

**The City of Seattle  
Department of Transportation**

**CONSULTANT AGREEMENT  
AGREEMENT [XX-XX]  
FOR  
[TITLE OF AGREEMENT]**

This Agreement is made and entered into by and between the City of Seattle (“the City”), a Washington municipal corporation, through the Seattle Department of Transportation, as represented by the Director of the Seattle Department of Transportation (“SDOT”), and [INSERT CONSULTANT LEGAL NAME AND ADDRESS] (“Consultant”), a corporation of the State of [STATE] authorized to do business in the State of Washington.

**Section 1: TERM OF AGREEMENT**

The term of this Agreement begins when fully executed by all parties and ends on [MONTH DAY, YEAR], unless amended by written agreement or terminated earlier under the provisions.

**Section 2: TIME OF BEGINNING AND COMPLETION**

The Consultant shall begin the work outlined in the "Scope of Work" section (the “Work”) upon receipt of written notice to proceed from the City. The City will acknowledge in writing when the Work is complete. Time limits established under this Agreement shall not be extended because of delays for which the Consultant is responsible, but may be extended by the City, in writing, for the City’s convenience or conditions beyond the Consultant’s control.

**Section 3: SCOPE OF WORK**

The Scope of Work of this Agreement and the time schedule for completion of such work is as described in **Exhibit A, Scope of Work**, which is attached to and made a part of this Agreement.

The Work is subject to the City’s review and approval. The Consultant shall confer with the City periodically during the Work progress, and prepare and present information and materials (e.g., a detailed outline of completed Work) requested by the City to determine the adequacy of the Work or Consultant’s progress.

**Section 4: PAYMENT**

- A. The Consultant agrees to perform all the work set forth in the “SCOPE OF WORK” Section of this Agreement for an amount not to exceed **Total Written Out (\$xx,xxxx)**, hereinafter referred to as the "Agreement Amount," unless modified by a written amendment to this Agreement. Such payment shall be full compensation for work performed and/or services rendered and for all supervision, labor, supplies, materials, equipment or use thereof, and for all other expenses and incidentals necessary to complete all the work. It is understood that this is a fixed amount and will not increase because of any difference between the estimated and actual costs of performing the work required by this Agreement. Payment will be based on the Consultant's (and any SubConsultant(s), if applicable) actual certified payroll rates.
  
- B. Compensation for work and services shall be on a cost plus fixed fee basis, not to exceed the Agreement Amount. Compensation shall be the sum of direct labor costs, indirect costs, other direct costs and a fixed professional fee as described in subsection E below. Details of the Consultant’s cost estimates are set

forth in **EXHIBIT B (through B-X), CONSULTANT COSTS AND ESTIMATED HOURS** attached to and made a part of this Agreement. It is understood by the Consultant there is no guarantee of a minimum amount of work or compensation under this Agreement and payment under this Agreement is subject to continuing appropriations by the Seattle City Council.

- C. The Consultant will be paid by the City for completed work and/or services rendered under this Agreement up to the Agreement Amount. Payment of any amounts due under the Agreement shall not relieve the Consultant of the obligation to perform all the work set forth in the **Exhibit A, SCOPE OF WORK** section in a satisfactory manner.
- D. Direct Labor Costs. The City shall reimburse the Consultant's personnel costs on the basis of direct labor rates multiplied by the total number of hours worked by each employee on the project. No Premium rates of pay or overtime shall be paid by the City on the work and services performed by the Consultant without prior written approval of the Project Manager.
- i. **Salary Adjustments:** On an annual basis beginning twelve months from the Execution Date of this Agreement, reasonable adjustments to salary rates may be allowed at the discretion of the SDOT Director. Such requests may be submitted 30 days prior or 30 days following the anniversary of the original Execution Date and may not increase costs above the Contract Amount. Salary adjustments shall be subject to approval by the City, and amended salary exhibits shall be submitted by the Consultant. Salary increases must be approved by the City before such increases are invoiced.
  - ii. **Additions to the Consultant's Personnel List:** The Consultant must have preapproval in writing by the City to add Personnel to the Contract prior to work being performed.
- E. Indirect Costs. Indirect costs shall be the product of all direct labor costs multiplied by an overhead rate. The parties agree that overhead rates as negotiated in Exhibit B, shall be used during the term of this Agreement. Said overhead rate may be adjusted once annually during the term of the Agreement beginning 12 months from the effective date of this agreement. As backup to any overhead rate applied to this Agreement, the Consultant shall submit a Certified Public Accountant (CPA) review of an indirect cost schedule and a Certification of Final Indirect Costs that certifies the overhead follows requirements as outlined in the Federal Acquisition Regulations (FAR) Part 31. Any adjustment to the overhead rate shall be effective on work performed subsequent to the request for such adjustment and shall not result in an increase in the Agreement Amount.
- F. Fixed Fee for Profit. The City will pay the Consultant a fixed fee for profit ("fixed fee") of Total Fee Written Out (\$xx,xxx), which represents xx% of the Consultant's anticipated labor and overhead costs required to perform the Scope of Work of this Agreement. This fixed fee amount is included in the not to exceed total or Agreement Amount set forth in 4(A) of this agreement. It is understood and agreed that the fee is a fixed amount that cannot be exceeded because of any differences between the Agreement Amount and actual costs of performing the work required by this agreement and that payments to the Consultant shall not exceed said Agreement Amount, unless the terms of this Agreement are modified by an amendment, as provided elsewhere herein. The City may permit an increase in Fixed Fee only due to a change in Scope of Work or with an "Expansion for New Work" that is an increase in scope. Fixed Fee shall not be increased for additional level of effort.

The fixed fee payment will be paid in proportion to the work satisfactorily completed during the period outlined by the monthly invoice. Any portion of the fixed fee payment not previously paid in the payments will be paid in the final payment, subject to the provisions of the "TERMINATION" Section of this Agreement. If the Agreement is terminated before the Scope of Work is completed the amount of the fixed fee due shall be commensurate with the amount of the Scope of Work satisfactorily completed.

Any fixed fee for work reimbursed from the Management Reserve Fund shall be negotiated at the time such work is assigned to the Consultant and shall be authorized in writing by the City.

- G. Direct Expenses. In addition to the payments set forth above, the City will reimburse the Consultant at cost, without any additional mark-up, for expenses that are necessary and directly applicable to the work required by this Contract, provided similar direct project costs related to the contracts of other clients are consistently accounted for in like manner. Such direct project costs may not be included in the overhead expenses or direct labor multiplier of the Consultant. The direct expenses allowed under this Contract are set forth in **EXHIBIT B, CONSULTANT COSTS AND ESTIMATED HOURS**. SubConsultants are considered direct expenses.
- H. If the Agreement specified reimbursables to be compensated by the City, the following limitations apply. If no travel or direct charges are identified and allowed in the Agreement, the City shall provide no reimbursement.
- a. City will reimburse the Consultant the actual cost for expenditures pre-approved by the City in writing and necessary and applicable to the Agreement work, provided that similar project costs in contracts with other clients are accounted for in the same way and costs do not exceed the guidelines below. Direct charges may include, but are not limited to: travel, printing, long distance telephone, supplies, computer charges, and fees of SubConsultants.
  - b. The billing for approved direct expenses shall be an itemized listing of charges supported by copies of original bills, invoices, expenses accounts, SubConsultant paid invoices, and other supporting documents. The original supporting documents must be available to the City for inspection upon request. All charges must be necessary for the services provided under this Agreement.
  - c. Airfare pre-approved for reimbursement will be reimbursed at actual cost of the airline ticket. The City will reimburse for Economy or Coach Fare only. Receipts are required.
  - d. Meals pre-approved for reimbursement will be reimbursed at Federal Per Diem daily rate for the city in which work was performed, and do not require receipts or documentation. The City will not reimburse for alcohol.
  - e. Lodging pre-approved for reimbursement will be reimbursed at actual cost up to a maximum of the published Runzheimer Cost Index for the city in which work was performed. Receipts detailing each day/night lodging are required. The City will reimburse at the single occupancy rate.
  - f. Vehicle mileage pre-approved for reimbursement will be reimbursed at the Federal Internal Revenue Standard Business Mileage Rate in effect when the mileage was incurred.
  - g. Rental car expenses pre-approved for reimbursement will be reimbursed at the actual rental cost. Rental car receipts are required for all rental car expenses. The City will only pay for rental of compact vehicles unless three or more persons share one vehicle in which case a mid-sized vehicle rental is acceptable.
  - h. Miscellaneous travel cost for pre-approved travel, such as parking, gas, taxi, shuttle, tolls, ferry fees, etc., will be reimbursed at actual cost. Receipts are required for each expense.
  - i. Other pre-approved miscellaneous business expenses, such as printing or photo development will be reimbursed at actual cost. Receipts are required.
- I. Unallowable Costs. The City will not pay for any costs or direct charges associated with or relating to the following activities:
- Any resubmission, changes to or adjustments in the invoices or fixing improper invoices.
  - Preparation for and negotiation of changes to a scope of work (unless the change(s) is (are) requested by the City), including but not limited to a request for change, proposal preparation, drafting a scope

of work, level of effort or cost summary or any negotiation of a scope of work or related level of effort/cost summary, etc.

- Changing or reassigning personnel or SubConsultants, including but not limited to time for newly assigned personnel to become acquainted with the project.
- Meals, except in approved travel status.
- Compliance with Section 13, AUDIT.
- Compliance with Section 22, CONFIDENTIALITY.
- Providing the City or its designee(s) with access to project documentation and project files.
- Supplies or other items with the potential to be reused for other projects, including but not limited to books, tools, cameras, safety vests, clothing for inclement weather, etc.
- Preparation of any documentation related to, discussion of, or negotiation of equitable adjustment, disputes, or claims under Section 23, DISPUTES.

- J. This contract is a payment negotiated based on cost, and shall include only those costs allowed under Part 31 of the Federal Acquisition Regulations (FAR), which are incorporated by reference.

#### **Section 5: PAYMENT PROCEDURES**

- A. Payment shall be made by the City to the Consultant upon City's receipt of an invoice itemizing the number of hours worked and the Work elements performed for the period covered by the invoice.
- B. Invoices. The Consultant shall submit invoices to the City no more than once per month during the progress of the Work for partial payment for work completed to date. The costs billed on these invoices shall be computed pursuant to the rates and limitations set forth in Section 4: Payment of this Agreement pertaining to allowed rates and expenses. SDOT requires the Consultant to prepare all invoices on the standard **SDOT Consultant Invoice Forms** or the Consultant has the option to develop their own invoice which complies with the format and information required by SDOT Consultant Invoice Forms. All Consultant developed invoice forms must be approved by the City in advance of the first invoice.

Invoices shall be submitted to:

Consultant Contracts Unit  
Seattle Department of Transportation  
PO Box 34996  
Seattle, WA 98124-4996

- C. The Consultant shall submit backup documentation with each invoice (only one set is required) for any direct cost items totaling \$250.00 or more billed to the City under this contract (with the exception of SubConsultants' invoices and out of town travel, which must always be attached regardless of the amount). However, the Consultant must maintain records and backup documentation in its files for all direct costs and make them available for City review on request. Such documentation would include copies of receipts, telephone bills, employee expense records, SubConsultants' invoices, etc.
- D. Invoices will be checked by the City and payment to the Consultant will be made within 30 days after accurate billing and back-up documentation are received. No payment shall be made for work begun prior to receipt of written notice from the City to begin work on each phase of the Consultant's assignment. Throughout the project, the percentage of the Agreement Amount paid to the Consultant shall never exceed the percentage of the scope of work actually accomplished by the Consultant.

- E. Final Payment and Payment of Withheld Amounts. Final payment will be contingent on verification by the City of satisfactory completion by the Consultant of the work under this Contract and receipt and acceptance by the City of designs, reports and/or any other deliverables required to fulfill the terms of this Contract. Such acceptance and acknowledgement shall be included in the "Letter of Completion", and the Consultant will be instructed to submit its request for final payment, including any amounts withheld.
- F. Final payment to the Consultant shall not waive or preempt the City's right to audit the Consultant's and any sub-consultants' records at a later date in accordance with the terms of Section 13: AUDIT, hereunder.
- G. Consultant's Records. The Consultant and SubConsultant(s) shall keep complete and accurate records in accordance with generally accepted accounting practices of all other reimbursable costs and expenses for purposes of audit and proper allocation of overhead expenses to this project. The cost records of the Consultant and SubConsultant(s) must relate all project expenses to specific tasks of the Scope of Work.
- H. Overtime Work. No premium will be paid by the City for overtime work without prior authorization by the City.
- I. Time Limit on Old or Lost Invoices. It is understood the City shall not be obligated to pay the Consultant for work performed if the billing for such work is not received within one (1) year of the performance of such work, or ninety (90) days after the date of the Letter of Completion, whichever is sooner. Additionally, the City shall not be obligated to pay for lost or otherwise unpaid invoices if the Consultant has not notified the City in writing of such nonpayment within one (1) year from the date of such lost or unpaid invoices, or ninety (90) days after the date of the Letter of Completion, whichever is sooner.
- J. Prompt Payment. The Consultant is required to pay its subconsultants performing work related to this contract for satisfactory performance of the work no later than ten (10) days after the Consultant's receipt of payment for that work from the City of Seattle. In addition, the Consultant may not hold retainage from its SubConsultants.
- K. Contract Payments Reporting Requirements. When submitting each invoice to the City for payment, the Consultant must complete an on-line Subconsultant Payment Report to record all payments to subconsultants at <http://web6.seattle.gov/FAS/CIDCC>. A unique Purchase Order number is required which may be obtained from <http://web6.seattle.gov/fas/submitpan/R297/R297.aspx>. Contact Steven Larson (206) 684-4529 or Miguel Beltran (206) 684-4525 for assistance. The Consultant shall ensure that all subconsultants are registered to the City's Online Business Directory prior to completing the online report, at <http://www.seattle.gov/contracting/registration.htm>.
- L. Additional Monthly Reporting. In addition to information outlined in the SDOT Consultant Invoice Template and requirements for reporting subcontractor payments, the Consultant shall submit quarterly payment information as outlined in Section 43, Disadvantaged Business Enterprise (DBEs).

## **Section 6: Taxes, Fees and Licenses**

- A. Consultant shall pay and maintain in current status, all necessary license fees, assessments, permit charges, etc. It is the Consultant's sole responsibility to monitor and determine any changes or the enactment of any subsequent requirements for said fees, assessments, or changes and to immediately comply.

- B. Where required by state statute, ordinance or regulation, Consultant shall pay and maintain in current status all taxes necessary for performance. The Consultant shall not charge the City for federal excise taxes. The City will furnish Consultant an exemption certificate where appropriate. 82.04.500 RCW exempts consultant services from sales tax.
- C. As authorized by SMC, the Director of Finance and Administrative Services may withhold payment pending satisfactory resolution of unpaid taxes and fees due the City.

**Section 7: ADDRESSES FOR NOTICES AND DELIVERABLE MATERIALS**

Deliver all official notices under this Agreement to:

If to City: [Project Manager]  
 Seattle Department of Transportation  
 700 Fifth Avenue, Suite 3800  
 PO Box 34996  
 Seattle, WA 98124-4996

If to the [CONTACT NAME]  
 Consultant: [CONSULTANT NAME]  
 [Address1]  
 [Address2]

**Section 8: RESERVED**

**Section 9: EQUAL BENEFITS**

- A. The Consultant shall comply with SMC Ch 20.45 and Equal Benefit Program Rules, which require the Consultant to provide the same or equivalent benefits (“equal benefits”) to domestic partners of employees as the Consultant provides to spouses of employees. At City request, the Consultant shall provide information and verification of the Consultant’s compliance.
- B. Any violation of this Section is material breach, for which the City may exercise enforcement actions or remedies defined in SMC Chapter 20.45.

**Section 10: SOCIAL EQUITY REQUIREMENTS**

- A. The Consultant shall not discriminate against any employee or applicant for employment because of race, color, age, sex, marital status, sexual orientation, gender identity, political ideology, creed, religion, ancestry, national origin, or any sensory, mental or physical handicap, unless based upon a bona fide occupational qualification. The Consultant shall affirmatively try to ensure applicants are employed, and employees are treated during employment, without regard to race, color, age, sex, marital status, sexual orientation, gender identify, political ideology, creed, religion, ancestry, national origin, or any sensory, mental or physical handicap. Such efforts include, but are not limited to: employment, upgrading, demotion, transfer, recruitment, layoff, termination, rates of pay or other compensation, and training.
- B. Consultant shall promote and seek inclusion of woman and minority businesses on subcontracting opportunities for the Work. A woman or minority business is one that self-identifies to be at least 51% owned by a woman and/or minority. Such firms do not have to be certified by the State of Washington.
- C. Inclusion responsibilities include using solicitation lists, advertisements in publications directed to minority communities, breaking work down to smaller tasks or quantities, making schedule or requirement modifications that assist DBE businesses to compete, targeted recruitment, using consultants

or minority community organizations to strategize outreach, and selection strategies that result in greater SubConsultant diversity.

- D. Record-Keeping: The Consultant shall maintain, for at least 24 months after the expiration or earlier termination of this Agreement and permit access to the Consultant's records of employment, employment advertisements, application forms and other pertinent data and records requested by the Seattle Department of Transportation for the purposes of investigation to determine compliance with the requirements of this section.
- E. The foregoing provisions of this section shall be inserted in all subcontracts for the Work covered by this Agreement.

### **Section 11: INDEMNIFICATION**

The Consultant releases and shall defend, indemnify, and hold the City and its officers, employees and agents harmless from all losses, liabilities, claims (including claims arising under federal, state or local laws or regulations) (and including, but not limited to, claims for infringement of any copyright, patent, trademark, or trade secret), costs (including attorneys' fees), actions or damages of any sort arising out of the Consultant's performance or nonperformance of the services to be provided under this Agreement attributable to the acts or omissions, willful misconduct, or breach of this Agreement by the Consultant, subconsultants, its servants, agents, officers or employees. The Consultant's obligations shall not be eliminated or reduced by any alleged negligence on the part of the City. In furtherance of these obligations, and only regarding the City and its officers, employees, and agents, the Consultant waives any immunity it may have or limitation on the amount or type of damages imposed under Title 51 RCW, or any other industrial insurance, workers compensation, disability, employee benefit or similar laws. The Consultant acknowledges that the foregoing waiver of immunity was mutually negotiated, and that the contract price reflects this negotiation. The indemnification provided for in this section shall survive any termination or expiration of this Agreement.

### **Section 12: INSURANCE**

Insurance certification must be submitted to the City. See **Consultant Contract Insurance Requirements Transmittal Form**. Certification of proof of insurance must be submitted to the City prior to the Work starting. The requested proofs of coverage do not constitute a limitation of liability.

### **Section 13: AUDIT**

Upon request, the Consultant shall permit the City and any other governmental agency involved in the funding of the Work ("Agency"), to inspect and audit all pertinent books and records. This includes work of the Consultant, any SubConsultant, or any other person or entity that performed connected or related Work. Such books and records shall be made available at any and all times deemed necessary by the Agency, including up to six years after final payment or release of withheld amounts. Such inspection and audit shall occur in King County, Washington or other reasonable locations that the Agency selects. The Consultant shall permit the Agency to copy books and records. The Consultant shall ensure that inspection, audit and copying right of the Agency is a condition of any subcontract, agreement or other arrangement under which any other person or entity may perform work under this Agreement.

### **Section 14: INDEPENDENT CONSULTANT**

- A. The Consultant is an independent Consultant. This Agreement does not intend the Consultant to act as a City employee. The City has neither direct nor immediate control over the Consultant nor the right to control the manner or means by which the Consultant works. Neither Consultant nor any Consultant employee shall be an employee of the City. This Agreement prohibits the Consultant to act as an agent or

legal representative of the City. The Consultant is not granted express or implied rights or authority to assume or create any obligation or responsibility for or in the name of the City, or to bind the City. The City is not liable for or obligated to pay sick leave, vacation pay, or any other benefit of employment, nor to pay social security or other tax that may arise from employment. The Consultant shall pay all income and other taxes as due. The Consultant may perform work for other parties; the City is not the exclusive user of the services that the Consultant provides.

- B. If the City needs the Consultant to Work on City premises and/or with City equipment, the City may provide the necessary premises and equipment. Such premises and equipment are exclusively for the Work and not to be used for any other purpose.
- C. If the Consultant works on the City premises using City equipment, the Consultant remains an independent Consultant and does not act as a City employee. The Consultant will notify the SDOT Consultant Contracts Manager if s/he or any other Workers are within 90 days of a consecutive 36-month placement on City property. If the City determines using City premises or equipment is unnecessary to complete the Work, the Consultant will be required to work from its own office space or in the field. The City may negotiate a reduction in Consultant fees or charge a rental fee based on the actual costs to the City, for City premises or equipment.

#### **Section 15: KEY PERSONS**

The Consultant shall not transfer or reassign any individual designated in this Agreement as essential to the Work, without the express written consent of the City, which shall not be unreasonably withheld. If any such individual leaves the Consultant's employment, the Consultant shall present to the City one or more individuals with greater or equal qualifications as a replacement, subject to the City's approval, which shall not be unreasonably withheld. The City's approval does not release the Consultant from its obligations under this Agreement.

#### **Section 16: ASSIGNMENT AND SUBCONTRACTING**

The Consultant shall not assign or subcontract its obligations under this Agreement without the City's written consent, which may be granted or withheld in the City's sole discretion. Any subcontract made by the Consultant shall incorporate by reference this Agreement, except as otherwise provided. The Consultant shall ensure that all SubConsultants comply with the obligations and requirements of the subcontract. The City's consent to any assignment or subcontract does not release the Consultant from liability or any obligation within this Agreement, whether before or City consent, assignment, or subcontract.

#### **Section 17: FEDERAL DEBARMENT**

This contract is a covered transaction for purposes of 49 CFR Part 29. As such, the Consultant is required to verify that none of the Consultant, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945. The Consultant is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into.

The Consultant shall immediately notify the City of any suspension or debarment or other action that excludes the Consultant or any SubConsultant from participation in Federal contracts. Consultant shall verify all SubConsultants intended and/or used by the Consultant for performance of City Work are in good standing and are not debarred, suspended or otherwise ineligible by the Federal Government. Debarment shall be verified at <http://www.sam.gov>. The Consultant shall keep proof of such verification within the Consultant records.

#### **Section 18: CITY ETHICS CODE (SMC 4.16.010 TO .105)**



- A. The Consultant shall promptly notify the City in writing of any person expected to be a Consultant Worker (including any Consultant employee, SubConsultant, principal, or owner) and was a former City officer or employee within the past twelve (12) months.
- B. The Consultant shall ensure compliance with the City Ethics Code by any Consultant Worker when the Work or matter related to the Work is performed by a Consultant Worker who has been a City officer or employee within the past two years.
- C. The Consultant shall provide written notice to the SDOT Consultant Contracts Manager of any Consultant worker who shall or is expected to perform, over 1,000 hours of contract work for the city within a rolling 12-month period. Such hours include those performed for the Consultant and other hours that the worker performed for the City under any other contract. Such workers are subject to the City Ethics Code, SMC 4.16. The Consultant shall advise their Consultant Workers.
- D. Consultant shall not directly or indirectly offer anything of value (such as retainers, loans, entertainment, favors, gifts, tickets, trips, favors, bonuses, donations, special discounts, work or meals) to any City employee, volunteer or official, that is intended or may appear to a reasonable person to be intended, to obtain or give special consideration to the Consultant. Promotional items worth less than \$25 may be distributed by the Consultant to City employees if the Consultant uses the items as routine and standard promotional materials. Any violation of this provision may cause termination of this Agreement. Nothing in this Agreement prohibits donations to campaigns for election to City office, so long as the donation is disclosed as required by the election campaign disclosure laws of the City and of the State.

**Section 19: NO CONFLICT OF INTEREST**

The Consultant confirms that the Consultant has no business interest or a close family relationship with any City officer or employee who was, is, or will be involved in the consultant selection, negotiation, drafting, signing, administration, or evaluating the Consultant's performance. As used in this section, the term "Consultant" shall include any employee of the Consultant who was, is, or will be involved in the negotiation, drafting, signing, administration, or performance of the Agreement. As used in this section, the term "close family relationship" refers to the following: spouse or domestic partner; any dependent parent, parent-in-law, child, son-in-law, or daughter-in-law; or any parent, parent-in-law, sibling, uncle, aunt, cousin, niece or nephew residing in the household of a City officer or employee described above.

**Section 20: ERRORS & OMISSIONS; CORRECTION**

The Consultant shall be responsible for the professional quality, technical accuracy, and the coordination of all designs, drawings, specifications, and other services furnished by or on the behalf of the Consultant under this Agreement. The Consultant, without additional compensation, shall correct or revise any errors or omissions in the designs, drawings, specifications, and/or other Consultant services immediately upon notification by the City. The obligation provided for in this Section regarding any acts or omissions during the term of this Agreement shall survive any termination or expiration of this Agreement.

**Section 21: INTELLECTUAL PROPERTY RIGHTS**

- A. Copyrights. The Consultant shall retain the copyright (including the right of reuse) to all materials and documents prepared by the Consultant for the Work, whether or not the Work is completed. The Consultant grants to the City a non-exclusive, irrevocable, unlimited, royalty-free license to use copy and distribute every document and all the materials prepared by the Consultant for the City under this Agreement. If requested by the City, a copy of all drawings, prints, plans, field notes, reports, documents, files, input materials, output materials, the media upon which they are located (including cards, tapes, discs, and other storage facilities), software program or packages (including source code or codes, object codes, upgrades, revisions, modifications, and any related materials and/or any other related documents

or materials developed solely for and paid for by the City for the performance of the Work, shall be promptly delivered to the City.

- B. Patents: The Consultant assigns to the City all rights in any invention, improvement, or discovery, with all related information, including but not limited to designs, specifications, data, patent rights and findings developed with the performance of the Agreement or any subcontract. Notwithstanding the above, the Consultant does not convey to the City, nor does the City obtain, any right to any document or material utilized by the Consultant created or produced separate from the Agreement or was pre-existing material (not already owned by the City), provided that the Consultant has identified in writing such material as pre-existing prior to commencement of the Work. If pre-existing materials are incorporated in the work, the Consultant grants the City an irrevocable, non-exclusive right and/or license to use, execute, reproduce, display and transfer the pre-existing material, but only as an inseparable part of the work.
- C. The City may make and retain copies of such documents for its information and reference with their use on the project. The Consultant does not represent or warrant that such documents are suitable for reuse by the City or others, on extensions of the project or on any other project.

## **Section 22: CONFIDENTIALITY**

- A. The Consultant understands that any records (including but not limited to bid or proposal submittals, the Agreement, and any other contract materials ) it submits to the City, or that are used by the City even if the Consultant possesses the records, are public records under Washington State law, RCW Chapter 42.56. The City must promptly disclose public records upon a request to the City, unless a statute exempts them from disclosure. The Consultant also understands that even if part of a record is exempt from disclosure, the rest of that record must be disclosed.
- B. If the City receives a public disclosure request made under RCW Chapter 42.56, the City will not assert an exemption from disclosure for the Consultant. For materials that the Consultant has properly and marked to be confidential, the City may notify the Consultant of the request and postpone the release of documents for ten business days to allow the Consultant to seek an injunction preventing the release of the documents under RCW 42.546.540. Any notification by the City to the Consultant is provided as a courtesy and not a City obligation. Unless the Consultant obtains and serves an injunction upon the City before the close of business on the tenth business day after the notification, the City may release the documents. It is the Consultant's discretionary decision whether to sue.
- C. To request that material not be disclosed until receipt of notification of a public disclosure request, the Consultant must identify the specific materials and citations clearly, following the instructions given by the City. The City will not withhold material for notification if the Consultant marked "confidential" on the document header, footer, stamped on all pages, or offered a generic statement that the entire document is protected. Only material listed and properly cited to the City will be temporarily withheld until the City provides notification of a public disclosure request.
- D. If the Consultant submits no request following the instructions and forms that the City requires for such purpose, the Consultant is deemed to have authorized releasing any and all information submitted to the City.
- E. Notwithstanding the above, the Consultant must take no action that would affect the City's ability to use services under this Agreement, or the Consultant's obligations under this agreement.
- F. The Consultant will fully cooperate with the City in identifying and assembling records that may be in the possession of the Consultant in case of any public disclosure request.
- G. The Consultant will possess, or have access to, information (both materials and information provided by the City or prepared for the City). This information is likewise to be treated by the Consultant as confidential. The Consultant will not permit the duplication or disclosure of such information to any persons (other than its own employee, agent or representative who requires such information for the direct performance of the Consultant obligations), unless such duplication, use or disclosure is authorized in writing by the City. Such information does not include ideas, concepts, expertise or techniques related to information that, at the time of disclosure, is in the public domain unless the entry of that information

into the public domain results from any breach of this Agreement. Likewise, information does not include that which has been independently developed, already possessed without obligation of confidentiality, or rightfully obtained from a third party without an obligation of confidentiality.

### **Section 23: DISPUTES**

Any dispute or misunderstanding that may arise under this Agreement, concerning the Consultant's performance, shall first be through negotiations, if possible, between the Consultant's Project Manager and the City's Project Manager. It shall be referred to the Director of the Seattle Department of Transportation or their designee and the Consultant's senior executive(s). If such officials do not agree upon a decision within a reasonable period of time, either party may decline or discontinue such discussions and may then pursue the legal means to resolve such disputes, including but not limited to alternative dispute resolution processes. Nothing in this dispute process shall mitigate the rights of the City to terminate the contract. Notwithstanding all of the above, if the City believes in good faith that some portion of the Work has not been completed satisfactorily, the City may require the Consultant to correct such work prior to the City payment. The City will provide to the Consultant an explanation of the concern and the remedy that the City expects. The City may withhold from any payment otherwise due, an amount that the City in good faith finds to be under dispute, or if the Consultant provides no sufficient remedy, the City may retain the amount equal to the cost to the City for otherwise correcting or remedying the work not properly completed.

### **Section 24: TERMINATION**

- A. For Cause: The City may terminate this Agreement if the Consultant is in material breach of this Agreement, and such breach has not been corrected to the City's reasonable satisfaction in a timely manner.
- B. For Reasons Beyond Control of Parties: Either party may terminate this Agreement without recourse by the other where performance is rendered impossible or impracticable for reasons beyond such party's reasonable control such as but not limited to an act of nature; war or warlike operation; civil commotion; riot; labor dispute including strike, walkout, or lockout, except labor disputes involving the Consultant's own employees; sabotage; or superior governmental regulation or control.
- C. For City's Convenience: The City may terminate this Agreement without cause and including the City's convenience, upon written notice to the Consultant.
- D. Notice: Notice of termination under this Section shall be given by the party terminating this Agreement to the other, not fewer than five (5) business days prior to the effective date of termination.
- E. Actions Upon Termination: If termination occurs not the fault of the Consultant, the Consultant shall be paid for the services properly performed prior to termination, with any reimbursable expenses then due, but such compensation shall not exceed the maximum compensation to be paid under the Agreement. The Consultant agrees this payment shall fully and adequately compensate the Consultant and all SubConsultant for all profits, costs, expenses, losses, liabilities, damages, taxes, and charges of any kind (whether foreseen or unforeseen) attributable to the termination of this Agreement.
- F. Upon termination, the Consultant shall provide the City with the most current design documents, contract documents, writings and other products it has produced termination, along with copies of all project-related correspondence and similar items. The City shall have the same rights to use these materials as if termination had not occurred; provided, however, that the City shall indemnify and hold the Consultant harmless from any claims, losses or damages to the extent caused by modifications made by the City to the Consultant's work product.

## **Section 25: CONSULTANT PERFORMANCE EVALUATION PROGRAM**

The Consultant's performance will be evaluated by the City at the conclusion of the contract. The performance evaluation can be viewed <http://www.seattle.gov/contracting/docs/ccPE.doc>.

## **Section 26: CITY DEBARMENT**

Under SMC Ch. 20.70, the Director of Executive Administration or designee may debar and prevent a Consultant from contracting or SubConsultant with the City for up to five years after determining the following:

- a. The Consultant has received overall performance evaluations of deficient, inadequate, or substandard performance on three or more City Contracts.
- b. The Consultant has failed to comply with City ordinances or contract terms, including but not limited to, ordinance or contract terms related to woman and minority business utilization, discrimination, equal benefits, or other state, local or federal non-discrimination laws.
- c. The Consultant has abandoned, surrendered, or failed to complete or to perform work on or for a City Contract.
- d. The Consultant has failed to comply with Contract provisions, including but not limited to quality of workmanship, timeliness of performance, and safety standards.
- e. The Consultant has submitted false or intentionally misleading documents, reports, invoices, or other statements to the City in connection with a Contract.
- f. The Consultant has colluded with another firm to restrain competition.
- g. The Consultant has committed fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Contract for the City or any other government entity.
- h. The Consultant has failed to cooperate in a City debarment investigation.
- i. The Consultant has failed to comply with SMC 14.04, SMC Ch. 14.10, SMC Ch. 20.42, or SMC Ch. 20.45, or other local, State, or federal non-discrimination laws.

The Director or designee may issue an Order of Debarment under the SMC 20.70.050. The rights and remedies of the City under these debarment provisions are besides any other rights and remedies provided by law or under the Agreement.

## **Section 27: RESERVED**

## **Section 28: EXPANSION FOR NEW WORK**

This Agreement scope may be expanded for new work. Any expansion for New Work (work not specified within the original Scope of Work Section of this Agreement, and/or not specified in the original RFP as intended work for the Agreement) must comply with all the following limitations and requirements: (a) the New Work is not reasonable to solicit separately; (b) the New Work is for reasonable purpose; (c) the New Work was not reasonably known either to the City or Consultant at time of contract or else was mentioned as a possibility in the solicitation (such as future phases of work, or a change in law); (d) the New Work is not significant enough to be reasonably regarded as an independent body of work; (e) the New Work would not have attracted a different field of competition; and (f) the change does not vary the essential identified or main purposes of the Agreement. The City may make exceptions for immaterial changes, emergency or sole source conditions, or other situations required in City opinion. Certain changes are not New Work subject to these limitations, such as additional phases of Work anticipated at the time of solicitation, time extensions, Work Orders issued on an On-Call contract, and

similar. New work must be mutually agreed upon and issued by the City through written Addenda. New Work performed before an authorizing Amendment may not be eligible for payment.

#### **Section 29: MISCELLANEOUS PROVISIONS**

- A. Amendments: No modification of this Agreement shall be effective unless in writing and signed by an authorized representative of each of the parties hereto.
- B. Binding Agreement: This Agreement shall not be binding until signed by both parties. The provisions, covenants and conditions in this Agreement shall bind the parties, their legal heirs, representatives, successors and assigns.
- C. RESERVED
- D. The Consultant, at no expense to the City, shall comply with all laws of the United States and the Washington, the Charter and ordinances of the City of Seattle; and rules, regulations, orders and directives of their administrative agencies and officers. Without limiting the generality of this paragraph, the Consultant shall comply with the requirements of this Section.
- E. This Agreement shall be construed and interpreted under the laws of Washington. The venue of any action brought shall be in the Superior Court of King County.
- F. Remedies Cumulative: Rights under this Agreement are cumulative and nonexclusive of any other remedy of law or in equity.
- G. Captions: The titles of sections or subsections are for convenience only and do not define or limit the contents.
- H. Severability: If any term or provision is determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall not be affected, and each term and provision shall be valid and enforceable to the fullest extent permitted by law.
- I. Waiver: No covenant, term or condition or the breach shall be deemed waived, except by written consent of the party against whom the waiver is claimed, and any waiver of the breach of any covenant, term or condition shall not be deemed a waiver of any preceding or succeeding breach of the same or any other covenant, term of condition. Neither the acceptance by the City of any performance by the Consultant after the time the same shall have become due nor payment to the Consultant for any portion of the Work shall constitute a waiver by the City of the breach or default of any covenant, term or condition unless otherwise expressly agreed to by the City in writing.
- J. Entire Agreement: This document along with any exhibits and all attachments, and subsequently issued addenda, comprises the entire agreement between the City and the Consultant. The solicitation (Request for Proposal or Solicitation for Qualifications), Addenda, Consultants Proposal, and Consultants WMBE Inclusion Plan, are each explicitly included as Attachments material to the Agreement. Where there are conflicts between these documents, the controlling document will first be this Agreement as amended, the WMBE Inclusion Plan as adopted, the Consultant's Proposal, then the City Solicitation documents. If conflict occurs between contract documents and applicable laws, codes, ordinances or regulations, the most stringent or legally binding requirement shall govern and be considered a part of this contract to afford the City the maximum benefits.
- K. Negotiated Agreement: The parties acknowledge this is a negotiated agreement, that they have had this Agreement reviewed by their respective legal counsel, and that the terms and conditions of this Agreement are not to be construed against any party on the basis of such party's draftsmanship.
- L. No personal liability: No officer, agent or authorized employee of the City shall be personally responsible for any liability arising under this Contract, whether expressed or implied, nor for any statement or representation made or in any connection with this Agreement.
- M. Use of Recycled Content Paper: Whenever practicable, Consultant shall use reusable products including recycled content paper on all documents submitted to the City. Consultant is to duplex all documents that are prepared for the City under this Contract, whether such materials are printed or copied, except when impracticable to do so due to the nature of the product being produced. Consultants are to use 100% post consumer recycled content, chlorine-free paper in any documents produced for the City,

whenever practicable, and to use other paper-saving and recycling measures in performance of the contract with and for the City.

- N. Fair Contracting Practices Ordinance: The Consultant shall comply with the Fair Contracting Practices Ordinance of The City of Seattle (Chapter 14.10 SMC), as amended.

### **Section 30: Fly America Requirements**

The Federal Government will not participate in the costs of international air transportation of any persons involved in or property acquired for the Project unless that air transportation is provided by US flag air carriers to the extent service by these carriers is available, as required by the International Air Transportation Fair Competitive Practices Act of 1974, as amended, 49 USC § 40118, in accordance with US GAO regulations, "Uniform Standards and Procedures for Transportation Transactions." 4 CFR Part 52, and US GAO Guidelines for Implementation of the "Fly America Act," B-138942, 1981 US Comp. Gen. LEXIS 2116, March 31, 1981.

### **Section 31: Seismic Safety Requirements**

The contractor agrees that any new building or addition to an existing building will be designed and constructed in accordance with the standards for Seismic Safety required in Department of Transportation Seismic Safety Regulations 49 CFR Part 41 and will certify to compliance to the extent required by the regulation. The contractor also agrees to ensure that all work performed under this contract including work performed by a subcontractor is in compliance with the standards required by the Seismic Safety Regulations and the certification of compliance issued on the project.

### **Section 32: Energy Conservation Requirements**

The Consultant shall comply with mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

### **Section 33: Clean Water Requirements**

- A. The Consultant agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et. The Consultant agrees to report each violation to City of Seattle and understands and agrees that City of Seattle will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.
- B. The Consultant also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by the FTA.

### **Section 34: Lobbying**

- A. This Agreement is subject to Section 319, Public Law 101-121 (31 U.S.C. §1352) and U.S. DOT regulations "New Restrictions on Lobbying," 49 CFR Part 20, (which is by this reference incorporated herein) which prohibits Federal funds from being expended to influence or to attempt to influence an officer or employee of any agency, members of Congress, an office or employee of Congress or an employee of any Member of Congress in connection with the awarding of any federally funded contract, the making of any Federal grant or loan, or entering into any cooperative agreement and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. Consultants and Subconsultants at any time who apply or bid for an award of \$100,000 or more shall file the certification required by 49 CFR Part 20, "New Restrictions on Lobbying." Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or any employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its

behalf with non-Federal funds with respect to that Federal contract, grant or award covered by 31 U.S.C. 1352. Such disclosures are forwarded from tier to tier up to the recipient. The Consultant shall submit the "Certification Regarding Lobbying" included in the RFQ for this project. The Consultant's signature on this certification shall certify that: a) it has not engaged in the prohibited activity and b) the language of the certification shall be included in all lower tier subcontracts which exceed \$100,000, and that all such subconsultants shall certify and disclose accordingly. The City is responsible for keeping the certification form of the Consultant, who is in turn responsible for keeping the certification forms of subconsultants. Further, by executing the Agreement, the Consultant agrees to comply with these laws and regulations.

- B. If the Consultant has engaged in any lobbying activities to influence or attempt to influence the awarding of this Agreement, the Consultant must disclose these activities. In such a case, the Consultant shall complete Standard Form SF-LLL, "Disclosure of Lobbying Activities" and must send all disclosure forms to the City to be forwarded to the FTA. This form can be found at: [http://www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms).
- C. The Consultant and any subconsultants shall file a disclosure form at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affects the accuracy of a previously filed disclosure form. An event that materially affects the accuracy of the information reported includes:
  - 1. A cumulative increase of \$25,000 or more in the amount paid or expected to be paid for influencing or attempting to influence this federally funded Agreement; or
  - 2. A change in the person(s) influencing or attempting to influence this federally funded Agreement; or
  - 3. A change in the officer(s), employee(s) or member contracted to influence or attempt to influence this federally funded Agreement.

### **Section 35: Access to Records and Reports**

- A. The Consultant shall comply with reporting requirements of the U.S. Department of Transportation grant management rules, and any other reports required by the Federal Government.
- B. Consultant agrees to maintain intact and readily accessible all work, materials, payrolls, books, documents, papers, data, records and accounts pertaining to the Agreement. Consultant agrees to permit the Secretary of Transportation, the Comptroller General of the United States and the City, or their authorized representatives, access to any work, materials, payrolls, books, documents, papers, data, records and accounts involving the Agreement for the purpose of making audit, examination, excerpts, and transcriptions pertaining to the Agreement as it affects the Project. Consultant shall retain all required records for six (6) years after the City has made final payments. The period of access and examination for records that relate to (1) litigation or the settlement of claims arising out of the performance of this Agreement, or (2) costs and expenses of this Agreement as to which exception has been taken by the Comptroller General of the United States or the U.S. Department of Transportation, or any of their duly authorized representatives, shall continue until such litigation, claims, or exceptions have been disposed of. Consultant shall require its subconsultants to also comply with the provisions of this Paragraph B, and shall include the provisions of this Paragraph B in each of its subcontracts.

### **Section 36: Federal Changes**

Consultant shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement between City of Seattle and FTA, as they may be amended or promulgated from time to time during the term of this contract. Consultant's failure to so comply shall constitute a material breach of this contract.

### **Section 37: Clean Air**

The Consultant agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 422 U.S.C. §§ 7401 et seq. The Consultant agrees to report each violation to City of Seattle and understands and agrees that City of Seattle will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.

The Consultant also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

### **Section 38: Recycled Products**

The Consultant agrees to comply with all the requirements of Section 6002 of the Resource Conservation and Recovery Act (RCRA), as amended (42 U.S.C. 6962), including but not limited to the regulatory provisions of 40 CFR Part 247, and Executive Order 12873, as they apply to the procurement of the items designated in Subpart B of 40 CFR Part 247.

### **Section 39: No Federal Government Obligation to Third Parties**

The City of Seattle and Consultant acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the City of Seattle, Consultant, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.

The Consultant agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed the clause shall not be modified, except to identify the subconsultant who will be subject to its provisions.

### **Section 40: Program Fraud and False or Fraudulent Statements an Related Acts**

The Consultant acknowledges the provisions of the Program Fraud Civil Remedies Act of 1986 as amended, 31 U.S.C § § 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to this Project. Upon execution of the underlying contract, the Consultant certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or the FTA assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, the Consultant further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Consultant to the extent the Federal Government deems appropriate.

The Consultant also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307 (n)(1) on the Consultant, to the extent the Federal Government deems appropriate.

The Consultant agrees to include the above two paragraphs in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subconsultant who will be subject to the provisions.

### **Section 41: Privacy**



- A. Should the Consultant, or any of its subconsultants, or their employees administer any system of records on behalf of the federal government, the Privacy Act of 1974, 5 USC § 552a, imposes information restrictions on the party administering the system of records.
- B. For purposes of the Privacy Act, when the Agreement involves the operation of a system of records on individuals to accomplish a government function, Sound Transit and any Consultants, third-party contractors, subcontractors, and their employees involved therein are considered to be government employees with respect to the government function. The requirements of the Act, including the civil and criminal penalties for violations of the Act, apply to those individuals involved. Failure to comply with the terms of the Act or this provision of this Agreement will make this Agreement subject to termination.
- C. The Consultant agrees to include this clause in all subcontracts awarded under this Agreement that require the design, development, or operation of a system of records on individuals subject to the Act.

**Section 42: Civil Rights Requirements**

The following requirements apply to the underlying contract:

- A. Nondiscrimination - In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, the Consultant agrees that it will not discriminate against any person on the basis of race, color, creed, national origin, sex, age, or disability under any program or activity receiving Federal financial assistance. In addition, the Consultant agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue. Specific requirements to implement Title VI and the American with Disabilities Act of 1990 are included in Sections 45, respectively, of this agreement.
- B. Equal Employment Opportunity - The following equal employment opportunity requirements apply to the underlying contract:
  - (1) Race, Color, Creed, National Origin, Sex - In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the Consultant agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Consultant agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Consultant agrees to comply with any implementing requirements FTA may issue.
  - (2) Age - In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § 623 and Federal transit law at 49 U.S.C. § 5332, the Consultant agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Consultant agrees to comply with any implementing requirements FTA may issue.
  - (3) Disabilities - In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the Consultant agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment

of persons with disabilities. In addition, the Consultant agrees to comply with any implementing requirements FTA may issue.

- C. The Consultant also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

**Section 43: Disadvantaged Business Enterprises (DBE)**

- A. This contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs. The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10%. The agency's overall goal for DBE participation is 13.6%. A separate contract goal has not been established for this procurement.
- B. The Consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Consultant shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this DOT-assisted contract. Failure by the Consultant to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the City of Seattle deems appropriate. Each subcontract the Consultant signs with a subconsultant must include the assurance in this paragraph (see 49CFR 26.13(b)).
- C. The Consultant is required to document sufficient DBE participation to meet any goal outlined in subsection A above, or, alternatively document adequate good faith efforts to do so, as provided for in 49CFR 26.53. Award of this contract is conditioned on submission of the following as a matter of responsiveness concurrent with and accompanying an initial proposal and at the time of any substitution during contract administration:
  - 1. The names and addresses of DBE firms that will participate in this contract;
  - 2. A description of the work each DBE will perform;
  - 3. The dollar amount of the participation of each DBE firm participating;
  - 4. Written documentation of the Consultant's commitment to use a DBE subconsultant whose participation it submits to meet the contract goal;
  - 5. Written confirmation from the DBE that it is participating in the contract as provided in the prime Consultant's commitment; and
  - 6. If the contract goal is not met, evidence of good faith efforts to do so.

Consultants must present the required forms as a matter of responsiveness with initial proposals (see 49CFR 26.53(3)).

- D. The Consultant will be required to report its DBE participation obtained, including through race-neutral means, throughout the period of performance.
- E. The Consultant must promptly notify City of Seattle whenever a DBE subconsultant performing work related to this contract is terminated or fails to complete its work, and if this contract includes DBE goals, the Consultant must make good faith efforts to engage another DBE subconsultant to perform at least the same amount of work. The Consultant may not terminate any DBE subconsultant and perform that work through its own forces or those of an affiliate without prior written consent of City Seattle.
- F. In the event the Consultant and/or its subconsultants fail(s) to comply with any substantive requirement of the Agreement related to non-discrimination, participation by Disadvantaged Business Enterprises or other Small Businesses, or equal employment opportunity, the City may impose sanctions as it may determine to be appropriate, including but not limited to:
  - 1. Requiring the Consultant to take remedial action to bring the Consultant or its subconsultant into compliance;
  - 2. Withholding payments to the Consultant until the Consultant or its subconsultant is in compliance;

3. Suspend this Agreement;
4. Terminate this Agreement;
5. Debar the Consultant or its subconsultant from future contracts with Sound Transit; and/or
6. File civil and/or criminal action(s) against the Consultant and, if applicable, its subconsultants, suppliers, employees, agents, and representatives.

The City may consider any such failure by the Consultant in determining whether to award any future contracts to the Consultant.

- G. On a quarterly basis, the Consultant shall prepare and submit the SDOT Quarterly DBE Report with information that includes payments made to all SubConsultants, including the identification of any certified DBEs completing a Commercially Useful Function on the project.

**Section 44: National Intelligent Transportation Systems Architecture and Standards**

*The Consultant agrees to conform, to the extent applicable, to the National Intelligent Transportation Systems (ITS) Architecture and Standards as required by section 5206(e) of TEA-21, 23 U.S.C. § 502 note, and with FTA Notice, "Federal Transit Administration National ITS Architecture Policy on Transit Projects" 66 Fed. Reg. 1455 et seq., January 8, 2001, and other subsequent Federal directives that may be issued.*

**Section 45: ADA, Section 504 and Other Federal Requirements**

The Consultant is also required to comply with all applicable requirements of the Americans with Disabilities Act of 1990 (ADA), 42 USC §§ 12101, et seq.; Section 504 of the Rehabilitation Act of 1973, as amended, 29 USC § 794; and 49 USC § 5301(d), and the following regulations and any amendments thereto:

- A. U.S. Department of Transportation regulations, "Transportation Services for Individuals with Disabilities (ADA)," 49 CFR Part 37;
- B. U.S. Department of Transportation regulations, "Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance," 49 CFR Part 27;
- C. U.S. Department of Justice (DOJ) regulations, "Nondiscrimination on the Basis of Disability in State and Local federal government Services," 28 CFR Part 35;
- D. DOJ regulations, "Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities," 28 CFR Part 36;
- E. U.S. General Services Administration regulations, "Accommodations for the Physically Handicapped," 41 CFR Subpart 101-19;
- F. U.S. Equal Employment Opportunity Commission (EEOC) "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 CFR Part 1630;
- G. U.S. Federal Communications Commission regulations, "Telecommunications Relay Services and Related Customer Premises Equipment for the Hearing and Speech Disabled," 47 CFR Part 64, Subpart F; and
- H. FTA regulations, "Transportation for Elderly and Handicapped Persons," 49 CFR Part 609.
- I. Any implementing requirements that the FTA may issue.

**Section 46: Incorporation of Federal Transit Administration (FTA) Terms**

The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1F, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this

Agreement. The Consultant shall not perform any act, fail to perform any act, or refuse to comply with any City of Seattle requests which would cause City of Seattle to be in violation of the FTA terms and conditions.

IN WITNESS WHEREOF, in consideration of the terms, conditions, and covenants contained herein, or attached and incorporated and made a part, the parties have executed this Agreement by having their representatives affix their signatures below.

**[CONSULTING FIRM]**

**THE CITY OF SEATTLE**

By \_\_\_\_\_  
Signature Date

By \_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

**EXHIBIT A**  
**Scope of Work**  
**For**  
**Agreement [XX-XX]**  
**[TITLE OF CONTRACT]**

TEXT HERE

**EXHIBIT B**  
**Consultant Costs and Estimated Hours**  
**For**  
**Agreement [XX-XX]**  
**[TITLE OF CONTRACT]**

Estimate for (Firm): **[CONSULTING FIRM]**

Date: **XX/XX/XXXX**

**DIRECT SALARY COST:**

Personnel	Title	Estimated Hours	Raw Rates	Estimated Cost
			\$	\$
			\$	\$
			\$	\$

<b>Total of Direct Salary Costs<sup>1</sup>:</b>	\$
<b>Overhead at [XXX.XX]%<sup>1</sup>:</b>	\$
<b>Fixed Fee (10%)<sup>1</sup>:</b>	\$

**DIRECT NON-SALARY COSTS:**

a.	Travel & Per Diem <sup>2</sup>	\$
b.	Express Mail	\$
c.	SubConsultant <sup>3</sup>	\$

<b>Total of Direct Non-Salary Costs<sup>1</sup>:</b>	\$
<b>GRAND TOTAL<sup>1</sup></b>	\$

**Footnotes:**

<sup>1</sup> Rounded to the closest whole dollar

<sup>2</sup> **Mileage** paid at the current standard mileage rate established by the Internal Revenue Service (IRS).

<sup>3</sup> Attach Estimate of **Consultant Costs and Estimated Hours** sheet for each sub consultant.