

6. Weekly site visits and attendance at occasional meetings, unless otherwise directed by LCOG.
7. Ensure smooth construction transitions to facilitate ongoing emergency operations.
8. Monitor budget and maintain costs within grant parameters.

Section III Anticipated Contract Performance Schedule
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Advertise and Issue RFP	April 25, 2018
Voluntary Pre-Proposal Meeting	May 8, 2018
Question Submittal Deadline	May 15, 2018, by 4:00 PM
Replies Issued	May 21, 2018, by 4:00 PM
Deadline for Submittal of Proposals	May 25, 2018, by 2:00 PM
Interviews (if held)	Late May-Early June, 2018
Correspondence/Concurrence with EDA	Late May-Early June, 2018
Project Awarded	Early June, 2018
Execution of Agreement with Firm	June, 2018
Ground Breaking – Construction Begins	TBD, 2018
Substantial Completion	June of 2019

Section IV Pre-proposal Meeting
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Pre-proposal Meeting 2:00 p.m., Tuesday, May 8, 2018

A pre-proposal meeting will be held at the Fifth Floor Conference Room located at 859 Willamette Street, Suite 500, Eugene, Oregon. The purpose of the meeting is to share information about the Project, view the Project site, and answer questions about the Project. The meeting is voluntary. Additional documents and information about the Project will be available at the meeting.

Section V Submittal Information
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One original and three copies of each proposal are to be received at LCOG office by **2:00 p.m. on May 25, 2018**. Emailed and/or faxed proposals will be rejected as non-responsive. Any late proposals cannot be considered and will be returned unopened. Send or deliver the proposals to:

Jacob Callister, Senior Planner
Lane Council of Governments
859 Willamette Street, Suite 500
Eugene, OR 97401

Section VI Instructions to Proposers

Please note the following specific requirements for submitted proposals:

1. LCOG may modify this RFP via addenda before the proposal due date. Please check LCOG's website for updates, <http://www.lcog.org/> Receipt of all addenda must be acknowledged in submitted proposals.
2. Proposers responding to this RFP do so solely at their own expense. LCOG is not responsible for any Proposer's expenses associated with responding to this RFP.
3. Proposers are directed to the protest procedures as set forth in Rule 137-048-0240.
4. Each proposal must include the information set forth in Section VII, Proposal Requirements, and address the criteria by which the proposals will be evaluated and ranked, set forth in Section VIII, Proposal Evaluation.

Section VII Proposal Requirements
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Proposal shall be prepared simply and economically, providing a straightforward, concise description of Proposer's capabilities to satisfy the requirements of this RFP. Proposal shall include, at a minimum, the following items:

1. **Cover letter/statement of interest:** Indicate Proposer's interest in the Project and highlighting its qualification to perform the Project. (1 page)
 - A statement verifying Proposer's ability to execute contract upon award, including confirmation that Proposer is an architect/engineer licensed to work in the State of Oregon.

**APPENDIX A
LANE COUNCIL OF GOVERNMENTS
ARCHITECTURAL/ENGINEERING SERVICES CONTRACT**

This Contract is by and between the Lane Council of Governments (“LCOG”) and _____ (“Architect/Engineer”) for the performance of architectural/engineering services for LCOG.

A. RECITALS

LCOG is in need of retaining the services of a qualified architect/engineer to design the expansion of the Willamette Internet Exchange (WIX) (“Project”) located in downtown Eugene, Oregon.

On _____, 201__, the LCOG awarded this Contract to _____, based upon its proposal dated _____, 201__.

B. CONTRACT EXHIBITS

The following exhibits are hereby incorporated by reference into this Contract:

- Exhibit A – Scope of Work
- Exhibit B – Oregon Architect/Engineer Public Contracting Code and Federal Requirements
- Exhibit C – LCOG’s Request for Proposals for Architectural/Engineering Services
- Exhibit D – Architect/Engineer’s Proposal and Schedule of Rates and Charges

In the event of a conflict, the terms of this Agreement shall govern, followed by Exhibits A, B, C, E and D, in that order.

C. CONTRACT

1. Term

This Contract shall commence upon execution, and continue through final completion of Project, but no later than _____, 20__.

2. Scope of Work

Architect/Engineer shall provide all services and deliver all materials as specified in the attached Exhibits, which are hereby incorporated into this Contract by this reference, and as may be described by future addenda to this Contract.

Architect/Engineer shall incorporate all provisions required by Exhibit E into the construction solicitation and contract, and is responsible for ensuring its own, LCOG’s, contractor’s and any subcontractor’s compliance with the terms and conditions of Exhibit E.

3. Compensation

3.1 Compensation. Architect/Engineer will be paid by LCOG on a time and materials basis, for work actually completed and invoiced as described in this section. Architect/Engineer shall complete its scope of work as defined in Exhibit A for up to a total not to exceed amount, including reimbursable expenses, of _____ (\$_____). This maximum contract amount shall function as a limit on LCOG contract payments. Architect/Engineer will not be entitled to receive as payment from LCOG the difference between amounts invoiced for work completed and the maximum Contract amount provided in this section, if any.

3.2 Invoices. Payments shall be based upon monthly invoices which Architect/Engineer shall submit to LCOG, detailing the previous months' fees, costs and percentage of the Project completed at that time. Upon request, Architect/Engineer will provide LCOG representative with documents, records, and draft plans evidencing the progress made on the Project to date. Architect/Engineer shall send invoices to LCOG's representative at LCOG's address set forth in Section 5. In the event of non-payment due to a fee dispute between the parties, Architect/Engineer shall continue to provide Contract services to LCOG.

3.3 Reimbursable Expenses. Reimbursable expenses shall be itemized and include expenses incurred in the interest of the Project for: 1) Long distance communications; 2) Reproductions, presentations and work session handouts or other materials; 3) Postage and handling of documents; and 4) Expense of overtime work requiring higher than regular rates, if authorized by LCOG.

4. Contractor Is an Independent Contractor

Architect/Engineer shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for under this Contract. While LCOG reserves the right to set various schedules and evaluate the quality of Architect/Engineer's completed work, LCOG cannot and will not control the means and manner of Architect/Engineer's performance. Architect/Engineer is responsible for determining the appropriate means and manner of performing work. Architect/Engineer is responsible for all federal and state taxes applicable to compensation and payment paid to Architect/Engineer under the Contract and will not have any amounts withheld by LCOG to cover Architect/Engineer's tax obligations. Architect/Engineer is not eligible for any LCOG fringe benefit plans.

5. Notices

All notices provided for hereunder shall be in writing and shall be deemed to be duly served on the date of delivery if delivered in person, when receipt of transmission is generated by the transmitting facsimile machine if delivered by facsimile transmission, on the day after deposit if delivered by overnight courier, or three days after deposit if delivered by placing in the U.S. mail, first-class, postage prepaid. Any notice delivered by facsimile transmission shall be followed by a hard copy. All notices shall be addressed as follows:

LCOG: Jacob Callister, Senior Planner
Lane Council of Governments
859 Willamette Street, Suite 500
Eugene, OR 97401
Phone: (503) 682-4114
Email: jcallister@lcog.org

Architect/Engineer: _____

6. Indemnification

Architect/Engineer shall indemnify, hold harmless, and defend LCOG and its representatives, officers, directors, and employees from any loss or claim made by third parties, including legal fees and costs of defending actions or suits resulting directly or indirectly from Architect/Engineer's negligent performance and/or fault of Architect/Engineer, its employees, representatives, or subcontractors. If the loss or claim is caused by the joint concurrent

negligence or other fault of LCOG and Architect/Engineer, the loss or claim shall be borne by each in proportion to the degree of negligence or other fault attributable to each.

Architect/Engineer shall defend LCOG from claims covered under this section at Architect/Engineer's sole cost and expense until such time: (1) as an arbitration panel or a court of competent jurisdiction determines that LCOG is liable in whole or in part for the loss or claim caused by LCOG's negligence; or (2) until LCOG and Architect/Engineer mutually agree to allocate the liability.

Architect/Engineer's indemnification obligations under this Section 6 shall survive the expiration or earlier termination of this Contract.

7. Insurance Requirements

7.1 During the term of this Contract, Architect/Engineer shall maintain, at its own expense, the following types of insurance in the following amounts:

- a. Comprehensive general liability insurance on Insurance Services Office (ISO) occurrence form CG 00 01, including coverage for premises operations, independent contractors, protected products, completed operations, contractual liability, personal injury, and broad form for property damage (including coverage for explosion, collapse, and underground hazards):

- \$2,000,000 – each occurrence (bodily injury)
 - \$4,000,000 – general aggregate
 - \$1,000,000 – property damage, contractual, etc.
 - \$2,000,000 – umbrella liability coverage

Coverage shall also include contractual liability coverage for the indemnity provided under this Contract. (Proof of coverage will be attached to this Contract).

- b. Workers' Compensation and employer's liability insurance per ORS Chapter 656. The employer's liability limit shall not be less than \$1,000,000 per occurrence. (Proof of coverage will be attached to this Contract).
- c. Errors and Omissions insurance covering Architect/Engineer's liability arising out of negligent acts, errors or omissions in its performance of work or services under this Contract. Such policy will have a combined single limit of not less than \$2,000,000 per each claim, incident or occurrence for the term of the Project. Such policy will be on a claims made basis and will have an extended claims reporting period of six (6) years after final completion. (Proof of coverage will be attached to this Contract).
- d. The limits required in this Section 7.1 may be met with a combination of underlying and umbrella coverage.

7.2 Except as required in 7.1(d) above, if any of the above required insurance is arranged on a "claims made" basis, "tail" coverage will be required at final completion or termination of this Contract for a duration of two (2) years.

7.3 Policies shall provide that LCOG, its Board, officers, representatives, employees, and agents will be included as an additional insured with respect to the coverages required in Section 7.1(a) and a waiver of subrogation against them shall be obtained for all coverages.

- 7.4 All coverages under Section 7.1 shall be primary over any insurance LCOG may carry on its own.
- 7.5 LCOG shall be solely responsible for any loss, damage or destruction to its own property, equipment, and materials used in conjunction with the work or services under this Contract if the loss, damage or destruction is due to LCOG's negligence or fault.
- 7.6 All policies of insurance shall be issued by good, responsible companies with a rating acceptable to LCOG and that are qualified to do business in the State of Oregon.
- 7.7 Architect/Engineer shall furnish LCOG with certificates of insurance evidencing all required coverages prior to commencing any work or services under this Contract. If requested by LCOG, Architect/Engineer shall furnish LCOG with executed copies of such policies of insurance. Architect/Engineer shall furnish LCOG with at least 30 days' written notice of cancellation of, or any modification to, the required insurance coverages. Failure to maintain any required insurance coverages in the minimum required amounts shall constitute a material breach of this Contract and shall be grounds for immediate termination of this Contract.

8. Workers' Compensation

- 8.1 Architect/Engineer, its subcontractors, if any, and all employers working under this Contract are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all subject workers.
- 8.2 Architect/Engineer warrants that all persons engaged in Contract work and subject to the Oregon Workers' Compensation Law are covered by a workers' compensation plan or insurance policy that fully complies with Oregon law. Architect/Engineer shall indemnify LCOG for any liability incurred by LCOG as a result of Architect/Engineer's breach of the warranty under this paragraph.

9. Hours of Employment

Architect/Engineer shall comply with all applicable state and federal laws regarding employment.

10. Assignment

Architect/Engineer may not assign any of its responsibilities under this Contract without LCOG's prior written consent, which consent may be withheld in LCOG's sole discretion. Architect/Engineer may not subcontract for performance of any of its responsibilities under this Contract without LCOG's prior written consent, which consent shall not be unreasonably withheld. Architect/Engineer's assigning or subcontracting of any of its responsibilities under the Contract without LCOG's consent shall constitute a material breach of this Contract. Regardless of any assignment or subcontract, Architect/Engineer shall remain liable for all of its obligations under this Contract.

11. Labor and Material

Architect/Engineer shall provide and pay for all labor, materials, equipment, tools, water, heat, utilities, transportation, and other facilities and services necessary for the proper execution and completion of all Contract work, all at no cost to LCOG other than the compensation provided in this Contract.

12. Ownership of Work and Documents

All work performed by Architect/Engineer and compensated by LCOG pursuant to this Contract shall be the property of LCOG upon full compensation for that work performed or document produced to Architect/Engineer, and it is agreed by the parties that such documents are works made for hire. Architect/Engineer hereby conveys, transfers and grants to LCOG all rights of reproduction and the copyright to all such documents. However, in the event LCOG reuses or modifies any materials furnished to LCOG by Architect/Engineer, without Architect/Engineer's involvement or consent, then Architect/Engineer shall not be responsible for the materials.

13. Termination for Convenience

This Contract may be terminated by mutual consent of the parties upon written notice. In addition, LCOG may terminate all or part of this Contract upon determining that termination is in the best interest of LCOG by giving seven (7) days' prior written notice of intent to terminate, without waiving any claims or remedies it may have against Architect/Engineer. Upon termination under this paragraph, Architect/Engineer shall be entitled to payment in accordance with the terms of this Contract for Contract work completed and accepted before termination less previous amounts paid and any claim(s) LCOG has against Architect/Engineer. Pursuant to this paragraph, Architect/Engineer shall submit an itemized invoice for all unreimbursed Contract work completed before termination and all Contract closeout costs actually incurred by Architect/Engineer. LCOG shall not be liable for any costs invoiced later than thirty (30) days after termination unless Architect/Engineer can show good cause beyond its control for the delay.

14. Termination for Cause

LCOG may terminate this Contract effective upon delivery of written notice to Architect/Engineer, or at such later date as may be established by LCOG, under any of the following conditions:

- 14.1 If LCOG funding is not obtained and continued at levels sufficient to allow for purchases of the indicated quantity of services. The Contract may be modified to accommodate a reduction in funds.
- 14.2 If federal or state regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this Contract or are no longer eligible for the funding proposed for payments authorized by this Contract.
- 14.3 If any license or certificate required by law or regulation to be held by Architect/Engineer to provide the services required by this Contract is for any reason denied, revoked, or not renewed.

15. Termination for Default

If LCOG fails to perform in the manner called for in this Contract or if LCOG fails to comply with any other provisions of the Contract, the Architect/Engineer may terminate this Contract for default after giving LCOG the notice and opportunity to cure required by this paragraph. Prior to termination for default, Architect/Engineer must give LCOG written notice of the breach and of the Architect/Engineer's intent to terminate. If LCOG has not entirely cured the breach within fifteen (15) days of the date of the notice, then Architect/Engineer may terminate the Contract at any time thereafter by giving a written notice of termination.

If Architect/Engineer fails to perform in the manner called for in this Contract or if Architect/Engineer fails to comply with any other provisions of the Contract, LCOG may terminate this Contract for default. Termination shall be effected by serving a notice of termination on Architect/Engineer setting forth the manner in which Architect/Engineer is in default.

Architect/Engineer shall be paid the Contract price only for services performed in accordance with the manner of performance as set forth in this Contract.

16. Remedies

In the event of breach of this Contract the parties shall have the following remedies:

- 16.1 If terminated under paragraph 15 by LCOG due to a breach by Architect/Engineer, LCOG may complete the work either itself, by agreement with another contractor, or by a combination thereof. If the cost of completing the work exceeds the remaining unpaid balance of the total compensation provided under this Contract, then Architect/Engineer shall pay to LCOG the amount of the reasonable excess.
- 16.2 In addition to the above remedies for a breach by Architect/Engineer, LCOG also shall be entitled to any other equitable and legal remedies that are available.
- 16.3 If LCOG breaches this Contract, Architect/Engineer's remedy shall be limited to termination of the Contract and receipt of Contract payments to which Architect/Engineer is entitled.
- 16.4 LCOG shall not be liable for any indirect, incidental, consequential, or special damages under the Contract or any damages arising solely from terminating the Contract in accordance with its terms.
- 16.5 Upon receiving a notice of termination, and except as otherwise directed in writing by LCOG, Architect/Engineer shall immediately cease all activities related to the services and work under this Contract. As directed by LCOG, Architect/Engineer shall, upon termination, deliver to LCOG all then existing work product that, if the Contract had been completed, would be required to be delivered to LCOG.

17. Nondiscrimination

During the term of this Contract, Architect/Engineer shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, or national origin.

18. Governing Law; Jurisdiction; Venue

This Contract shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively "Claim") between LCOG and Architect/Engineer that arises from or relates to this Contract which results in litigation shall be brought and conducted solely and exclusively within the Circuit Court of Washington County for the State of Oregon; provided, however, if a Claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. ARCHITECT/ENGINEER BY EXECUTION OF THIS CONTRACT, HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURTS. Nothing herein shall be construed as a waiver of LCOG's protections under the Oregon Tort Claims Act.

19. Compliance with Laws and Regulations

Architect/Engineer shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to the services under this Contract. Without limiting the generality of the foregoing, Architect/Engineer expressly agrees to comply with: (i) ORS 659.425; (ii) all regulations and administrative rules established pursuant to the foregoing laws; and (iii) LCOG's performance under this Contract is conditioned upon Architect/Engineer's compliance with all applicable provisions of the Oregon Public Contracting Code, as more particularly set forth in Exhibit B and incorporated herein by this reference. Architect/Engineer, its

subconsultants, and all employers providing work, labor, or materials under this Contract are subject employers under the Oregon workers' compensation law and shall comply with ORS 656.017, which requires them to provide Oregon workers' compensation coverage that satisfies Oregon law for all their subject workers. Architect/Engineer shall adhere to all safety standards and regulations established by LCOG for work performed on its premises or under its auspices.

20. Experience, Capabilities and Resources

By execution of this Contract, Architect agrees that:

- 20.1 Architect/Engineer is an experienced architectural firm having the skill, legal capacity, and professional ability necessary to perform all the services required under this Contract and to design or administer any work within the scope and complexity contemplated by this Contract.
- 20.2 Architect/Engineer has the capabilities and resources necessary to perform the obligations of this Contract.
- 20.3 Architect/Engineer is familiar with all current laws, rules, and regulations which are applicable to the design and construction of work which may fall within the scope of this Contract, and that all drawings, specifications, and other documents prepared by Architect/Engineer shall be prepared in accordance with the standard of care of other professionals performing similar services under similar conditions and in an effort to accurately reflect and incorporate all such laws, rules, and regulations.

21. Drawings, Specifications and Other Documents

Architect/Engineer hereby agrees that it will, in a manner consistent with its standard of care defined in above in Section 20, prepare all drawings, specifications, and other documents pursuant to this Contract so that they are complete and that any project, if constructed in accordance with the intent established by such drawings, specifications, and other documents, shall be structurally sound and a complete and properly functioning facility.

22. Errors and Omissions

Architect/Engineer shall be responsible for correcting any errors or omissions in the drawings, specifications, and/or other documents which deviate from the standard of care set forth in Section 21. Architect/Engineer shall correct at no additional cost to LCOG any and all such errors and omissions in the drawings, specifications, and other documents prepared by Architect/Engineer or its subconsultants. Architect/Engineer further agrees to assist LCOG in resolving problems relating to any project designs or specified materials. Architect's warranties and obligations under Sections 20-22 of this Contract shall survive the expiration or earlier termination of this Contract.

23. Contract Performance

Architect/Engineer shall at all times carry on the services diligently, without delay and punctually fulfill all requirements herein. Architect/Engineer shall not be liable for delays that are beyond Architect/Engineer's control. Contract expiration shall not extinguish, prejudice, or limit either party's right to enforce this Contract with respect to any breach of Architect/Engineer's warranties or a default or defect in performance by Architect/Engineer that has not been cured. Architect/Engineer agrees that time is of the essence under this Contract.

24. Access to Records

For not less than five (5) years after the Contract expiration and for the purpose of making audit, examination, excerpts, and transcripts, LCOG, and its duly authorized representatives shall have access to Architect/Engineer's books, documents, papers, and records that are pertinent to this Contract. If, for any reason, any part of this Contract, or any resulting construction contract(s) is involved in litigation, Architect/Engineer shall retain all pertinent records for not less than five (5) years or until all litigation is resolved, whichever is longer. Architect/Engineer shall provide full access to these records to LCOG, and its duly authorized representatives in preparation for and during litigation.

25. Representations and Warranties

25.1 Architect/Engineer represents and warrants to LCOG that:

25.1.1 Architect/Engineer has the power and authority to enter into and perform this Contract;

25.1.2 When executed and delivered, this Contract shall be a valid and binding obligation of Architect/Engineer enforceable in accordance with its terms;

25.1.3 Architect/Engineer shall, at all times during the term of this Contract, be duly licensed to perform the services, and if there is no licensing requirement for the profession or services, be duly qualified and competent; and

25.1.4 The services under this Contract shall be performed in accordance with the professional skill, care and standards of other professionals performing similar services under similar conditions.

25.2 The warranties set forth in this section are in addition to, and not in lieu of, any other warranties provided.

26. LCOG Obligations

26.1 LCOG shall provide full information in a timely manner regarding requirements for and limitations on projects and work tasks. With regard to subcontractor liens, LCOG shall furnish to Architect/Engineer, within fifteen (15) days after receipt of a written request, information necessary and relevant for Architect/Engineer to evaluate, give notice of, or enforce lien.

26.2 LCOG shall establish and update, if necessary, overall project budgets, including Architecture/Engineering and construction costs.

26.3 LCOG shall furnish the services of consultants, including geotechnical architects/engineers, when such services are requested by Architect/Engineer, reasonably required by the scope of a project, and agreed to by LCOG.

26.4 LCOG shall furnish all testing as required by law or the Contract documents.

26.5 LCOG shall furnish all legal accounting, auditing and insurance services as necessary for projects to meet the LCOG's needs and interests, after Architect/Engineer has performed requisite project management and oversight duties.

26.6 LCOG shall provide prompt written notice to Architect/Engineer if LCOG becomes aware of any fault or defect in a project, including any errors, omissions or inconsistencies in Architect/Engineer's design or performance under the Contract.

- 26.7 LCOG shall pay Architect/Engineer in accordance with paragraph 3 and Exhibit C of this Contract, upon receipt of Architect/Engineer's submission of monthly invoices, and satisfactory progress and performance made in accordance with the scope of work. Payments shall reflect work completed, or progress made on a project to date, on a pro rata basis.
- 26.8 LCOG shall report the total amount of all payments to Architect/Engineer, including any expenses, in accordance with federal Internal Revenue Service and State of Oregon Department of Revenue regulations.
- 26.9 LCOG shall guarantee access to, and make all provisions for Architect/Engineer to enter upon public and private property necessary for performance of the Scope of Work over which LCOG exercises control.
- 26.10 Extra work or work on contingency tasks is not permitted unless authorized by LCOG in writing. Failure of Architect/Engineer to secure written authorization for extra work shall constitute a waiver of all rights to an adjustment in the Contract price or Contract time.

27. Arbitration

- 27.1 All claims, disputes, and other matters in question between LCOG and Architect/Engineer arising out of, or relating to this Contract, including rescission, reformation, enforcement, or the breach thereof except for claims which may have been waived by the making or acceptance of final payment, may be decided by binding arbitration in LCOG's sole discretion, in accordance with Uniform Oregon Arbitration Act ORS 36.600 et seq. and any additional rules mutually agreed to by both parties. If the parties cannot agree on rules within ten (10) days after the notice of demand, the presiding judge of the Washington County Circuit Court will establish rules to govern the arbitration. LCOG shall have the sole discretion as to whether or not dispute will be decided by arbitration rather than through the court process.
- 27.2 A claim by Architect/Engineer arising out of, or relating to this Contract must be made in writing and delivered to the Executive Director not less than 30 days after the date of the occurrence giving rise to the claim. Failure to file a claim with the Executive Director within 30 days of the date of the occurrence that gave rise to the claim shall constitute a waiver of the claim. A claim filed with the Executive Director will be considered by the Board at the Board's next regularly scheduled meeting. At that meeting the Board will render a written decision approving or denying the claim. If the claim is denied by the Board, the Architect/Engineer may file a written request for arbitration with the Executive Director. No demand for arbitration shall be effective until the Board has rendered a written decision denying the underlying claim. No demand for arbitration shall be made later than thirty (30) days after the date on which the Board has rendered a written decision on the underlying claim. The failure to demand arbitration within said 30 days shall result in the Board's decision being binding upon LCOG and Architect/Engineer.
- 27.3 Notice of demand for arbitration shall be filed in writing with the other party to the Contract. The demand for arbitration shall be made within the 30-day period specified above. LCOG, if not the party demanding arbitration, has the option of allowing the matter to proceed with binding arbitration or by written notice within five (5) days after receipt of a demand for arbitration, to reject arbitration and require the Architect/Engineer to proceed through the courts for relief. If arbitration is allowed, the parties agree that the award rendered by the arbitrators will be final, judgment may be entered upon it in any court having jurisdiction thereof, and the award will not be subject to modifications or appeal except to the extent permitted by Oregon law.

28. Joinder

Notwithstanding any contrary language in other documents or agreements related to services provided by Architect pursuant to this Contract, including contracts for construction services, either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact arising out of or related to this Contract and whose presence is required if complete relief is to be accorded. This paragraph applies to any and all claims, disputes, and other matters arising out of, or relating to this Contract, including but not limited to those claims, disputes, and other matters subject to litigation or arbitration.

29. Attorney Fees

If any suit, action or arbitration is brought either directly or indirectly to rescind, reform, interpret or enforce the terms of this Contract, the prevailing party shall recover and the losing party hereby agrees to pay reasonable attorney's fees incurred in such proceeding, in both the trial and appellate courts, as well as the applicable costs and disbursements. Further, if it becomes necessary for LCOG to retain the services of an attorney to enforce any provision of this Contract without initiating litigation, Architect/Engineer agrees to pay LCOG's attorney's fees so incurred. Such costs and fees shall bear interest at the maximum legal rate from the date incurred until the date paid by the losing party.

30. Successors and Assigns; Subcontractors and Assignments

The provisions of this Contract shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors and assigns.

31. Limitation of Liabilities

LCOG shall not be liable for (i) any indirect, incidental, consequential, or special damages under the Contract or (ii) any damages of any sort arising solely from the termination of this Contract in accordance with its terms. Architect/Engineer shall not be liable for any consequential damages under this Contract.

32. Foreign Contractor

If Architect/Engineer is not domiciled in or registered to do business in the State of Oregon, Architect/Engineer shall promptly provide to the Oregon Department of Revenue and the Corporations Division of the Oregon Secretary of State all information required by those agencies relative to this Contract. Architect/Engineer shall demonstrate its legal capacity to perform the work under this Contract in the State of Oregon prior to entering into this Contract.

33. Confidentiality

Architect/Engineer shall maintain the confidentiality of any of LCOG's information that has been marked as confidential, unless withholding such information would violate the law, create the risk of significant harm to the public, or prevent Architect/Engineer from establishing a claim or defense in an adjudicatory proceeding. Architect/Engineer shall require similar agreements from LCOG's and/or Architect/Engineer's subconsultants to maintain the confidentiality of information of LCOG.

34. Force Majeure

Architect/Engineer shall not be deemed in default hereof nor liable for damages arising from its failure to perform its duties or obligations hereunder if such is due to causes beyond its reasonable control, including, but not limited to, acts of God, acts of civil or military authorities, fires, floods, windstorms, earthquakes, strikes or other labor disturbances, civil commotion or war.

35. Waivers

No waiver by LCOG of any provision of this Contract shall be deemed to be a waiver of any other provision hereof or of any subsequent breach by Architect/Engineer of the same or any other provision. LCOG's consent to or approval of any act by Architect/Engineer requiring LCOG's consent or approval shall not be deemed to render unnecessary the obtaining of LCOG's consent to or approval of any subsequent act by Architect/Engineer, whether or not similar to the act so consented to or approved.

36. Severability

Any provision of this Contract which shall prove to be invalid, void or illegal shall in no way affect, impair or invalidate any other provision hereof, and such remaining provisions shall remain in full force and effect.

37. Headings

The captions contained in this Contract are for convenience only and shall not be considered in the construction or interpretation of any provision hereof.

38. Integration and Modification

This Contract, including the attached exhibits referenced in Section B, contains the entire agreement between the parties regarding the matters referenced herein and supersedes all prior written or oral discussions or agreements regarding the matters addressed by this Contract. Any modifications or amendments to this Contract will only be effective when made in writing and signed by authorized parties for each party to this Contract.

39. Authority

The representatives signing on behalf of the parties certify that they are duly authorized by the party for which they sign to enter into this Contract.

40. Certificate of Compliance with Oregon Tax Laws

By executing this Contract, Architect/Engineer certifies under penalty of perjury that Architect/Engineer is, to the best of Architect/Engineer's knowledge, not in violation of any Oregon tax laws described in ORS 305.385(6) and (7).

LANE COUNCIL OF GOVERNMENTS

By: _____

Brendalee Wilson,
Executive Director

Date: _____

By: _____

Authorized Signature

Title: _____

Date: _____

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Exhibit A

Scope of Work

SERVICES AND RESPONSIBILITY OF ARCHITECT/ENGINEER

- A. Services shall be provided pursuant to LCOG work task requests or as otherwise requested by LCOG in writing. When authorized by LCOG, the specific services which the Architect/Engineer shall furnish will generally consist of, but not be limited to, the following itemized services:

a. **Design**

b. **Construction Bidding**

Architect/Engineer shall incorporate all provisions required by Exhibit E into the construction solicitation and contract, and is responsible for ensuring its own, LCOG's, contractor's and any subcontractor's compliance with the terms and conditions of Exhibit E.

c. **Construction Services**

Exhibit B

Oregon Public Contracting Requirements

**PUBLIC CONTRACTING CODE
REQUIREMENTS
For ORS 279C Personal Service Contract
And Applicable Federal Requirements**

1. Contractor shall pay promptly, as due, all persons supplying labor or materials for the prosecution of the Work provided for in the contract, and shall be responsible for such payment of all persons supplying such labor or material to any Subcontractor.
2. Contractor shall promptly pay all contributions or amounts due the Industrial Accident Fund from such Contractor or Subcontractor incurred in the performance of the Contract, and shall be responsible that all sums due the State Unemployment Compensation Fund from Contractor or any Subcontractor in connection with the performance of the Contract shall promptly be paid.
3. Contractor shall not permit any lien or claim to be filed or prosecuted against LCOG on account of any labor or material furnished and agrees to assume responsibility for satisfaction of any such lien so filed or prosecuted.
4. Contractor and any Subcontractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.
5. Contractor shall employ no person for more than 10 hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency, or where public policy absolutely requires it, and in such cases, Contractor shall pay the employee at least time and one-half pay for: 1) all overtime in 10 hours in any one day or in excess of 40 hours in any one week, whichever is greater, except for individuals under personal service contracts who are excluded under ORS 653.010 to 653.261 or under 29 U.S.C. 201 to 209 from receiving overtime; or 2) work performed on the legal holidays specified in a collective bargaining agreement or in ORS 279C.540(1)(b)(B) to (G).
6. Pursuant to ORS 279C.520(2), the Contractor must give notice to employees who work on this contract in writing, either at the time of hire or before commencement of work on the Contract, or by posting a notice in a location frequented by employees, of the number of hours per day and the days per week that the employees may be required to work.
7. Contractor shall ensure Owner's compliance with all applicable provisions of ORS 279C.527 and OAR Chapter 330 Division 135 regarding green energy technology requirements for new or major renovations of public buildings costing over \$1,000,000.
8. Pursuant to ORS 279C.530(2), all employers, including Contractor, that employ subject workers who work under this contract shall comply with ORS 656.017 and provide the required Workers' Compensation coverage, unless such employers are exempt under ORS 656.126. Contractor shall ensure that each of its subcontractors complies with these requirements.
9. All sums due the State Unemployment Compensation Fund from the Contractor or any Subcontractor in connection with the performance of the contract shall be promptly so paid.
10. The Contract may be canceled at the election of LCOG for any willful failure on the part of Contractor to faithfully perform the contract according to its terms.

11. Contractor certifies that it has not discriminated against minorities, women or emerging small business enterprises or a business enterprise that is controlled by or that employs a disabled veteran as defined in ORS 408.225 in obtaining any required subcontractors.
12. Contractor certifies its compliance with the Oregon tax laws, in accordance with ORS 305.385.
13. In the performance of this Contract, the Contractor shall use, to the maximum extent economically feasible, recycled paper, materials, and supplies, and shall compost or mulch yard waste material at an approved site, if feasible and cost effective.
14. Pursuant to LCOG's Public Contracting Rule 137-049-0880, LCOG may, at reasonable times and places, have access to and an opportunity to inspect, examine, copy, and audit the records relating to the Contract.

15. AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) REQUIREMENTS

- A. REPORTING OF REQUIRED INFORMATION – This Contract is supported in part by funds from the United States made available through ARRA. Continued availability of the funds is dependent on the filing of timely reports by LCOG. It is therefore a condition precedent to any payment for work performed under this contract that Contractor has provided all necessary information.
 - B. ARRA SUSPENSION- If LCOG receives notice that funding for the ARRA grant is suspended or withdrawn, this contract will terminate at the end of the month for which payments are available. LCOG will notify Contractor of such non-appropriation as soon as LCOG receives such notice itself. Upon termination pursuant to this clause, LCOG shall have no further obligation to the Contractor for payments beyond the termination date. This provision does not permit LCOG to terminate the contract in order to procure similar services or goods from a different Contractor.
 - C. WHISTLEBLOWER PROTECTION-The Contractor shall comply with the Whistleblower Protection requirements of ARRA, Section 553 of Division A, Title XV, Public Law 111-5 which provides protection for employees of non-federal employer recipients, including employees of state and local governments, contractors, subcontractors, recipients, and any other non-federal employers receiving ARRA funds, making specified disclosures relating to possible fraud, waste, or abuse of ARRA funds. The act requires any non-federal employer receiving ARRA funds to post a notice of the rights and remedies provided under the ARRA. The Recipient shall post notice of employees' rights and remedies for whistleblower protections provided under section 1553 of ARRA and shall include such notice requirement in all contracts with subrecipients, contractors, and subcontractors.
16. AGREEMENT SUBJECT TO FEDERAL REQUIREMENTS-LCOG is subject to rules, regulations and oversight by the National Telecommunications and Information Administration, US Department of Commerce, which may impose additional requirements on LCOG that result in additional requirements for the Contractor.
17. NONDISCRIMINATION ON THE BASIS OF DISABILITY (AMERICANS WITH DISABILITIES ACT, 42 U.S.C. 12101 *et seq.*)

The Contractor shall comply with all requirements of the Americans with Disabilities Act, 42 U.S.C. 12101, *et seq.*, and all regulations implementing the Act, especially including those regulations set forth at 28 C.F.R. 35.130, or any later replacement for those regulations, directly or indirectly applicable to Contractor as a result of a contract with LCOG.

18. CLEAN AIR ACT (42 U.S.C. 7401-7671q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. 1251-1387, AS AMENDED). Contractor agrees to comply with all

applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

19. BYRD ANTI-LOBBYING AMENDMENT (31 U.S.C. 1352). Contractors shall file with LCOG the required certification found at <https://www.state.gov/documents/organization/149465.pdf>.

20. FAIR EMPLOYMENT PRACTICE PROVISIONS (EUGENE CODE, 1971, SECTION 4.625)

These provisions are applicable to any contract with a Contractor if LCOG purchases goods or services from the Contractor costing \$2,500 or more in any fiscal year:

During the performance of this contract, the Contractor agrees as follows:

- A. The Contractor will not discriminate against any employee or applicant for employment because of an individual's race, religion, color, sex, national origin, marital status, familial status, age, sexual orientation or source of income, a juvenile record that has been expunged pursuant to ORS 419A.260 and 419A.262, or because an individual is a person with a disability which, with reasonable accommodation by the employer does not prevent the performance of the work involved, unless based upon a bona fide occupational qualification reasonably necessary to the normal operation of the employer's business.
- B. Those Contractors employing 15 or more individuals will develop and implement an affirmative action plan to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, sex, age or national origin. Such plan shall include, but not be limited to the following: employment, upgrading, demotion, transfer, requirement of compensation and selection for training, including apprenticeship.

Exhibit C

LCOG's Request for Proposals for Architectural/Engineering Services

Exhibit D

Architect/Engineer's Proposal and Schedule of Rates and Charges

