REQUEST FOR PROPOSALS

FOR

PROFESSIONAL ARCHITECT AND ENGINEERING SERVICES

CITY OF PAGE, AZ AND GLEN CANYON NATIONAL RECREATION AREA, AZ/UT

SURVEY AND DESIGN SERVICES

HORSESHOE BEND AT GLEN CANYON, TRAIL AND VISITOR FACILITIES

AS REQUESTED BY

THE CITY OF PAGE, AZ

PROPOSAL DUE DATE: DECEMBER 20, 2016

CITY OF PAGE / GLEN CANYON NATIONAL RECREATION AREA, AZ/UT
REQUEST FOR PROPOSAL

Notice is given that the City of Page / Glen Canyon National Recreation Area, AZ/UT is soliciting proposals from qualified consulting firms to provide a survey and design, construction drawings, and construction cost estimate to construct a new trail, parking area and associated visitor facilities. The trail and associated facilities must comply with the Americans with Disabilities Act as it applies to outdoor facilities.

Proposal documents must be submitted on or before 4 p.m. on December 20, 2016 in a sealed envelope addressed to the City Clerk; P.O. Box 1180; Page, Arizona 86040 and labeled "City of Page, Horseshoe Bend Improvements". Incomplete proposals and those received after the specified date and time will not be considered. Faxed and emailed responses will not be accepted. Please note, that the City of Page receives mail by Post Office Box only, so do not mail your proposal to our physical street address.

PHYSICAL LOCATION:
City of Page
City Clerk's Office
697 Vista Ave
Page, AZ 86040

USPS MAILING ADDRESS:
City of Page
City Clerk's Office
P.O. Box 1180
Page, AZ 86040

Inquiries and or clarifications, regarding this RFP should be submitted in writing to:

Contractual –
City Project Manager - Kim Johnson, AICP
Community Development Director
kjohnson@pageaz.gov
928.645.4261

Technical -
NPS Project Manager – Maschelle Zia
Park Asset Manager
maschelle_zia@nps.gov
928.608.6345

Addendums will be issued in writing and posted to www.cityofpage.org.

Contents

1 Introduction 5
1.1 Scope 5
1.2 Project Summary 5
1.3 Performance Period 5
1.4 Project Identification 5
1.5 Points of Contact 5
1.6 Quality Control 5
2 Design Requirements 5
2.1 Codes and Authorities 6
3 Project Description and Technical Requirements 6
3.1 Park Location and Facilities 6
3.2 General Site Description 6
3.3 Project Goals 7
3.4 Project Description 7
3.5 Project Design Criteria and Performance Requirements 7
ADA-ABA Accessibility Guidelines Compliance 7
New Accessible Trail from Parking Area to Rim View Area: 8
3.6 Project Technical Requirements 9
4 Scope of Services 9
SURVEY SERVICES: 9
DESIGN SERVICES: 10
5 Deliverables and Submittals 10
5.1 Design Schedule 10
5.2 Documents 10
Drawing Standards: 11
Drawings: 11
5.3 Outline Specifications and Submittals 12
5.4 Cost Estimates 12
6 Data and Materials to be provided by City of Page and NPS 12

7 Survey Scope of Work 12
7.1 Survey Introduction 12
7.2 Survey Requirements 13
Survey 13
Quality Control 13
7.3 Survey Deliverables and Submittals 13
Survey Drawing and notes Submittals 13
7.4 Survey Technical Requirements 14
Survey Control 14
Field Work 14
7.5 New Survey Monuments 15
7.6 Photographs and Sketches 15
7.7 Office Work 15
Drawing Standards 15
Archival Base Map 16
7.8 Drawing of Topographic Survey Limits 16
8 Standard Services and A/E's Price Proposal 16
8.1 Price Proposal 17
9 Selection Process 17
9.1 Process 17
9.2 Oral and Written Explanations 18
10 Conditions of Request 18
10.1 General Conditions 18
10.2 Liability of Costs and Responsibility 18
10.3 Validity 18
10.4 Standard Agreement 19
10.5 Permits and Licenses 19
10.6 Proposer's Representative 19
10.7 Insurance 19
11 SCHEDULE 19

Introduction

1.1 Scope

In accordance with the terms and conditions of the Contract, the Architect/Engineer (A/E) shall perform services and execute the work of this task order for the City of Page (City) and Glen Canyon National Recreation Area/National Park Service (NPS) and perform survey and design services.

1.2 Project Summary

This proposal is to provide a survey and design, construction drawings, and construction cost estimate to construct a new trail, parking area and associated visitor facilities. The trail and associated facilities must comply with the Americans with Disabilities Act as it applies to outdoor facilities.

1.3 Performance Period

The work of this task order shall be provided in accordance with the schedule shown elsewhere in this task order.

1.4 Project Identification

Project Title: Horseshoe Bend Improvements
Project Location: City of Page / Glen Canyon National Recreation Area, AZ/UT
Drawing Number: 608/133866

1.5 Points of Contact

Contractual –
City Project Manager - Kim Johnson, AICP
Community Development Director
kjohnson@pageaz.gov
928.645.4261

Technical -
NPS Project Manager – Maschelle Zia
Park Asset Manager
maschelle_zia@nps.gov
928.608.6345

1.6 Quality Control

In accordance with the FAR Sections 36.609-2(b) and 52.236-23 the Consultant is responsible for Quality Control, which includes ensuring the technical accuracy, completeness, and correctness of the work, including coordination of all sub-consultants with each other. The Consultant shall accomplish a Quality Control Review and shall make corrections prior to each submittal to the City and NPS.

2 Design Requirements

All Architect-Engineer Services performed under this task order shall be performed under the direct supervision of a professional architect, engineer or surveyor licensed in the State of Arizona. Survey services shall be performed by a Land Surveyor licensed in the state of Arizona.

2.1 Codes and Authorities

All work performed shall comply with applicable laws, regulations, City of Page and NPS policies and guidelines.

- City of Page Policies and Guidelines
- NPS Office of Policy: http://home.nps.gov/applications/npspolicy/index.cfm
- NPS Management Policies 2006: http://www.nps.gov/policy/mp/policies.html
- NPS Legislative and Congressional Affairs: http://www.nps.gov/legal/

All units, structures and components must be constructed based on the following codes and authorities, depending upon application of The Code of Federal Regulation, including:

- 29 CFR Parts 1910 and 1926 – Occupational Safety and Health Administration (OSHA)
- International Building Code (IBC) latest edition
- American Society for Testing Materials (ASTM) specifications as applicable
- American National Standards Institute (ANSI)
- Americans with Disabilities Act and Architectural Barriers Guidelines, 2004
- (ADA-ABA) Accessibility Guidelines, 2009
- Draft Final Guidelines for Outdoor Developed Areas, 2009
    - http://www.access-board.gov/outdoor/draft-final.htm#text
- Trail Research: A Longitudinal Trail Research Program on Soil Stabilizers (1999)
    - http://ncaonline.org/index.php?q=node/1294
- American Concrete Institute publications, latest editions

3 Project Description and Technical Requirements

3.1 Park Location and Facilities

This project is located within the city limits of Page, Arizona, with the following directions:

- US 89: Approximately 3.6 miles south of downtown Page, Arizona.
- The nearest town offering lodging, gasoline, repair services and food is Page, Arizona

3.2 General Site Description

- The land on which this project occurs is on City of Page and Glen Canyon NRA. The site varies in elevation and generally slopes towards the edge of the Colorado River canyon and end of trail.
- The climate is low precipitation, scattered throughout the year. Precipitation patterns for the lower elevations in GLCA (including Horseshoe Bend) are characterized by late fall rains with winter and summer droughts. Annual precipitation varies greatly from year to year and decade to decade. http://www.usclimatedata.com/climate/page/arizona/united-states/usaz0152
- Significant open space exists near the trail with native brush, plants and grasses. There are no trees.
- This is a natural Park with a natural landscape and archeological features. Disturbance to the site is limited to the survey limits shown on the drawing.
- The design should minimize disturbance to the existing landscape.
- Existing Site Conditions
    - The new trail alignment is undeveloped. The ground surface is a generally either fine sand or solid sandstone with various native plants growing in the sandy areas. See attached drawing showing the proposed trail alignment.

- The existing parking area is next to US 89.
- There are no utilities at the site.
- Existing vault toilets are considered temporary and can be ignored or relocated as part of this design.

3.3 Project Goals

The goal of this project is for the consultant to develop a design for an accessible trail access, visitor restrooms/trailhead/orientation structure, site amenities, and parking improvements at the Horseshoe Bend at Glen Canyon.

The purpose of this project is to plan a sustainable, safe, accessible world-class experience at Glen Canyon's Horseshoe Bend that preserves the natural, scenic, cultural and spiritual significance while managing growth and visitor needs.

Primary features of the project shall include:

- Trailhead/Orientation structure
- New accessible trail access from parking area to rim view area.
- Visitor restrooms and support facility.
- Parking and traffic circulation.
- Rim view area.

3.4 Project Description

The Consultant shall survey the proposed trail alignment and develop a design for the new trail and associated improvements to comply with the Americans with Disabilities Act and Outdoor Recreation guidelines. Using the survey, the consultant is to provide design documents for the proposed improvements.

Consultant shall prepare design drawings to construct a new trail that complies with the (ADA-ABA) Accessibility Guidelines - Final Accessibility Guidelines for Outdoor Developed Areas and *review* the results of the research on soil stabilizers (http://www.ncaonline.org/resources/articles/trails-surfacestudy-finalreport.shtml) *in designing the new trail surface for this project.*

The work may include crossing existing drainages along the trail, as identified by the survey. These drainage crossings need to assure positive site drainage across and/or away from the trail. All drainage issues must be resolved in the design phase of the new trail.

3.5 Project Design Criteria and Performance Requirements

ADA-ABA Accessibility Guidelines Compliance

The new accessible trail and facilities shall meet all ADA-ABA Accessibility Guidelines for Outdoor Developed Areas. The consultant shall inform the Project Manager of any areas that cannot be designed to conform to the (ADA-ABA) Accessibility Guidelines based on the site survey results. The City and the consultant shall discuss possible solutions before completing the design. The consultant shall work with the existing slopes as much as possible to minimize cut and fill.

This contract includes survey and design of a new universally accessible trail, visitor facilities, site amenities and parking improvements including:

New Accessible Trail from Parking Area to Rim View Area:

ROUTE:

- Shortest possible accessible route.
- Select the most aesthetically pleasing route incorporating natural features and views.
- Accommodate approximately 4,000 visitors per day.
- Completely eliminate all traces of original trail.
- Grades and cross slopes within accessibility requirements.

SURFACE:

- Blending with natural environment is essential, no matter what product is used.
- Trail must have as much of a natural appearance as possible while keeping maintenance requirements to a minimum and meeting accessibility standards.
- Culverts to span drainages
- Headwalls for culverts to be made of sandstone, colored concrete or other appropriate/aesthetic materials, not including wood.
- If trail is not concrete, the edge of the trail will need to be defined with materials such as colored concrete, cut sandstone or other appropriate/aesthetic materials (not including wood).
- The new surface options include (in no order):
    - Crusher fines with Magnesium Chloride on aggregate base course
    - Colored/stamped concrete
    - Geogrid (such as geocell by http://www.geoproducts.org)
    - Other trail surfaces that result in a net cost/benefit, are low maintenance and do not detract from the landscape.
    - Combination of the above to provide a low maintenance accessible trail while also accommodating the existing drainage.

PROFILE/DIMENSIONS/REST AREAS:

- Minimum of 8-foot-wide with 8 to 10-foot average unless statistics collected demand wider and 6-foot minimum at pinch points based on topography or drainage concerns.
- Incorporate up to four wide viewpoints with educational and safety signage, shade areas, and benches dispersed along trail at aesthetically pleasing logical intervals (view of lake, educational opportunity, cultural significance). Locations to be selected and collectively agreed upon by representatives of the design team, NPS, and City of Page.

VISITOR RESTROOMS:

- No utility services on site.
- Explore waste disposal options.
- Consider existing vault toilets location as permanent site.

TRAILHEAD/ORIENTATION STRUCTURE:

- Must blend with natural environment
- Potable drinking water station to accommodate 4,000 visitors per day with no water utility on site
- Shade and benches

- Welcome sign/structure “Gateway” to create a “sense of arrival” experience, including logos for City of Page and NPS
- Visitor Information signage of heat and rim edge risk, trail length/travel time
- Possible fee collection station/visitor contact center/educational materials/small office with no visitor entry
- Trash and recycling receptacles

PARKING LOT AND TRAFFIC CIRCULATION:

- Defined internal circulation for commercial/private/concierge tours
  Parking surface to meet ADA requirements, in slope, durability.
- No lighting
- Widen access to/from Hwy 89
- Lockable Steel Gate at entry driveway.
- Delineated parking layout, wheel stops, striping
- Separate commercial/bus/RV/large vehicle parking
- Multi-modal access/bike rack

RIM VIEWING AREA:

- Must be natural appearing, completely integrated into existing landscape.
- Must be surveyed and geological stability tested
- Develop safe viewing area that is accessible, flat, and stable with viewpoint for photography. Accommodate up to 50 people.
- Make use of natural features and boundaries.
- Maintain 300-foot buffer from edge of rim as a natural area (except for viewing platform).

SIGNAGE:

- Regulatory
- Guidance (elevation profile, length of trail)
- Informative/Educational
- Safety

3.6 Project Technical Requirements

The consultant shall develop the specifications, drawings and cost estimate for this project as described elsewhere in this scope of work.

4 Scope of Services

The project will include, but not be limited to, the following:

SURVEY SERVICES:

- Survey a total width of 50 (fifty) feet along the proposed trail alignment and to the survey limits shown on the drawings.
- Coordination with the City of Page and NPS Project Managers.

DESIGN SERVICES:

- Using the survey data obtained in the field provide design plan and profile of the new trail and associated improvements.
- Using the survey data obtained in the field provide design for the parking area, including but not limited to existing topography; new grading plan; new cross sections; and location for new vault toilets
- Coordination with Project Managers.

5 Deliverables and Submittals

5.1 Design Schedule

Upon award, the A/E shall determine and provide a schedule for completion of the survey and design. Upon acceptance of the Schedule by the Project Managers, the schedule will be used to evaluate the A/E's monthly applications for payment. The schedule shall be updated and transmitted to Project Managers as necessary.

The schedule shall include the following milestones, and any others identified by the A/E (all durations are in calendar days):

Milestone/Element	**Maximum Duration**	**Anticipated/ No Later Than**
Notice to Proceed (NTP)		To be determined
A/E Site Visit/Design meeting		Within one week of notice to proceed
Survey time on site	7	
90% Submittal of notes and pre-final survey drawings	21	
Review	10	
100% Submittal of notes and final survey drawings	14	
Submittal of 30% Design (Drawings, Specifications, Cost Estimate)	28	
Review	10	
Submittal of 70% Design (Drawings, Specifications, Cost Estimate)	21	
Review	10	
Submittal of 100% Design (Drawings, Specifications, Cost Estimate)	21	
Review and Acceptance	7	

5.2 Documents

The required Document deliverables are listed in the table below. Electronic copies shall be sent to the Project Managers (PMs). Three paper sets of each deliverable to be reviewed are required, delivered as shown in the table. One of the two copies delivered to PMs will be returned to the A/E with comments. A/E shall release intellectual property ownership of all data and deliverables to the National Park Service.

Design Documents	Electronic			Hard Copy
Deliverables	CAD dwg	½ size PDF	Full PDF or Word	Paper unless indicated
90% Notes and pre-Final Survey Drawings				
Drawings	X	X		1 COR, 1 CO, 1 PM
Notes			X	1 COR, 1 CO, 1 PM
100% Notes and Final Survey Drawings				
Drawings	X	X		½ & full: 1 COR, 1 CO, 1 PM
Notes			X	1 COR, 1 CO, 1 PM
30% and 70% Design				
Drawings	X	X		½ & full: 1 COR, 1 CO, 1 PM
Outline Specifications (Divisions 2 through 49)			X	1 COR, 1 CO, 1 PM
100% Design				
Drawings	X	X		½ & full: 1 COR, 1 CO, 1 PM
Draft Specifications (Divisions 2 through 49) Construction Cost Estimate			X	1 COR, 1 CO, 1 PM

Drawing Standards:

All Construction Documents shall be prepared using the English System of Weights and Measurements, and in accordance with industry standards. Drawings shall be prepared in AutoCAD (DWG) format, and shall conform to NPS CAD & drafting standards: http://cadd.den.nps.gov/standards.html.

The standard cover sheet will be provided from the NPS CAD and drafting website.

The standard second sheet borders are available by downloading and installing the NPS AutoCAD Tools: http://cadd.den.nps.gov/standards.html#NPS%20AutoCAD%20Tools; then using the IconMenu command. The .ctb file for plotting can be downloaded from this link: http://cadd.den.nps.gov/standards.html#Plotting.

Drawings:

Deliverables provided for NPS review shall include:

- Drawings showing the existing trail and the new trail, including elevations, plan/profile, *and sample* details to construct the improvements to the trail.
- Drawings showing trail shaded view/rest areas.
- Conceptual drawings showing Rim Viewing Area, including elevations, location and details of proposed viewing platform(s), safety mitigation and accessibility.
- Drawings showing existing area where proposed parking lot is located, including new parking area, traffic circulation, topography, and other improvements.
- Drawings showing proposed trail entrance/restrooms and related visitor amenities.

5.3 Outline Specifications and Submittals

The Consultant shall prepare and submit for review applicable technical specifications covering the work described in this document, due with Construction Drawings. Technical specifications shall be written in Microsoft Word and follow Construction Specifications Institute (CSI) MasterFormat (current version) numbering. Additional information may be found at www.csinet.org.

Specifications prepared by the consultant as part of this scope of work may include but not be limited to the following:

Sec. 013500 Archeological Protection
Sec. 014300 Contractor Quality Control
Sec. 015600 Barriers – Safety barrier fence, temp walkway / boardwalk
Sec. 015710 Storm Water Pollution Prevention
Sec. 022200 Removal of Buildings, Pavements, and Structures (Site Demolition)
Sec 022320 Aggregate
Sec 024119 Selective Demolition
Sec 079200 Joint Sealants
Sec 311000 Site Clearing
Sec 312000 Earth Moving
Sec. 321313 Concrete Paving
Sec 321316 Decorative Concrete Paving
Sec 321373 Concrete Paving Joint Sealants
Sec 334600 Subdrainage

5.4 Cost Estimates

As part of the design, the consultant shall provide a construction cost estimate for the project to include all costs associated with a complete project.

6 Data and Materials to be provided by City of Page and NPS

The following information is provided as attachments to this Scope of Work.

- Map showing satellite image of existing and proposed trail, trailhead, and adjacent areas, with trail and nearby facilities.
- Trail usage and traffic count data.

7 Survey Scope of Work

7.1 Survey Introduction

All Consultant Services performed under this task order shall be performed in accordance with applicable codes, accepted industry standards and under the direct supervision of a Professional Land Surveyor (PLS) licensed in the State of Arizona.

7.2 Survey Requirements

This survey is defined under Contract Line Item No. 1 in Section 8.1.

Survey

This item consists of plan/profile and topographic survey and mapping of the new trail and the topographic survey of the area shown on the attached drawing for the proposed handicap parking lot to the boundaries shown. The survey will be used to determine (ADA-ABA) Accessibility Guidelines for Outdoor Developed Areas and compliance and identify existing drainage issues that will need to be mitigated in the design of the new trail. Survey limits to extend no further than 20 (twenty) feet to either side of the centerline of existing trail and no further than 10 (ten) feet beyond the area shown as the proposed handicap parking area.

Quality Control

In accordance with the FAR Sections 36.609-2(b) and 52.236-23 the Consultant is responsible for Quality Control, which includes ensuring the technical accuracy, completeness, and correctness of the work, and all topographic surveying aspects and details, including coordination of all sub-consultants with each other. The Consultant shall accomplish a Quality Control Review and shall make corrections prior to each submittal to the City of Page and NPS.

7.3 Survey Deliverables and Submittals

Survey Drawing and notes Submittals

Ninety Percent (90%) Survey Submittal. One draft set of Survey drawings on bond paper with the following requests: the minimum letter/number/symbol height shall be 0.100 inch, the contour lines shall be solid, and the north arrow shall be a standard surveying north arrow. Drawing sheets shall be on standard survey sheets, 22 inch by 36 inch.

Should the consultant encounter any existing survey monuments, provide Monument Location submittal.

Monument location recommendations on preliminary topographic drawings. Drawings should indicate new and existing control. Find the NPS Survey Monument Record Sheet under "Design/Templates" at: http://workflow.den.nps.gov/staging/10_PublicForms/public_forms.htm#Design

One Hundred Percent (100%) Survey Submittal. One set of original, final Survey drawings on Mylar, archival quality in accordance with the drafting standards established in the Director's Order 10A, with the following exceptions: the minimum letter/number/symbol height shall be 0.100 inch, the contour lines shall be solid, and the north arrow shall be a standard surveying north arrow. Drawing sheets shall be on standard survey sheets, 22 inch by 36 inch, 4-mil thick, double matte Mylar.

Two CD-ROMs or DVD-ROMs in clear slim jewel cases, with the final AutoCAD 2010 drawing files, or later version, Autodesk Civil 3D files, electronic field data, digital photographs and PDF's of the following:

- A description of the survey
- Original field books
- GPS data

- Monumentation information and record sheets
- Notes
- Raw data or electronic field book
- Calculations
- Sketches
- Copy of the survey contract or task order with the original scope of work
- A README file that describes the project by park name; location and area of the project; drawing number; drawing sheet index; type of files; and any unusual or distinctive conditions of the project

The CD-ROMs or DVD-ROMs shall be formatted single session; finalized disk; Joliet or ISO 9660 Level 2 file system; and clearly labeled (electronically printed) with the following information:

- City code (PAGE) and NPS/Park four-letter alpha code (GLCA)
- TOPOGRAPHIC SURVEY
- Drawing Number (608/133866)
- Project name/title (Construct Horseshoe Bend Improvements)
- Date submitted (e.g. July 19, 2016)
- Name of Prime Consultant
- Survey sub-consultant and telephone number

7.4 Survey Technical Requirements

Survey Control

Project control shall be referenced in State Plane Coordinates for the State in which the survey is performed.

- Set at least two Permanent survey monuments at locations which are not in the area of proposed construction or known future disturbance, at least 200 feet apart as approved by the Project Managers. Two monuments shall be set in Project area.
- Provide NPS Survey Monument Record Sheets for each monument set.
- Use exiting monuments if available in addition to monuments set for the project.

Field Work

Take sufficient survey shots to adequately develop contours at one-foot intervals and develop the plan and profile information. For trail areas that are flat or do not drain properly, based on the collected siltation, ponding and when visually or topographically apparent, provide additional spot elevations to design and construct the trails for ADA-ABA compliance and to be well drained.

Take sufficient survey shots to adequately define the topography and plan and profile information of the design and construction area. Survey shots shall be gathered using electronic total stations and data collectors. Locate and identify the following, if in existence at the site:

- Building corners, corners, landings, railings, downspouts, window wells, porches, steps, and stoops.
- Existing signs except existing interpretive markers (4x4 posts with a number).
- Structures, bridges, slabs, walls, rails, ramps, steps, fences, guard rails, gates, posts, signs, rock boulders, and other existing conditions providing pertinent dimensions, materials, and elevations.

- Roads, road names, parking areas, trails, paths, and miscellaneous pavement edges, corners, intersections with other features. Identify pavement and other surface's materials, width of pavement. Identify island material, edging, and dimensions.
- Curbs and gutters with top and bottom elevations, widths, and materials.
- Rocks, rock outcroppings, rock ledges, and edges of rock in both the horizontal and vertical planes.
- Take survey shots to adequately define top and bottom of slopes, high points, low points, grade breaks, ground anomalies, pavement cross sections and crowns, direction of pitch on paved surfaces, and to accurately define curvilinear features.
- Take sufficient shots on opposite edges along lengths of walks, and at middle of walks where cross slopes are not consistent.
- Take sufficient shots for spot elevations on paving or other hard surfaces to the nearest 0.01 foot and to the nearest 0.10 foot on other surfaces.

7.5 New Survey Monuments

Survey monuments shall be aluminum posts, 2.5-inch diameter by 30-inch length. For setting in workable soil, set the survey monument 24 inches in the ground with 6 inches protruding (in heavy use areas or where it could be a hazard reduce the protruding height to 2 inches) with 6 inch by 6 inch or 6-inch diameter concrete collar that extends no more than 6 inches below ground surface to top edge of the cap. Before the concrete is placed for the collar, backfill lower 18 inches of pipe, tamp to compact well. Other types of monuments may be used as approved by the COR.

- Survey monuments shall be stamped with a center punch indicating the exact point on the monument associated with the coordinate for the monument. Provide the current year on the set monument and a letter or number combination in a series approved by the Project Managers.
- Provide a NPS Survey Monument Record Sheets for each monument set and/or found.
- Provide recommended locations for setting monuments for Project Managers' review and comment. Do not set monuments until approval is given by the Project Managers.

7.6 Photographs and Sketches

Take digital photographs of the overall site, noteworthy portions of existing trail, interiors of utility structures and other structures or conditions requiring better definition.

Take digital photographs of all set and found survey monuments, taken at approximately 12 to 18 inches from the survey monument face so that all monument information is clear and legible. The digital camera shall have a minimum capability of a 10 megapixels. Images shall have a minimum resolution of 4000 pixels wide and 3000 pixels high, JPG/JPEG format.

Draw sketches, as necessary, to illustrate existing structures and/or other conditions which may be unique or hard to describe in words.

7.7 Office Work

Drawing Standards

Spot elevations on paving or other hard surfaces shall be to the nearest 0.01 foot and to the nearest 0.10 foot on other surfaces.

Field survey work shall be compiled and mapped with the use of AutoCAD 3D software, with all information, data, (including the TIN surface), and electronic files provided.

Produce drawing sheets in AutoCAD 2010 .DWG files, or a later version. Each drawing shall be set up as an individual electronic file, with an additional NPS cover and index sheet. The drawings shall be titled **Topographic Survey for Horseshoe Bend Improvements*, City of Page and Glen Canyon National Recreation Area*** with **Drawing Number 608/133866.**

All existing and new monumentation and/or control information (northing, easting, elevations, descriptions, and locations) used for this project shall be placed in the left column of the standard survey sheet. Indicate horizontal and vertical datum used for this project in the appropriate box on the standard survey drawing sheet.

The drawings shall comply with DSC CADD Standards drafting standards. http://cadd.den.nps.gov to access these Standards, and the standard survey sheet.

Archival Base Map

Produce a record archival base map with mapping information on individual layers within the electronic drawing files. This information shall be on unfrozen layers. These unfrozen layers shall include, but not be limited to the following:

- Drawing sheet format
- North arrow, scale, symbol legend
- Contour lines at *1* foot intervals
- Index contour lines at *1* foot intervals
- Buildings
- Vegetation
- Structures, fences, gates, walls, and steps
- Pavements
- Dirt and gravel trail, path, and road edges
- Drainage structures, ditches, swales, outfalls, etc.
- Walks, steps, ramps and rails
- Curbs and gutters
- Utilities (one layer for each type)
- Spot elevations (to include the minimum spot elevations which, in conjunction with the contours, are required to communicate critical elevations. The spot elevations on this layer should be limited to high points; low points; grade breaks; areas where spot elevations are required to indicate anomalies in the ground surface; and utility structures rim and invert elevations.

7.8 Drawing of Topographic Survey Limits

The survey area for the survey shall include the limits previously defined in this scope of work.

8 Standard Services and A/E's Price Proposal

Comply with standard services per the contract, except as modified elsewhere in this task order.

Progress payments to the A/E shall be made on the basis of acceptable invoice submitted monthly for the actual percentage of services completed by the A/E.

8.1 Price Proposal

Provide pricing for each of the following items:

1. Survey, including all documentation of survey
2. Design, including alternative surface treatments

9 Selection Process

9.1 Process

The selection process shall proceed as follows:

The selection team shall select up to three Consultant teams to interview, based upon the following criteria:

- (20%) The team's past experience with similar projects.
- (20%) The quality and experience of the project manager and key staff persons who will be working on the project on a daily basis and percentage of time/commitment of key team leaders to the project.
- (25%) The team's understanding of the scope of work and demonstrated ability to complete the work successfully.
- (15%) The team's project delivery approach.
- (10%) The firm's reasonableness of the fee proposal.
- (10%) The firm's ability to meet standard City contract requirements (see Appendix A Professional Services Contact).

At the interview, the selection team will expect the Consultant team to present its team members and their qualifications. The project manager must be present for the interview/presentation. The presentation will be followed by a question and answer period by the selection team.

The City will not discriminate against any interested firm or individual on the grounds of race, creed, color, sex, age, disability, or national origin in the contract award. The City reserves the right to reject any and all proposals at its discretion, thus not awarding the contract to any firm. The City reserves the right to modify this RFP or the criteria for selection in any manner, to cancel this RFP, or to reject any one or more or all submittals.

The City reserves the right to invite the top candidate(s) for an oral interview, or to request additional clarifying information. The firm with the highest rating may be invited to negotiate a final agreement. If an agreement is not reached, negotiations may be terminated and commenced with the next most qualified firm. The recommendation of the selection team shall be submitted to the City Council for award of contract.

Limitations. All reports and pertinent data or materials shall be the sole property of the City, and may not be used or reproduced in any form without the explicit written permission of the City.

The City reserves the right to extend the time allotted for the proposal, to verbally examine the bidder in person, request copies of previous work prepared by the Consultant, and to request a best and final offer, should the City deem that it is in its best interests to do so.

This RFP does not commit the City to award a contract, or to pay any costs incurred in the preparation of the proposal. The City reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified Consultant, or to cancel this request in part or in its entirety. The City may require the selected Consultant to participate in negotiations and to submit such technical, price, or other revisions of their proposals as may result from negotiations.

9.2 Oral and Written Explanations

The City shall not be bound by oral explanations or instructions given at any time during the process or after the award. Oral explanations given during the bid walk, review process and after award become binding when confirmed in writing by an authorized City official. Written responses to question(s) asked by one proposer will be provided to all proposers who received Requests for Proposals.

10 Conditions of Request

10.1 General Conditions

The City reserves the right to cancel or reject all or a portion or portions of the request for proposals without notice. Further, the City makes no representations that any agreement will be awarded to any organization submitting a proposal. The City reserves the right to reject any and all proposals submitted in response to this request or any addenda thereto.

The City also reserves the right to reject any sub consultant or individual working on a consultant team and to replace the sub-consultant or individual with a mutually acceptable replacement.

Any changes to the proposal requirements will be made by written addendum.

10.2 Liability of Costs and Responsibility

The City shall not be liable for any costs incurred in response to this request for proposals. All costs shall be borne by the person or organization responding to the request. The person or organization responding to the request shall hold the City harmless from any and all liability, claim or expense whatsoever incurred by or on behalf of that person or organization. All submitted material becomes the property of the City of Page.

The selected lead consultant will be required to assume responsibility for all services offered in the proposal whether or not they possess them within their organization. The selected lead consultant will be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

10.3 Validity

The proposer agrees to be bound by its proposal for a period of ninety (90) days commencing December 21 2016, during which time the City may request clarification or correction of the proposal for the purpose of evaluation. Amendments or clarifications shall not affect the remainder of the proposal, but only that portion so amended or clarified.

10.4 Standard Agreement

A sample Professional Services Contact has been provided in the Appendix A for the proposer's review and comment. If a proposer wishes to take exception to any of the terms and conditions contained in the consultant agreement, these should be identified specifically; otherwise it will be assumed that the proposer is willing to enter into the agreement as it is written. Failure to identify contractual issues of dispute can later be the basis for the City disqualifying a proposer. Any exceptions to terms, conditions, or other requirements must be clearly stated.

Otherwise, the City will consider that all items offered are in strict compliance with the RFP, and the successful proposer will be responsible for compliance. The City will consider such exceptions as part of the evaluation process which may constitute grounds for rejection of the proposal. The consultant agreement will not be executed by the City without first being signed by the proposer.

10.5 Permits and Licenses

Proposer, and all of proposer's sub-consultants, at its and/or their sole expense, shall obtain and maintain during the term of any agreement, all appropriate permits, certificates and licenses which will be required in connection with the performance of services hereunder.

10.6 Proposer's Representative

The person signing the proposal must be a legal representative of the firm authorized to bind the firm to an agreement in the event of the award.

10.7 Insurance

General Liability, Automobile, Professional Liability, and Worker's compensation insurance are required in the amount set forth in the attached standard agreement.

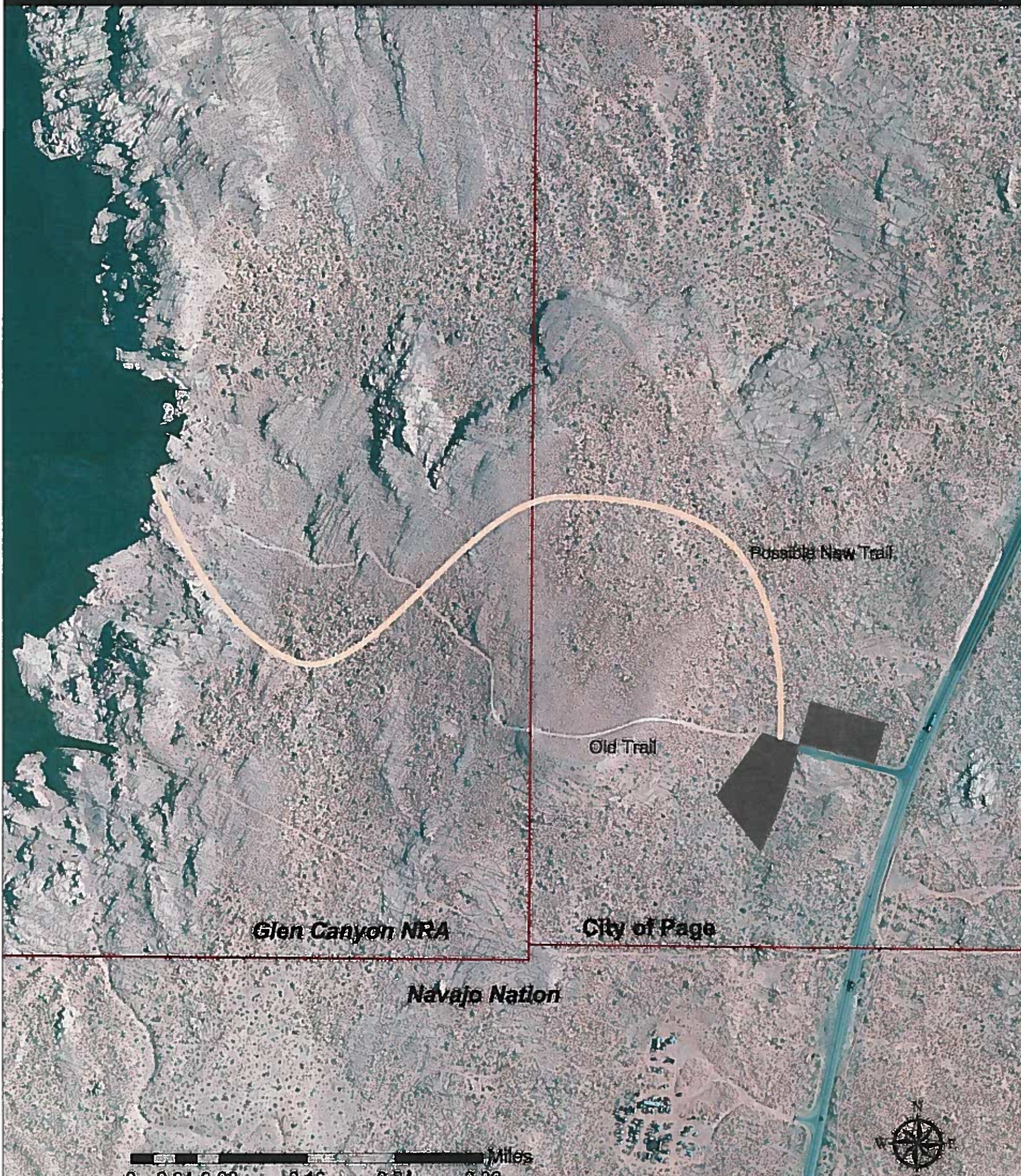
11 SCHEDULE

The following is an anticipated schedule for the RFP process. The City reserves the right to modify any part of this schedule.

RFP Release: November 14, 2016
Proposals Due: December 20, 2016 at 4:00 p.m.
Review of Proposals: December 21 – January 5, 2016
Consultant Interviews: To be determined
Recommendation presented to City Council: January 25, 2016
Notice to Proceed: January 30, 2016
Proposed completion: As agreed upon (approximately 24 weeks after Notice to Proceed).

Horseshoe Bend

Glen Canyon National Recreation Area
National Park Service
U.S. Department of the Interior



SAMPLE PROFESSIONAL SERVICES CONTRACT

This Professional Services Contract (hereinafter the "**Contract**") is made and entered into on this ____ day of December, 2016, by and between the City of Page, an Arizona municipal Corporation (hereinafter the "**City**"), and _____ (hereinafter the "**Firm**") (collectively referred to as the "**Parties**" or a "**Party**").

WHEREAS, the Mayor and City Council of the City of Page are authorized and empowered to approve and execute contracts for professional services; and

WHEREAS, Firm represents that Firm has the expertise and is qualified to perform the services described in the Request for Proposals dated _____ and the Contract.

1. PROJECT.

The City agrees to engage the Firm to perform the professional services (hereinafter the "**Services**") as set forth on Exhibit "A" attached hereto and incorporated herein (the "**Scope of Services**") for the project known and described as Survey and Design Services for Horseshoe Bend (hereinafter the "**Project**") on the following terms. Agreement to the terms set forth herein is a material and necessary precondition and inducement to the City entering into this Contract with Firm. The City Project Manager designated by the City for this Project is: J. Crystal Dyches ("**City Project Manager**").

2. SCOPE OF SERVICES.

The Firm shall furnish all labor, materials and/or equipment necessary to perform the work provided for in the Contract Documents as defined herein. The following documents are hereby incorporated by reference into this Contract, and shall be referred to as the Contract Documents:

a. Request for Proposals
b. Scope of Work _____
c. Firm's Proposal

The above named documents are essential parts of this Contract, and a requirement occurring in one is as binding as though occurring in all. They are intended to be complimentary and to describe and provide for a complete work. Firm agrees to be bound by all terms, conditions, covenants, and obligations in the Contract Documents as if each were again fully set forth verbatim herein. In the event any Contract Document conflicts with or contradicts this instrument, this instrument shall control. The Services include any and all services reasonably contemplated, normally included, and necessary to complete the Scope of Services in a professional manner with due diligence and in a timely manner. Firm is responsible, to the extent necessary to perform the Services, at no additional charge to the City, to fully familiarize itself with the special and/or unique qualities and/or requirements of the Services, the Project, the Project site, and the City.

Payment for additional services shall be made only if such additional services are expressly approved, in writing, by the City prior to the additional services being performed. The City shall issue a Contract Modification for any approved additional services. The City shall not pay for any costs not expressly designated as reimbursable in this Contract or the written approval for the additional work.

3. TIME.

Time is of the essence for this Contract. Firm shall complete all Services within ____ calendar days from Contract execution. If a further or more detailed schedule is set forth in Exhibit "A," Firm shall strictly comply with said schedule and failure to do so, without prior the written agreement of the City, shall be a material breach of this Contract. Firm shall promptly respond (and in no event more than ten (10) calendar days after receiving the request) to any requests for approvals, information or clarification within sufficient time to allow the City to timely respond so as to not delay the Project.

4. FEE AND PAYMENT.

The method of payment for this contract is Hourly, Not-to Exceed. The amount paid shall not exceed $_____ for actual costs incurred, based on the negotiated hourly rates and reimbursement schedule as defined in Exhibit A, Scope of Services.

The City shall make payments within thirty (30) days of approval by the City of Firm's submittals. If a dispute over payment arises, and during all claims resolution proceedings, including mediation and arbitration, Firm shall continue to render the Services in a timely manner. Payment by the City does not constitute acceptance by the City of the Services or Firm's performance, nor does payment constitute a waiver of any rights or claims by the City. In no event shall the total payment(s) paid to Firm under this Contract exceed $_____.

As a necessary precondition to any payment under this Contract, the City may require Firm to provide such certifications; lien waivers (in statutory form); and proofs of performance, costs, and/or percentage of completion as may be reasonably required by the City, to ensure that payment is then due and owing pursuant to the payment terms set forth in this Contract.

Firm shall be solely responsible for any and all tax obligations which may result out of the Firm's performance of this Contract. The City shall have no obligation to pay any amounts for taxes, of any type, incurred by the Firm.

5. PERFORMANCE.

Firm shall perform the Services required by, and as outlined in Exhibit "A" to the satisfaction of the City's Project Manager, exercising the degree of care, skill, diligence and judgment a Firm experienced in the performance of such Services for design, construction, and/or facilities of similar scope, function, size, quality, complexity and detail to the Project, would exercise at such time, under similar conditions. Firm shall, at all times, perform the required services consistent with generally accepted engineering principles and design practices. Firm shall be fully responsible for all acts and omissions of its subcontractor(s) and of persons directly or indirectly employed by subcontractor(s).

Firm shall promptly provide, at no additional cost to the City, any and all corrections, modifications, additional documents, or other items that may be necessary to correct any errors and/or omissions in the documents, designs, specifications, and/or drawings, provided by Firm.

Firm shall utilize the key personnel listed in Firm's proposal to the City. Firm shall not change key personnel, not utilize the listed key personnel, or utilize any other key personnel without the prior written approval of the City Project Manager. Any substituted personnel shall have the same or higher qualifications as the personnel being replaced.

6. USE OF DOCUMENTS.

Upon execution of this Contract, the Firm and all Firms and sub-consultants working under or for Firm, hereby grant to the City an irrevocable, exclusive, royalty-free perpetual license to reproduce and use any and all data, documents (including electronic documents and files), designs, drawings and specifications prepared or furnished by Firm pursuant to this Contract (the "**Instruments of Service**"), for the purposes of construction and completing the Project, including for the use, sales, marketing, repair, maintenance, modification, expansion, remodeling and/or further development of the Project or any portion thereof (including making derivative works from Firm's Instruments of Service), or for construction of the same type of Project at other locations, by the City and others retained by the City for such purposes. This license shall extend to those parties retained by the City for such purposes, including other Firms. The license granted hereunder shall include all things included in the definition of "Architectural Works" as used in the U.S. Architectural Works Copyright Protection Act, as amended from time to time. The Firm shall obtain, in writing, similar non-exclusive licenses from its Firms, and sub-consultants. The license granted hereunder shall survive any termination of the Contract and the completion of the Project. Upon completion of the Project and/or termination of the Contract for any reason, Firm shall deliver to the City full sized and usable copies (including any and all CAD, BIM, and/or computer files) of all data documents, designs, drawings and specifications generated by Firm, including those generated by any suppliers, subcontractors or sub-consultants. The City shall retain all rights and ownership of all documents, designs, drawings, specifications, and/or styles provided to Firm by the City in relation to this Contract and the Project, and Firm shall not utilize any such material in relation to any other work or project. Firm may re-use any standard specifications and details included in the Instruments of Service that were not developed by Firm specifically for the Project.

7. INSURANCE.

Firm, at his own expense, shall purchase and maintain the herein stipulated minimum insurance with companies duly licensed and subject to legal process within the State of Arizona, possessing a current A.M. Best, Inc. Rating of A- or better. The form of any insurance policies and forms must be acceptable to the City.

All insurance required herein shall be maintained in full force and effect until all work or services required to be performed under the terms of this Contract are satisfactorily completed and formally accepted; failure to do so may, at the sole discretion of the City, constitute a material breach of this Contract.

Firm's insurance shall be primary insurance in regard to the City, and any insurance or self-insurance maintained by the City shall not contribute to it. The insurance policies shall contain a waiver of transfer rights of recovery (subrogation) against the City, its agents, officers, officials and employees for any claims arising out of Firm's acts, errors, mistakes, omissions, work or services.

Prior to commencing work or services under this Contract, Firm shall furnish the City with Certificates of insurance, or formal endorsements as required by this Contract, issued by Firm's insurer(s), as evidence that policies providing the required coverages, conditions and limits required herein are in full force and effect.

If a policy does expire during the life of this Contract, a renewal certificate must be sent to the City fifteen days prior to the expiration date. Insurance required herein shall not expire, be cancelled, or materially changed without thirty (30) days written notice to the City.

The insurance policies required by this Contract, except Workers' Compensation, and Errors and Omissions, shall name the City, its agents, representatives, officers, directors, officials and employees as Additional Insured's. Firm waives all rights against the City and its agents, officers, directors and

employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by Firm pursuant to this Contract.

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

Commercial General Liability

Firm shall maintain Commercial General Liability insurance with a limit of not less than $1,000,000 for each occurrence with a $2,000,000 Products/Completed Operations Aggregate and a $2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of this Contract. Such policy shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, or any provision, which would serve to limit third party action over claims. The Commercial General Liability shall include coverage for the Firm's operations and products and completed operations.

Automobile Liability

Firm shall maintain Commercial/Business Automobile Liability insurance with a combined single limit for bodily injury and property damage of not less than $1,000,000 each occurrence with respect to the Firm's owned, hired, and non-owned vehicles assigned to or used in performance of the Firm's work.

Workers' Compensation

Firm shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction over the Firm's employees engaged in the performance of the work or services; and, Employer's Liability insurance of not less than $100,000 for each accident, $100,000 disease for each employee, and $500,000 disease policy limit. In case any work is subcontracted, this Contract will require the Subcontractor to provide Workers' Compensation and Employer's Liability to at least the same extent as required of Firm.

Errors and Omissions /Professional Liability

Firm shall maintain Errors and Omissions/Professional Liability Insurance covering acts, errors, mistakes and omissions arising out of the work or services performed by Firm, or any person employed by Firm, with a limit of not less than $1,000,000 each claim.

8. <u>INDEMNIFICATION</u>.

To the fullest extent permitted by law, Firm shall indemnify, defend and hold harmless the City, its agents, officers, officials and employees from and against any and all claims, demands, suits, actions, proceedings, loss, cost and damages of every kind and description, including any reasonable attorney fees, expert witness fees and/or litigation expenses, which may be brought or made against or incurred by the City on account of (1) loss or damage to any property or interest of the City, its officers, employees and agents, or any damages, injury to person or property, or death of any person arising out of, relating to, or alleged to have resulted from the negligence, recklessness or intentional wrongful conduct of Firm, its employees, agents, representatives, or subcontractors, their employees, agents, or representatives, (2) any workers' compensation claims, unemployment compensation claims or unemployment disability claims of

employees of Firm or claims under similar such laws or obligations. This indemnification shall not extend to any loss, damage, injury, or death to the extent caused by the gross negligence or willful misconduct of the City, or its employees. The amount and type of insurance coverage requirements set forth within this Contract shall in no way be construed as limiting the scope of the indemnity as set forth herein.

9. INDEPENDENT CONTRACTOR STATUS.

The Parties agree that: (a) the work contracted for in this Contract falls within the distinct nature of Firm's business; (b) the nature of the work contained within this Contract is specialized, and the City has elected to contract out the work rather than attempt to perform the work with its current workforce; (c) Firm is an incorporated business that possesses the personnel and materials necessary to perform the work; (d) the relationship of the work provided by Firm has no relationship to the regular business conducted by the City; (e) it is understood and agreed that Firm is an independent contractor, and nothing herein contained shall constitute, create, give rise to, or otherwise recognize an employment relationship, joint venture, partnership, or formal business association or organization of any kind between the parties hereto, other than as contracting parties, nor shall Firm or any subcontractor, or any employee of Firm or any subcontractor be deemed to be employed by the City or entitled to any remuneration or other benefits from the City, other than as set forth in this Contract.

10. ASSIGNMENT.

Firm shall not assign its rights to this Contract, in whole or in part, without prior written approval of the City. Approval may be withheld at the sole discretion of the City, provided that such approval shall not be unreasonably withheld.

11. AUTHORITY TO CONTRACT.

Firm warrants its right and power to enter into this Contract. If any court or administrative agency determines that the City does not have authority to enter into this Firm, the City shall not be liable to Firm or any third party by reason of such determination or by reason of this Contract.

12. CANCELLATION FOR CONFLICT OF INTEREST.

This Contract is subject to cancellation for conflict of interest pursuant to A.R.S. § 38-511, the pertinent provisions of which are incorporated into this Contract by reference.

13. TERMINATION OF CONTRACT FOR CAUSE.

If, through any cause, Firm shall fail to fulfill in timely and proper manner its obligations under this Contract, or if Firm shall violate any of the covenants, provisions, or stipulations of this Contract, the City shall thereupon have the right to terminate this Contract by giving written notice to Firm of such termination and specifying the effective date thereof, at least ten (10) days before the effective date of such termination.

In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by Firm shall, at the option of the City, become its property and Firm shall be paid an amount based on time and expenses incurred by Firm prior to the termination date; however, no payment shall be allowed for anticipated profits on unperformed work or services. Notwithstanding the above, Firm shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of this Contract by Firm and the City may withhold payments to Firm for purpose of set-off until such time as the exact amount of damages due the City from Firm are determined.

14. TERMINATION FOR CONVENIENCE.

The City may terminate this Contract at any time by giving written notice to Firm of such termination and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination. In that event, all finished or unfinished documents and other materials shall, at the option of the City, become its property. If this Contract is terminated by the City as provided herein, Firm shall be paid an amount based on the time and expense incurred by Firm prior to the termination date, however, no payment shall be allowed for anticipated profit on unperformed work or services.

15. NON-APPROPRIATION OF FUNDS.

Notwithstanding any other provision of this Contract, this Contract may be terminated if for any reason there are not sufficient appropriated and available monies for the purpose of maintaining the City or other public entity obligations under this Contract. The City shall have no further obligation to Firm, other than to pay for services rendered prior to termination.

16. COMPLIANCE WITH FEDERAL AND STATE LAWS.

In performance of the Services under this Contract, Firm shall fully comply with all applicable laws, regulations, or legal requirements applicable to Firm's Services and/or the Instruments of Services, the design of the Project, and/or this Contract.

Firm warrants compliance with all Federal immigration laws and regulations relating to employees and subcontractors and warrants its compliance with A.R.S. § 41-4401 including the E-verify program. A breach of this section shall be deemed a material breach of the Contract that is subject to penalties up to and including termination of the Contract. City retains the legal right to inspect the papers of Firm or any subcontractor employee who works on the Contract to ensure compliance with this provision.

17. REMEDIES.

Either Party may pursue any remedies provided by law for breach of this Contract. No right or remedy is intended to be exclusive of any other right or remedy and each shall be cumulative and in addition to any other right or remedy existing at law or at equity or by virtue of this Contract.

18. WAIVER.

Failure of either Party to insist on one or more instances upon the full and complete compliance with any of the terms or provisions of this Contract to be performed on the part of the other, or to take any action permitted as a result thereof, shall not be construed as a waiver or relinquishment of the right to insist upon full and complete performance of the same, or any other covenant or condition, either in the past or in the future. The Acceptance by either Party of sums less than may be due and owing it at any time shall not be construed as an accord and satisfaction.

19. CHOICE OF LAW/VENUE AND ATTORNEYS' FEES.

Any dispute, controversy, claim or cause of action arising out of or related to this Contract shall be governed by Arizona law. The venue for any such dispute shall be in Coconino County, Arizona. Each Party waives the right to object to venue in Coconino County for any reason.

In the event that litigation is brought by any Party in connection with this Contract, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable

attorneys' fees incurred by the prevailing party in the exercise of any of its rights or remedies hereunder.

20. CONSTRUCTION OF THIS CONTRACT.

This Contract shall be construed and interpreted according to its plain meaning, and no presumption shall be deemed to apply in favor of, or against the party drafting this Contract. The Parties acknowledge and agree that each has had the opportunity to seek and utilize legal counsel in the review of and entry into this Contract.

21. NOTICES.

All notices, requests, demands, payments and other communications hereunder shall be in writing and shall be deemed given if personally delivered or mailed, certified mail, return receipt requested, or sent by overnight carrier to the following address on the date received:

City:
City of Page
697 Vista Ave.
P.O. Box 1180
Page, Arizona 86040

Firm:

22. NO KICK-BACK CERTIFICATION.

Firm warrants that no person has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, and that no member of the City Council or any employee of the City has any interest, financially or otherwise, in the Contracting firm.

For breach or violation of this warranty, the City shall have the right to annul this Contract without liability, or at its discretion to deduct from the Contract Price or consideration, the full amount of such commission, percentage, brokerage or contingent fee.

23. SEVERABILITY.

If any provision of this Contract is held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it would be valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.

24. ENTIRE AGREEMENT /THIRD PARTY BENEFICIARIES.

The terms and conditions contained in the Request for Proposals are incorporated herein by this reference and Firm agrees to be bound by such terms as if each were again fully set forth herein. Together, this is the entire agreement of the parties and cannot be changed or modified orally. This agreement may be supplemented, amended or revised only in writing by agreement of the Parties.

The National Park Service, Glen Canyon National Recreation Area, is a third-party beneficiary to this Contract and is entitled to the rights and benefits hereunder, and may enforce the provisions hereof as

if they were party hereto. However, no other parties are intended to be direct or incidental beneficiaries of this Contract and no other third party shall have any right in, under or to this Contract.

25. HEADINGS.

Paragraphs and subparagraph headings contained in this Contract are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Contract.

26. COUNTERPARTS.

This Contract may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Contract through their duly authorized representatives and bind their respective entities as of the effective date.

FIRM	**CITY OF PAGE**
_____	_____
	Mayor
Its_____	
Attested By:	Approved as to Form:
_____	_____
City Clerk	City Attorney

ADDENDUM #1

Notice of Pre-submittal On-site Meeting

REQUEST FOR PROPOSALS FOR PROFESSIONAL ARCHITECT AND ENGINEERING SERVICES CITY OF PAGE, AZ AND GLEN CANYON NATIONAL RECREATION AREA, AZ/UT

SURVEY AND DESIGN SERVICES HORSESHOE BEND AT GLEN CANYON, TRAIL AND VISITOR FACILITIES

AS REQUESTED BY
THE CITY OF PAGE, AZ
PROPOSAL DUE DATE: DECEMBER 20, 2016

Notice of Pre-submittal On-site Meeting

A pre-submittal, on-site meeting has been scheduled on **Tuesday, December 6, 2016 from 2:00 to 4:00 p.m.** Arizona time.

Proposers will have an opportunity to walk the proposed route and ask questions of City of Page and Glen Canyon National Recreation Area representatives.

Gather in the parking lot at the base of the existing trail, where there will be questions and answers about the parking lot, restrooms and trailhead/visitor orientation structure.

Proposed trail alignment hike will begin at 2:30.

The trail is approximately 1.5 miles roundtrip, with varying terrain. Wear appropriate shoes and bring water. There are no restrooms and no water source.

We will stop at the rim to discuss that area then hike back along the existing trail to the parking area and finish up with any additional questions.