

## **SHORT FORM OF AGREEMENT BETWEEN OWNER AND ENGINEER FOR PROFESSIONAL SERVICES**

This is an Agreement between the Town of Plattsburgh, NY (Owner) and Architecture, Engineering and Land Surveying Northeast, PLLC (AES Northeast, PLLC) (Engineer). Owner's Project, of which Engineer's services under this Agreement are a part, is generally identified as **Two-Year Term Agreement, for professional planning, codes, and engineering services** (Project). Engineer's services under this Agreement (Services) are generally identified as follows:

### **Annual Term Contract – AES Project No. 4728**

- The term of this agreement is from January 1, 2021 through December 31, 2022. The Engineer shall provide professional services at the request of the Owner (Town).
- The Scope of Services offered by AES Northeast, may include; technical planning, code review, surveys, studies, reports, design, specifications and bid documents, construction inspection, construction management, grant applications, and project administration on road projects, traffic analysis, water, wastewater, stormwater, environmental projects, infrastructure projects, zoning analysis, and related engineering services.
- Scope of work requested shall be provided to the Engineer in the form of a Scope Letter or Board Resolution and a separate proposal in the form of a Letter of Authorization (herein referred to as an "LOA") shall be provided to the Town based on the Term Contract Hourly Rates provided in Appendix 1 (attached).
- The Town shall authorize the LOA or provide a Board Resolution for each scope of work for Engineer to maintain time/activity records used for billing purposes.
- Any resulting construction projects shall be contracted separately by EJCDC Long Form of Agreement. ("Services").
- AES reserves the right to recuse/decline requested work if said work shall form a conflict of interest between the parties.

Owner and Engineer further agree as follows:

#### **1.01 Services of Engineer**

- A. Engineer shall provide or furnish the Services set forth in this Agreement, and any Additional Services authorized by Owner and consented to by Engineer.

#### **2.01 Owner's Responsibilities**

- A. Owner shall provide Engineer with existing Project-related information and data in Owner's possession and needed by Engineer for performance of Engineer's Services. Owner will advise the Engineer of Project-related information and data known to Owner but not in Owner's possession. Engineer may use and rely upon Owner-furnished information and data in performing its Services, subject to any express limitations applicable to the furnished items.
  - 1. Following Engineer's assessment of initially-available Project information and data, and upon Engineer's request, Owner shall obtain, furnish, or otherwise make available (if necessary through retention of specialists or consultants) such additional Project-

related information and data as is reasonably required to enable Engineer to complete its Services; or, with consent of Engineer, Owner may authorize the Engineer to obtain or provide all or part of such additional information and data as Additional Services.

- B. Owner shall provide necessary direction and make decisions, including prompt review of Engineer's submittals, and carry out its other responsibilities in a timely manner so as not to delay Engineer's performance. Owner shall give prompt notice to Engineer whenever Owner observes or otherwise becomes aware of (1) any relevant, material defect or nonconformance in Engineer's Services, or (2) any development that affects the scope or time of performance of Engineer's Services.

#### 3.01 Schedule for Rendering Services

- A. Engineer shall complete its Services within the following specific time period: **As Per LOA proposal or Board Resolution provided by Owner.** If no specific time period is indicated, Engineer shall complete its Services within a reasonable period of time.
- B. If, through no fault of Engineer, such periods of time or dates are changed, or the orderly and continuous progress of Engineer's Services is impaired, or Engineer's Services are delayed or suspended, then the time for completion of Engineer's Services, and the rates and amounts of Engineer's compensation, shall be adjusted equitably.

#### 4.01 Invoices and Payments

- A. Invoices: Engineer shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Owner **on a monthly basis for approval by Town Board.** Invoices are due and payable within 30 days of receipt **and approval by Owner's Town Board. If the Engineer fails to provide invoicing prior to the publicly listed Town Board meeting schedule, then the invoices would be approved at the next scheduled Board Meeting.**
- B. Payment: As compensation for Engineer providing or furnishing Services and Additional Services, Owner shall pay Engineer as set forth in this Paragraph 4.01, Invoices and Payments. If Owner disputes an invoice, either as to amount or entitlement, then Owner shall promptly advise Engineer in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion.
- C. Failure to Pay: If Owner fails to make any payment due Engineer for Services, Additional Services, and expenses within **thirty (30) days after receipt** **Owner's Board Approval** of Engineer's invoice then (1) the amounts due Engineer will be increased at the rate of 1.5% per month (or the maximum rate of interest permitted by law) from said **thirtieth (30) day**, and (2) in addition, Engineer may, after giving seven days written notice to Owner, suspend Services under this Agreement until Engineer has been paid in full all amounts due for Services, Additional Services, expenses, and other related charges. Owner waives any and all claims against Engineer for any such suspension; and (3) if any payment due Engineer remains unpaid after 90 days, Engineer may terminate the Agreement for cause pursuant to Paragraph 5.01.A.2.
- D. Reimbursable Expenses: Engineer is entitled to reimbursement of expenses only if so indicated in Paragraph 4.01.E or 4.01.F. If so entitled, and unless expressly specified otherwise, the amounts payable to Engineer for reimbursement of expenses will be the Project-related internal expenses actually incurred or allocated by Engineer, plus all invoiced external expenses allocable to the Project, including Engineer's subcontractor and

subconsultant charges, with the external expenses multiplied by a factor of one point one (1.1).

E. Basis of Payment

1. Owner shall pay Engineer for Services as follows:

- a. An amount equal to the cumulative hours charged to the Project by Engineer's employees times standard hourly rates for each applicable billing class, plus reimbursement of expenses incurred in connection with providing the Services.
- b. Engineer's Standard Hourly Rates are attached as Appendix 1.
- c. The total compensation for Services and reimbursement of expenses *is established in individual LOA's that fall under this Term Agreement and stipulated provisions.*

F. Additional Services: For Additional Services, Owner shall pay Engineer an amount equal to the cumulative hours charged in providing the Additional Services by Engineer's employees, times standard hourly rates for each applicable billing class; plus reimbursement of expenses incurred in connection with providing the Additional Services. Engineer's standard hourly rates are attached as Appendix 1.

5.01 Termination

A. Termination for Cause

1. Either party may terminate the Agreement for cause upon **30 days** written notice in the event of substantial failure by the other party to perform in accordance with the terms of the Agreement, through no fault of the terminating party.
  - a. Notwithstanding the foregoing, this Agreement will not terminate under Paragraph 5.01.A.1 if the party receiving such notice begins, within 7 days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt thereof; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30-day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein will extend up to, but in no case more than, 60 days after the date of receipt of the notice.
2. In addition to its termination rights in Paragraph 5.01.A.1, Engineer may terminate this Agreement for cause upon 7 days' written notice (a) if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional, (b) if Engineer's services for the Project are delayed or suspended for more than 90 days for reasons beyond Engineer's control, (c) if payment due Engineer remains unpaid for 90 days, as set forth in Paragraph 4.01.C, or (d) as the result of the presence at the Site of undisclosed Constituents of Concern as set forth in Paragraph 6.01.I.
3. Engineer will have no liability to Owner on account of any termination by Engineer for cause.

B. Termination for Convenience: by **either party effective after thirty (30) days** of receipt of written notice from **either party** ~~Owner may terminate this Agreement for convenience, effective upon Engineer's receipt of notice from Owner.~~

- C. **Payments Upon Termination:** In the event of any termination under Paragraph 5.01, Engineer will be entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement, and to reimbursement of expenses incurred through the effective date of termination. Upon making such payment, Owner will have the limited right to the use of all deliverable documents, whether completed or under preparation, subject to the provisions of Paragraph 6.01.F, at Owner's sole risk.
1. If Owner has terminated the Agreement for cause and disputes Engineer's entitlement to compensation for services and reimbursement of expenses, then Engineer's entitlement to payment and Owner's rights to the use of the deliverable documents will be resolved in accordance with the dispute resolution provisions of this Agreement or as otherwise agreed in writing.
  2. If Owner has terminated the Agreement for convenience, or if Engineer has terminated the Agreement for cause, then Engineer will be entitled, in addition to the payments identified above, to invoice Owner and receive payment of a reasonable amount for services and expenses directly attributable to termination, both before and after the effective date of termination, such as reassignment of personnel, costs of terminating contracts with Engineer's subcontractors or subconsultants, and other related close-out costs, using methods and rates for Additional Services as set forth in Paragraph 4.01.F.

#### 6.01 General Considerations

- A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Engineer. Subject to the foregoing standard of care, Engineer may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
- B. Engineer shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor will Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a Constructor to comply with laws and regulations applicable to that Constructor's furnishing and performing of its work. Engineer shall not be responsible for the acts or omissions of any Constructor.
- C. Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform its work.
- D. Engineer's opinions of probable construction cost (if any) are to be made on the basis of Engineer's experience, qualifications, and general familiarity with the construction industry. However, because Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable

performance of Services on the portion of the Project affected thereby until such portion of the Project is no longer affected, or terminate this Agreement for cause if it is not practical to continue providing Services.

- J. Owner and Engineer agree to negotiate each dispute between them in good faith during the 30 days after notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute will be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law.
- K. This Agreement is to be governed by the laws of the state in which the Project is located.
- L. Engineer's Services do not include: (1) serving as a "municipal advisor" for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission; (2) advising Owner, or any municipal entity or other person or entity, regarding municipal financial products or the issuance of municipal securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances; (3) providing surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements; or (4) providing legal advice or representation.

#### 7.01 Definitions

- A. **Constructor**—Any person or entity (not including the Engineer, its employees, agents, representatives, subcontractors, and subconsultants), performing or supporting construction activities relating to the Project, including but not limited to contractors, subcontractors, suppliers, Owner's work forces, utility companies, construction managers, testing firms, shippers, and truckers, and the employees, agents, and representatives of any or all of them.
- B. **Constituent of Concern**—Asbestos, petroleum, radioactive material, polychlorinated biphenyls (PCBs), lead based paint (as defined by the HUD/EPA standard), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or becomes listed, regulated, or addressed pursuant to laws and regulations regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.

#### 8.01 Successors, Assigns, and Beneficiaries

- A. **Successors and Assigns**
  - 1. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 8.01.A.2 the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
  - 2. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to

construction cost prepared by Engineer. If Owner requires greater assurance as to probable construction cost, then Owner agrees to obtain an independent cost estimate.

- E. Engineer shall not be responsible for any decision made regarding the construction contract requirements, or any application, interpretation, clarification, or modification of the construction contract documents, other than those made by Engineer.
- F. All documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Engineer grants to Owner a limited license to use the deliverable documents on the Project, extensions of the Project; and for related uses of the Owner, subject to receipt by Engineer of full payment due and owing for all Services and Additional Services relating to preparation of the deliverable documents, and subject to the following limitations:
  - 1. Owner acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer;
  - 2. any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and subconsultants;
  - 3. Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and subconsultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Engineer; and
  - 4. such limited license to Owner shall not create any rights in third parties.
- G. Owner and Engineer agree to transmit, and accept, Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, in accordance with a mutually agreeable protocol.
- H. Waiver of Damages; Limitation of Liability: To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's officers, directors, members, partners, agents, employees, subconsultants, and insurers, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project, from any cause or causes, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to \$100,000 or the total amount of compensation received by Engineer, **less reimbursable expenses and subconsultants**, whichever is greater.
- I. The parties acknowledge that Engineer's Services do not include any services related to unknown or undisclosed Constituents of Concern. If Engineer or any other party encounters, uncovers, or reveals an unknown or undisclosed Constituent of Concern, then Engineer may, at its option and without liability for consequential or any other damages, suspend

This is **Appendix 1, Engineer's Standard Hourly Rates**, referred to in and part of the Short Form of Agreement between Owner and Engineer for Professional Services dated **January 1, 2021**.

## ENGINEER'S STANDARD HOURLY RATES

### A. Standard Hourly Rates:

1. Standard Hourly Rates are set forth in this Appendix 1 and include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.
2. The Standard Hourly Rates apply only as specified in Paragraph 4.01 and are subject to annual review and adjustment.

### B. Schedule of Hourly Rates:

Principal – Registered Architect	\$150.00	Surveying Technician – Office	\$83.00
Principal – Professional Engineer	\$150.00	Survey Party Chief - PWR**	\$170.00
Principal - Land Surveyor	\$150.00	Survey Instrument Person - PWR**	\$160.00
Project Architect II	\$130.00	CADD Manager	\$65.00
Project Architect I	\$119.00	CADD Technician	\$62.00
Program Manager	\$119.00	GIS Specialist	\$89.00
Project Manager	\$100.00	Assistant Project Manager	\$77.00
Building Designer	\$98.00	Senior Construction Manager	\$121.00
Architectural Technician	\$67.00	Construction Manager II	\$98.00
Professional Engineer III	\$145.00	Construction Manager I	\$83.00
Professional Engineer III	\$129.00	Resident Project Representative III	\$88.00
Professional Engineer I	\$114.00	Resident Project Representative II	\$83.00
Intern Engineer II	\$98.00	Resident Project Representative I	\$77.00
Intern Engineer I	\$93.00	Project Administrator III	\$75.00
Engineering Technician II	\$91.00	Project Administrator II	\$67.00
Engineering Technician I	\$83.00	Project Administrator I	\$62.00
Grant Administrator	\$114.00	Information Technology Administrator	\$90.00
Land Surveyor – Field	\$107.00	Administrative Assistant II	\$59.00
Land Surveyor – Office/Travel	\$102.00	Administrative Assistant I	\$52.00
Surveying Technician – Field/Travel	\$88.00		

*\*All rates are subject to change after 12/31/2021*

*\*\*NYS Dept. of Labor requires the payment of "Prevailing Wage Rates" (union scale) to Survey personnel on Public Works Projects*

the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

- B. Beneficiaries: Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any Constructor, other third-party individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.

#### 9.01 Total Agreement

- A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

Attachments: Appendix 1, Engineer's Standard Hourly Rates and Reimbursable Expenses.

This Agreement's Effective Date is **January 1, 2021**.

Owner:

Town of Plattsburgh

(name of organization)

By:

  
(authorized individual's signature)

Date:

2/13/21  
(date signed)

Name:

Michael S. Cashman

(typed or printed)

Title:

Supervisor

(typed or printed)

Address for giving notices:

Town of Plattsburgh

151 Banker Road

Plattsburgh, NY 12901

Engineer:

AES Northeast

(name of organization)

By:

  
(authorized individual's signature)

Date:

8/3/21

(date signed)

Name:

Kevin Farrington, PE

(typed or printed)

Title:

Partner / Director of Civil Engineering

(typed or printed)

Address for giving notices:

AES Northeast, PLLC

10 City Hall Place

Plattsburgh, NY 12901



C. Reimbursable Expense Fee Schedule

Copies – black & white single sided 8.5" x 11"	\$0.20 per sheet
Copies – black & white double sided 8.5"x11"	\$0.26 per sheet
Copies – black & white single sided 11"x17"	\$0.26 per sheet
Copies – color 8.5"x11"	\$2.00 per sheet
Copies – color 11"x17"	\$5.00 per sheet
Large document paper prints – black & white 12"x18"	\$2.00 per sheet
Large document paper prints – black & white over 24"x36"	\$5.00 per sheet
Large document paper prints– black & white 24"x36"	\$3.00 per sheet
Large document paper prints – color 12"x18"	\$15.00 per sheet
Large Document paper prints – color 24"x36"	\$20.00 per sheet
Large Document paper prints – color over 24"x36"	\$26.00 per sheet
Large Document mylar (film) prints	\$30.00 - \$40.00 per sheet
Scanning construction drawings – 1 to 10 sheets	\$15.00 per sheet
Scanning construction drawings – 11 to 20 sheets	\$7.50 per sheet
Scanning construction drawings – over 20 sheets	\$2.00 per sheet
Place construction drawings on Compact Disks (CDs)	\$25.00 per CD
Printing Supplies/Binders (3 ring) etc.	Cost plus 10%
Postage	Cost plus 10%
Sub-consultants	Cost plus 10%
Mileage	Rate per IRS

*\*All rates are subject to change after 12/31/2021*