

**CONTRACT FOR PURCHASE OF SERVICES**  
 between the City of Madison and Strand Associates, Inc.<sup>®</sup>  
 (Design Professionals)

1. **PARTIES.**

This is a contract between the City of Madison, Wisconsin, hereafter referred to as the "City" and Strand Associates, Inc.<sup>®</sup> hereafter referred to as "Contractor."

The Contractor is a:     Corporation             Limited Liability Company     General Partnership     LLP  
 (to be completed by contractor)    Sole Proprietor     Unincorporated Association     Other: \_\_\_\_\_.

2. **PURPOSE.**

The purpose of this contract is as set forth in Section 3.

3. **SCOPE OF SERVICES AND SCHEDULE OF PAYMENTS.**

Contractor will perform the following services and be paid according to the following schedule(s) or attachment(s):

ATTACHMENT A: SECTION 3–SCOPE OF SERVICES AND SCHEDULE OF PAYMENTS

4. **TERM AND EFFECTIVE DATE.**

This contract shall become effective upon execution by the Mayor, (or the Purchasing Agent, if authorized) on behalf of the City of Madison, unless another effective date is specified in the Attachment(s) incorporated in Section 3, however in no case shall work commence before execution by the City of Madison. The term of this contract shall be November 1, 2012, through November 2014.

5. **ENTIRE AGREEMENT.**

The entire agreement of the parties is contained herein and this contract supersedes any and all oral contracts and negotiations between the parties.

6. **ASSIGNABILITY/SUBCONTRACTING.**

Contractor shall not assign or subcontract any interest or obligation under this contract without the City's prior written approval. All of the services required hereunder will be performed by Contractor and employees of Contractor.

7. **DESIGNATED REPRESENTATIVE.**

- A. Contractor designates Jon H. Lindert, P.E. as Contract Agent with primary responsibility for the performance of this contract. In case this Contract Agent is replaced by another for any reason, the Contractor will designate another Contract Agent within seven (7) calendar days of the time the first terminates his or her employment or responsibility using the procedure set forth in Section 15, Notices.
- B. In the event of the death, disability, removal or resignation of the person designated above as the contract agent, the City may accept another person as the contract agent or may terminate this agreement under Section 25, at its option.

8. **PROSECUTION AND PROGRESS.**

- A. Services under this agreement shall commence upon written order from the City to the Contractor. This order will constitute authorization to proceed.
- B. The Contractor shall complete the services under this agreement within the time for completion specified in the Scope of Services, including any amendments. The Contractor's services are completed when the City notifies the Contractor in writing that the services are complete and are acceptable. The time for completion shall not be extended because of any delay attributable to the Contractor, but it may be extended by the City in the event of a delay attributable to the City, or in the event of unavoidable delay caused by war, insurrection, natural disaster, or other unexpected event beyond the control of the Contractor. If at any time the Contractor believes that the time for completion of the work should be extended because of unavoidable delay caused by an unexpected event, or because of a delay attributable to the City, the Contractor shall notify the City as soon as possible, but not later than seven (7) calendar days after such an event. Such notice shall include any justification for an extension of time and shall identify the amount of time claimed to be necessary to complete the work.
- C. Services by the Contractor shall proceed continuously and expeditiously through completion of each phase of the work.
- D. Progress reports documenting the extent of completed services shall be prepared by the Contractor and submitted to the City with each invoice under Section 24 of this agreement, and at such other times as the City may specify.
- E. The Contractor shall notify the City in writing when the Contractor has determined that the services under this agreement have been completed. When the City determines that the services are complete and are acceptable, the City will provide written notification to the Contractor, acknowledging formal acceptance of the completed services.

9. **AMENDMENT.**

This contract shall be binding on the parties hereto, their respective heirs, devisees, and successors, and cannot be varied or waived by any oral representations or promise of any agent or other person of the parties hereto. Any other change in any provision of this contract may only be made by a written amendment, signed by the duly authorized agent or agents who executed this contract.

10. **EXTRA SERVICES.**

The City may require the Contractor to perform extra services or decreased services, according to the procedure set forth in Section 24. Extra services or decreased services means services which are not different in kind or nature from the services called for in the Scope of Services, Section 3, but which may increase or decrease the quantity and kind of labor or materials or expense of performing the services. Extra services may not increase the total contract price, as set forth in Section 23, unless the contract is amended as provided in Section 9 above.

11. **NO WAIVER.**

No failure to exercise, and no delay in exercising, any right, power or remedy hereunder on the part of the City or Contractor shall operate as a waiver thereof, nor shall any single or partial exercise of any right, power or remedy preclude any other or further exercise thereof or the exercise of any other right, power or remedy. No express waiver shall affect any event or default other than the event or default specified in such waiver, and any such waiver, to be effective, must be in writing and shall be operative only for the time and to the extent expressly provided by the City or Contractor therein. A waiver of any covenant, term or condition contained herein shall not be construed as a waiver of any subsequent breach of the same covenant, term or condition.

12. **NON-DISCRIMINATION.**

In the performance of work under this contract, the Contractor agrees not to discriminate against any employee or applicant for employment because of race, religion, marital status, age, color, sex, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, political beliefs or student status. Contractor further agrees not to discriminate against any subcontractor or person who offers to subcontract on this contract because of race, religion, color, age, disability, sex, or national origin.

13. **AFFIRMATIVE ACTION.**

**A. The following language applies to all contractors employing fifteen (15) or more employees: (MGO 39.02(9)(c).)**

The Contractor agrees that, within thirty (30) days after the effective date of this contract, Contractor will provide to the City of Madison Department of Civil Rights (the "Department"), certain workforce utilization statistics, using a form provided by the City.

If the contract is still in effect, or if the City enters into a new agreement with the Contractor, within one year after the date on which the form was required to be provided, the Contractor will provide updated workforce information using a second form, also to be furnished by the City. The second form will be submitted to the Department no later than one year after the date on which the first form was required to be provided.

The Contractor further agrees that, for at least twelve (12) months after the effective date of this contract, it will notify the Department of each of its job openings at facilities in Dane County for which applicants not already employees of the Contractor are to be considered. The notice will include a job description, classification, qualifications, and application procedures and deadlines. The Contractor agrees to interview and consider candidates referred by the Department if the candidate meets the minimum qualification standards established by the Contractor, and if the referral is timely. A referral is timely if it is received by the Contractor on or before the date stated in the notice.

The Department will determine if a contractor is exempt from Sec. 13. A., at the time the Request for Exemption in 13.B. is made.

**B. Articles of Agreement, Request for Exemption, and Release of Payment:**

**The "ARTICLES OF AGREEMENT" beginning on the following page, apply to all contractors, unless determined to be exempt under the following table and procedures:**

NUMBER OF EMPLOYEES	LESS THAN \$25,000 Aggregate Annual Business with the City*	\$25,000 OR MORE Aggregate Annual Business with the City*
14 or less	Exempt**	Exempt**
15 or more	Exempt**	Not Exempt

\*As determined by the Finance Director

\*\*As determined by the Department of Civil Rights

**REQUEST FOR EXEMPTION:** (MGO 39.02(9)(a)2.) Contractors who believe they are Exempt from the Articles of Agreement according to the table above, shall submit a Request for Exemption on a form provided by the Department of Civil Rights ("Department"), within thirty (30) days of the effective date of this Contract. The Department makes the final determination as to whether a contractor is exempt from the Articles of Agreement. In the event the Contractor is not exempt, the Articles of Agreement shall apply. **CONTRACTORS WITH 15 OR MORE EMPLOYEES WILL LOSE THIS EXEMPTION AND BECOME SUBJECT TO THE ARTICLES OF AGREEMENT UPON REACHING \$25,000 OR MORE ANNUAL AGGREGATE BUSINESS WITH THE CITY WITHIN THE CALENDAR YEAR.**

**RELEASE OF PAYMENT:** (MGO 39.02(9)(e)1.b.) Within thirty (30) days from the effective date of this contract, and prior to release of payment by the city, all non-exempt contractors are required to have on file with the Department, an Affirmative Action plan meeting the requirements of Article IV below. Additionally, contractors that are exempt from the Articles of Agreement under Table 13-B, must have a Request for Exemption form on-file with the Department, prior to release of payment by the City.

**ARTICLES OF AGREEMENT**

ARTICLE I

The Contractor shall take affirmative action in accordance with the provisions of this contract to insure that applicants are employed, and that employees are treated during employment without regard to race, religion, color, age, marital status, disability, sex or national origin and that the employer shall provide harassment-free work environment for the realization of the potential of each employee. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training including apprenticeship insofar as it is within the control of the Contractor. The Contractor agrees to post in conspicuous places available to employees and applicants notices to be provided by the City setting out the provisions of the nondiscrimination clauses in this contract.

ARTICLE II

The Contractor shall in all solicitations or advertisements for employees placed by or on behalf of the Contractors state that all qualified or qualifiable applicants will be employed without regard to race, religion, color, age, marital status, disability, sex or national origin.

ARTICLE III

The Contractor shall send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding a notice to be provided by the City advising the labor union or workers representative of the Contractor's equal employment opportunity and affirmative action commitments. Such notices shall be posted in conspicuous places available to employees and applicants for employment.

ARTICLE IV

(This Article applies to non-public works contracts.)

The Contractor agrees that it will comply with all provisions of the Affirmative Action Ordinance of the City of Madison including the contract compliance requirements. The Contractor warrants and certifies that, of the following two paragraphs, paragraph A or B is true (**check one**):

- A. It has prepared and has on file an affirmative action plan that meets the format requirements of Federal Revised Order No. 4, 41 CFR part 60-2, as established by 43 FR 51400 November 3, 1978, including appendices required by City of Madison ordinances or it has prepared and has on file a model affirmative action plan approved by the Madison Common Council.
- B. Within thirty (30) days after the effective date of this contract, it will complete an affirmative action plan that meets the format requirements of Federal Revised Order No. 4, 41 CFR Part 60-2, as established by 43 FR 51400, November 3, 1978, including appendices required by City of Madison ordinance or within thirty (30) days after the effective date of this contract, it will complete a model affirmative action plan approved by the Madison Common Council.

ARTICLE V

(This Article applies only to public works contracts.)

The Contractor agrees that it will comply with all provisions of the Affirmative Action Ordinance of the City of Madison, including the contract compliance requirements. The Contractor agrees to submit the model affirmative action plan for public works Contractors in a form approved by the Director of Affirmative Action.

ARTICLE VI

The Contractor will maintain records as required by Section 39.02(9)(f) of the Madison General Ordinances and will provide the City's Department of Affirmative Action with access to such records and to persons who have relevant and necessary information, as provided in Section 39.02(9)(f). The City agrees to keep all such records confidential, except to the extent that public inspection is required by law.

ARTICLE VII

In the event of the Contractor's or subcontractor's failure to comply with the Equal Employment Opportunity and Affirmative Action provisions of this contract or Sections 39.03 and 39.02 of the Madison General Ordinances, it is agreed that the City at its option may do any or all of the following:

- A. Cancel, terminate or suspend this contract in whole or in part.
- B. Declare the Contractor ineligible for further City contracts until the Affirmative Action requirements are met.
- C. Recover on behalf of the City from the prime Contractor 0.5 percent of the contract award price for each week that such party fails or refuses to comply, in the nature of liquidated damages, but not to exceed a total of five percent (5%) of the contract price, or five thousand dollars (\$5,000), whichever is less. Under public works contracts, if a subcontractor is in noncompliance, the City may recover liquidated damages from the prime Contractor in the manner described above. The preceding sentence shall not be construed to prohibit a prime Contractor from recovering the amount of such damage from the noncomplying subcontractor.

ARTICLE VIII

(This Article applies to public works contracts only.)

The Contractor shall include the above provisions of this contract in every subcontract so that such provisions will be binding upon each subcontractor. The Contractor shall take such action with respect to any subcontractor as necessary to enforce such provisions, including sanctions provided for noncompliance.

ARTICLE IX

The Contractor shall allow the maximum feasible opportunity to small business enterprises to compete for any subcontracts entered into pursuant to this contract. (In federally funded contracts the terms "DBE, MBE, and WBE" shall be substituted for the term "small business" in this Article.)

14. **SEVERABILITY.**

It is mutually agreed that in case any provision of this contract is determined by any court of law to be unconstitutional, illegal or unenforceable, it is the intention of the parties that all other provisions of this contract remain in full force and effect.

15. **NOTICES.**

All notices to be given under the terms of this contract shall be in writing and signed by the person serving the notice and shall be sent registered or certified mail, return receipt requested, postage prepaid, or hand delivered to the addresses of the parties listed below:

FOR THE CITY:

Robert F. Phillips, City Engineer  
\_\_\_\_\_  
(Department or Division Head)

City of Madison  
\_\_\_\_\_

210 Martin Luther King Jr. Boulevard, Room 115  
\_\_\_\_\_

Madison, WI 53710  
\_\_\_\_\_

FOR THE CONTRACTOR:

Jon H. Lindert, P.E.  
\_\_\_\_\_

Strand Associates, Inc.®  
\_\_\_\_\_

910 West Wingra Drive  
\_\_\_\_\_

Madison, WI 53715  
\_\_\_\_\_

16. **STATUS OF CONTRACTOR/INDEPENDENT/TAX FILING.**

It is agreed that Contractor is an independent Contractor and not an employee of the City, and that any persons who the Contractor utilizes and provides for services under this contract are employees of the Contractor and are not employees of the City of Madison.

**Contractor shall provide its taxpayer identification number (or social security number) to the Finance Director, 210 Martin Luther King Jr. Blvd, Room 406, Madison, WI 53703, prior to payment.** The Contractor is informed that as an independent Contractor, s/he may have a responsibility to make estimated tax returns, file tax returns, and pay income taxes and make social security payments on the amounts received under this contract and that no amounts will be withheld from payments made to this Contractor for these purposes and that payment of taxes and making social security payments are solely the responsibility and obligation of the Contractor. The Contractor is further informed that s/he may be subject to civil and/or criminal penalties if s/he fails to properly report income and pay taxes and social security taxes on the amount received under this contract.

17. **GOODWILL.**

Any and all goodwill arising out of this contract inures solely to the benefit of the City; Contractor waives all claims to benefit of such goodwill.

18. **THIRD PARTY RIGHTS.**

This contract is intended to be solely between the parties hereto. No part of this contract shall be construed to add, supplement, amend, abridge or repeal existing rights, benefits or privileges of any third party or parties, including but not limited to employees of either of the parties.

19. **AUDIT AND RETAINING OF DOCUMENTS.**

The Contractor agrees to provide all reports requested by the City including, but not limited to, financial statements and reports, reports and accounting of services rendered, and any other reports or documents requested. Financial and service reports shall be provided according to a schedule (when applicable) to be included in this contract. Any other reports or documents shall be provided within five (5) working days after the Contractor receives the City's written requests, unless the parties agree in writing on a longer period. Payroll records and any other documents relating to the performance of services under the terms of this Contract shall be retained by the Contractor for a period of three (3) years after completion of all work under this contract, in order to be available for audit by the City or its designee.

20. **CHOICE OF LAW AND FORUM SELECTION.**

This contract shall be governed by and construed, interpreted and enforced in accordance with the laws of the State of Wisconsin. The parties agree, for any claim or suit or other dispute relating to this Contract that cannot be mutually resolved, the venue shall be a court of competent jurisdiction within the State of Wisconsin and the parties agree to submit themselves to the jurisdiction of said court, to the exclusion of any other judicial district that may have jurisdiction over such a dispute according to any law.

21. **COMPLIANCE WITH APPLICABLE LAWS.**

The Contractor shall become familiar with, and shall at all times comply with and observe all federal, state, and local laws, ordinances, and regulations which in any manner affect the services or conduct of the Contractor and its agents and employees.

22. **CONFLICT OF INTEREST.**

- A. The Contractor warrants that it and its agents and employees have no public or private interest, and will not acquire directly or indirectly any such interest, which would conflict in any manner with the performance of the services under this agreement.
- B. The Contractor shall not employ or contract with any person currently employed by the City for any services included under the provisions of this agreement.

23. **COMPENSATION.**

It is expressly understood and agreed that in no event will the total compensation for services under this contract exceed \$ 245,000.

24. **BASIS FOR PAYMENT.**

A. GENERAL

- (1) The City will pay the Contractor for the completed and accepted services rendered under this contract on the basis and at the contract price set forth in Section 23 of this contract. The City will pay the Contractor for completed and approved "extra services", if any, if such "extra services" are authorized according to the procedure established in this section. The rate of payment for "extra services" shall be the rate established in this contract. Such payment shall be full compensation for services rendered and for all labor, material, supplies, equipment and incidentals necessary to complete the services.
- (2) The Contractor shall submit invoices, on the form or format approved by the City, specified in the Scope of Services, Section 3 of this contract. The City will pay the Contractor in accordance with the schedule set forth in the Scope of Services. The final invoice shall be submitted to the City within three months of completion of services under this agreement.
- (3) Should this agreement contain more than one service, a separate invoice and a separate final statement shall be submitted for each individual service.
- (4) Payment shall not be construed as City acceptance of unsatisfactory or defective services or improper materials.
- (5) Final payment of any balance due the Contractor will be made upon acceptance by the City of the services under the agreement and upon receipt by the City of documents required to be returned or to be furnished by the Contractor under this agreement.
- (6) The City has the equitable right to set off against any sum due and payable to the Contractor under this agreement, any amount the City determines the Contractor owes the City, whether arising under this agreement or under any other agreement or otherwise.
- (7) Compensation in excess of the total contract price will not be allowed unless authorized by an amendment under Section 9, AMENDMENT.
- (8) The City will not compensate for unsatisfactory performance by the Contractor.

B. SERVICE ORDERS, EXTRA SERVICE, OR DECREASED SERVICE.

- (1) Written orders regarding the services, including extra services or decreased services, will be given by the City, using the procedure set forth in Section 15, NOTICES.
- (2) The City may, by written order, request extra services or decreased services, as defined in Section 10 of this contract. Unless the Contractor believes the extra services entitle it to extra compensation or additional time, the Contractor shall proceed to furnish the necessary labor, materials, and professional services to complete the services within the time limits specified in the Scope of Services, Section 3 of this agreement, including any amendments under Section 9 of this agreement.
- (3) If in the Contractor's opinion the order for extra service would entitle it to extra compensation or extra time, or both, the Contractor shall not proceed to carry out the extra service, but shall notify the City, pursuant to Section 15 of this agreement. The notification shall include the justification for the claim for extra compensation or extra time, or both, and the amount of additional fee or time requested.
- (4) The City shall review the Contractor's submittal and respond in writing, either authorizing the Contractor to perform the extra service, or refusing to authorize it. The Contractor shall not receive additional compensation or time unless the extra compensation is authorized by the City in writing.

25. **DEFAULT/TERMINATION.**

- A. In the event Contractor shall default in any of the covenants, agreements, commitments, or conditions herein contained, and any such default shall continue unremedied for a period of ten (10) days after written notice thereof to Contractor, the City may, at its option and in addition to all other rights and remedies which it may have at law or in equity against Contractor, including expressly the specific enforcement hereof, forthwith have the cumulative right to immediately terminate this contract and all rights of Contractor under this contract.
- B. Notwithstanding paragraph A., above, the City may in its sole discretion and without any reason terminate this agreement at any time by furnishing the Contractor with ten (10) days' written notice of termination. In the event of termination under this subsection, the City will pay for all work completed by the Contractor and accepted by the City.

26. **INDEMNIFICATION.**

The Contractor shall be liable to and hereby agrees to indemnify, defend and hold harmless the City of Madison, and its officers, officials, agents, and employees against all loss or expense (including liability costs and attorney's fees) by reason of any claim or suit, or of liability imposed by law upon the City or its officers, officials, agents or employees for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons or on account of damages to property, including loss of use thereof, arising from, in connection with, caused by or resulting from the contractors and/or any subcontractor's negligent acts, errors or omissions, in the performance of this agreement.

27. **INSURANCE.**

- A. The Contractor will insure, and will require each subcontractor to insure, as indicated, against the following risks to the extent stated below. The Contractor shall not commence work under this Contract, nor shall the Contractor allow any Subcontractor to commence work on its Subcontract, until the insurance coverage required below has been obtained and approved by the City Risk Manager, under the procedures in Section 27. C., below.

Commercial General Liability

The Contractor shall procure and maintain during the life of this contract, Commercial General Liability insurance including, but not limited to bodily injury, property damage, personal injury, and products and completed operations (unless determined to be inapplicable by the Risk Manager) in an amount not less than \$1,000,000 per occurrence. This policy shall also provide contractual liability in the same amount. Contractor's coverage shall be primary and list the City of Madison, its officers, officials, agents and employees as additional insureds. Contractor shall require all subcontractors under this Contract (if any) to procure and maintain insurance meeting the above criteria, applying on a primary basis and listing the City of Madison, its officers, officials, agents and employees as additional insureds.

Automobile Liability

The Contractor shall procure and maintain during the life of this contract Business Automobile Liability insurance covering owned, non-owned and hired automobiles with limits of not less than \$1,000,000 combined single limit per accident. Contractor shall require all subcontractors under this Contract (if any) to procure and maintain insurance covering each subcontractor and meeting the above criteria.

Worker's Compensation

The Contractor shall procure and maintain during the life of this contract statutory Workers' Compensation insurance as required by the State of Wisconsin. The Contractor shall also carry Employers Liability limits of at least \$100,000 Each Accident, \$100,000 Disease – Each Employee, and \$500,000 Disease – Policy Limit. Contractor shall require all subcontractors under this Contract (if any) to procure and maintain such insurance, covering each subcontractor.

Professional Liability

The Contractor shall procure and maintain professional liability insurance with coverage of not less than \$1,000,000. If such policy is a "claims made" policy, all renewals thereof during the life of the contract shall include "prior acts coverage" covering at all times all claims made with respect to Contractor's work performed under the contract. This Professional Liability coverage must be kept in force for a period of six (6) years after the services have been accepted by the City.

- B. Acceptability of Insurers. The above-required insurance is to be placed with insurers who have an A.M. Best rating of no less than A- (A minus) and a Financial Category rating of no less than VII.
- C. Proof of Insurance, Approval. The Contractor shall provide the City with certificate(s) of insurance showing the type, amount, class of operations covered, effective dates, and expiration dates of required policies. Contractor shall provide the certificate(s) to the City's representative upon execution of the contract, or sooner, for approval by the City Risk Manager. The Contractor shall provide copies of additional insured endorsements or insurance policies, if requested by the City Risk Manager.
- D. Notice of Cancellation. The Contractor and/or Insurer shall give the City thirty (30) days advance written notice of cancellation, non-renewal or material changes to any of the above-required policies during the term of this Contract.

28. **OWNERSHIP OF CONTRACT PRODUCT.**

All of the work product, including, but not limited to, documents, materials, files, reports, data, including magnetic tapes, disks of computer-aided designs or other electronically stored data or information (the "Documents"), which the Contractor prepares pursuant to the terms and conditions of this contract are the sole property of the City. The Contractor will not publish any such materials or use them for any research or publication, other than as expressly required or permitted by this contract, without the prior written permission of the City. The grant or denial of such permission shall be at the City's sole discretion.

The Contractor intends that the copyright to the Documents shall be owned by City, whether as author (as a Work Made For Hire), or by assignment from Contractor to City. The parties expressly agree that the Documents shall be considered a Work Made For Hire as defined by Title 17, United States Code, Section 101(2).

As further consideration for the City entering into this contract, the Contractor hereby assigns to City all of the Contractor's rights, title, interest and ownership in the Documents, including the right to procure the copyright therein and the right to secure any renewals, reissues and extensions of any such copyright in any foreign country. The City shall be entitled to the sole and exclusive benefit of the Documents, including the copyright thereto, and whenever required by the City, the Contractor shall at no additional compensation, execute all documents of assignment of the full and exclusive benefit and copyright thereof to the City. Any subcontractors and other independent Contractors who prepare portions of the Documents shall be required by the Contractor to execute an assignment of ownership in favor of the City before commencing work.

29. **LIVING WAGE (Applicable to contracts exceeding \$5,000).**

Unless Contractor is not subject to the requirements of Section 4.20, Madison General Ordinances, the Contractor agrees to pay all employees employed by the Contractor in the performance of this contract, whether on a full-time or part-time basis, a base wage of not less than the City minimum hourly wage as required by Section 4.20, Madison General Ordinances.

30. **EQUAL BENEFITS REQUIREMENT (Sec. 39.07, MGO.) (Applicable to contracts exceeding \$25,000).**

This provision applies to service contracts of more than \$25,000 executed, extended, or renewed by the City on July 1, 2012 or later, unless exempt by Sec. 39.07 of the Madison General Ordinances (MGO).

For the duration of this Contract, the Contractor agrees to offer and provide benefits to employees with domestic partners that are equal to the benefits offered and provided to married employees with spouses, and to comply with all provisions of Sec. 39.07, MGO. If a benefit would be available to the spouse of a married employee, or to the employee based on his or her status as a spouse, the benefit shall also be made available to a domestic partner of an employee, or to the employee based on his or her status as a domestic partner. "Benefits" include any plan, program or policy provided or offered to employees as part of the employer's total compensation package, including but not limited to, bereavement leave, family medical leave, sick leave, health insurance or other health benefits, dental insurance or other dental benefits, disability insurance, life insurance, membership or membership discounts, moving expenses, pension and retirement benefits, and travel benefits.

Cash Equivalent. If after making a reasonable effort to provide an equal benefit for a domestic partner of an employee, the Contractor is unable to provide the benefit, the Contractor shall provide the employee with the cash equivalent of the benefit.

Proof of Domestic Partner Status. The Contractor may require an employee to provide proof of domestic partnership status as a prerequisite to providing the equal benefits. Any such requirement of proof shall comply with Sec. 39.07(4), MGO.

Notice Posting, Compliance. The Contractor shall post a notice informing all employees of the equal benefit requirements of this Contract, the complaint procedure, and agrees to produce records upon request of the City, as required by Sec. 39.07, MGO.

Subcontractors (Service Contracts Only). Contractor shall require all subcontractors, the value of whose work is twenty-five thousand dollars (\$25,000) or more, to provide equal benefits in compliance with Sec. 39.07, MGO.

31. **WEAPONS PROHIBITION.**

Contractor shall prohibit, and shall require its subcontractors to prohibit, its employees from carrying weapons, including concealed weapons, in the course of performance of work under this Contract, other than while at the Contractor's or subcontractor's own business premises. This requirement shall apply to vehicles used at any City work site and vehicles used to perform any work under this Contract, except vehicles that are an employee's "own motor vehicle" pursuant to Wis. Stat. sec. 175.60(15m).

32. **AUTHORITY.**

Contractor represents that it has the authority to enter into this Contract. If the Contractor is not an individual, the person signing on behalf of the Contractor represents and warrants that he or she has been duly authorized to bind the Contractor and sign this Contract on the Contractor's behalf.

IN WITNESS WHEREOF, the parties hereto have set their hands at Madison, Wisconsin.

**CONTRACTOR**

Strand Associates, Inc.<sup>®</sup>  
\_\_\_\_\_  
(Type or Print Name of Contracting Entity)

By: \_\_\_\_\_  
(Signature)

Matthew S. Richards, Corporate Secretary  
\_\_\_\_\_  
(Print Name and Title of Person Signing)

Date: \_\_\_\_\_

**CITY OF MADISON, WISCONSIN  
a municipal corporation**

By: \_\_\_\_\_  
Paul R. Soglin, Mayor

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Maribeth Witzel-Behl, City Clerk

Date: \_\_\_\_\_

**Approved as to Form:**

\_\_\_\_\_  
Michael P. May, City Attorney

Date: \_\_\_\_\_

**Approved:**

\_\_\_\_\_  
David P. Schmiedicke, Finance Director

Date: \_\_\_\_\_

\_\_\_\_\_  
Eric T. Veum, Risk Manager

Date: \_\_\_\_\_

**NOTE: Certain service contracts may be executed by the Purchasing Agent on behalf of the City of Madison:**

By: \_\_\_\_\_  
Randy A. Whitehead, Accountant 4  
Designee of Finance Director

\_\_\_\_\_ Date

Please note: MGO 4.26(3) and (5) authorize the Finance Director or designee to sign contracts for purchase or services when all of the following apply:

- (a) The funds are included in the approved City budget.
- (b) An RFP or competitive process was used, or the contract is exempt from competitive bidding under 4.26(4)(a)
- (c) The City Attorney has approved the form of the contract.
- (d) The contract complies with other laws, resolutions and ordinances.
- (e) The contract is for a period of 1 year or less, OR not more than 3 years AND the average cost is not more than \$50,000 per year, AND was subject to competitive bidding. (If over \$25,000 and exempt from bidding under 4.26(4)(a), regardless of duration of the contract, the Common Council must authorize the contract by resolution and the Mayor and City Clerk must sign, per 4.26(5)(b).)



## ATTACHMENT A

## SECTION 3—SCOPE OF SERVICES AND SCHEDULE OF PAYMENTS

Objectives

The objective of the City of Madison (City) and the Friends of Lake Wingra is to develop a comprehensive Lake Wingra Watershed Management Plan that addresses the goals outlined in the 2009 document *Lake Wingra: a vision for the future*. These goals include (1) clean, clear water, (2) restored spring flow, (3) abundant native plants and animals, and (4) stewardship and enjoyment.

Services related to addressing the issues of pollutant loading (sediment and phosphorus), chloride reduction, and increasing infiltration will be accomplished through this contract between the City and Strand Associates, Inc. (Contractor).

It is the intention of the City and the Friends of Lake Wingra to utilize certain social science methods in order to support the prioritization of recommended practices, policies, and procedures. The City will contract with a Social Marketing Consultant (Bret Shaw) directly for his expertise in social science methods. While addressed specifically in a separate contract, it is expected that the Social Marketing Consultant and Contractor will work together in order to consider behavioral approaches as well as structural/technical approaches when developing recommendations.

The Steering Team will consist of City Engineering staff, Friends of Lake Wingra members, the Social Marketing Consultant, and the Contractor.

The Issue Teams will consist of members of the Steering Team and issue experts identified by members of the Steering Team who have agreed to work on the critical actions. It is expected that the membership of each Issue Team will vary depending on the issue and availability of local experts. Meetings of each Issue Team will be limited to one per topic, as indicated below.

When prioritizing projects that address any of the issue indicated below, substantial attention will be given to finding solutions that incorporate innovative techniques and where multiple issues (beyond those addressed in this contract, e.g., stormwater, recreation, education, walk-ability, open space) are considered using a systems approach.

It is the intention of the City to address the remaining goals from *Lake Wingra: a vision for the future* under a separate contract or work group in subsequent years.

Scope of Services

To assist the City and community, the Contractor will provide the following Services to the City.

## 1. Steering Team and Issue Team Meetings

Facilitate up to eight Steering Team meetings and up to six Issue Team meetings to obtain input from stakeholders. The Steering Team meetings are anticipated to occur every one and one-half months with Issue Team meetings occurring between Steering Team meetings. Anticipated committee meeting topics include:

- (a) Work program and deliverables
- (b) Pollutant Sources: Sediment and Total Phosphorus (TP)
- (c) Pollutant Sources: Chlorides
- (d) Pollutant Reduction Strategies
- (e) Infiltration Opportunities
- (f) University of Wisconsin-Madison Loading and Lake Response Model
- (g) Pilot Project Recommendations
- (h) Social Marketing Strategies

The City and Friends of Lake Wingra will be responsible for Steering Team and Issue Team selection and initial notification. The Contractor will be responsible for meeting agendas and notes, arrangements, exhibits/presentations, and project summaries.

## 2. Identification of Critical Actions: Complete a pollutant loading analysis that addresses sediment and phosphorus, document current road salt use and recommend practices for reducing chloride levels in Lake Wingra to an annual average target of 40 mg/L, and identify an infiltration target and a recommended list of practices to meet the target. While the Contractor is the primary party responsible for this output, the Social Marketing Consultant will assist with social science methods that support the prioritization of the recommendations.

## a. Pollutant Loading Analysis

- (1) Cost effectiveness charts will be created specifically for the Wingra Watershed (using existing and modeled data) and will be used to identify feasible management practices that will result in total suspended solids (TSS) reductions and/or increase infiltration that could cumulatively result in a 50 percent TP load reduction to Lake Wingra originating from surface flows based on improvement over a baseline condition with no controls and accounting for improvement from existing controls in the watershed. The cost-effectiveness analysis will compare the cost of the pollutant loading reduction alternative with the amount of projected pollutant loading reduction. From the initial feasible strategies, the Contractor will evaluate up to four strategies to determine effectiveness and cost. Estimates and cost effectiveness charts shall be obtained from existing published information. The strategy evaluation shall use the best currently available modeling tools including but not limited to SLAMM. For source-area type Best Management Practices (BMPs), Contractor will utilize a Contractor-provided stormwater quality model. For larger watershed level BMPs, City will provide the stormwater quality modeling.

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- (2) The deliverable will be a prioritized list of public and private practices, policies, procedures, and/or projects (including locations), their costs, efficiency of phosphorus/sediment control, maintenance considerations, and responsible parties.
  - (3) While the Contractor is the primary party responsible for this output, the Social Marketing Consultant will assist with social science methods that support the prioritization of the recommendations.
- b. Chloride Reduction
- (1) Document current road salt use in the watershed and recommend practices for reducing chloride levels in Lake Wingra to the target provided in *Lake Wingra: a vision for the future* (average annual level of 40 mg/L).
    - (a) Identify chloride contributions from City streets using data provided by the City. Contributions from the Beltline, commercial/business/ institutional surfaces, residential surfaces, and other surfaces will be estimated using best available data.
    - (b) Estimate the percentage of applied road salt that reaches the lake in order to calculate a simplified mass balance of chloride input and output. Provide recommendations to meet the average annual target chloride level of 40 mg/L in Lake Wingra.
  - (2) The deliverable will be a prioritized list of public and private practices, policies, procedures, and/or projects (including locations) that are projected to ultimately result in an average annual 40 mg/L chloride level in Lake Wingra. The list will include incremental chloride levels as practices are implemented.
  - (3) While the Contractor is the primary party responsible for this output, the Social Marketing Consultant will assist with social science methods that support the prioritization of the recommendations.
- c. Infiltration/Groundwater
- (1) Complete a cost effectiveness analysis for up to five alternatives that incrementally increase infiltration in the watershed. The cost effectiveness analysis will compare the cost of the infiltration alternative with the amount of projected infiltration. It will be necessary to first estimate the current infiltration rates in the Lake Wingra Watershed. Once this baseline is established, an achievable infiltration target will be established by the Steering Team.
  - (2) The deliverable for this item will be a prioritized list of public and private practices, policies, procedures, and/or projects (including locations) that are projected to result in reaching the infiltration target. The list will include costs, efficiencies, maintenance considerations, and responsible parties. In most instances, priority should be given to projects that address both the infiltration target as well as the sediment/phosphorus reduction targets.
  - (3) While the Contractor is the primary party responsible for this output, the Social Marketing Consultant will assist with social science methods that support the prioritization of the recommendations.
- d. Pilot Project Recommendation
- (1) In conjunction with the Social Marketing Consultant and the Steering Team, identify a pilot project that will address at least one of the critical actions indicated above (pollutant loading, chlorides, and/or infiltration)
  - (2) The product for this item will be a pilot project plan that could be implemented within one calendar year. The plan will include costs, maintenance considerations, and responsible parties.
  - (3) While the Contractor is the primary party responsible for this pilot project plan, the Social Marketing Consultant will assist with social science methods that help the Steering Team identify a feasible pilot project.
3. Stakeholder Engagement
- a. Work with Steering Team and Social Marketing Consultant to identify appropriate target audiences for each of the critical actions described above. Depending on the actions, these target audiences could include: landowners, managers, agency staff, policy-makers, key citizen leaders and citizen groups.
    - (1) Identify, communicate with, and interact with these target audiences
    - (2) Identify those responsible for the critical actions.
  - b. Develop social marketing strategy.
    - (1) Assist the Social Marketing Consultant in presenting potential behavior change strategies to the Steering Team that could be used with appropriate stakeholders to address critical behaviors and actions.
    - (2) Collaboratively with the Steering Team and the Social Marketing Consultant, develop a written strategy for engagement with landowners/land managers, primary decision makers, and those responsible for critical actions.
    - (3) Collaboratively with the Steering Team and the Social Marketing Consultant, develop a framework for an unnamed social marketing pilot project.
  - c. Prepare implementation plan.
    - (1) Using the developed social marketing strategy, allocate up to 120 staff hours for workshops, meetings, or other engagement activity to engage the landowners/land managers, primary decision makers, and those responsible for critical actions. The focus of these engagement activities will be to understand the techniques (facilitation, education, incentives, negotiation, regulation, specific site policy changes) that are most likely to result in behavior change.
    - (2) Provide a written implementation plan for plan components based on feedback from engagement activities including a roles and responsibilities memorandum.

ATTACHMENT A

4. Deliverables

Deliverables will include the following:

- a. A 90 percent draft and a final plan (four copies and electronic [PDF] formats at each stage). The plan will document the following:
  - (1) Pollutant loading analysis and a prioritized recommendation list of projects that are projected to result in a 50 percent average annual reduction of TP as well as a reduction in sediment and/or increased infiltration
  - (2) Chloride use analysis and reduction strategy that is projected to result in an average annual 40 mg/L chloride level in Lake Wingra
  - (3) Infiltration baseline analysis and a prioritized recommendation list of projects that is projected to satisfy an achievable infiltration goal established by the Steering Team
  - (4) Social marketing framework targeting critical behaviors affecting the above three goals.
  - (5) Next steps that identify future process to achieve the remaining goals in the Lake Wingra Vision document.
- b. A geographical information system (GIS)-based watershed inventory including the following mapping:
  - (1) TP and TSS loadings reduction opportunities in the watershed.
  - (2) Known Best Management Practices (BMPs) in the watershed based on City provided data.
  - (3) Approximate chloride loadings in the watershed.
  - (4) Historic and current spring locations in the watershed based on City and Arboretum provided data.
- c. Prepare an Urban Nonpoint Source and Stormwater Grant Application for an "early success" project identified in the plan for submittal by the City to the Wisconsin Department of Natural Resources (WDNR).

5. Final Report Presentations

Deliver up to four presentations of the final report to four groups anticipated to be the UW-Madison Arboretum Stormwater Committee, Friends of Lake Wingra, City of Madison Committee on the Environment, and nearby Neighborhood Associations.

6. Social Marketing Strategies (Pilot Project)

The Contractor will provide assistance to the City and the Social Marketing Consultant in creation, management, and tracking of an unnamed pilot project developed in paragraph 2d of this Attachment consisting of up to 166 hours of effort. A scope of services equivalent to this amount of effort will be negotiated during the course of this project and may consist of the following elements:

- a. Identify barriers, partnerships, and current commitments.
- b. Identify partners
- c. Recruit partners
- d. Obtain baseline data
- e. Assist with pilot project implementation
- f. Evaluate pilot project

**Schedule**

Services will begin upon receipt of notice to proceed from the City, which is anticipated on November 1, 2012. Services are scheduled for completion by November, 2014, and in general accordance with the following schedule.

Task	Anticipated Completion Date
Notice to Proceed	November 1, 2012
Steering Team Meetings	December, 2012 - August, 2013
Issue Team Meetings	January, 2012 - August, 2013
Draft Pollutant Loading Analysis	May, 2013
Draft Social Marketing Framework Strategy	May, 2013
Draft Chloride Reduction Prioritization	July, 2013
Draft Infiltration Prioritization	July, 2013
Draft Pilot Project Recommendation	July, 2013
Draft Implementation Plan	August, 2013
Draft Watershed Plan	September, 2013
GIS Based Watershed Inventory	September, 2013
Final Watershed Plan	January, 2014
Final Report Presentations	Winter, 2014
Grant Application Submittal	Spring, 2014
Social Marketing Pilot Project	Summer, 2014

**City's Responsibilities**

1. Provide BMP locations within watershed in a GIS format.
2. Provide available GIS files of the watershed, including a shapefile of pavement centerlines with surface width and ROW width information, and a shapefile of parks and publicly-owned open spaces
3. Provide P8 results for TSS. Provide P8 runs for larger watershed-level pollutant loading reduction alternatives.
4. Provide historic data collected regarding:
  - a. Lake Wingra chloride levels
  - b. Lake Wingra phosphorus levels
  - c. Spring locations
5. Provide membership, contact information, and initial notification for the Steering Team and Issue Team.
6. Provide City maintenance costs for leaf collection, street sweeping, and snow removal
7. Provide assistance with methodology for chloride reduction mass balance.
8. Provide soil sampling of 12 specific eroded sites within the watershed to determine phosphorus concentrations at each site.