

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made in Johnson County, Kansas, by and between the City of Olathe, Kansas, hereinafter "City," and George Butler Associates, INC. (GBA), hereinafter "Consultant" (collectively, the "Parties").

City intends to construct an improvement project (hereinafter called the "Project") in Olathe, Kansas, described as follows:

Mill Creek Pool & Splashpad Improvements **Project No. 4-C-014-25**

The Project is more fully described in **Exhibit A** (attached hereto and incorporated herein by reference).

By executing this Agreement, Consultant represents to City that Consultant is professionally qualified to perform services on this Project and is licensed to practice engineering, architecture, and landscape architecture by all public entities having jurisdiction over Consultant and the Project.

SECTION I - DEFINITIONS

As used in this Agreement, the following terms will have the following meanings unless otherwise stated or reasonably required by the Agreement, and other forms of any defined words will have a meaning parallel thereto. All terms defined in the most recent version of the Engineers Joint Contract Documents Committee (EJCDC) Standard General Conditions of the Construction Contract (the "General Conditions") adopted by City will have the same meaning when used in this Agreement unless otherwise specifically stated or in the case of a conflict in which case the definition used in this Agreement will prevail in the interpretation of this Agreement.

"Additional Services" means services in addition to those listed in **Exhibit B**.

"City" means the City of Olathe, Kansas, a municipal corporation duly organized under the laws of the State of Kansas, its employees, appointees, and officers.

"Consultant" means the company or individual identified above, herein, and its affiliates, subsidiaries, employees, agents, and assigns.

"Construction Cost" means and includes but is not limited to the cost of the entire construction of the Project, including all supervision, materials, supplies, labor, tools, equipment, transportation and/or other facilities furnished, used or consumed in connection with the Project, without deduction on account of penalties, liquidated damages or other amounts withheld from payment to a construction contractor or contractors, but such cost will not include Consultant's fee, or any other payments to Consultant as set forth herein, and will not include cost of land or rights-of-way and easement acquisition.

"Contract Documents" means those documents so identified in the Agreement for Construction of this Project including all Consultant Documents.

"Consultant Documents" means all documents required or reasonably implied by the nature of the scope of services to be performed by Consultant hereunder, including, but not limited to, plans, specifications, drawings, tracings, designs, calculations, sketches, models and reports.

"Professional Services" means the professional services, labor, materials, supplies, testing, surveying, title work, inspection, if applicable, and all other acts, duties, and services required of Consultant under this Agreement including any Additional Services.

"Project" is as above described.

"Project Manager" means the person employed and designated by City to act as the City's representative for the Project.

"Right-of-Way" and "Easements" means and includes the public street, highway, or road right-of-way and any other land dedicated to or otherwise subject to public use.

"Subsurface Borings and Testing" means borings, probings and subsurface explorations, laboratory tests and inspections of samples, materials and equipment; appropriate professional interpretations of all the foregoing.

"Traffic Control Plan" means a specific plan that includes but is not limited to signing; application and removal of pavement markings; construction sequencing and scheduling; methods and devices for delineation and channelization; placement and maintenance of devices; traffic regulation; and inspection made in accordance with the City's technical specifications.

SECTION II - COMPENSATION

A. FEES & EXPENSES

1. Total Fee: City agrees to pay Consultant an amount not to exceed three-hundred ninety-nine thousand, nine hundred ninety-four dollars, (\$399,994) including reimbursable expenses as described herein. The fee is based on the performance of the scope of services outlined in this Agreement, including **Exhibit B** attached hereto and incorporated by reference, and will be billed by Consultant using hourly rates and equipment charges as set forth in **Exhibit C** attached hereto and incorporated by reference, plus reimbursable expenses as set forth below. All bills will be submitted to City monthly as provided herein.

2. Reimbursable Expenses: Consultant will be reimbursed at the actual cost, not to exceed a total expense of one-thousand two-hundred dollars, (\$1200) for the following expenses related only to the Project: (a) expense of transportation in connection with the Project; (b) expenses in connection with authorized out-of-town travel; (c) long-distance communications; (d) expenses of printing and reproductions; (e) postage and facsimile transmissions; (f) expenses of renderings and models requested by City, and (g) other costs as authorized by City in writing as set forth herein.

B. SERVICES BEYOND THE SCOPE OF SERVICES

1. Change in Scope: For substantial modifications in authorized Project scope, substantial modifications of drawings, or substantial modifications to specifications previously accepted by City, when requested by City and through no fault of Consultant, Consultant will be compensated for time and expense required to incorporate such modifications at Consultant's standard hourly rates per **Exhibit C**; provided, however, that any increase in fee or extension of time for Consultant to complete the services must be approved by City in writing. Consultant will correct or revise any errors or deficiencies in its designs, drawings or specifications without additional compensation when due to Consultant's negligence or other actionable fault.
2. Additional Services: Consultant will provide Additional Services authorized by a supplemental agreement executed in writing by the Parties. Prior to commencing any Additional Services, Consultant must submit a proposal outlining the Additional Services to be provided, estimation of total hours, completion date, and a maximum fee based upon the hourly rate schedule attached hereto as **Exhibit C**. Such Additional Services may include, but are not limited to, making computations and determinations of special assessments, making special trips requested by City other than those required by Section III, preparing changes in plans ordered by City or made necessary by causes beyond the control of Consultant, providing services necessitated in the event the Professional Services are suspended or abandoned, if such suspension or abandonment is not the result of a breach of this Agreement by Consultant, and providing any other special services not otherwise covered by this Agreement which may be requested by City to complete the Project. Payment to Consultant as compensation for Additional Services will be in accordance with the hourly rate schedule attached as **Exhibit C**.
3. Special Services: Consultant may be called on to serve as a consultant or witness in any litigation, arbitration, legal or administrative proceeding arising out of this Project. If Consultant is requested, in writing, by City, to appear as a witness, it will be paid its hourly fee as reflected on the hourly rate schedule attached hereto as **Exhibit C**. Consultant will not be paid extra by City if Consultant's appearance is to defend its Professional Services.

C. BILLING & PAYMENT

1. Billing: Consultant may bill City monthly for completed Professional Services, including reimbursable expenses. The bill submitted by Consultant must itemize the Professional Services and reimbursable expenses for which payment is requested. City agrees to pay Consultant within thirty (30) days of approval by the Governing Body or other agent of

City in accordance with the City's Procurement Policy. The bill must be mailed to the attention of Account Payable, City of Olathe, PO Box 768, Olathe, KS 66051-0768 or emailed to apolathe@olatheks.org. The bill must indicate it is for work or expenses under this Agreement (include Agreement date for identification).

2. City's Right to Withhold Payment: In the event City becomes credibly informed that any representations of Consultant provided in its monthly billing are wholly or partially inaccurate, City may withhold payment of sums then or in the future otherwise due to Consultant until the inaccuracy and the cause thereof is corrected to City's reasonable satisfaction. In the event City questions some element of an invoice, that fact will be made known to Consultant immediately. Consultant will help effect resolution and transmit a revised invoice, if necessary. Amounts not questioned by City will be paid to Consultant in accordance with the contract payment procedures.
3. Progress Reports: A progress report must be submitted with each monthly pay request indicating the percentage of Professional Services completed to date. This report will serve as support for payment to Consultant.

D. SCHEDULE

All services must be completed on or before:

Project Kickoff – Aug. 2025

Submit Concept Design – Nov. 3/2025

Submit 50% Construction Documents for City Review – Jan. 22/2026

Submit 95% Construction Documents for City Review – Apr. 10/2026

Submit 100% Construction Documents and Bid Package – May 15/2026

SECTION III - RESPONSIBILITIES OF CONSULTANT

Consultant will perform the Professional Services in all phases of the Project to which this Agreement applies as herein provided and which are required for the construction of the Project as described below:

A. PRELIMINARY DESIGN PHASE

1. Services: The Professional Services to be provided during this phase are set out in **Exhibits B, D, and E**, attached hereto and incorporated by reference.
2. Preliminary Design Documents: Consultant will furnish City copies of the above preliminary design documents per the City of Olathe Technical Specifications and Design Criteria for Public Improvements, unless otherwise noted in **Exhibit B**.
3. Preliminary Cost Estimate: Consultant will furnish City an estimate of probable Construction Cost based on the preliminary design and at subsequent design review submittals as specifically requested by City. Consultant's estimate of probable

Construction Cost is to be made based on Consultant's experience and qualifications and represent Consultant's best judgment as an experienced and qualified design professional, familiar with the construction industry.

4. Budget: Consultant will immediately advise City if, in its opinion, the amount budgeted for construction is not sufficient to adequately design and construct the improvement as requested.
5. Permits and Right-of-Way: These Professional Services will include preparation of plans, exhibits and applications required for securing approvals, licenses, or permits from governmental or corporate agencies or authorities, and providing City with documents for right-of-way and/or easement acquisition necessary for the construction of the improvement, unless eminent domain proceedings are required to secure the right-of-way and/or easements. Consultant will comply with the conditions set out in the Land Acquisition Checklist for Consultant Projects as in **Exhibit D**. City will be responsible for acquiring the necessary Right-of-Way or Easements, unless otherwise agreed upon between City and Consultant. A property map of the areas needed to be acquired, and other necessary information related to such acquisition, will be provided by Consultant with copies of the preliminary construction plans to the Project Manager. It is recognized that such information cannot be provided for some tracts until the completion of the final construction plans. Consultant will also provide any necessary ownership and encumbrance (O&E) documents.

B. FINAL DESIGN PHASE

1. Services: The Professional Services to be provided during this phase are set out in **Exhibits B and E**, attached hereto and incorporated by reference.
2. Final Design Documents: Consultant will furnish City copies of the final design plans per the City of Olathe Technical Specifications and Design Criteria for Public Improvements unless otherwise noted in **Exhibit B**.
3. Contract Documents: Consultant will prepare for City all Project contract agreement forms, final design plans, general conditions and supplementary conditions, bid forms, invitations to bid and instructions to bidders, and assist in the preparation of other related documents requested by City, unless such documents are provided by City.
4. Final Cost Estimate: Consultant will furnish City an estimate of probable Construction Cost based on final design. This estimate is commonly known as the "Engineer's Estimate" and will be used as the basis for construction contract award. The Engineer's Estimate must be sealed and provided by a professional engineer licensed by the State of Kansas. Since Consultant has no control over the cost of labor, materials, or equipment furnished by others not under contract to Consultant, or over the resources provided by others not under contract to Consultant to meet Project schedules, Consultant's opinion of probable costs and of Project schedules for construction may be made based on experience and qualifications as a professional engineer. Consultant does not guarantee that proposals,

bids, or actual Project costs will not vary from Consultant's opinions of probable cost or that actual schedules will not vary from Consultant's projected schedules.

5. Budget: Consultant will immediately advise City if, in its opinion, the amount budgeted for the Project is not sufficient to cover all Project costs, including but not limited to, construction, right-of-way and easement acquisition, inspection, and testing.

C. BIDDING PHASE

1. Services: The Professional Services to be provided during this phase are set out in **Exhibit B**, attached hereto and incorporated by reference.
2. Bids Exceeding Cost Estimate: If all bids exceed Consultant's Final Cost Estimate, Consultant, at the request of City and for no additional cost, will prepare a report for City identifying why all the bids exceed the estimate. City has four (4) options if all bids exceed Consultant's estimate. City may: (1) give written approval of an increase in the Project cost up to a maximum of 7% above the authorized total; (2) authorize rebidding of the Project; (3) terminate the Project and this Agreement; or (4) cooperate in revising the Project scope or specifications, or both, as necessary to reduce the construction cost.

D. CONSTRUCTION PHASE

1. In-House Administration and Inspection: It is understood that City will provide full-time, in-house administration and inspection of the construction Project and the work of the construction contractor at City's expense, unless otherwise agreed upon in writing by the Parties. Consultant will assist City by providing general administration and inspection of the work of the construction contractor as requested by City by conducting periodic inspections of the construction contractor's work during construction and will assist City in a final inspection of the construction Project after completion of the work by the construction contractor. Consultant will also check shop drawings and assist City in making interpretation of plans and specifications and reviewing pay estimates for making payments to the construction contractor.
2. Services: The Professional Services provided during this phase are set out in **Exhibits B and E**, both attached hereto and incorporated by reference.
3. Additional Drawings: If during construction, situations arise which require additional drawings or details, Consultant agrees to provide such additional drawings or details at no cost to City when the additional drawings or details are required to correct Consultant's errors or omissions or clarify Consultant's intent in the original design and preparation of construction drawings. If such situations occur through no fault of Consultant, or are beyond Consultant's control, both Parties agree to negotiate an equitable payment to Consultant for Consultant's Professional Services rendered, which will be accomplished through a Change Order.
4. Staking: Unless otherwise provided, staking must be included in the bid specifications to be performed by the construction contractor.

5. Notice of Defects: If, based on Consultant's involvement during the construction phase, Consultant observes or otherwise becomes aware of any defect in the work, Consultant will give prompt written notice to City of such defects and their approximate location on the Project. However, Consultant will not have control over or charge of and will not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions, inspections and programs in connection with the work, since these are solely the construction contractor's responsibility under the contract for construction to be entered into with City. Consultant will not be responsible for the construction contractor's schedules or failure to carry out the work in accordance with the Contract Documents. Consultant will not have control over or charge of acts or omissions of any construction contractor, any of a construction contractor's subcontractors, or any of the agents or employees of a construction contractor selected by City to construct the Project.
6. Shop Drawings: Consultant will review and take appropriate action on the chosen construction contractor's shop drawings and samples, and the results of tests and inspections and other data which each construction contractor is required to submit for the purposes of reviewing for compliance with the design concept and conformance with the requirements of the Contract Documents and the City of Olathe Technical Specifications and Design Criteria for Public Improvements.

E. GENERAL DUTIES AND RESPONSIBILITIES

1. Personnel: Consultant will assign only qualified personnel to perform any service concerning the Project as identified in Consultant's response to the Request for Proposals. At the time of execution of this Agreement, the Parties anticipate that the following individual will perform as the principal on this Project: Jim Schuessler. As principal on this Project, this person will be the primary contact with the City's Project Manager and will have authority to bind Consultant. So long as the individual named above remains actively employed or retained by Consultant, such individual will perform the function of principal on this Project. For the Professional Services rendered hereunder, Consultant, and any of its subcontractors, will employ engineers, architects, landscape architects, and surveyors licensed by the Kansas State Board of Technical Professions.
2. Subsurface Borings & Material Testing: If tests, additional to those provided for in **Exhibit B**, are required for design, Consultant will prepare specifications for the taking of the additional borings. Such subsurface borings and testing, as defined herein, will be provided by the City's contracted testing consultant or its subcontractors.
3. Utility Coordination: Consultant will comply with the conditions set out in the Utility Coordination Checklist as in **Exhibit E**. The services required of Consultant by this checklist are expected to usually occur during the Preliminary Design, Final Design, and Construction phases; however, Consultant's responsibilities under this checklist may sometimes occur at other times.
4. Service By and Payment to Others: Any services authorized in writing by City and performed by any party other than Consultant or its subcontractors (a "Third Party") in

connection with the proposed Project will be contracted for and paid for by City. In addition to payments for the Third Party's professional services, this may also include necessary permits, licenses, ownership certifications, materials testing, advertising costs, and other special tests or other services required or requested by City or Consultant which are not defined within the scope of services of Consultant as set forth herein. Fees for such extra services will be subject to negotiation between City and the Third Party. Fees will be approved by City in writing prior to the execution of any extra services. Although Consultant may assist City in procuring such services of Third Parties, Consultant will in no way be liable to either City or such Third Parties in any manner whatsoever for such services or for payment thereof.

5. Subcontracting or Assignment of Services: Consultant may not subcontract or assign any of the Professional Services to be performed under this Agreement without first obtaining the written approval of City. Unless otherwise stated in the written consent to an assignment, no assignment will release or discharge Consultant from any obligation under this Agreement. Any person or firm proposed for subcontracting Professional Services under this Agreement will maintain throughout the duration of the Agreement, insurance as provided in Section V.D.2. herein, and will additionally maintain Professional Liability insurance in a minimum amount of \$1,000,000 per claim and in the aggregate and provide City with an insurance certificate showing the insurance limits provided by Consultant's subconsultant. Any services completed by a City-approved subcontractor of Consultant pursuant to this Agreement may not be increased more than ten percent (10%) over the actual cost of the services.
6. Endorsement: Consultant must sign and seal all final plans, specifications, estimates and engineering data furnished by Consultant. Any review or approval by City of any documents prepared by Consultant, including but not limited to the plans and specifications, will be solely for determining whether such documents are consistent with the City of Olathe Technical Specifications and Design Criteria for Public Improvements and may not be construed as City assuming responsibility for the accuracy, adequacy, fitness, suitability and coordination of Consultant's services and deliverables. No review of such documents will relieve Consultant of its responsibility for the accuracy, adequacy, fitness, suitability and coordination of its services and deliverables.
7. Inspection of Documents: Consultant must maintain all Project records for inspection by City at reasonable times and places upon written request during the contract period and for three (3) years from the date of final payment.
8. Standard of Care: Consultant will exercise the same degree of care, skill, and diligence in the performance of the Professional Services as is ordinarily possessed and exercised by a professional engineer under similar circumstances. If Consultant fails to meet the foregoing standard, Consultant will perform at its own cost, and without reimbursement from City, the Professional Services necessary to correct errors and omissions which are caused by Consultant's negligence.

SECTION IV - CITY OF OLATHE'S RESPONSIBILITIES

A. COMMUNICATION

City will provide to Consultant information and criteria regarding City's requirements for the Project; examine and timely respond to Consultant's submissions; and give written notice to Consultant, who will respond promptly, whenever City observes or otherwise becomes aware of any defect in the Professional Services.

B. ACCESS

City will provide access for Consultant to enter public and private property related to the Project and performance of Consultant's obligations under this Agreement.

C. DUTIES

City will perform the various duties and services in all phases of the Project which are outlined and designated in **Exhibit B** as City's responsibility.

D. PROGRAM AND BUDGET

City will provide all relevant information reasonably required for Consultant to perform its obligations herein, including but not limited to City's objectives, schedule, constraints, budget with reasonable contingencies, and other necessary design criteria for the Project.

E. ADMINISTRATIVE SERVICES

City will furnish all City-related legal, accounting, insurance and audit services as may be necessary at any time for completion of the Project. However, in no event will any City-related legal, accounting, insurance and or audit services be provided on behalf of Consultant, nor will Consultant serve any other role than as an independent contractor of City.

F. BOND FORMS

City will furnish all bond forms required for the Project.

G. PROJECT REPRESENTATIVE

City will designate a Project Manager to represent City in coordinating this Project with Consultant. The City's Project Manager will have the authority to transmit instructions and decisions of City.

SECTION V - GENERAL PROVISIONS

A. TERMINATION

1. **Notice:** City reserves the right to terminate this Agreement for either cause (due to Consultant's failure to substantially perform its obligations hereunder) or for its convenience and without cause or default on the part of Consultant, by providing fifteen (15) days' written notice of such termination to Consultant. Upon receipt of such notice from City, Consultant will, at City's option as contained in the notice: (1) immediately cease all Professional Services; or (2) meet with City and, subject to City's approval, determine what Professional Services will be required of Consultant in order to bring the Project to a reasonable termination in accordance with the request of City. Consultant will also provide to City copies of all drawings and documents completed or partially completed at the date of termination for which Consultant has been fully paid. If City defaults on its obligations under this Agreement, (due to City's failure to substantially perform its obligations under this Agreement), Consultant must notify City by written notice of its intent to terminate and City will have fifteen (15) days from the date of the notice to cure or to submit a plan for cure acceptable to Consultant. In no event may Consultant terminate the contract solely for its convenience without cause.

Address for Notice:

City of Olathe
Attn: Alli Gerth
100 E. Santa Fe
P.O. Box 768
Olathe, KS 66051-0768

GBA
Attn: Jim Schuessler
9801 Renner Blvd.
Lenexa, KS 66219

2. **Compensation for Convenience Termination:** If City terminates for its convenience as provided herein, City will compensate Consultant for all Professional Services completed and accepted and reimbursable expenses incurred to the date of its receipt of the termination notice and any additional Professional Services and reimbursable expenses requested by City to bring the Project to reasonable termination. Compensation will not include anticipatory profit or consequential damages, neither of which will be allowed.
3. **Compensation for Cause Termination:** If City terminates for cause or default on the part of Consultant, City will compensate Consultant for the reasonable cost of Professional Services and reimbursable expenses completed and accepted to date of its receipt of the termination notice. Compensation will not include anticipatory profit or consequential damages, neither of which will be allowed. City also retains all its rights and remedies against Consultant including but not limited to its rights to sue for damages, interest and attorney fees.
4. **Incomplete Documents:** Neither Consultant nor its subcontractors will be responsible for errors or omissions in documents which are incomplete because of an early termination under this Section, or Consultant having been deprived of the opportunity to complete such documents and prepare them to be ready for construction.

5. Termination for Lack of Funds: If, for whatever reason, adequate funding is not made available to City to support or justify continuation of the level of Professional Services to be provided by Consultant under this Agreement, City may terminate or reduce the amount of Professional Services to be provided by Consultant under this Agreement. In such event, City will notify Consultant in writing at least thirty (30) days in advance of such termination or reduction of Professional Services for lack of funds.

B. DISPUTE RESOLUTION

City and Consultant agree that disputes relative to the Project will first be addressed by negotiations between the Parties. If direct negotiations fail to resolve the dispute, the Party initiating the claim that is the basis for the dispute may take such steps as it deems necessary to protect its interests; provided, however, that notwithstanding any such dispute, Consultant will proceed with the Professional Services as per this Agreement as if no dispute existed, and City will continue to make payment for Consultant's completed Professional Services; and provided further that no dispute will be submitted to arbitration without both Parties' express written consent.

C. OWNERSHIP OF CONSULTANT DOCUMENTS

Consultant will provide City a copy of all final Consultant Documents, including but not limited to prints, reproductions, reports, plans, specifications and related documents, which will become the property of City, provided that Consultant's copyrighted instruments will remain in the ownership of Consultant if Consultant, at Consultant's sole discretion, may so identify them by appropriate markings. If Consultant is paid in full for its Professional Services, then City may subsequently reuse these final documents without any additional compensation or agreement of Consultant. However, such reuse without written verification or adaptation by Consultant for the specific purpose intended by City will be at City's sole risk and without liability or legal exposure to Consultant. City does not take any responsibility for the reuse of documents by others.

D. INSURANCE

1. General: Consultant will maintain, throughout the duration of this Agreement, insurance (on an occurrence basis unless otherwise agreed to) of such types and in such amounts as required in **Exhibit F (City of Olathe Insurance Requirements)**. Consultant will provide certificates of insurance and renewals thereof on forms acceptable to City and in the manner specified in **Exhibit F**. Consultant is required to promptly notify City of a material change or cancellation of any policy listed on the Certificate.
2. Subcontractor's Insurance: If a part of the Professional Services under this Agreement is to be sublet, Consultant will either (a) cover all subcontractors in its insurance policies, or (b) require each subcontractor not so covered to secure insurance which will protect subcontractor against all applicable hazards or risks of loss in the minimum amounts designated herein. If Consultant selects option (b), then Consultant agrees to provide the City's Risk Manager a certificate of insurance acceptable to the Risk Manager at least seven (7) days prior to allowing the subcontractor to perform any services on this Project.

Consultant agrees that any subcontractor providing services on said Project without providing a certificate of insurance acceptable to the City's Risk Manager will immediately cease all services on said Project and will assume all financial risk associated with such failure thereto.

E. INDEMNITY

1. Loss: For purposes of indemnification requirements, the term "Loss" means any and all loss, damage, liability or expense, of any nature whatsoever, whether incurred as a judgment, settlement, penalty, fine or otherwise (including reasonable attorney's fees and the cost of defense), in connection with any action, proceeding, demand or claim for injury, including death, to any person or persons or damages to or loss of, or loss of the use of, property of any person, firm or corporation, including the parties hereto, which arise out of or are connected with the performance of this Agreement.
2. Indemnification and Hold Harmless: For purposes of this Agreement, subject to the Kansas Tort Claims Act, K.S.A. 75-6101 *et seq.*, Consultant agrees to indemnify and hold harmless City and its agents from any and all Loss where Loss is caused or incurred as a result of the intentional misconduct, recklessness, negligence, or other actionable fault of Consultant or its subcontractors. Neither acceptance of completed work nor payment therefor nor termination or expiration of this Agreement releases Consultant of its obligations under this paragraph.
3. Comparative Fault & Contributory Negligence: It is a specific element of consideration of this Agreement that the indemnity in Section V.E.2 will apply notwithstanding the joint, concurring or contributory or comparative fault or negligence of City or any Third Party and, further notwithstanding any theory of law including, but not limited to, a characterization of City's or any Third Party's joint, concurring or contributory or comparative fault or negligence as either passive or active in nature; provided, however, that Consultant's obligation hereunder will not include amounts attributable to the fault or negligence of City or any Third Party for whom Consultant is not responsible.
4. Damage Limitations: The indemnification obligation contained in this Agreement will not be limited by any limitation on amount or type of damages, compensation or benefits payable by or for Consultant or its subcontractors, by the minimum insurance required by this Agreement, nor under workers' compensation acts, disability benefit acts, or other employee benefit acts.
5. Negligence by the City: Consultant is not required hereunder to defend City or its agents from assertions that they were negligent, nor to indemnify and hold them harmless from liability based on City's negligence.

F. AFFIRMATIVE ACTION/OTHER LAWS

1. Kansas Act Against Discrimination: During the performance of this Agreement, Consultant agrees that:
 - a. Consultant will observe the provisions of the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq.) and will not discriminate against any person in the performance of work under the present contract because of race, religion, color, gender, disability, national origin, ancestry, or age;
 - b. in all solicitations or advertisements for employees, Consultant will include the phrase, "equal opportunity employer," or a similar phrase to be approved by the Kansas Human Rights Commission ("commission");
 - c. if Consultant fails to comply with the way Consultant reports to the commission in accordance with the provisions of K.S.A. 44-1031 and amendments thereto, Consultant will be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by City without penalty;
 - d. if Consultant is found guilty of a violation of the Kansas Act Against Discrimination under a decision or order of the commission which has become final, Consultant will be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by the contracting agency; and
 - e. Consultant will include the provisions of subsections a. through d. in every subcontract or purchase order so that such provisions will be binding upon such subcontractor or vendor.
2. Exceptions to Applicability: The provisions of this Section will not apply to a contract entered into by City with Consultant if (a) Consultant employs fewer than four (4) employees during the term of such contract; or (b) Consultant's contract with City totals Ten Thousand Dollars (\$10,000) or less in aggregate.
3. Kansas Age Discrimination in Employment Act: Consultant further agrees and acknowledges that it will abide by the Kansas Age Discrimination In Employment Act (K.S.A. 44-1111 et seq.) and the applicable provision of the Americans With Disabilities Act (42 U.S.C. 12101 et seq.) as well as all other federal, state and local laws, ordinances and regulations applicable to this Project and to furnish any certification required by any federal, state or local governmental agency in connection therewith.
4. Kansas Fairness in Public Construction Contract Act: The Parties agree and acknowledge that the services provided under this Agreement are within the scope of the Kansas Fairness in Public Construction Contract Act (K.S.A. 16-1901 et seq.) and that no provision of this Agreement waives, alters, or supersedes any provisions of said Act.

G. KANSAS OPEN RECORDS ACT

Consultant acknowledges that City is subject to the Kansas Open Records Act (K.S.A. 45-215, *et seq.*). City retains the final authority to determine whether it must disclose any document or other record under the Kansas Open Records Act and the manner in which such document or other record should be disclosed.

H. ENTIRE AGREEMENT

This Agreement, including all documents and exhibits included by reference herein, constitutes the entire Agreement between the parties and supersedes all prior agreements, whether oral or written, covering the same subject matter. This Agreement may not be modified or amended except in writing mutually agreed to and accepted by both Parties to this Agreement. No form or document provided by Consultant after execution of this Agreement will modify this Agreement, even if signed by both Parties, unless it: 1) identifies the specific section number and section title of this Agreement that is being modified and 2) indicates the specific changes being made to the language contained in this Agreement.

I. APPLICABLE LAW, JURISDICTION, AND VENUE

Interpretation of this Agreement and disputes arising out of or related to this Agreement will be subject to and governed by the laws of the State of Kansas, excluding Kansas' choice-of-law principles. Jurisdiction and venue for any suit arising out of or related to this Agreement will be in the District Court of Johnson County, Kansas.

J. NO THIRD-PARTY BENEFICIARIES

Nothing contained herein will create a contractual relationship with, or any rights in favor of, any Third Party.

K. INDEPENDENT CONTRACTOR

Consultant is an independent contractor and not an agent or employee of City.

L. DELIVERABLES

1. Project Drawings: Project drawings which are developed by Consultant using a Computer Aided Drafting (CAD) System will be made available to City per the City of Olathe Technical Specifications and Design Criteria for Public Improvements. However, due to the potential that the information set forth on the electronic media could be modified by City, or other City consultants, unintentionally or otherwise, Consultant will remove all indices of its ownership, professional corporation name, seal, and/or involvement from each electronic display. If City provides such electronic media to others for any purpose, City will require the electronic media to be returned to City upon completion of such use. City recognizes that use of such electronic media will be at City's sole risk and without any liability risk or legal exposure by Consultant.

2. Project Documentation: All documentation provided City other than Project drawings will be furnished in either Microsoft Word file format or pdf format.
3. Conformed To Construction Drawings ("As Built" Drawings): Following construction, City and/or construction contractor will provide copies of changes and alterations made in the field during construction to Consultant to provide Conformed To Construction Drawings per the City of Olathe Technical Specifications and Design Criteria for Public Improvements. Consultant may rely on the information provided by City in preparing such documents, subject to the professional standard of care required by this Agreement.

N. COVENANT AGAINST CONTINGENT FEES

Consultant represents that it has not employed or retained any company or person, other than a bona fide employee working for Consultant, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this representation, City may terminate this Agreement without liability or may, in its discretion, deduct from the Total Fee or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

O. NO SOLICITATION TO HIRE CITY EMPLOYEES

1. No Solicitation to Hire: Except as otherwise provided in this section, during the term of this Agreement and for one year after the Agreement's expiration or termination, Consultant must not solicit to hire and then hire, or solicit to contract with and then contract with, any of the City's current employees involved with the oversight or implementation of this Agreement, including but not limited to the Project Manager.
2. No Restriction on City Employees: The foregoing restrictions shall not prevent City employees from affirmatively seeking employment elsewhere.
3. Liquidated Damages: The Parties agree that in the event of a breach of this provision that damages would be uncertain and difficult to accurately estimate. Therefore, if Consultant breaches this provision, Consultant agrees to pay City liquidated damages to the City equal to the annual salary of the applicable employee hired by or contracting with Consultant.

P. COMPLIANCE WITH LAWS

Consultant will abide by all applicable federal, state and local laws, ordinances and regulations applicable to the performance of Professional Services at the time the Professional Services are performed. Consultant will secure all occupational and professional licenses and permits from public and private sources necessary for the fulfillment of the obligations under this Agreement, and upon request will provide City a copy of its certificate of good standing to conduct business in the State of Kansas.

Q. FORCE MAJEURE CLAUSE

Neither party will be considered in default under this Contract because of any delays in performance of obligations hereunder due to causes beyond the control and without fault or negligence on the part of the delayed party, including but not restricted to, an act of God or of a public enemy, civil unrest, volcano, earthquake, fire, flood, tornado, epidemic, quarantine restrictions, area-wide strike, freight embargo, unusually severe weather or delay of subcontractor or supplies due to such cause; provided that the delayed party must notify the other party in writing of the cause of delay and its probable extent within ten (10) days from the beginning of such delay. Such notification will not be the basis for a claim for additional compensation. The delayed party must make all reasonable efforts to remove or eliminate the cause of delay and must, upon cessation of the cause, diligently pursue performance of its obligation under the agreement.

R. TITLES, SUBHEADS AND CAPITALIZATION

Titles and subheadings as used herein are provided only as a matter of convenience and will have no legal bearing on the interpretation of any provision of this Agreement. Some terms are capitalized throughout this Agreement but the use of or failure to use capitals has no legal bearing on the interpretation of such terms.

S. SEVERABILITY CLAUSE

If any provision of this Agreement is determined to be void, invalid, unenforceable or illegal for whatever reason, such provision(s) will be null and void; provided, however, that the remaining provisions of this Agreement will be unaffected and will continue to be valid and enforceable.

T. AMBIGUITY CLAUSE AND HIERARCHY OF INTERPRETATION

If any ambiguity, inconsistency or conflict arises in the interpretation of this Agreement, the same will be resolved by reference first to the terms and conditions of this Agreement, and any exhibits attached hereto or incorporated by reference as noted below. In the event of any conflict or inconsistency between this Agreement and its exhibits, the following hierarchy of interpretation will apply:

1. This Agreement;
2. Scope of Services (Exhibit B);
3. City's Request for Proposals/Request for Qualifications (incorporated by reference);
4. Consultant's Response to RFP/RFQ (incorporated by reference).

[The remainder of this page is intentionally left blank.]

U. EXECUTION OF CONTRACT

The parties hereto have caused this Agreement to be executed this ____ day of _____ 20____.

CITY OF OLATHE, KANSAS

By: _____
(Mayor)

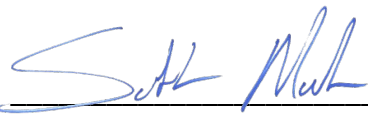
ATTEST:

City Clerk (SEAL)

APPROVED AS TO FORM:

City Attorney or Deputy/Assistant City Attorney

George Butler Associates, INC.

By: 
SCOTT MOEDER, PE, VICE PRINCIPAL
9801 Renner Blvd. Lenexa, KS 66219

**TABLE OF CONTENTS
OF EXHIBITS**

Exhibit A	Description of Project & Map
Exhibit B	Scope of Services
Exhibit C	Fee & Rate Schedule
Exhibit D	Land Acquisition Checklist for Consultant Projects
Exhibit E	Utility Coordination Checklist
Exhibit F	City of Olathe Insurance Requirements

EXHIBIT A
Description of Project & Map

Mill Creek Pool & Splashpad Improvements

This project will assess the pool basin and include improvements to Mill Creek Pool including removing and reconstructing the bathhouse, plumbing, and a new splashpad. The proposed new bathhouse will include restroom amenities for pool and park visitors. This project will also study the overall Mill Creek Park as it relates to the pool, site connectivity within the park as well as to downtown, and assess ways to improve general safety for park visitors.



EXHIBIT B
Scope of Services

Assessment Services

<u>Task 1 Pool and Facility Assessment</u>	<u>Assessment Services</u>
1.1 Pool Shell Analysis	\$10,184
1.2 Pool Building MEP Analysis	\$8,783
1.3 Site and Utility Analysis	\$4,372
1.4 Playground Design	\$0
Subtotal:	\$23,339

Conceptual Design Services

Task 2 Project Management	\$15,955
Task 3 Design Survey	\$20,880
Task 4 Public Engagement	\$6,768
Task 5 Concept Design	\$37,313
Subtotal:	\$80,916

Construction Documentation Services

Task 6 Preliminary Design (50%)	\$88,569
Task 7 Final Design (100%)	\$133,086
Task 8 Bidding and Contractor Negotiation	\$12,286
Subtotal:	\$233,941

Construction Services

<u>Task 9 Construction Services</u>	
GBA Team	\$48,598
Weston & Sampson	\$13,200
Subtotal:	\$61,798

TOTAL: \$399,994

MILL CREEK POOL AND SPLASHPAD IMPROVEMENTS | PROJECT #: 4-C-04-25

Project Understanding

The City of Olathe would like to upgrade Mill Creek Park and Pool. The project includes analysis of the existing aquatic center and design of renovations that blend community-desired amenities, plumbing innovation, and operational efficiency. The project includes the development of three concepts for a new bathhouse and park restrooms that are designed to be both aesthetically pleasing and durable, with a focus on user comfort and long-term resilience. The new park program is expected to be designed with sustainability at its core, helping to ensure long-term efficiency and cost-effectiveness (energy, chemicals, and lifeguards) through a planning approach focused on resident consensus and backing of the adopted CIP funding strategy.

The project includes a new splashpad that will serve as a community focal point—a destination with a longer aquatic season than the pool. It is intended to be interactive and engaging, offering fun and cooling relief for children while also providing a place of connection for parents and caregivers.

Scope of Services

For the compensation outlined in this Agreement, GBA will perform the following professional services. Services not detailed within the Scope of Basic Services are specifically excluded from the scope of GBA's work and GBA assumes no responsibility to perform any services not specifically listed.

A. Initial Analysis

The following scope will be conducted to review the exiting pool, aquatic building and site infrastructure to assess the current state of the project.

Task 1 – Pool and Facility Assessment

- 1.1 **Pool Shell Analysis** – A licensed structural engineer will conduct an on-site structural evaluation of the existing swimming pool, focusing on the integrity and performance of the pool shell, walls, and floor slab. The evaluation will include a detailed visual inspection to identify signs of structural distress such as cracking, delamination, spalling, or settlement. To assess the watertightness of the pool shell, we will perform a static water test to monitor for leakage over a set period under controlled conditions.

Non-destructive testing methods will also be employed to assess subsurface conditions. These include acoustic sounding techniques such as chain dragging or hammer tapping (“pinging”) to detect voids, hollow areas, or delamination within the concrete slab. Areas exhibiting differential sound responses will be marked for further review.

Findings will be documented in a summary letter report, which will include a description of the existing conditions, photographic documentation, and high-level recommendations for structural repair, rehabilitation, or further testing if warranted.

- 1.2 **Pool Building MEP Analysis** – Weston & Sampson (W&S) will evaluate the existing equipment and pump house scoping/sizing. This Facility Audit will assess the existing pool equipment and associated building space. This will consist of:
 - Visit the site to review and document existing conditions
 - Meet with the facility personnel to discuss operational issues and the history of repairs, as well as facility programming and usership goals.
 - Review available project drawings, photos, maintenance logs, testing data, and other documentation
 - Review applicable or relevant codes, including:
 - Johnson County, Kansas Health Department Swimming Pool Codes
 - International Swimming Pool and Spa Cod
 - Review of the pool filtration system and hydraulic design
 - Assess the expected service life of the pool(s) and associated equipment
 - Develop upgrade concepts to address identified issues
 - Provide written documentation of services performed, observations, conclusions and recommendations. GBA to incorporate into a report for submittal to City
- 1.3 **Site and Utility Analysis** - GBA will identify the site constraints based on utilities, floodplain, stream setback requirements, and any stormwater management needs.
- 1.4 **Playground Conceptual Analysis** – Not in Scope.

B. Site and Building Design

The following scope will be completed for the \$900,000 site and \$2,000,000 building program. This is expected to include demolition of the existing park restroom as well as design for a new small 3,400 SF pool building and 2,200 SF splashpad. Near the end of Task 5 – Concept Design, GBA and the City will conduct a budget review, but with initial cost estimate at \$600/SF, the building is expected to be smaller than the existing.

Task 2 – Project Management

- 2.1 **Project Manager Meetings** – Project managers from both GBA and the City of Olathe will conduct virtual project management meeting one times per month to discuss project progress (assumed virtually) for the duration of the project.
- 2.2 **Team Coordination Meetings** – The GBA project team will meet with the City of Olathe project manager one times per month (assumed virtually) to discuss the project progress.
- 2.3 **Invoicing and Reporting** – GBA will send invoicing monthly to the City of Olathe based on contract requirements.

Task 3 – Design Survey

- 3.1 **Surveying** – Upon receiving the Notice to Proceed from the City, GBA will perform fieldwork and provide the site survey. To help ensure accuracy and safety, GBA will contact 1-800-DIG-RITE for utility locating services to identify the locations of public utilities before commencing fieldwork. This survey work includes setting horizontal and vertical controls, topography mapping, location of existing features, and mapping of visible and marked utilities for the area shown in Exhibit A. See Additional Services for a boundary survey.

Task 4 – Public Engagement

- 4.1 **Pop-Up Events** – GBA will facilitate two public pop-up engagement events to present design concepts and collect input from residents. Events will take place in accessible, high-traffic community locations, such as during a pool day, at the Downtown Library, or at a local neighborhood event.

Each event will be aligned with a specific objective:

- Event 1 – Aquatic Visioning: Understand community priorities, concerns, and opportunities related to the pool, splashpad, and park facilities
- Event 2 – Design Concepts Review: Present conceptual alternatives and gather feedback on amenities, layout, and aesthetic

GBA will develop interactive materials such as visual display boards.

- 4.2 **Social Communications** – The City will lead this effort and be responsible for community outreach. All outreach material will be created by the City.

Task 5 – Concept Design

GBA will provide three conceptual site plan and building plan layouts that reflect a range pool improvement. At least one solution will meet the current \$2.9m site/bldg. budget.

- 5.1 **Site Design** – GBA will prepare three conceptual site plan layouts for the project area showing building/plumbing configurations and splashpad opportunities. The conceptual site plan will show potential building configurations, bus drop-off locations, site recommendations, and amenities to support the community's desires. Site improvements are expected to be about \$900,000 and include site access, bus loading zone, improved safety, site lighting, new aesthetic considerations, and continuity with Downtown Olathe and the Downtown Library. Colored versions of the concept plans will be provided.
- 5.2 **Building Design** – GBA will prepare three conceptual building plan layouts for the project area. Concepts will range from a rightsized bathhouse to meet the \$2,000,000 building/plumbing budget to a larger facility to better meet the expected stakeholder needs. A dual-sided facility will be considered providing multi-season/multipurpose use with access to the restroom from both pool facility and exterior splash pad and park. GBA will work with city staff to determine a building program based on staff input as well as public engagement.

Bathhouse Facility Anticipated Program (Subject to refinement):

- Men's and Women's Locker Rooms
- Point of Sale Area
- Office / Administration Space
- Staff Break Area
- Concessions Stand – Assumes limited pre-cooked food offerings, beverage service (soda fountain and coffee), packaged confectionaries (ice cream)
- Restrooms - Two family/universal restrooms accessible from the pool, Two seasonal restrooms accessible from the park/exterior
- Mechanical Spaces - Splash mechanical room and holding tank and Swimming pool mechanical room and holding tank
- Ventilation - All spaces except for the staff office will be ventilated naturally. Limited HVAC in the office / staff area
- Canopy over outdoor area and/or entry
- Concrete Surge Tank Basin

W&S will provide consultation on the design of the building mechanical system. W&S will advise on applicable codes and regulations, including pool enclosure, bather preparation facilities, deck clearances, safety features and equipment, and

accessibility. W&S will select filtration and sanitization equipment. W&S will calculate preliminary heating (if any), plumbing, and electrical load data. W&S will develop drawings and specifications sufficient to establish the scope of the project, including:

- Building piping schematic and equipment schedule
- Building mechanical room plan

- 5.3 **Pool Design** – A full design for a new pool is not in contract. GBA will provide a conceptual rendered plan for a new future basin that meets some of the needs identified by citizens and staff. The new shape will be align with the chosen new bathhouse so that this future rebuild can occur without damaging the new bathhouse/splashpad and associated plumbing systems.
- 5.5 **Splashpad Design**. GBA will provide three concept layouts of the splashpad with alternative play features/sprays. Operational requirements as well as estimated required water capacity and holding tank sizing will be determined by W&S.
- 5.6 **Opinions of Probable Cost** – GBA to provide engineer’s opinion of probable costs (EPOCs) for the building concepts, splashpad concepts, and needed site development costs. GBA will utilize available historic bid information for different concepts. This opinion of cost will help confirm that the budget is sufficient to construct the improvements requested.
- 5.6 **Budget** – GBA will immediately advise the City if, in its opinion, the amount budgeted for the Project is not sufficient to cover all Project costs.

C. Design and Construction Documents

It is anticipated that the project may need to pause to review the concepts and available funding to make recommended adjustments to the design and/or budget. GBA’s proposal for design fees has been calculated based on the effort to produce construction documents of \$2,900,000. If the budget increases, GBA’s scope and fees will adjust accordingly.

Task 6 – Preliminary Design (50%)

GBA will furnish City copies of the following preliminary design documents per the City of Olathe Technical Specifications and Design Criteria for Public Improvements.

- 6.1 **Design** – GBA will prepare 50% site and building drawings utilizing the direction received after reviewing concepts with the community / stakeholders. GBA will provide title and general information sheets, demolition plan, building floor

plan/elevation, splashpad layout, stormwater design and landscape sheets.

Coordination – Team will work with the Johnson County and Olathe Health Department, City Planning and Zoning for project planning/design.

- 6.2 **Demolition Drawing** – Removal of existing park restroom facility and pool bathhouse
- 6.3 **Cost Estimate** - GBA will provide a 50% design engineer's opinion of probable cost (EPOC) utilizing GBA's available historic bid information. This opinion of cost will help confirm that the budget is sufficient to construct the improvements requested.
- 6.4 **City Review** – GBA to provide 50% drawings for City staff Review and comment review meeting.
- 6.5 **Planning and Development Meeting** – GBA will meet with City Planning staff prior to submitting Final Development Plan application. This includes attending a Pre-application meetings giving the City staff the opportunity to identify issues that may be addressed prior to the application being submitted and identify special studies needed in conjunction with the application.

Task 7 – Final Design (100%)

- 7.1 **Design** – GBA will incorporate the City's comments from the preliminary design phase and progress design documents to approximately 95% complete. Final design will incorporate construction details and City contract documents.
- 7.2 **Drawings** – GBA will prepare site construction plans per City of Olathe's requirements. These plans will be developed for the pool, bathhouse building, splashpad and site infrastructure. Plans are anticipated to include the following sheets:
 - Cover Sheet
 - Demolition Plan
 - Civil - General Layout / General Notes
 - Civil - Existing Conditions Plan
 - Civil - Grading Plan
 - Civil - Dimension Plan and Splashpad Enlargements
 - Civil - Utility Plan
 - Civil - Drainage Map and Storm Sewer Calculations
 - Civil - Storm Sewer Profiles
 - Civil - Erosion Control Plan
 - Civil - JCW Service Line Connection Plan
 - Site Lighting and Photometric
 - Landscape Plan
 - Architectural – General Notes and Building Codes

- Bathhouse Building Floor Plans (architectural, structural & MEP)
- Bathhouse Building Foundations, Walls, Roof and Slab Detailing
- Bathhouse Mechanical/Plumbing Construction Plans
- Bathhouse Mechanical/Plumbing Schedules
- Bathhouse Mechanical/Plumbing Details
- Bathhouse Plumbing Riser Diagrams
- Electrical – Pool Bonding Plan
- Pool Piping plan (W&S)
- Pool Plumbing Room Detailing (W&S)
- Equipment Details (W&S)
- Construction Details

- 7.3 **Aquatic Specifications** - GBA to provide technical specifications for specific building specialty products and MEP equipment.
- 7.4 **City Review** – GBA to provide 95% drawings for City staff Review and comment review meeting.
- 7.5 **Cost Estimate** – GBA will provide a final engineer’s opinion of probable cost (EPOC) based on final design. Commonly known as the "Engineer's Estimate," this estimate will be used as the basis for the construction contract award, sealed by a professional engineer in the state of Kansas.
- 7.6 **Budget** – GBA will immediately advise the City if, in its opinion, the amount budgeted for the Project is not sufficient to cover all Project costs, including but not limited to, construction, right-of-way and easement acquisition, inspection, and testing.
- 7.7 **Final Design** – GBA will furnish for the City copies of the final design plans per the City of Olathe Technical Specifications and Design Criteria for Public Improvements.
- 7.8 **Stormwater Report** – See assumptions below. This service is not included because we anticipate the disturbance to be less than 10,000 SF.
- 7.9 **Site Disturbance Plans** – See assumptions below. This service is not included because we anticipate the disturbance to be less than 10,000 SF.
- 7.10 **NPDES/SWPPP** - See assumptions below. This service is not included because we anticipate the disturbance to be less than 10,000 SF.
- 7.11 **City, County and KDHE Permit Documents** - GBA will prepare and submit permit drawings to the City, County and KDHE for the project.
- W&S will provide signed and sealed drawings.
 - W&S will assist the City in preparing and submitting the Department of Health application.
 - W&S will assist the owner in securing Department of Health application approval.
 - W&S will issue a conformed set of construction documents following Department of Health approval.

- 7.12 **Contract Documents** - The City will provide all front-end documents and contract requirements including contract agreement forms, general and supplemental conditions, bid forms, invitation and instructions to bidder, and project sign specification. GBA will assist the City in the development of scope description and alternates for the bid form.
- 7.13 **Planning and Development Meeting and Submittal** – GBA will meet with City Planning staff prior to submitting a Final Development Plan application. This includes attending a Discovery meeting. The Discovery meeting allows staff to meet with the GBA to discuss the changes made to the project up to this point, as well as additional concerns both parties may have during the remainder of the process.

Task 8 – Bidding and Contractor Negotiation

- 8.1 GBA will recommend qualified pool contractors.
- 8.2 GBA will attend pre-bid meeting
- 8.3 GBA will address in writing any design related questions submitted by prospective bidders.
- 8.4 GBA will review bids and participate in bid descope calls, if required.

D. Construction Services

It is anticipated that the project may need to pause to review the concepts and available funding to make recommended adjustments to the design and/or budget. GBA's proposal for design fees have been calculated based on the effort to produce construction documents of \$2,900,000. If the budget increases, GBA's scope and fees will adjust accordingly.

Task 9 – Construction Services

- 9.1 **Construction Inspections** – Construction inspections and testing are being provided by others.
- 9.2 **Answer contractor RFI's** - GBA will respond to Contractor issued Request for Information (RFI) for GBA designed site features. Revised site and building drawings will be reissued as required to maintain a project record during construction. A total of twelve hours has been assumed for these responses.

- 9.3 **Construction Phase Meetings** - GBA will meet with the City and Contractor monthly throughout the construction period, estimated at nine months. Meetings are anticipated at two hours each for a total of nine meetings. Additional meetings, or extended construction duration will be invoiced at GBA's standard hourly rates.
- 9.4 **Construction Period Site Visits** – In addition to the site visits during construction phase meeting (Task 9.3), GBA will visit the project site up to nine additional periodic times during construction, estimated at 1.5 Hours each to meet with the contractor and observe site construction progress. Additional site visits will be invoiced at GBA's standard hourly rates.
- 9.5 **Substantial Completion Punch List** – Three representatives from the GBA team will visit site upon substantial completion and prepare report with an itemization of deficiencies recommended for the contractor to correct.
- 9.6 **Final Punch List** – A representative from the GBA team will visit site upon expected completion project to confirm all deficiencies have been completed prior to final Client acceptance.
- 9.7 **Record Drawings** - GBA will provide As-Built drawings in CAD and PDF
- 9.8 **Warranty Walkthrough** - GBA will conduct a warranty walk through with the contractor and City to identify any issues that have arisen within the first two years so that they can be addressed under warranty.

ASSUMPTIONS

We have made several assumptions in the preparation of this proposal. These assumptions and subsequent explanations are as follows:

1. Planning and construction documents will be prepared and submitted as outlined in "Scope of Services". Any additional items other than as described above will be considered additional services and will require additional fees to be negotiated prior to the preparation of said additional work.
2. GBA shall be provided with the following available information prior to beginning work:
 - a. Complete plans of building and pool upgrades from 1987 improvements.
 - b. Current title report including supporting documents for all easements and right of ways affecting the project site.
 - c. Legal description for the park (required for planning Review Submittal Requirements)
 - d. Any additional reports, plans, or other background information pertaining to the site.
3. Permit fees as required to execute the scope of services shall be paid by the City or Contractor.
4. Retaining walls, if required, are assumed to be modular block with the design to be performed by others. Any cast-in-place (CIP) concrete or other walls requiring structural design to be performed by GBA will require additional services.
5. No irrigation design is included with this proposal.
6. Should city staff, Planning Commission, or City Council add requirements above those outlined in this proposal, additional services will be required.
7. Demolition plan will show site features to be removed for construction of site improvements. Plan will be for reference only, and the contractor shall be responsible for demolition scope and all permits. Hazardous material (asbestos, lead paint, etc.) testing, analysis, handling specifications, and permitting are not included in this scope.
8. GBA will assist the Client with preparation of documents required for construction approval by governing authorities having jurisdiction over the project for the submittals identified in this scope of services. The City or contractor shall be responsible for acquiring any permits once plans are approved.
9. Plans will be prepared for construction to occur in a single phase. Separate mass grading, land disturbance, utility packages, or other phases, will be considered additional services. Redesign for budget considerations or other requests will be considered additional services.
10. Additional meetings, studies, exhibits, renderings, or other tasks requested by the Client will be considered additional services. If desired, this could include presentations to the Planning Commission and City Council. GBA will notify the City as soon as possible should any additional presentation be requested. Invoices shall summarize where GBA stands as far as the remaining hours/site

visits/meetings/etc. GBA will be judicious on when/what is truly needed/or can be combined/limit personnel to absolute necessity.

Land Surveying Assumptions:

1. No individually prepared easements are included in this proposal.
2. No preliminary or final platting is included within this proposal.
3. Boundary survey – A boundary survey (also know as a property survey) would determine the exact property lines and corner of the 5 parcels that make up the park. This scope is not provided but can be completed as described in Additional Services. This scope typically requires research of property records (deeds, plats, title reports and easements). In addition to mapping the boundaries, this scope includes setting property corners (with iron pins or stakes).
4. Utilities will be shown on the survey that have been marked by One Call or are visible on the surface. Private utilities may exist on site that may be located with private utility locates, ground penetrating radar, or potholing. These services may be provided for additional fees.
5. Pipe flowline elevation and size information will be collected from the surface. Buried pipe bends and unmarked junctions to pipes may be present. No entry into confined spaces is included with this proposal.

Environmental Engineering Assumptions:

6. No impacts to Corps of Engineers Jurisdictional Waters, or FEMA regulated floodplains are anticipated with this scope of work.
7. No wetland delineation is included in this proposal.
8. Threatened & endangered species and cultural resources information is not included in this proposal.
9. No floodplain analysis or permitting is included in this proposal.
10. Stormwater Report – GBA could prepare a stormwater management report describing how the project conforms to City of Olathe's requirements, including water quality BMP and stormwater detention calculations if desired. Report would document the presence of regulated floodplains and stream setbacks, soil conditions, and other relevant existing site background. It is anticipated that stormwater will tie-in to surrounding site and compliance with Johnson County regulations and based on current APWA 5600 Criteria.

Construction Staking Assumptions:

11. Construction staking is not included within this proposal.

Geotechnical Analysis:

12. Through discussions with City staff on the project scope, the design team will determine if geotechnical analysis is necessary for providing site-specific pavement design. It appears pavement cores have already been completed, and this data will be instrumental during the design phase. Should additional

expertise be needed, GBA has partnered with multiple firms in the KC area who can provide recommendations for subbase preparation and pavement design.

Structural Assumptions:

13. If deemed necessary for foundation and slab design of the bathhouse building, all geotechnical engineering recommendations will be provided by others, contracted directly with the City.
14. No code required structural special inspections will be provided by GBA. It is assumed that these services will be supplied by a qualified inspection and testing laboratory contracted directly with the owner or contractor in accordance with Chapter 17 of the latest edition of the IBC.

Mechanical/Plumbing Assumptions:

15. HVAC scope of work consists of meeting code requirements for ventilation in all areas of the building and providing cooling in the comfort station and concessions areas.
16. Cooling will be provided with split system air conditioners.
17. Parkside restrooms will be provided with unit heaters.
18. No heating will be required for freeze protection, except within the restrooms facing the park (not internal to the pool). All pipes in all other areas of the building that are capable of freezing will be drained by city staff before heating season begins.
19. GBA assumes that all utilities to the building are of sufficient size for new building requirements. GBA did not include time for upsizing utilities, but can for an additional fee.

Bid Phase Services Assumptions:

20. City will provide front end documents for the project manual including bid form, bidding specifications, general and supplemental conditions, contract, bonding and insurance requirements, and other contractor contracting documents.

Construction Phase Assumptions:

21. No as-built surveys are included in this scope of services.
22. No construction phase testing is included in GBA's scope. All construction phase and material testing including compaction monitoring, concrete, asphalt, and other material QA/QC testing will be provided by a qualified third-party testing agency contracted directly with the Client.

ADDITIONAL SERVICES

GBA will provide Additional Services authorized by a supplemental agreement executed in writing by the Parties. Prior to commencing any Additional Services, GBA must submit a proposal outlining the Additional Services to be provided, estimation of total hours, completion date, and a maximum fee based upon the hourly rate schedule attached hereto as **Exhibit C**. Such Additional Services may include, but are not limited to, making computations and determinations of special assessments, making special trips requested by City other than those required by Section III, preparing changes in plans ordered by City or made necessary by causes beyond the control of GBA. Additional services could include the following:

- A. **Boundary Survey** – Can provide to establish legal property limits and corners, and easements. \$12,000
- B. **Stormwater Report** – Can provide a stormwater report for the project. \$15,000
- C. **Easement Acquisition services** – Can provide the preparation of plans, exhibits and applications required for right-of-way and/or easement acquisition necessary for the construction of the improvement.
- D. **Detention Basin Plans and Details**
- E. **Traffic Signage and Pavement Marking**
- F. **Traffic Control Plan**
- G. **Construction Phasing Plan**
- H. **Building Heating and Cooling**
- I. **Additional Presentations** – The GBA team is available to give additional presentations to relate project information to other relevant authorities, boards, committees or community organizations. \$1,200 per presentation
- J. **Site Disturbance Plans** – If the site disturbance grows to over 1 acre, GBA would be required to prepare Site Disturbance plans for the proposed project site per City of Olathe's requirements include Cover Sheet, General Layout, Erosion and Sediment Control (ESC) plans and details. Plans would include final site stabilization requirements.
- K. **NPDES/SWPPP** - If the site disturbance grows to over 1 acre, GBA would be required to prepare and submit to the Kansas Department of Health and Environment (KDHE) a Notice of Intent (NOI) for a National Pollutant Discharge Elimination System (NPDES) Construction Stormwater Permit for the project. The permit application would include a completed KDHE NOI form, erosion and sediment control plans and details, agency coordination documentation, location and USGS topographic maps, and preparation of a SWPPP as required by the Construction Stormwater Permit, GBA would prepare a Stormwater Pollution Prevention Plan (SWPPP) to be maintained on-site by the

contractor during construction activities.

- L. **Preliminary Jurisdictional Waters of the U.S. Identification** - GBA could conduct a Preliminary Jurisdictional Waters of the U.S. Identification (Identification) consisting of a visual inspection of the project site and provide a professional opinion regarding the potential presence and/or absence of jurisdictional waters of the U.S., including wetlands. GBA will prepare a brief report that will include the Identification results and exhibits showing the approximate location(s) of the identified potential jurisdictional waters of the
- M. **Corps of Engineers Section 404 Permit**
- N. **Any off-site improvements** – GBA could prepare design and plans for off-site improvements (not specifically discussed above) such as street and storm sewer, intersection improvements, sanitary sewer or other utility main line extensions. Public Water Main Plans, Public Sanitary Sewer Plans, and Public Street and Storm Sewer Plans are not in contract but can be created if the scope of the project requires these plan sets.
- O. **Permits and Right-of-Way** – GBA could prepare plans, exhibits and applications required for securing approvals, licenses, or permits from governmental or corporate agencies or authorities, and providing City with documents for right-of-way and/or easement acquisition necessary for the construction of the improvement as defined in the Land Acquisition Checklist for Consultant Projects. GBA can support with the creation of any necessary ownership and encumbrance (O&E) documents.

FEES – See Exhibit C

REIMBURSABLE EXPENSES – See Exhibit C

SCHEDULE

It is anticipated that the scope of work will take approximately thirty-four (34) months, with an expected pool opening in May of 2027. All services must be completed by June 30, 2028. The following is the tentative schedule for the project.

Milestone	Date
Notice to Proceed	8/1/2025
Kickoff with City and Begin Stakeholder Engagement Planning	8/5/2025
Begin Survey	8/5/2025
Begin Pool Mechanical/Plumbing Systems Analysis	8/15/2025
Stakeholder / Key Staff Interviews	8/20/2025
Public Engagement - Pool Pop-Up Event (Discovery)	8/23/2025
Pool Shutdown and Structural Analysis Begin	9/2/2025
Submit Preliminary Pool Shell Findings	9/30/2025
Begin Concept Design - Bath House and Sprayground Design	10/1/2025
Submit Concept Design (Bath House & Sprayground)	11/3/2025
Cost Estimating / City Review	11/4/2025
Present Preliminary Analysis of Structural / Plumbing / Mechanical Systems	11/4/2025
Public Engagement - Pool Pop-Up Event (Review Concepts)	11/5/2025
Begin Planning and Zoning Review	11/17/2026
Begin Construction Drawing	11/25/2025
Geotechnical Analysis	11/25/1900
Submit 50% Construction Documents for City Review	1/22/2026
Cost Estimating / City Review	1/23/2026
Public Engagement - Pool Pop-Up Event (Final Design in Progress)	2/4/2026
Submit 95% Construction Documents for City Review	4/10/2026
Cost Estimating / City Review	4/20/2025
Submit 100% Construction Documents and Bid Package	5/15/2026
Cost Estimating / City Review	5/18/2026
Three-Week Bidding Process	6/9/2026
Bid Day	7/2/2026
Council Approves Bidder and Bids	7/13/2026
Contractor Mobilization and Begin Work	8/3/2026
Substantial Completion	4/29/2027
Testing and Training	5/11/2027
Final Completion	5/26/2027
Open for Memorial Day	5/29/2027
Post-Occupancy Evaluation Staff Meeting	9/10/2027
Warranty Walkthrough	5/1/2028

INVOICES

Invoices will be submitted monthly for the work completed the previous month and will become due and payable within 30 days of approval by the Governing Body or other agent of the City in accordance with the City's Procurement Policy. Invoices will be based on the percentage of the work that has been completed at the time of invoicing. Reimbursable expenses will be invoiced in addition to the fees noted and shall be reimbursed to GBA when expensed. These direct expenses shall be invoiced at our actual cost plus an allowance of ten (10) percent to cover administrative overhead.

SUMMARY

The services described in this letter, and the Consultant's compensation for said services have been proposed in anticipation of the orderly and continuous progress of the project through completion of construction. If delays occur due to reasons beyond the control of the Consultant, the time of performance of the Consultant shall be adjusted properly per the Prime Agreement.

Thank you for your confidence in our firm and allowing us the opportunity to present this proposal. Should you have any questions or need additional information, please contact us.

Respectfully submitted,

GEORGE BUTLER ASSOCIATES, INC.

Scott Moeder, PE
Vice President

Attachments:

City of Olathe Terms and Conditions

Exhibit A – Description of Project and Map

Exhibit C – Fee & Rate Schedule

EXHIBIT C

Fee & Rate Schedule

STANDARD HOURLY RATES - EFFECTIVE JANUARY 25, 2025

Employment Classification	Hourly Rate
Principal	298
Senior Associate	274
Director of AES	274
Associate	254
Senior Lead AES	254
Senior Specialist	254
BIM Manager	248
Sr BIM Specialist	188
Project Leader	224
Lead AES	224
Specialist	178
Client Manager (BD)	178
Senior AES	205
Senior Technician	172
Project AES	178
Project Technician	142
Design AES	160
Design Technician	130
Staff AES	142
Staff Technician	114
Senior Construction Inspector	170
Construction Inspector 5	150
Construction Inspector 4	140
Construction Inspector 3	130
Construction Inspector 2	120
Construction Inspector 1	110
Field Engineer 3	172
Field Engineer 2	165
Field Engineer 1	150
Senior Field Technician	158
Field Technician 4	142
Field Technician 3	124
Field Technician 2	110
Field Technician 1	98
Senior Survey Specialist	282
Senior Professional Land Surveyor	174
Land Survey Ops Specialist	175
Land Survey Field Specialist	152
Client Management Coordinator	178
Project Administrator	120
Senior Administrative Assistant	120
Administrative Assistant	110

EXHIBIT D

LAND ACQUISITION CHECKLIST FOR CONSULTANT PROJECTS

Complete submittal of these documents is required 7 months prior to bid opening.

___ Determine what types of easements are required for each tract:

i.e. Street Dedication; Permanent Street Easement; Temporary Construction Easement; Permanent Utility Easement; Permanent Drainage Easement; Permanent Sanitary Sewer Easement; Permanent Waterline Easement; Permanent Sidewalk & Utility Easement; Permanent Wall Easement; Permanent Bike Trail, Utility & Recreational Easement.

___ REQUIRED INFORMATION:

- a) City Project No. and Project Name
- b) Current Ownership (both husband and wife's name, even if only owned by one spouse)
 - 1) If a trust, the name and date of the trust
 - 2) If a corporation or LLC, state of incorporation or formation
 - 3) If partnership, full name of partnership
- c) Johnson County Parcel ID number
- d) Number the tracts in the project (up one side and down the other) (Tract No. __)
- e) Situs Address
- f) Mailing Address
- g) Legal description of the new taking, including total square footage
- h) Tract map
- i) Ownership & Encumbrance (O&E) title report, not more than 9 months since certification, showing current ownership, liens, mortgages, existing easements, leases (if recorded) and any other encumbrances upon the property. This requirement also includes tracts where only a temporary construction easement is needed.
- j) Copy of last deed(s) of record. If an undivided interest is conveyed in the deed, provide copies of all deeds which comprise the whole interest. (If undivided one-half is conveyed to husband's trust and undivided one-half interest is conveyed to wife's trust, provide copies of both deeds.
- k) Common errors to avoid – verify marital status. *BEFORE SUBMITTING DOCUMENTS TO CITY OF OLATHE VERIFY THE O&E'S TO ENSURE OWNERSHIP HAS NOT CHANGED.*

____ Tract Map will be considered complete when it contains the following information (example available upon request):

- a) Map of entire property (May not be possible on large parcels and still showing legible taking) showing location of the proposed easement(s) and existing easements. Any trees to be removed, fences to be moved, monument signs, and irrigation systems should be noted on the plans. Outlines of buildings are to be shown on the plans so that it is evident how close the easements are to the existing building. Dimensions/bearings for easements to be clearly shown on map. It is acceptable to place all easements on one exhibit as long as each easement is easily identified. If the exhibit is too cluttered, then the easements should be placed on separate exhibits with permanent easements on one exhibit and temporary easements on a separate exhibit. EASEMENT SHALL BE CLEARLY VISIBLE ON DRAWING. Johnson County Register of Deeds scans the recorded easement in black and white, so be aware of this when drawing the easement on the tract map. Make sure easement area can easily be seen in black and white.
- b) Property owner's names, mailing address, situs address (if different from mailing address), Johnson County Parcel ID number, and tract number.
- c) Map of tract should show dimensions of tract and property lines clearly marked.
- d) Common errors to avoid: North arrow pointing in the wrong direction, verification that the easement legal description closes upon itself.

____ Legal description and tract maps shall be signed by a Registered Land Surveyor stating that the ownership, easement legal descriptions, description in the deed for the entire tract only when a total property taking is occurring, and surveys for the easement area have been personally reviewed and determined to be accurate in accordance with the plans for the project. The consultant shall make corrections, at no cost to the City, to fix errors determined by the City or the Johnson County Register of Deeds that are the responsibility of the Registered Land Surveyor. These errors may include but are not limited to clerical errors, inconsistencies between the easement legal description and tract map, easement legal description not closing upon itself, or other errors in requirements on this checklist. **Both legal description and tract map(s) shall be marked Exhibit "A" as referenced in the easement documents.**

____ Appropriate easement document in Word (sometimes referred to as "front end" document). PDF's are available on the City's website (<http://www.olatheks.org/government/public-works/dedications-easements>). Word copies can be obtained by contacting the Olathe Public Works Department Project Manager.

____ Submit Documents to Public Works staff in electronic format:

- Word copy of legal description
- PDF of signed and sealed legal description

- Tract map signed and sealed
- Word copy of easement ("front end") document
- O&E title report
- Last deed of record

EXHIBIT E

Utility Coordination

Olathe CIP projects

Each project is unique and can be expected to have varying degrees of impact to utilities ranging from minor adjustments to complex and lengthy relocations. A successful utility coordination process has three main facets simplified to:

- What is in conflict
- Where it will be moved
- How long it will take to move it

The checklist below is a tool to help with this process.

The city's project design firm will have primary responsibility for Coordination and Design phases with participation from the city staff. The city staff will have primary responsibility for Construction (utility relocate) phases. City staff may consult with the project design firm if changes or issues arise during the construction phase.

Please also reference APWA Section 5900 – Best Management Practices: Utility Coordination for CIP

- ☐ **Design Firm/Surveyor call in locates early in the project design phases**
 - Note – often utilities will be labeled clear or fail to mark lines as part of a design ticket. Non-response tickets may be required. Additional issues shall be reported to the City for assistance.
- ☐ **Project notice to utilities as soon as utilities in the project footprint have been identified (notify all utilities listed on KS One Call tickets)**
 - Describe project improvements
 - Request detailed existing mapping
 - Request documentation of any private easements and claims for reimbursement
 - Provide a general schedule and include a response by date
 - Copy Project Manager and Utility Coordinator
- ☐ **Survey locates (as much detail as possible) once all utilities have been marked as per locate requests**
 - Survey locate marks by provider
 - Survey utility boxes, vaults, and other structures (make note of provider)
 - Make note of overhead infrastructure in addition to each power pole.
 - Transformers, COM attachers, power or COM risers, guy wires, etc.
- ☐ **Incorporate survey into project plans for 30% submittal**

(Any utility line work on plans shall only be from survey of utility marks or pothole points. Small gaps can be filled by mapping info and needs to be noted as such)

 - Label lines and facilities **by provider**
 - Include boxes, vaults, and other structures (by provider)
 - Note overhead infrastructure in addition to each power pole
 - Transformers, COM attachers, power or COM risers, guy wires, etc...
 - See **EXHIBIT E.1** for examples of how information will need to be captured.

- Some providers may only be labeled by CATV and will require further coordination to confirm ownership of lines.
- Review existing mapping to help identify any lines or other infrastructure that may have been missed during locates and survey.
- Utility lines shall NOT be added to project plans based on mapping or as-built info only.
- Utilize utility information obtained to minimize utility impacts when possible during project design.

□ **Project design firm to generate a master utility plan (may not apply to all projects)**

- Utilities labeled by provider and in applicable colors.
- Denote utilities that are to be abandoned or vacated.
- Recommend alternate routes to avoid points of conflict such as proposed storm crossing or conflicts with other utility relocations when possible.
- Continue to update sheets as utility relocate plans are received.

□ **Conflict analysis based on survey, mapping, and other info**

- X-Y locations that may be impacted by Z axis improvements (pothole recommendations)
 - Consider not only project improvements but also constructability.
 - Over dig for walls, storm sewers, etc.
 - Additional depth for rock
 - *Potholing is the responsibility of each individual utility*
 - The City's project team may elect to also pothole private utilities when it is determined beneficial to the project.
- The project design firm shall make a list of potential conflict points for discussion at the utility meetings. (Individual utility companies should also be doing the same)
 - When making a list, keep in mind utility locates are not always accurate so infrastructure near proposed improvements may need to be added to the list for discussion (share this list for comment by the City).

□ **Project design firm to help prioritize location of utilities when overlapping potential relocate paths are identified (ongoing throughout project).**

- Identify opportunities for joint trenches when possible or in tight areas of the project.

□ **Design Firm to notify all parties when project plans change (ongoing throughout project).**

- Reevaluate/conflict analysis in areas of change

□ **Pre-utility meeting – “plan of attack discussion” prior to utility meeting #1 (city and design team)**

- What is the utility due date?
- What are the utility schedule milestones?
 - Start to develop overall utility schedule.
- Are there project pinch points?
- Identify any utilities claiming private easement/ reimbursement.
- Is there project phasing that should be prioritized by utilities too?
- How are utility meetings to be setup for the project? Joint meetings then individual?
- Other?

- ☐ **Utility Meeting #1 around 30% plan submittal**
 - Schedule
 - Request any existing mapping or private easement information not yet collected.
 - Early project overview and potential opportunity to adjust project improvements around utilities.
 - Distribute meeting minutes.
- ☐ **Individual Meetings ongoing as needed**
 - Schedule
 - Overall review of any likely points of conflict or other concern.
 - Discussion of where/how utilities will relocate.
 - *Example: if a proposed relocate is navigating storm sewers and grade cuts, is there a different path to simplify the relocate and setup the project for success?*
 - Distribute meeting minutes.
- ☐ **Utility Meeting #2 before 60% plans**
 - Schedule
 - Discussing progression of relocate plans
 - Distribute meeting minutes.
- ☐ **Utility providers to generate relocate plans on a timeframe agreed upon during coordination meetings.**
 - The design firm and City shall review relocate plans.
 - Consider including relocate plans in master utility plans
 - The design firm will gather any comments and respond accordingly to the utility.
 - Further review of revisions shall continue until the project team has no additional comments to relocate plans.
 - The design firm will incorporate relocate plans in to project plans and master utility plan sheets.

HANDOFF POINT WHERE PRIMARY DUTIES SHIFT TO THE CITY UTILITY COORDINATOR (*Design firm may have incidental involvement as needed*). A FEW OF THESE DUTIES ARE NOTED BELOW:

- ☐ **Utility Company and/or contractor to obtain a ROW permit prior to starting.**
 - The city will review the permit to confirm it matches previously reviewed relocate plans.
- ☐ **Utility Coordinator will check on utility construction, progress, and compliance with relocate plans.**
- ☐ **Utility Coordinator to look for potential oversights or other points of conflict not covered in the relocate plans.**
 - Minor issues may be addressed in the field by the City Utility Coordinator.
 - The City Utility Coordinator will reengage the project team and utility provider with any issues found requiring additional coordination.
- ☐ **Utility Coordinator to provide design firm and PM periodic updates on progress.**

EXHIBIT E.1

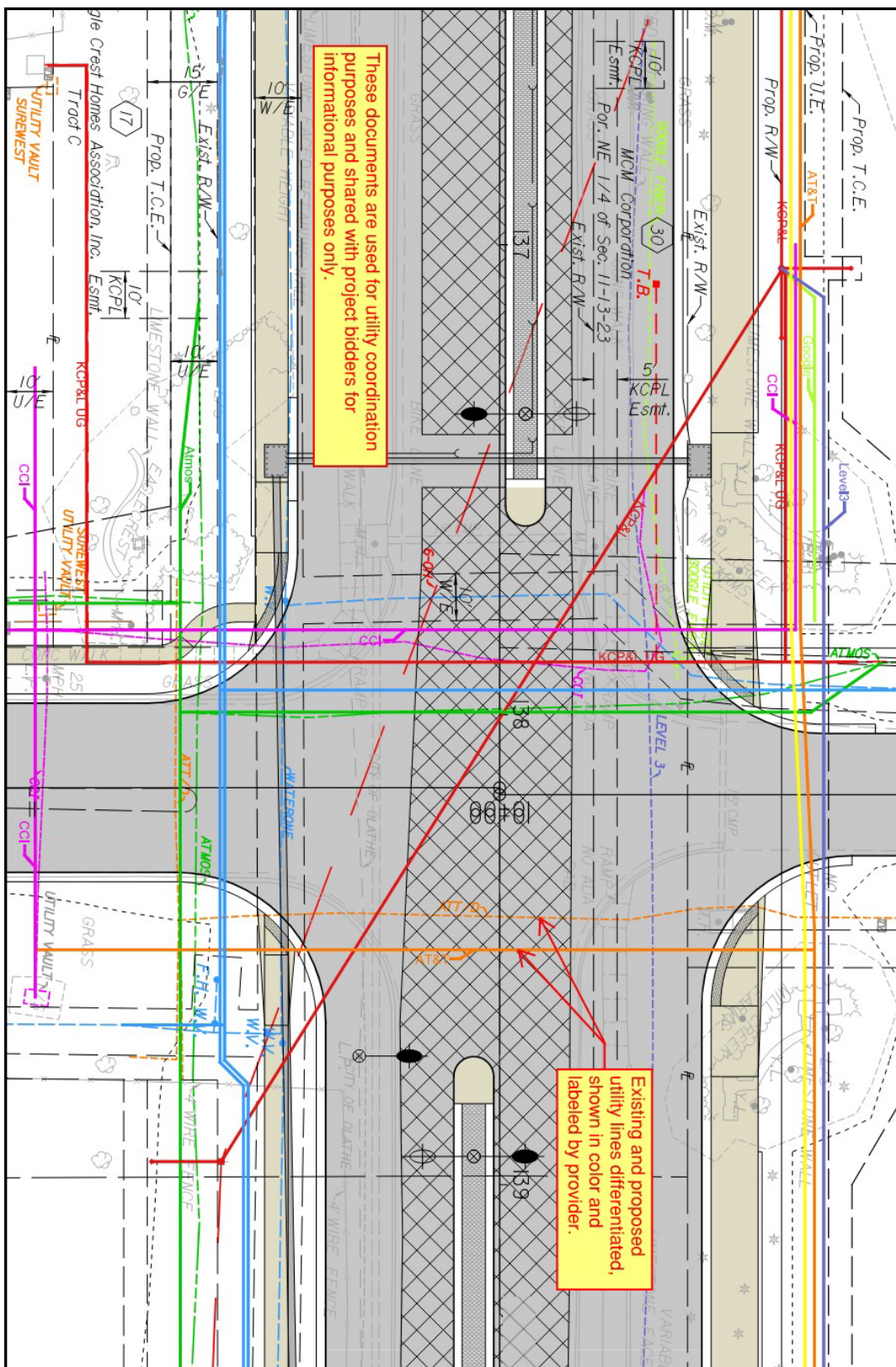


EXHIBIT F
CITY OF OLATHE INSURANCE REQUIREMENTS

A. Insurance. Consultant agrees to secure and maintain throughout the duration of this Agreement insurance of such types and in at least such amounts as set forth below from a Kansas authorized insurance company which carries a Best's Policyholder rating of "A-" or better and carries at least a Class "VII" financial rating or better, unless otherwise agreed to by City:

1. Commercial General Liability: City must be listed by ISO endorsement or its equivalent as an additional insured on a primary and noncontributory basis on any commercial general liability policy of insurance. The insurance must apply separately to each insured against whom claim is made or suit is brought, subject to the limits of liability.

Limits: Per Occurrence, including Personal & Advertising Injury and Products/Completed Operations: \$1,000,000; General Aggregate: \$2,000,000.

2. Business Automobile Insurance: City must be listed by ISO endorsement or its equivalent as an additional insured on a primary and noncontributory basis on any automobile policy of insurance. The insurance must apply separately to each insured against whom claim is made or suit is brought, subject to the limits of liability.

Limits: Any Auto; OR All Owned Autos; Hired Autos; and Non-Owned Autos: Per occurrence, combined single limit: \$500,000
Notwithstanding the foregoing, if Consultant does not own any automobiles, then Consultant must maintain Hired and Non-Owned Auto insurance.

3. Worker's Compensation and Employer's Liability: Workers compensation insurance must protect Consultant against all claims under applicable state Worker's Compensation laws at the statutory limits, and employer's liability with the following limits.

Limits: \$500,000 Each Accident/\$500,000 Policy Limit/\$500,000 Each Employee

4. Professional Liability: Consultant must maintain throughout the duration of this Agreement and for a period of three (3) years after the termination of this Agreement, Professional Liability Insurance.

Limits: Each Claim: \$1,000,000; General Aggregate: \$1,000,000

5. Cyber Insurance: If Consultant will have access to the City's network or City's data, Consultant must maintain throughout the duration of this Agreement and for a period of three (3) years after the termination of this Agreement. Coverage must

include: Cyber Incident/Breach Response and Remediation Expenses, Digital Data Recovery, Privacy and Network Security Liability, and Notification Expense.

Limits: Per claim, each insuring agreement: \$1,000,000; Aggregate: \$1,000,000

B. Exposure Limits. The above are minimum acceptable coverage limits and do not infer or place a limit on the liability of Consultant nor has City assessed the risk that may be applicable to Consultant. Consultant must assess its own risks and if it deems appropriate and/or prudent maintain higher limits and/or broader coverage. The Consultant's insurance must be primary, and any insurance or self-insurance maintained by the City will not contribute to, or substitute for, the coverage maintained by Consultant.

C. Costs. The cost of insurance will be included in the Consultant's bid or proposal and must be at Consultant's expense. Any and all deductibles or self-insurance in the above described coverages will be the responsibility and at the sole risk of the Consultant.

D. Verification of Coverage

1. Consultant must provide a certificate of insurance on ISO form or equivalent including all requirements listed herein. City uses the myCOI platform for submission and review of certificates of insurance and related documentation. Consultant must provide any information needed to register on the platform and submit certificates of insurance and related documentation through the platform.
2. Any self-insurance must be approved in advance by the City and specified on the certificate of insurance. Additionally, when self-insured, the name, address, and telephone number of the claim's office must be noted on the certificate or attached in a separate document.
3. When any of the insurance coverages are required to remain in force after final payment, additional certificates with appropriate endorsements evidencing continuation of such coverage must be submitted along with the application for final payment.
4. For cyber insurance, the certificate of insurance confirming the required protection must confirm the required coverages in the "Additional Comments" section or provide a copy of the declarations page confirming the details of the cyber insurance policy.

E. Cancellation. No required coverage may be suspended, voided, or canceled, except after Consultant has provided thirty (30) days' advance written notice to the City.

F. Subconsultant's Insurance: If a part of this Agreement is to be sublet, Consultant must either cover all subconsultants under its insurance policies; OR require each subconsultant not so covered to meet the standards stated herein.