

## AGREEMENT

This Agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between the City of Reno, and the City of Sparks, hereinafter referred to as the “CITY”, and Atkins North America, Inc., hereinafter referred to as “CONSULTANT”:

### WITNESSETH:

WHEREAS, CITY desires to obtain Engineering Services for the TMWRF Plantwide Sewer Manhole and Drain Facility Assessment Project, hereinafter referred to as “Project;”

WHEREAS, public convenience and necessity require the services of a consulting CONSULTANT to provide the services required;

WHEREAS, the CITY has found CONSULTANT qualified and experienced in the performance of said services;

WHEREAS, the CITY is desirous of engaging the services of CONSULTANT to perform said services; and

NOW, THEREFORE, said CITY and said CONSULTANT, for the considerations hereinafter set forth, mutually agree as follows:

### ARTICLE I - SERVICES

- A. CITY agrees to retain and does hereby retain CONSULTANT to perform the professional services hereinafter more particularly described, with such services to commence on the date of the execution of this Agreement and to continue until the completion of the work provided for herein.
- B. CONSULTANT hereby agrees to perform the professional services as set forth herein and to furnish or procure the use of incidental services, equipment, and facilities necessary for the completion of said services.
- C. CONSULTANT has the status of an independent contractor as defined in NRS 333.700 and shall not be entitled to any of the rights, privileges, benefits, and emoluments of either an officer or employee of CITY. CONSULTANT shall undertake performance of services as independent contractor and shall be wholly responsible for the methods of performance and for their performance.
- D. CONSULTANT is subject to NRS 338.010 – 338.090 (prevailing wage) for all covered work.

## ARTICLE II - SCOPE OF SERVICES

A. The Scope of Services is set forth in Attachment A as attached hereto and incorporated herein by this reference.

## ARTICLE III - COMPENSATION

A. Payment for the services hereinabove set forth shall be made by the CITY to the CONSULTANT and shall be considered as full compensation for all personnel, materials, supplies, and equipment used in carrying out the work.

B. Compensation to the CONSULTANT is based on a time and materials (not-to-exceed) amount of \$226,030.00 per Attachment A which is attached hereto and incorporated herein by this reference. The City of Reno's share is the sum of \$155,124.39 and the City of Sparks's share is the sum of \$70,905.61.

C. Payments shall be made by the CITY based on itemized invoices from the CONSULTANT which lists costs and expenses. Such payments shall be for the invoice amount.

C. CITY shall pay CONSULTANT within 30 days of receipt by CITY of CONSULTANT's invoice. If CITY disputes only portions of an invoice, CITY agrees to pay for undisputed items on that invoice within the time provided herein. Payment by CITY of invoices or request for payment shall not constitute acceptance by CITY of work performed under the Agreement by the CONSULTANT.

E. The not-to-exceed budget for the services authorized by this Agreement shall not be exceeded without written authorization of the CITY. The budget may be increased by amendment hereto if necessitated by a change in the scope of services which increases the cost of providing the services. CONSULTANT is not authorized to provide any additional services beyond the scope of work without having authorized funding pursuant to a written amendment hereto signed by the authorized representative of the governing body.

## ARTICLE IV - SCHEDULE OF WORK

A. CONSULTANT will commence the services as described immediately following the Notice to Proceed provided to the CONSULTANT by the CITY and will proceed with such services per Attachment A. CONSULTANT will not be responsible for delays caused by factors beyond CONSULTANT's control and will not be responsible for delays caused by factors which could not reasonably have been foreseen at the time the Agreement was approved.

## ARTICLE V - ASSIGNMENT OF AGREEMENT

A. The CONSULTANT SHALL not assign this Contract or any portion of the work without prior written approval of the CITY which may be withheld for any reason whatsoever.

## ARTICLE VI- OWNER'S RESPONSIBILITY

A. CITY shall provide any information in its possession that is requested by CONSULTANT and is necessary to complete the Project. CITY shall assist CONSULTANT in obtaining access to public and private lands to allow the CONSULTANT to perform the work under this Agreement. CITY shall examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by the CONSULTANT and shall render decisions pertaining thereto within a reasonable time so as not to delay the work of the CONSULTANT.

## ARTICLE VII - NONDISCLOSURE OF PROPRIETARY INFORMATION

A. CONSULTANT shall consider all information provided by CITY to be proprietary unless such information is available from public sources. CONSULTANT shall not publish or disclose proprietary information for any purpose other than the performance of the Services without the prior written authorization of CITY or in response to legal process or as required by the regulations of public entities.

## ARTICLE VIII - NOTICE

A. Any notice, demand, or request required by or made pursuant to this Agreement shall be deemed properly made if personally delivered in writing or deposited in the United States mail, postage prepaid, to the address specified below:

To CONSULTANT:  
Atkins North America, Inc.  
Brian Janes, PE, Senior Project Director  
10509 Professional Circle, Suite 102  
Reno, NV 89521

To CITY:  
Trina Magoon, P.E.  
Director of Utility Services  
1 East First Street  
Reno, NV 89501

John Martini, P.E.  
Assistant City Manager  
City of Sparks  
431 Prater Way  
Sparks, NV 89431  
PO Box 857  
Sparks, NV 89432

B. Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of CONSULTANT and CITY.

## ARTICLE IX - UNCONTROLLED FORCES

A. Neither CITY nor CONSULTANT shall be considered to be in default of this Agreement, if delays in or failure of performance shall be due to uncontrollable forces the effect of which, by

the exercise of reasonable diligence, the non-performing party could not avoid and is not reasonably foreseeable at the time of entering into this Agreement. The term “uncontrollable forces” shall mean any event which results in the prevention or delay of performance by a party of its obligations under this Agreement and which is beyond the control of the non-performing party. It includes, but is not limited to, fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance, sabotage, inability to procure permits, licenses, or authorizations from any state, local, or federal agency or personal for any of the supplies, material, accesses, or services required to be provided by either CITY or CONSULTANT under this Agreement, strikes, work slowdowns or other labor disturbances, and judicial restraint. CONSULTANT shall be paid for services performed prior to the delay.

B. Neither party shall, however, be excused from performance if nonperformance is due to uncontrollable forces, which are removable. The provisions of this Article shall not be interpreted or construed to require CONSULTANT or CITY to prevent, settle, or otherwise avoid a strike, work slowdown, or other labor action. The non-performing party shall upon being prevented or delayed from performance by an uncontrollable force immediately give written notice to the other party describing the circumstances and uncontrollable forces preventing continued performance of the obligation of this Agreement.

#### ARTICLE X- GOVERNING LAW

A. This Agreement shall be governed by and construed pursuant to the laws of the State of Nevada. In the event suit is commenced hereunder and in accordance with the Dispute Resolution Procedures of Article XXII, the suit shall be brought in the appropriate court in Washoe County, State of Nevada. In the event of an arbitration or mediation pursuant to Article XXII, such arbitration or mediation shall be held in Reno, Nevada.

#### ARTICLE XI - SUCCESSORS AND ASSIGNS

A. CITY and CONSULTANT each binds itself and their successors, and assigns to the other party to this Agreement and to the successors, and assigns of such other party, in respect to all covenants, agreements and obligations or this Agreement.

#### ARTICLE XII - INDEMNIFICATION

A. To the fullest extent permitted by law, CONSULTANT shall defend, indemnify and hold harmless CITY and its officers, employees and agents (collectively “Indemnatee”) from any liabilities, damages, losses, claims, actions or proceedings, including, without limitation, reasonable attorneys’ fees, that are caused by the negligence, errors, omissions, recklessness or intentional misconduct of the CONSULTANT or employees or agents of the CONSULTANT in the performance of this Agreement.

B. CONSULTANT assumes no liability for the negligence or willful misconduct of any indemnatee or other consultants of indemnatee.

C. CONSULTANT'S indemnification obligations for claims involving Professional Liability (claims involving acts, error, or omissions in the rendering of professional services and Economic Loss Only (claims involving economic loss which are not connected with bodily injury or physical damage to property) shall be limited to the proportionate extent of CONSULTANT'S negligence or other breach of duty.

D. If CITY's personnel (consultants or other professionals) are involved in defending such legal action, CONSULTANT shall also reimburse CITY for the time spent by such personnel at the rate charged for such services by private professionals. These provisions shall survive termination of this agreement and shall be binding upon CONSULTANT, her legal representatives, heirs, successors and permitted assigns.

E. If CONSULTANT does not so defend the CITY and the CONSULTANT is adjudicated to be liable, reasonable attorney's fees and costs shall be paid to CITY in an amount proportionate to the liability of CONSULTANT.

#### ARTICLE XIII - INTELLECTUAL PROPERTY INDEMNITY

A. To the fullest extent permitted by law, CONSULTANT shall defend, protect, hold harmless, and indemnify CITY and the CITY'S related Parties from and against any and all liability, loss, claims, demands, suits, costs, fees and expenses (including actual fees and expenses of attorneys, expert witnesses, and other consultants), by whomsoever brought or alleged, for infringement of patent rights, copyrights, or other intellectual property rights, except with respect to designs, processes or products of a particular manufacturer expressly required by CITY in writing. If CONSULTANT has reason to believe the use of a required design, process or product is an infringement of a patent, CONSULTANT shall be responsible for such loss. This Indemnity Covenant shall survive the termination of this Agreement.

#### ARTICLE XIV – PAYMENT OF TAXES

A. Any and all Federal, State and local taxes, charges, fees, or contributions required by law to be paid with respect to CONSULTANT'S performance of this Agreement (including, without limitation, unemployment insurance, social security, and income taxes).

#### ARTICLE XIV - INSURANCE

##### A. GENERAL REQUIREMENTS.

1. The CITY requires that CONSULTANT purchase Industrial Insurance, General Liability, and CONSULTANT's Errors and Omissions Liability Insurance as described below against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the CONSULTANT, its agents, representatives, employees or subconsultants. The cost of such insurance shall be borne by CONSULTANT unless otherwise agreed.

**B. INDUSTRIAL INSURANCE (WORKERS' COMPENSATION & EMPLOYER'S LIABILITY).**

1. It is understood and agreed that there shall be no Industrial Insurance coverage provided for CONSULTANT or any Subconsultant by the CITY and in view of NRS 616B.627 and 617.210 requiring that CONSULTANT complies with the provisions of Chapters 616A to 616D, inclusive and 617 of NRS, CONSULTANT shall, before commencing work under the provision of this Agreement, furnish to the CITY a certificate of insurance from the Worker's Compensation Insurer certifying that the CONSULTANT and each Subconsultant have complied with the provisions of the Nevada Industrial Insurance Act, by providing coverage for each and every employee, subconsultants, and independent contractors. Should the CONSULTANT be self-insured for Industrial Insurance, the CONSULTANT shall so notify the CITY and approve written approval of such self-insurance prior to the signing of a Contract. The CITY reserves the right to accept or reject a self-insured CONSULTANT and to approve the amount(s) of any self-insured retentions. The CONSULTANT agrees that the CITY is entitled to obtain additional documentation, financial or otherwise, for review prior to entering into a Contract with the CONSULTANT.

2. It is further understood and agreed by and between the CITY and CONSULTANT that CONSULTANT shall procure, pay for, and maintain the above mentioned industrial insurance coverage at the CONSULTANT's sole cost and expense.

**C. MINIMUM SCOPE OF LIABILITY INSURANCE.** Coverage shall be at least as broad as:

1. **Commercial General Liability** at least as broad as Insurance Services Office Commercial General Liability Coverage "occurrence" form CG OO 01 04 13 and ISO CG 20 37 04 13, or equivalent forms.. The Comprehensive General Liability Coverage shall include, but is not limited to, liability coverage arising from premises, operations, independent contractors, products and completed operations, personal and advertising, injury, blanket contractual liability and broad form property damage.

2. **Automobile Coverage** at least as broad as Insurance Services Office Business Auto Coverage form CA OO 01 10 13 or an equivalent form covering Automobile Liability Symbol 1 "Any Auto". In lieu of a separate Business Auto Liability Policy, the City may agree to accept Auto Liability covered in the General Liability Policy, if nonowned and hired auto liability are included. The CONSULTANT shall maintain limits of no less than \$1,000,000 or the amount customarily carried by the contractor, whichever is greater, combined single limit per accident for bodily injury and property damage. No aggregate limit may apply.

3. **Professional Errors and Omissions Liability** applying to all activities performed under this Agreement in a form acceptable to CITY. CONSULTANT will maintain professional liability insurance during the term of this Agreement and for a period of six (6) years from the date of substantial completion of the project unless waived by the CITY. In the event the CONSULTANT goes out of business during the term of this Agreement or the six (6) year period described above, CONSULTANT shall purchase Extended Reporting coverage for claims

arising out of CONSULTANT's negligence acts, errors and omissions committed during the term of the Professional Liability Policy.

D. MINIMUM LIMITS OF INSURANCE. CONSULTANT shall maintain limits no less than:

1. General Liability: \$2 million minimum combined single limit per occurrence for bodily injury, personal injury and property damage and \$4 million annual aggregate.

2. CONSULTANT's Errors and Omissions Liability: \$2 million per claim and \$4 million as an annual aggregate during the term of this Agreement and for six years after the completion of the project, with each subsequent renewal having a retroactive date which predates the date of this Agreement. The CONSULTANT may purchase project insurance or obtain a rider on her normal policy in an amount sufficient to bring CONSULTANT's coverage up to minimum requirements, said additional coverage to be obtained at no cost to the CITY.

E. DEDUCTIBLES OR SELF-INSURED RETENTIONS

1. Any deductibles or self-insured retentions must be declared to and approved by the Risk Manager. The CITY reserves the right to request additional documentation, financial or otherwise prior to giving its approval of the deductibles or self-insured retention. Any changes to the deductible or self-insured retention made during the term of this Agreement or during the term of any policy, must be approved by the Risk Manager.

F. OTHER INSURANCE PROVISIONS

1. The CITY, its officers, officials and employees are to be covered as additional insureds as respects: liability arising out of activities performed by or on behalf of the CONSULTANT including the insured's general supervision of the CONSULTANT; products and completed operations of the CONSULTANT; or premises owned, occupied or used by the CONSULTANT. The coverage shall contain no special limitations on the scope of protection afforded to the CITY, its officers, officials or employees.

2. The CONSULTANT's insurance coverage shall be primary insurance as respects the CITY, its officers, officials, and employees. Any insurance or self-insurance maintained by the CITY, its officers, officials or employees shall be excess of the CONSULTANT's insurance and shall not contribute with it in any way.

3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the CITY, its officers, officials, or employees.

4. The CONSULTANT's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5. Endorsements for General Liability, Auto, and Excess/Umbrella Liability listing all additional insureds are required. The endorsement for Excess/Umbrella Liability can be

accomplished by the CONSULTANT'S production of a letter from the insurance company stating that Excess/Umbrella Liability will "follow form."

6. The CONSULTANT'S insurance coverage shall be endorsed to state that coverage shall not be suspended, voided, canceled or non-renewed by either party, reduced in coverage or in limits except after at least thirty (30) days prior written notice for reasons other than non-payment of premium and at least ten (10) days for non-payment of premium mail has been given to the CITY.

#### G. ACCEPTABILITY OF INSURERS

1. Insurance is to be placed with an A.M. Best and Company rating level of A - Class VII or better, or otherwise approved by the CITY in its sole discretion. CITY reserves the right to require that CONSULTANT'S insurer be a licensed and admitted insurer in the State of Nevada, or on the Insurance Commissioner's approved but not admitted lists.

#### H. VERIFICATION OF COVERAGE

1. CONSULTANT shall furnish the CITY with certificates of insurance, including but not limited to the Certificate of Compliance in NRS 616B.627 and with original endorsements affecting coverage required by this article. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf and must be countersigned by a duly appointed and licensed agent in this state. All approved deductibles and self-insured retentions shall be shown on the certificate. The certificates are to be on forms approved by the CITY. All certificate and endorsements are to be received and approved by the CITY before work commences. The CITY reserves the right to require complete, certified copies of all required insurance policies, at any time.

#### I. SUBCONSULTANTS

1. CONSULTANTS shall require all subconsultants to be insured on their own or under its policies and shall furnish separate certificates and endorsement for each subconsultant. Coverages for subconsultants shall be subjected to all of the requirements stated herein.

#### J. MISCELLANEOUS CONDITIONS

1. If the CONSULTANT or any Subconsultant fails to maintain any of the insurance coverages required, the CITY may terminate this Agreement for cause.

2. Nothing herein contained shall be construed as limiting in any way to the extent to which the CONSULTANT may be held responsible for payment for damages to persons or property resulting from her operations or the operations of any subconsultant under her.

3. If CONSULTANT's failure to maintain the required insurance coverage results in a breach of this Agreement, CITY may purchase the required coverage, and without further notice



to CONSULTANT, deduct from sums due to CONSULTANT any premium cost advanced by CITY for such insurance.

#### ARTICLE XVI - LITIGATION

A. This Agreement does not require the CONSULTANT to prepare for or appear in litigation on behalf of The CITY, or as agent of the CITY, other than specified herein, except in consideration of additional reasonable compensation.

#### ARTICLE XVII - TERMINATION OF WORK

A. Either party to this Agreement may terminate the Agreement for cause upon giving the other party thirty (30) days prior written notice. Cause may include, failure to perform through no fault of the party initiating the termination. In addition, CITY may terminate the Agreement for any one of the following causes: performance by CONSULTANT which CITY deems unsatisfactory in CITY's sole judgment; and CITY's lack of funds to complete the work. Cause for CONSULTANT may include, failure of CITY to make timely payment to CONSULTANT without good cause, following a demand for payment.

B. In addition, CITY may terminate any or all of the work covered by this Agreement by notifying CONSULTANT in writing. In the event such termination occurs at the conclusion of services pursuant to an executed task order, then CONSULTANT shall be entitled to receive compensation for all work satisfactorily completed and performed through the conclusion of that task order. No other changes or costs incurred for services or materials other than pursuant to an executed task order shall be reimbursed by CITY pursuant to this Agreement. In the event such termination occurs during the performance of services pursuant to an authorized task order, then CONSULTANT and CITY shall need to determine what, if any additional services should be performed by CONSULTANT in order to close out the work in progress and provide any such unfinished materials to CITY. CONSULTANT and CITY shall agree upon the additional amount of work to be performed following the termination notice and the amount payable by CITY for such work. In the event that the parties cannot otherwise agree on the amount to be paid pursuant to this provision, then the matter may be referred to the Dispute Resolution Procedure in ARTICLE XXII.

C. In the event the Agreement is terminated by CITY for cause, including performance deemed unsatisfactory by CITY, or CONSULTANT failure to perform, or other cause created by CONSULTANT, CITY may withhold and offset against any payments otherwise due and/or seek recovery from CONSULTANT for amounts already paid, including without limitation: amounts paid for unsatisfactory work or work not done in accordance with this Agreement; value of CITY's time spent in correcting the work or problem; any increase in cost resulting from the problem or work; and any other costs which result from such termination. Subject to the terms herein, CONSULTANT will be paid for services performed prior to termination.

D. CONSULTANT expressly agrees that this Agreement shall be terminated immediately if for any reason local, federal and/or State Legislature funding ability to satisfy this Agreement is withdrawn, limited, or impaired.

## ARTICLE XVIII - PROFESSIONAL SERVICES

A. CONSULTANT shall be responsible for the professional quality and technical accuracy of all services furnished by CONSULTANT and their subconsultants under this Agreement. Without limiting the effect of any other provision of this Agreement and in addition to any other provision contained herein, CONSULTANT shall, without additional compensation, correct or revise any errors or omissions in their services.

B. CONSULTANT and their subconsultants retained pursuant to this Agreement are considered by CITY to be skilled in their profession to a degree necessary to perform the services and duties contained in this Agreement, and CITY hereby relies upon those skills and the knowledge of CONSULTANT and their subconsultants. CONSULTANT and their subconsultants shall perform such professional services and duties as contained in this Agreement in conformance to and consistent with the standards generally recognized as being employed by professionals of their caliber in the State of Nevada and under similar conditions. CONSULTANT makes no warranty, either expressed or implied, as to their findings, recommendations, specifications or professional advice other than as provided herein.

C. Neither CITYS' review, approval, or acceptance of nor payment for any of the professional services or work required under this Agreement shall be construed to operate as a waiver of any of CITYS' rights under of this Agreement. The rights and remedies of CITY provided for under this Agreement are in addition to any other rights and remedies provided by law.

D. Project information including but not limited to reports, written correspondence, and verbal reports will be prepared for the use of the CITY. The observations, findings, conclusions and recommendation made represent the opinions of the CONSULTANT. Reports, records, and information prepared by others will be used in the preparation of the report. The CONSULTANT has relied on the same to be accurate and does not make any assurances, representations, or warranties pertaining to the records or work of others, except for its subconsultants, nor does the CONSULTANT make any certifications or assurances except as explicitly provided in writing. No responsibility is assumed by the CONSULTANT for use of reports for purposes of facility design by others.

## ARTICLE XIX – PROPERTY: COPYRIGHTS

A. The CONSULTANT shall furnish to the CITY all field notes, reports, data, and electronic or magnetic media, and original tracings of all drawings and plans, maps, photographs, and other materials (including, if requested by the Director, design computations, design sketches and review drawings) prepared pursuant to this Contract (hereinafter collectively referred to as “Documents”). The originals of such Documents shall be and remain the property of the CITY.

B. All of such Documents shall be deemed to be “works made for hire” prepared for the CITY. The ownership of all copyrights and all rights embodied in the copyrights in or to such

Documents shall rest in the CITY when any such is subject to copyright. The CONSULTANT agrees that it, nor any of its employees, shall have any right to copyright any of such Documents. The CONSULTANT further agrees that neither it nor any of its employees shall exercise any of the rights embodied in the copyrights in or to such Documents, unless authorized to do so by the Reno City Council. The CONSULTANT shall place a conspicuous notation upon each Document which indicates that the copyright thereto is owned by the CITY.

C. Should it be finally determined, by a court or to her tribunal of competent jurisdiction, that any of such Documents is not a “works made for hire,” it is agreed that the provisions of this section shall be termed an assignment, sale, and transfer of the copyright in or to such Documents to the CITY for the longest term allowed by law. Notwithstanding the foregoing, the CONSULTANT may retain copies of such Documents and such copies shall remain the property of the CONSULTANT. The CONSULTANT shall have the right to use such copies as it may desire, but the CONSULTANT may not sell, license, or otherwise market such Documents.

D. Documents, including drawings and specification prepared by CONSULTANT pursuant to this Contract, are not intended or represented to be suitable for reuse by CITY or others on extensions of the services provided for the Project or any other project. Any use of completed Documents for other projects and/or any use of uncompleted Documents without specific written authorization from CONSULTANT will be at the CITY’s sole risk without liability or legal exposure to CONSULTANT.

## ARTICLE XX - RIGHTS OF CONSULTANTS AND EMPLOYEES

A. No personnel employed by CONSULTANT shall acquire any rights or status in the CITY services and CONSULTANT shall be responsible in full for payment of its employees, including insurance, deductions, and all the like.

## ARTICLE XXI - SERVICES BY CITY

A. It is understood and agreed that the CITY shall, to the extent reasonable and practicable, assist and cooperate with the CONSULTANT in the performance of CONSULTANT’s services hereunder. Such assistance and cooperation shall include, but not necessarily be limited to, environmental approval, right of access to work sites; providing material available from the CITY’s files such as maps, As-Built drawings, records, and operation and maintenance information; serving all notices, holding all hearings, and fulfilling legal requirements in connection therewith; and rendering assistance in determining the location of existing facilities and improvements which may be affected by the project.

## ARTICLE XXII - DISPUTE RESOLUTION PROCEDURE

A. If disputes arise under this Agreement, the parties agree to attempt to resolve such disputes through direct negotiations or if such negotiations are not successful, by non-binding mediation conducted in accordance with the rules and procedures to be agreed upon by the parties.

B. Unless otherwise provided for herein, each party shall bear its own attorney's fees and court costs regardless of the outcome of any proceeding brought to enforce or interpret this Agreement. In no event shall any prevailing party in be entitled to an award of attorney's fees.

#### ARTICLE XXIII - NO UNFAIR EMPLOYMENT PRACTICES

A. In connection with the performance of work under this Agreement, CONSULTANT agrees not to discriminate against any employee or applicant for employment because of race, creed, color, religion, national origin, age, sex, sexual orientation, gender identity, gender expression, veteran status, or any other protected class status applicable under federal, state or local law, rule or regulation. Such Agreement 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.

B. CONSULTANT further agrees to insert this provision in all subcontracts hereunder, except subcontracts for standard commercial supplies or raw materials.

C. Sexual orientation means having or being perceived as having an orientation for heterosexuality, homosexuality or bi-sexuality.

D. Race includes traits associated with race, including, without limitation, hair texture and protective hairstyles.

E. Any violation of these provisions by CONSULTANT shall constitute a material breach of contract.

#### ARTICLE XXIV - AMERICANS WITH DISABILITIES ACT

A. CONSULTANT and its subconsultants shall comply with the terms, conditions, and requirements of the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted thereunder contained in 28 C.F.R. 26.101-36.999, inclusive, and any relevant program-specific regulations.

#### ARTICLE XXV - GENERAL PROVISIONS

A. Integration. This Agreement, including the Exhibits and the Recitals, all of which are true and correct and are incorporated by reference as a part of this Agreement, constitutes the complete and integrated Agreement between the parties with respect to the matters recited herein, and supersedes any prior or contemporaneous written or oral agreements or understandings with respect thereto.

B. Severability. The legality of any provision or portion of this Agreement shall not affect the validity of the remainder.

C. Amendment. This Agreement shall not be modified, amended, rescinded, canceled, or waived, in whole or in part, except by written amendment signed by duly authorized representatives of the parties.

D. No Third Party Benefit. This Agreement is a contract between CITY and CONSULTANT and nothing herein is intended to create any third party benefit.

E. Governing Law and Jurisdiction. This Agreement shall be administered and interpreted under the laws of the State of Nevada. Any action at law, suit in equity or judicial proceeding for the enforcement of this Agreement or any provision thereof shall be instituted only in the district courts of the State of Nevada, County of Washoe.

#### ARTICLE XXVI - DUE AUTHORIZATION

A. Each party represents that all required authorizations have been obtained to execute this Agreement and for the compliance with each and every term hereof. Each person signing this Agreement warrants and represents to the other party that he or she has actual authority to execute this Agreement on behalf of the party for whom he or she is signing. A facsimile or electronic signature on this Agreement shall be treated for all purposes as an original signature.

B. Duplicate originals. This Agreement is executed in one duplicate original for each party hereto, and is binding on a party only when all parties have signed and received a duplicate original.

-Signature Page Follows-

IN WITNESS WHEREOF, CITY has caused this Agreement to be executed by the City of Reno and CONSULTANT have caused this Agreement to be executed, all as of the day and year first above written.

CITY OF RENO

CITY OF SPARKS

By: \_\_\_\_\_  
Hillary L. Schieve, Mayor

By: \_\_\_\_\_  
Ed Lawson, Mayor

ATTEST:

ATTEST:

By: \_\_\_\_\_  
Mikki Huntsman, Reno City Clerk

By: \_\_\_\_\_  
Lisa Hunderman, Sparks City Clerk


APPROVED AS TO FORM

APPROVED AS TO FORM

By: \_\_\_\_\_  
Susan Ball Rothe  
Deputy City Attorney

By: \_\_\_\_\_  
Wes Duncan  
City Attorney

ATKINS NORTH AMERICA, INC.

By:  \_\_\_\_\_  
Brian Janes, PE  
Senior Project Director



Member of the SNC-Lavalin Group

**Atkins**

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Suite 103  
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Tel: +1 775 828 1622

Fax: +1 775 581 1687

Direct: 775.789.9811

Mobile: 775.200.5143

Judy.Kareck@atkinsglobal.com

[snclavalin.com](http://snclavalin.com)

Mr. Matt Smith, Senior Civil Engineer  
Utility Services Department, City of Reno  
1 E. First Street  
Reno, NV 89501  
smithm@reno.gov

March 2, 2023

**RE: TMWRF PLANT-WIDE SEWER MANHOLE AND DRAIN FACILITY ASSESSMENT AND  
REHABILITATION PROJECT**

Dear Mr. Smith:

ATKINS understands that the Truckee Meadows Water Reclamation Facility (TMWRF) is planning to evaluate the resiliency and reliability of the TMWRF plant sewer manholes, sewer pipe, catch basins and drains. The ATKINS team is ready to support TMWRF with qualified in-house and subconsultant design and inspection professionals who will work closely with the TMWRF and City of Reno's (CoR) staff to complete this assessment and rehabilitation study.

The ATKINS team provides leadership with broad-based expertise, local presence, depth of resources, understanding of key issues, and vast experience with government and community organizations. Our team of qualified professionals include a seasoned project manager, thorough understanding of key issues and potential challenges, commitment to the City of Reno's (CoR) participation goals, and proven project management tools to complete this project efficiently and effectively.

ATKINS is pleased to provide you with the attached proposal for the TMWRF Plant-Wide Sewer Manhole and Drain Facility Assessment and Rehabilitation Project.

If you have any questions or require additional information, please feel free to contact me by phone at 775.789.9831 (office) or by email at [brian.janes@atkinsglobal.com](mailto:brian.janes@atkinsglobal.com). We look forward to supporting the City of Reno and TMWRF on this project.

Respectfully,

Brian Janes, PE  
Senior Project Director

## **PROJECT OVERVIEW**

The Truckee Meadows Water Reclamation Facility (TMWRF) consists of treatment facilities, sewer manholes, storm drains, catch basins and associated piping. On-site sewer manholes (SSMHs) and catch basins (CBs) with associated piping receive stormwater and other flows such as sludge, centrate, raw sewage, acids, bases, etc. and return them to the headworks facility. The plant manholes and drains were installed during several plant expansions in 1964, 1978, 1985, and 2004. Many of the facilities are nearing the end of their lifecycles. To ensure that the sewer manhole and drainage systems are reliable and efficient to maintain operations, including the safety of TMWRF/CoR staff, ATKINS will assist TMWRF/CoR with a facilities condition assessment and rehabilitation plan.

In October of 2022, the City of Reno (CoR) and ATKINS initiated the assessment of SSMH 'E' due to its severe condition and immediate needs for rehabilitation. Following the SSMH "E" condition assessment project, CoR requested ATKINS to provide inspection, assessment, and rehabilitation recommendations for phased rehabilitation of the plant-wide sewer manholes and drains. In addition, if requested, Atkins will perform an on-site hydrological analysis to determine impacts on existing infrastructure and where improvements need to be made under Additional Services scope. Currently, the on-site hydrological analysis is deferred for a later date. However, the provision (contingency) is included in the fee to undertake this task if it is required.

## **TECHNICAL APPROACH**

ATKINS staff has reviewed the as-built plans provided by CoR to identify the sewer manholes, catch basins (CBs) and the associated piping. Additionally, the CoR staff has provided mapping and survey points for each of the on-site SSMHs and CBs.

Currently, there are a total of 69 on-site sewer manholes and 71 on-site catch basins. To ensure that CoR's project goals and expectations are met accordingly, ATKINS proposes executing the assessment and rehabilitation activities in two (2) phases, as follows:

### **1) PHASE 1 - INSPECTION AND ASSESSMENT**

The ATKINS team concluded that achieving a comprehensive assessment of the existing plant manholes and drains will require several procedures and techniques. These procedures and techniques include a combination of desktop data gathering, site investigation and conditions assessment, and CCTV investigation (may require or will be suggested for further detailed evaluation depending on the accessibility to manholes, CBs and connecting pipes).

Our specialty inspector, together with Atkins' professional staff, will conduct necessary site visits to observe, photograph, and document the condition of the sewer manholes, catch basins and associated inlets/outlets, and drains, and identify any visible defects. Field observations will be documented with digital photographs and field notes. This work does not include assessments of any pipes.

If conditions warrant based on criteria agreed upon by Atkins and CoR, CCTV inspection for specific manholes, catch basins and/or associated piping will be implemented. ATKINS will coordinate and manage CCTV work through CoR (CCTV work will be paid for and subcontracted through Additional Services) and require the CCTV consultant to conduct such assessment utilizing NASSCO ratings. The extent of these limited investigations will likely be influenced by the CCTV inspection costs but will be



focused to areas of concern. It has also been discussed that there may be a potential for TMWRF/CoR to utilize City of Sparks CCTV equipment and manpower.

Upon completion of the assessment of the existing manholes and drains, the ATKINS Team will initiate a systematic evaluation of alternatives for rectifying and retrofitting the facilities.

Once the required rehabilitation works are identified and alternatives to improve the facilities are established, ATKINS will approach vendors for budgetary quotes to deliver the proposed rehabilitation.

## **2) PHASE 2 – ASSESSMENT AND REHABILITATION REPORT**

ATKINS will compile a draft Assessment and Recommended Rehabilitation Report for review and discussion with CoR staff. ATKINS will host a “Considerations and Evaluated Alternatives Meeting” with TMWRF/CoR staff to obtain final direction before finalization of the Assessment and Recommended Rehabilitation Report. Technical specifications and cost estimates associated with each rehabilitation will be provided.

### **DETAILED SCOPE OF WORK**

As outlined in our technical approach section, the engineering services for the TMWRF Plant-Wide Sewer Manhole and Drain Facility Assessment and Rehabilitation Project will require a two-phased approach. This next section summarizes the detailed scope of work in specific tasks to complete the activities required for the assessment and potential solutions specific to this project.

#### **TASK 1 – PROJECT MANAGEMENT, COORDINATION AND MEETINGS**

Ms. Judy Kareck, Senior Project Manager with ATKINS, will be the point of contact who will coordinate all communications with the CoR staff. Upon receipt of Notice to Proceed (NTP) from CoR, Ms. Kareck will schedule a project kickoff meeting to introduce our team to the TMWRF/CoR staff, discuss project objectives, obtain consensus for completion of Inspection and Assessment phase, and establish the schedule and dates to complete this project.

- As the Project Manager, Ms. Kareck will provide overall project management, including, but not limited to, staff supervision, QA/QC, and budget/schedule administration. Tasks will include the following:
- Monitor and control project budget and schedule throughout the duration of the project.
- Facilitate one kick-off meeting and monthly progress meetings to coordinate with the TMWRF/CoR staff to discuss work completed since the previous report, work anticipated to be completed in the next reporting period, problems, obstacles, and outstanding issues identified during the reporting period. Meetings can be in-person or via Teams.
- Prepare a timed meeting agenda prior to each meeting and share it with City staff for their feedback. Meeting minutes will also be provided to the City staff within five (5) business days following each meeting.
- Perform quality assurance and quality control (QA/QC) of all deliverables prior to submittal throughout the project as outlined in the following subsection. Quality Control documents will include addressing all TMWRF/CoR comments regarding each submittal.
- Project Execution Plan (PEP) which will establish lines of communication with the CoR.

**Task 1 Deliverables:**

- *Meeting agendas and minutes will be provided as meetings are held*
- *Updated Project Schedules*
- *Monthly Progress Reports*
- *Project Execution Plan (PEP) available upon request of CoR*

**TASK 2 – ASSESSMENT AND REHABILITATION REPORT**

ATKINS will provide inspection and an assessment report of the existing sixty-nine (69) SSMHs, seventy-one (71) CBs and appurtenant piping describing the condition of each facility and the associated recommended rehabilitation procedures. The report will include a recommended rehabilitation matrix categorizing, prioritizing and costing the remediation in terms of urgency. ATKINS will include a list of difficult-to-reach manholes and/or CBs and associated piping and develop the associated cost estimates to CCTV those facilities.

Once the draft report is completed and provided to CoR, ATKINS will host a “Considerations and Evaluated Alternatives Meeting” with TMWRF/CoR Staff to discuss the prioritization matrix as well as the areas earmarked for CCTV and obtain final approval and direction on the rehabilitation methods for each structure. The CCTV portion of the work, once reviewed and approved by CoR, will be coordinated and managed by ATKINS. The CCTV work will be contracted and paid through Additional Services covered under Task 3.

**Task 2 Deliverables:**

- *Inspection, assessment, and rehabilitation report describing each facility’s existing condition, including photographs and recommended rehabilitation procedure(s).*
- *Prioritization matrix of recommended rehabilitation options categorized by (1) Critical-Urgent, (2) Important, and (3) Elective designations.*
- *An Association for the Advancement of Cost Engineering (AACE) Class 5 Opinion of Probable Construction Costs will be provided for the recommended rehabilitation procedures.*
- *A list of difficult-to-reach areas earmarked for CCTV including associated cost estimates to CCTV these portions. If the CCTV work is completed under Additional Services, a final evaluation summary for the hard-to-reach areas will be included in the Final Report.*
- *“Considerations and Evaluated Alternatives Meeting” with TMWRF/CoR Staff to review, prioritize and approve the recommended rehabilitation procedures. All final decisions resulting from the meeting will be included in the Final Report.*

**TASK 2A - QUALITY ASSURANCE/QUALITY CONTROL**

Quality control and quality assurance will be performed on all deliverables in accordance with ATKINS’ policies and the project Quality Assurance Plan. ATKINS’ 3-step or 5-step processes will be used to document all review comments, including comment and design change logs for all CoR comments to ATKINS, comments resolution and final edits. Quality assurance documents will be finalized for the draft and final submittals.

**Task 2A Deliverables:**

- *Quality Control Documentation will be provided electronically with all revised documents addressing all CoR review comments.*

**TASK 3 – OWNER-DIRECTED SERVICES (ADDITIONAL SERVICES)**

ATKINS will be available to address Owner-directed services. Scope and fee will be determined and provided when requested from the CoR. Additional Services will include but not be limited to, up to 100 hours of hydraulics/hydrology review and CCTV of hard-to-reach facilities (contract and manage) which contributes to the \$75,000 fee.

**Task 3 Deliverables:**

- *Owner-directed services such as hydraulics/hydrology of the site or other similar service) - up to hundred (100) hours of labor.*
- *Develop scope and fees for CCTV-inspection of manholes/CBs as listed in the report and contract out and manage the inspection services. If this service exceeds the allocated amount in Task 3, an additional services request will be made to the CoR.*

**FEE AND SCHEDULE**

Fee estimates for services not included above can be provided as requested by the City prior to services being performed. If ATKINS determines out-of-scope analyses/services are required, written approval will be obtained from the City Project Manager prior to advancing.

Attached is our preliminary project schedule showing a 6-month project duration. If any Additional Services are added, Atkins will provide a revised project schedule.

## SUMMARY

In addition to the proposed scope of work outlined above, I have included for your review a proposed fee estimate, attached. This estimate of \$226,030.00 is based on a time and materials (not-to-exceed) contract for the above-referenced scope of services. Mileage will be invoiced at the 2023 GSA rate.

TMWRF PLANT-WIDE SEWER MANHOLE AND DRAIN FACILITY ASSESSMENT AND REHABILITATION PROJECT		
TASK	DESCRIPTION	TIME & MATERIALS
<b>PROJECT MANAGEMENT</b>		<b>\$ 18,900.00</b>
<b>1.10</b>	General Project Management and Administration	\$ 7,250.00
<b>1.20</b>	Kick-Off/Update Meeting	\$ 3,350.00
<b>1.30</b>	Monthly Progress Meetings	\$ 8,300.00
<b>INSPECTION, ASSESSMENT AND REHABILITATION</b>		<b>\$ 132,130.00</b>
<b>2.00</b>	Inspection, Assessment and Rehabilitation Report	\$ 117,880.00
<b>2.00A</b>	Quality Assurance/Quality Control	\$ 14,250.00
<b>OWNER-DIRECTED / ADDITIONAL SERVICES</b>		<b>\$ 75,000.00</b>
<b>3.00</b>	Owner-Directed Services (Additional Services, incl. hydraulics/hydrology study, and Management of CCTV inspection of suggested manholes, CBs, facilities, etc.)	\$ 75,000.00
<b>TOTAL</b>		<b>\$ 226,030.00</b>
<i>Notes: Atkins will re-allocate hours and associated funding if unanticipated circumstances necessitate a reorganization of the hours/budget within each Task. The total budget for the project will not be exceeded. If any Additional Services are added, Atkins will revise the Project Schedule.</i>		