbitration. Provided the parties participate in the arbitration in good faith, such arbitration is not binding and the parties are entitled to pursue the matter in state or federal court sitting in Maricopa County for a de novo determination on the law and facts. If the parties cannot agree on an arbitrator, each party will designate an arbitrator and those two arbitrators will agree on a third arbitrator. The three arbitrators will then serve as a panel to consider the arbitration. The parties will be equally responsible for the compensation for the arbitrator(s). The hearing, evidence, and procedure will be in accordance with Rule 74 of the Arizona Rules of Civil Procedure. Within ten (10) days of the completion of the hearing the arbitrator(s) shall:

5.15.1.1 Render a decision;

5.15.1.2 Notify the parties that the exhibits are available for retrieval; and

5.15.1.3 Notify the parties of the decision in writing (a letter to the parties or their counsel shall suffice).

5.15.2 Within ten (10) days of the notice of decision, either party may submit to the arbitrator(s) a proposed form of award or other final disposition, including any form of award for attorneys' fees and costs. Within five (5) days of receipt of the foregoing, the opposing party may file objections. Within ten (10) days of receipt of any objections, the arbitrator(s) shall pass upon the objections and prepare a signed award or other final disposition and mail copies to all parties or their counsel.

5.15.3 Any party which has appeared and participated in good faith in the arbitration proceedings may appeal from the award or other final disposition by filing an action in the state or federal court sitting in Maricopa County within twenty (20) days after date of the award or other final disposition. Unless such action is dismissed for failure to prosecute, such action will make the award or other final disposition of the arbitrator(s) a nullity.

5.16 SEVERABILITY:

The invalidity, in whole or in part, of any provision of this Contract shall not void or affect the validity of any other provision of this Contract.

5.17 RIGHTS IN DATA:

The County shall own and have the use of all data and reports resulting from this Contract without additional cost or other restriction except as provided by law. Each party shall supply to the other party, upon request, any available information that is relevant to this Contract and to the performance hereunder.

5.18 INTEGRATION:

This Contract represents the entire and integrated agreement between the parties and supersedes all prior negotiations, proposals, communications, understandings, representations, or agreements, whether oral or written, express or implied.

5.19 VERIFICATION REGARDING COMPLIANCE WITH ARIZONA REVISED STATUTES §23-214 AND FEDERAL IMMIGRATION LAWS AND REGULATIONS:

5.19.1 By entering into the Contract, the Contractor warrants compliance with the Federal Immigration and Nationality Act (FINA) and all other Federal immigration laws and regulations related to the immigration status of its employees. The contractor shall obtain

statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract. The Contractor and its subcontractors shall also maintain Employment Eligibility Verification forms (I-9) as required by the U.S. Department of Labor's Immigration and Control Act, for all employees performing work under the Contract. I-9 forms are available for download at USCIS.GOV.

5.19.2 The County may request verification of compliance for any Contractor or subcontractor performing work under the Contract. Should the County suspect or find that the Contractor or any of its subcontractors are not in compliance, the County may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

5.20 VERIFICATION REGARDING COMPLIANCE WITH ARIZONA REVISED STATUTES §§35-391.06 AND 35-393.06 BUSINESS RELATIONS WITH SUDAN AND IRAN:

5.20.1 By entering into the Contract, the Contractor certifies it does not have scrutinized business operations in Sudan or Iran. The contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract.

5.20.2 The County may request verification of compliance for any contractor or subcontractor performing work under the Contract. Should the County suspect or find that the Contractor or any of its subcontractors are not in compliance, the County may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

5.21 CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

5.21.1 The undersigned (authorized official signing for the Contractor) certifies to the best of his or her knowledge and belief, that the Contractor, defined as the primary participant in accordance with 45 CFR Part 76, and its principals:

5.21.1.1 are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;

5.21.1.2 have not within 3-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

5.21.1.3 are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and

5.21.1.4 have not within a 3-year period preceding this Contract had one or more public transaction (Federal, State or local) terminated for cause of default.

5.21.2 Should the Contractor not be able to provide this certification, an explanation as to why should be attached to the Contract.

5.21.3 The Contractor agrees to include, without modification, this clause in all lower tier covered transactions (i.e. transactions with subcontractors) and in all solicitations for lower tier covered transactions related to this Contract.

5.22 GOVERNING LAW:

This Contract shall be governed by the laws of the state of Arizona. Venue for any actions or lawsuits involving this Contract will be in Maricopa County Superior Court or in the United States District Court for the District of Arizona, sitting in Phoenix, Arizona

5.23 INCORPORATION OF DOCUMENTS:

The following are to be attached to and made part of this Contract:

5.23.1 Exhibit A, Pricing;

5.23.2 Exhibit B, Scope of Work;

5.23.3 Exhibit C, Contractor Travel and Per Diem Policy.

IN WITNESS WHEREOF, this Contract is executed on the date set forth above.

CONTRACTOR

AUTHORIZED SIGNATURE

PRINTED NAME AND TITLE

ADDRESS

DATE

MARICOPA COUNTY

DIRECTOR, MATERIALS MANAGEMENT

DATE

APPROVED AS TO FORM:

DEPUTY MARICOPA COUNTY ATTORNEY

DATE

**EXHIBIT B
PRICING**

SERIAL: 09093-RFP

COMMODITY CODE: NIGP 9184313

RESPONDENT'S NAME:

LOGAN SIMPSON DESIGN, INC.

VENDOR NUMBER:

W00004473

STREET ADDRESS:

51 WEST THIRD STREET

SUITE 450

TELEPHONE PHONE NUMBER:

480.967.1343

FACSIMILE NUMBER:

480.966.9232

WEB SITE:

logansimpsondesign.com

REPRESENTATIVE:

WAYNE COLEBANK

E-MAIL ADDRESS:

wcolebank@lsdaz.com

THERE WILL BE NO M/WBE PARTICIPATION.

WILL ACCEPT PROCUREMENT CARD, BUT NO REBATE FOR USAGE.

PROMPT PAYMENT TERMS ARE NET 30 DAYS.

DELIVERABLE	Not To Exceed
1.0 Proposed Guide Content, Approach, Matrix and/or Templates	<u>\$15,000.00</u>
2.0 Meetings Completed	<u>\$20,000.00</u>
3.0 First Draft Document	<u>\$45,000.00</u>
4.0 Second Draft Document	<u>\$30,000.00</u>
5.0 Completed Document	<u>\$15,000.00</u>
TOTAL NOT TO EXCEED AMOUNT	<u>\$125,000.00</u>

EXHIBIT B**SCOPE OF WORK**

1.0 GENERAL:

Contractor shall furnish all necessary resources to facilitate / coordinate the creation of a living document (handbook or guide) to be used to assist the development of a positive and comprehensive construction activities program within Maricopa County, and to address the mitigation of PM10 (particulate matter less than 10 microns in diameter) impacts as the County continues to grow and prosper. This guide will provide a clear narrative supported by photos and other media that the department, regulated industry and the community can use to gain a clear understanding of the processes required to ensure activities are in compliance.

2.0 CONTRACTOR RESPONSIBILITIES:

- 2.1 Meet with MCAQD staff to discuss scope of work, deliverables and timetable.
- 2.2 Brainstorm with MCAQD staff to discuss proposed document content, approach to the work, matrix and/or templates, and identify industry participants and contacts.
- 2.3 Coordinate and facilitate/moderate no more than two (2) workshops to establish contents of the document with regulated industry and the community, to provide a clear narrative supported by photos and other media that the MCAQD, regulated industry and the community can use to gain a clear understanding of the processes required to ensure activities are in compliance.
- 2.4 Bring together appropriate resources, all existing documentation and knowledge/information gained from workshops and discussions with MCAQD staff necessary to create the document. MCAQD will provide list/copies of rules, ordinances, regulations, laws, photos, and other documentation, such as training materials, pertinent to support creation of the document.
- 2.5 Deliver a document meeting requirements of this Scope of Work.

3.0 DOCUMENT REQUIREMENTS:

- 3.1 The document shall be written and illustrated to convey the technical language of rules, laws, regulations and ordinances in a manner easily understood by any level of reader.
- 3.2 The document shall be structured as any instructional and informational guide in that it shall include acknowledgements, forwards, table of contents, list of figures, appendix, drawings and attachments, list of acronyms and definitions pertinent to subject matter.
- 3.3 The document shall include any MCAQD operating procedures, training materials or documents to reflect clear definitions, procedures and expectations not only for MCAQD, but also industry and community aspects. These include dust control permit application and general requirements, control measures and best management practices.
- 3.4 The document shall include charts, graphs, photographs and drawings where applicable, in order to clarify requirements and/or conditions.
- 3.5 The document must reflect the official character font and type of Maricopa County. Colors to be incorporated where appropriate to best present the material. Proof of document may be bound or loose leaf for insertion into binder and be the standard 8 1/2 X 11 paper size, the handbook is also to be delivered on CD or DVD for distribution.
- 3.6 The document shall include references to the Maricopa County “*RunningOutOfAir*” media campaign. Refer and provide links to Maricopa County and MCAQD web sites as these provide

excellent sources of information and guidance. Consideration for links to EPA and Arizona Department of Environmental Quality should be included as well.

4.0 DELIVERABLES / TIMELINE:

Provide a single document, in hardcopy and electronic formats, providing clear and predictable guidelines for both industry and County in accordance with the following delivery timeline.

Deliverables	Date Due to MCAQD
Provide proposed guide content, approach, matrix and/or templates.	2 weeks after notice to proceed
Meeting #1 with industry and community to gather their recommended/desired content.	4 weeks after notice to proceed
Contractor provides revised content, approach, matrix, and/or templates to MCAQD	8 weeks after notice to proceed
MCAQD provides comments on content, approach, matrix, and/or templates to Contractor	11 weeks after notice to proceed
Meeting #2 with industry and community to gather their recommended/desired content. <i>(If not needed, schedule will be adjusted.)</i>	12 weeks after notice to proceed
Draft of document for review and comment by MCAQD, industry, community.	15 weeks after notice to proceed
MCAQD provides comments on draft document to Contractor	18 weeks after notice to proceed
Second draft back for review and comment by MCAQD, industry, community.	22 weeks after notice to proceed
MCAQD provides comments on second draft document to Contractor	24 weeks after notice to proceed
Completed document with both printed and digital copies.	27 weeks after notice to proceed

5.0 ACCEPTANCE:

County will review submitted deliverables. If the delivered work product is deemed acceptable, County will approve invoice for payment. If work product is not acceptable, it will be returned for correction as is necessary.

6.0 TAX:

No tax shall be levied against labor (services). It is the responsibility of the Contractor to determine any and all taxes and include the same in proposal price.

7.0 DELIVERY:

It shall be the Contractor’s responsibility to meet the proposed delivery requirements. County reserves the right to obtain services from other contractors to this Contract in the event the Contractor fails to make delivery and any price differential will be charged against the Contractor.

8.0 CONTRACTOR TRAVEL:

If requested and approved, in writing, from the County department for whom services are being provided to perform work that requires overnight accommodations or travel, the Contractor shall be bound and reimbursed by the policies and rates specified in Exhibit C, Contractor Travel Policy. The Contractor shall itemize all per diem and lodging charges and provide receipts for items exceeding \$25.00 with the next invoice for services. Non-reimbursable travel costs will not be reimbursed to the Contractor.

9.0 ASSUMPTIONS:

- 9.1 Contractor and County will agree upon a general approach to and format for proposed guide content, matrices, and/or templates following meeting #1 with industry and the community.
- 9.2 County will be responsible for inviting industry/community participants for each of the two required meetings.

- 9.3 Contractor will gather industry comments directly from participants at each of the two meetings with industry and the community and will accept additional comments by email for up to one week after each meeting.
- 9.4 The County will review all manual content for technical accuracy and for consistency with all regulations.
- 9.5 The final deliverable document is anticipated to be between 75-100, 8.5 x 11” single-sided pages but will not exceed 100 pages in length, inclusive of text, photos, matrices, diagrams, etc.

EXHIBIT C

CONTRACTOR TRAVEL AND PER DIEM POLICY

1. All contract-related travel shall be prior-approved by County.
2. Travel, lodging and per diem expenses incurred in performance of Maricopa County/Special District (County) contracts shall be reimbursed based on current U.S. General Services Administration (GSA) domestic per diem rates for Phoenix, Arizona. Contractors must access the following internet site to determine rates:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC
3. Commercial air travel shall be scheduled at the lowest available and/or most direct flight airfare rate at the time of any approved contract-related travel. A fare other than the lowest rate may be used only when seats are not available at the lowest fare or air travel at a higher rate will result in an overall cost savings to the County. Business class airfare is allowed only when there is no lower fare available to meet County needs.
4. Rental vehicles may only be used if such use would result in an overall reduction in the total cost of the trip, not for the personal convenience of the traveler.
 - 4.1 Purchase of comprehensive and collision liability insurance shall be at the expense of the contractor. The County will not reimburse contractor if the contractor chooses to purchase these coverages.
 - 4.2 Rental vehicles are restricted to sub-compact, compact or mid-size sedans unless a larger vehicle is necessary for cost efficiency due to the number of travelers. (NOTE: contractors shall obtain written approval from County prior to rental of a larger vehicle.)
 - 4.3 County will reimburse for parking expenses if free, public parking is not available within a reasonable distance of the place of County business.
 - 4.4 County will reimburse for the lowest rate, long-term uncovered (e.g. covered or enclosed parking will not be reimbursed) airport parking only if it is less expensive than shuttle service to and from the airport.
5. Contractor is responsible for any other miscellaneous personal expenses, as they are included in contractor's lodging and per diem expenses.
6. The County will reimburse any allowable and allocable business expense, excluding health club fees and business class air fares, except as indicated in paragraph 3, above.
7. Travel and per diem expenses shall be capped at 15% of project price unless otherwise specified in individual contracts.

LOGAN SIMPSON DESIGN INC., 51 W. THIRD STREET SUITE #450, TEMPE, AZ 85281

PRICING SHEET: NIGP CODE 9184313

Terms:	NET 30
Vendor Number:	W000004473 X
Telephone Number:	480/967-1343
Fax Number:	480/966-9232
Contact Person:	Wayne Colebank
E-mail Address:	wcolebank@lsdaz.com
Certificates of Insurance	Required
Contract Period:	To cover the period ending May 27, 2009.