



## AGREEMENT FOR SERVICES

Project Number or Name: SEMSWA Business Start-up Assistance

**THIS AGREEMENT** is entered into as of the 16th day of October, 2006, by and between Southeast Metro Stormwater Authority acting by and through SEMSWA Water Activity Enterprise (hereinafter referred to as "SEMSWA WAE") and AMEC Earth & Environmental, Inc. (hereinafter referred to as the "Contractor").

**WHEREAS**, SEMSWA WAE desires to engage the Contractor to provide the services described in Exhibit A.

**NOW, THEREFORE**, the parties mutually agree as follows:

1. **Scope of Services.** The Contractor agrees to perform the services described in Section 1 of Exhibit A, which document is attached hereto and incorporated herein in its entirety.
2. **Standard of Care.** The standard of care applicable to Contractor's Services will be the degree of skill and diligence normally employed by professional engineers or consultants performing the same or similar Services in the Denver, Colorado metropolitan area, at the time said services are performed.
3. **Time of Performance.** The services of the Contractor are to commence and be completed (or end) by the dates set forth in Section 2 of Exhibit A, unless this Agreement is sooner terminated pursuant to paragraph 4.A below. All time limits are of the essence in this Agreement.
4. **Method of Payment.** SEMSWA WAE will compensate the Contractor for services rendered in accordance with Section 3 of Exhibit A, subject to the availability of appropriated funds within the annual budget. The Contractor is responsible for paying all applicable income, Federal Insurance Contributions Act (FICA), Federal Unemployment Tax Act, or other taxes owed on compensation paid under this Agreement. The Contractor shall submit requests for payment in a form acceptable to SEMSWA WAE and in conformance with SEMSWA WAE's policies. The Contractor shall provide such backup information for its payment requests as may be reasonably requested by SEMSWA WAE. SEMSWA WAE shall have forty-five (45) days from receipt of any payment request to make payment to the Contractor.
5. **General Terms and Conditions.**
  - A. **Termination of Agreement.** SEMSWA WAE or the Contractor shall have the right to terminate this Agreement, with or without cause, by giving written notice to the other party of such termination and specifying the effective date thereof, which notice shall be given at least the number of days set forth in Section 4 of Exhibit A prior to the effective date of such termination. In such event, all finished or unfinished documents, data, studies and reports prepared by the Contractor pursuant to this Agreement shall become the property of SEMSWA WAE. Unless expressly stated otherwise in the notice, Contractor shall provide no further services in connection with this Agreement after receipt of a notice of termination, and the Contractor shall proceed to cancel all existing orders and contracts that are chargeable to SEMSWA WAE under this Agreement. The Contractor shall be entitled to receive compensation in accordance with this Agreement for any satisfactory services completed pursuant to the terms of this Agreement prior to the date of receipt of the notice of termination, or such other stop-work date as may be specified in the notice. Notwithstanding the above, the Contractor shall not be relieved of liability to SEMSWA WAE for damages sustained by virtue of any breach of this Agreement by the Contractor.
  - B. **Changes.** SEMSWA WAE may, from time to time, request changes in the scope of services or compensation of the Contractor. Such changes that are mutually agreed upon between SEMSWA WAE and Contractor shall be in writing, and upon execution shall become part of this

Agreement. To be effective, all changes must be signed by the Contractor and SEMSWA WAE, or by a person authorized by resolution to sign on behalf of SEMSWA WAE.

C. Assignability or Subcontracting. Any assignment, transfer or subcontracting of this Agreement is prohibited, unless prior written consent is obtained from SEMSWA WAE.

D. Audit. SEMSWA WAE or any of its duly authorized representatives shall have reasonable access to any books, documents, papers and records of the Contractor which are pertinent to the Contractor's performance under this Agreement for the purpose of making an audit, examination, or excerpts. The Contractor shall provide any documentation necessary to prepare all reporting required of or by SEMSWA WAE, and shall keep all books, documents, papers and records which are pertinent to the Contractor's performance for a minimum period of three years, or such longer time as may be set forth in any Special Conditions or addendums to this Agreement.

E. Equal Employment Opportunity. While performing this Agreement, the Contractor shall not discriminate against any employee, subcontractor, or applicant for employment because of race, creed, color, national origin, religion, sex, mental or physical disability, or age.

F. Ownership of Documents. All drawings, specifications, guidelines and other documents prepared or received by the Contractor in connection with this Agreement shall be the property of SEMSWA WAE.

G. Assignment of Copyrights. The Contractor assigns to SEMSWA WAE the copyrights to all works prepared, developed, or created pursuant to this Agreement, including the rights to: 1) reproduce the work; 2) prepare derivative works; 3) distribute copies to the public by sale, rental, lease, or lending; 4) perform the works publicly; and 5) to display the work publicly. The Contractor waives its rights to claim authorship of the works, to prevent its name from being used in connection with the works, and to prevent distortion of the works.

H. Reuse of Documents. Any modification of the documents by SEMSWA WAE will be at SEMSWA WAE's sole risk.

I. Governing Law/Forum/Interpretation. This Agreement has been executed by the parties hereto on the day and year first above written and shall be governed by the laws of the State of Colorado. Venue for any civil action relating to this Agreement shall be in Arapahoe County. To reduce the cost of and to expedite the resolution of disputes under this Agreement, the parties hereby waive any and all right either may have to request a jury trial in any civil action relating primarily to the enforcement of this Agreement. Both parties agree that the rule that ambiguities in a contract are to be construed against the drafting party shall not apply to the interpretation of this Agreement. If there is any conflict between the language of this Agreement and any exhibit or attachment, the language of this Agreement shall govern.

J. Compliance with Laws/Licenses and Permits. The Contractor shall comply with all applicable federal, state and local laws, ordinances, regulations, and resolutions. The Contractor shall be responsible for obtaining all licenses and permits necessary to perform the scope of services, at the Contractor's expense, unless specifically stated otherwise in this Agreement.

K. No Waiver of Rights. SEMSWA WAE's approval or acceptance of, or payment for, services shall not be construed to operate as a waiver of any rights or benefits to be provided under this Agreement. No covenant or term of this Agreement shall be deemed to be waived by SEMSWA WAE except in writing signed by SEMSWA WAE or person authorized to sign by resolution of SEMSWA WAE, and any waiver of a right shall not be construed to be a waiver of any other right or to be a continuing waiver, unless specifically so stated.

L. Non-appropriation. Pursuant to CR.S. §29-1-110, as amended, the financial obligations of SEMSWA WAE as set forth herein after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted and otherwise available. This Agreement is automatically terminated on

January 1<sup>st</sup> of the first fiscal year for which funds are not appropriated. SEMSWA WAE shall give the Contractor written notice of such non-appropriation.

M. **Conflict of Interest.** The Contractor shall refrain from providing services to other persons, firms or entities that would create a conflict of interest for Contractor with regard to providing services pursuant to this Agreement. The Contractor shall not offer or provide anything of benefit to any SEMSWA WAE official or employee that would place the official or employee in a position of violating the public trust in violation of C.R.S. §24-18-109, as amended, or SEMSWA WAE's Ethical Principles and Guidelines.

N. **Remedies.** In addition to any other remedies provided for in this Agreement, and without limiting its remedies available at law, SEMSWA WAE may exercise the following remedial actions if the Contractor substantially fails to satisfy the duties and obligations in this Agreement. Substantial failure to satisfy the duties and obligations shall mean significant insufficient, incorrect or improper performance, activities or inactions by the Contractor. These remedial actions are as follows:

(1) Suspend Contractor's performance pending necessary corrective action as specified by SEMSWA WAE without the Contractor's entitlement to adjustment in price/cost or schedule; and/or

(2) Withhold payment to the Contractor until the necessary services or corrections in performance are satisfactorily completed; and/or

(3) Deny payment for those services which have not been satisfactorily performed, and which, due to circumstances caused by the Contractor, cannot be performed, or if performed would be of no value to SEMSWA WAE; and/or

(4) Terminate the Agreement.

The foregoing remedies are cumulative and SEMSWA WAE, in its sole discretion, may exercise any or all of them individually or simultaneously.

O. **Force Majeure.** Neither the Contractor nor SEMSWA WAE shall be liable for any delay in, or failure of performance of, any covenant or promise contained in this Agreement, nor shall any delay or failure constitute default or give rise to any liability for damages if, and only to extent that, such delay or failure is caused by "force majeure." As used in this Agreement, "force majeure" means acts of God, acts of the public enemy, unusually severe weather, fires, floods, epidemics, quarantines, strikes, labor disputes and freight embargoes, to the extent such events were not the result of, or were not aggravated by, the acts or omissions of the non-performing or delayed party.

P. **Third-Party Beneficiaries.** It is expressly understood and agreed that the enforcement of this Agreement and all rights of action relating thereto shall be strictly reserved to SEMSWA WAE and the named Contractor. Nothing contained in this Agreement shall give or allow any claim or right of action whatsoever by any other third person.

Q. **Survival of Terms and Conditions.** Notwithstanding anything herein to the contrary, the parties understand and agree that all terms and conditions of the Agreement that require continued performance, compliance, or effect beyond the termination date of the Agreement shall survive such termination date and shall be enforceable in the event of a failure to perform or comply.

**6. Insurance.** In part to assure SEMSWA WAE that the Contractor is always capable of fulfilling the specified indemnification obligations, the Contractor must purchase and maintain insurance of the kind and in the minimum amounts specified below, unless indicated otherwise in Section 7 of Exhibit A.

A. The Contractor agrees to procure and maintain, at its own expense, for all services covered by this Agreement, the following policies of insurance:

(1) Worker's Compensation Insurance to cover obligations imposed by applicable laws for any employee engaged in the performance of services under this Agreement:

Worker's Compensation

Each accident	Statutory
Each employee for disease	Statutory

The Contractor shall comply with the requirements of the Worker's Compensation Act of Colorado and shall provide Worker's Compensation Insurance to protect the Contractor from and against any and all Worker's Compensation claims arising from the performance of services under this Agreement. The requirements of this provision shall apply to the Contractor and to all subcontractors.

(2) Commercial General Liability insurance with minimum combined single limits of One Million Dollars (\$1,000,000) each occurrence and One Million Dollars (\$1,000,000) aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, independent contractors, products, and completed operations. The policy shall contain a severability of interests provision. Coverage must be on an "occurrence" basis as opposed to a "claims made" basis. This insurance must pay on behalf of the Contractor all sums which the Contractor shall become legally obligated to pay as damages because of bodily injury or property damage caused by an occurrence up to the specified limits of liability for each occurrence.

(3) Commercial Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than One Million Dollars (\$1,000,000) each occurrence with respect to each of the Contractor's owned, hired and non-owned vehicles assigned to or used in performance of the services. The policy shall contain a severability of interests provision. Commercial Automobile Liability insurance must cover the Contractor for all sums which the Contractor shall become legally obligated to pay as damages because of bodily injury or property damage caused by an occurrence up to the specified limits of liability for each occurrence. This insurance coverage must extend to all levels of subcontractors. Such coverage must include all automotive equipment used in the performance of the Agreement, both on and off the work site, and must include non-ownership and hired cars coverage.

(4) If indicated in Section 5 of Exhibit A, Errors and Omissions or Professional Liability Insurance with a minimum coverage amount as specified in Section 5 of Exhibit A, and for two years beyond the completion of all services under this Agreement.

B. The above-mentioned coverages shall be procured and maintained with insurers with an A- or better rating, as determined by Best's Key Rating Guide. All coverages shall be continuously maintained to cover all liability, claims, demands, and other obligations assumed by the Contractor.

C. The policies required above shall be primary insurance, and any insurance carried by SEMSWA WAE, its officers, or its employees shall be excess and not contributory insurance to that provided by the Contractor. No additional insured endorsement to the policies required above shall contain any exclusion for bodily injury or property damage arising from completed operations. The Contractor shall be solely responsible for any deductible losses under any policy required above.

D. The required Commercial General Liability and Commercial Automobile Liability policies shall be endorsed to name SEMSWA WAE as Certificate Holder and name SEMSWA WAE, and its elected officials, officers, employees and agents as additional insureds. The required Worker's Compensation and Professional Liability (where applicable) policies shall be endorsed to include

SEMSWA WAE as a Certificate Holder. The policies shall provide that SEMSWA WAE will receive notice no less than 30 days prior to cancellation, termination or a material change to the policies.

E. The Contractor shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to this Agreement by reason of its failure to procure or maintain insurance, or by reason of its failure to procure or maintain insurance in sufficient amounts, durations or types.

F. Failure on the part of the Contractor to procure or maintain policies providing the required coverages, conditions and minimum limits shall constitute a material breach of contract upon which SEMSWA WAE may immediately terminate this Agreement, or, at its discretion, SEMSWA WAE may procure or renew any such policy or any extended reporting period thereto and may pay any and all premiums in connection therewith, and all monies so paid by SEMSWA WAE shall be repaid by Contractor to SEMSWA WAE upon demand, or SEMSWA WAE may offset the cost of the premiums against any monies due to the Contractor from SEMSWA WAE.

G. SEMSWA reserves the right to request and receive a certified copy of any policy and any endorsement thereto.

**7. Insurance Certificates.**

A. The Contractor shall, prior to commencing services, deliver to SEMSWA WAE Certificates of insurance as evidence that policies providing any and all required coverages and limits are in full force and effect.

B. These certificates will serve as an indication to SEMSWA WAE that the Contractor has acquired all necessary insurance;

C. Insurance limits must be indicated on each Certificate of Insurance. Each Certificate of Insurance shall be reviewed and approved by SEMSWA WAE prior to commencement of services under the Agreement. The certificates shall identify this Agreement and shall state the project number where applicable.

**8. Indemnification.** The Contractor shall indemnify and hold harmless SEMSWA WAE and its elected and appointed officials, officers, employees and agents from and against any and all losses, damages, liabilities, claims, suits, actions or awards, including costs, expenses and attorneys fees, incurred or occasioned as a result of the negligent acts or omissions of the Contractor, or its principals, employees, agents or subcontractors, to the proportionate extent, arising out of or in any way connected with the negligent performance of services under this Agreement. The Contractor's obligation to indemnify pursuant to this paragraph, and to provide any extended insurance coverage where applicable, shall survive the completion of the scope of services, and shall survive the termination of this Agreement.

**9. Independent Contractor.** The Contractor is an independent contractor. AN INDEPENDENT CONTRACTOR IS NOT ENTITLED TO WORKER'S COMPENSATION BENEFITS AND IS OBLIGATED TO PAY FEDERAL AND STATE INCOME TAX ON ANY MONIES EARNED PURSUANT TO THE CONTRACT RELATIONSHIP. Notwithstanding any provision appearing in this Agreement, all personnel assigned by the Contractor to perform work under the terms of this Agreement shall be and remain at all times employees of the Contractor or employees of their respective employers for all purposes.

**10. Notices.** Notices to be provided under this Agreement shall be given in writing and either delivered by hand or deposited in the United States mail with sufficient postage to the addresses set forth in Section 6 of Exhibit A.

**11. Extent of Agreement.** This Agreement represents the entire and integrated agreement between SEMSWA WAE and the Contractor and supersedes all prior negotiations, representations or agreements, either written or oral. Any amendments to this must be in writing and be signed by both SEMSWA WAE and the Contractor. If any portion of this Agreement is found by a court of competent jurisdiction to be

void and/or unenforceable, it is the intent of the parties that the remaining portions of this Agreement shall be of full force and effect.

CONTRACTOR: AMEC Earth & Environmental, Inc.

By: Michael Anderson  
Title: Business Unit Manager

Signed this 16th day of October, 2006

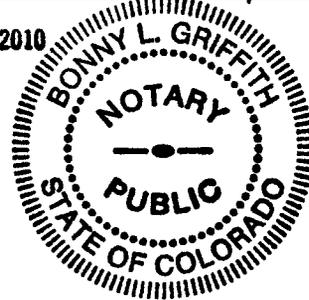
State of Colorado ) ss

County of Jefferson )

Subscribed and sworn to before me this 16 day of October, 2006, by Bonny L. Griffith

My commission expires: ~~\_\_\_\_\_~~ **My Commission Expires: 02/02/2010**

Bonny L. Griffith  
Notary Public



SEAL

ATTEST:

SOUTHEAST METRO STORMWATER  
AUTHORITY acting by and through SEMSWA  
WATER ACTIVITY ENTERPRISE

\_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: Chairman

**EXHIBIT A to Agreement between SEMSWA WAE and AMEC Earth & Environmental, Inc.**

Project Number or Name:

1. **Scope of Services.** The Contractor hereby agrees to and accepts responsibility to perform the following services:

See Attachment A.

2. **Time of Performance.** The services of the Contractor shall commence (choose one):

As of the date of this Agreement

As specified in a Notice to Proceed to be provided by the SEMSWA WAE

X As of the following date: September 19, 2006

The services of the Contractor shall be completed, or shall end, by December 31, 2007.

3. **Compensation.** SEMSWA WAE agrees to compensate the Contractor for the performance of services detailed in Section 1 above, Scope of Services, as follows:

Lump sum due upon completion:

Hourly rate of (to be billed monthly).

X Other: Time and Materials per the rates on the fee estimate (attached).

It is expressly understood and agreed that the total compensation to be paid to the Contractor under this Agreement shall not exceed \$348,243.

4. **Notices of Termination.** Notices of termination shall be given at least thirty (30) days before the effective date of termination.

5. **Professional Liability Insurance.** Errors and Omissions or Professional Liability Insurance is X is not  required. The required minimum amount of coverage is \$3 million dollars.

6. **Addresses for Notices.** The addresses for Notices are as follows:

To SEMSWA WAE: Steve Gardner  
10730 E. Briarwood Ave.  
Ste. 100  
Centennial, CO 80112

To the Contractor: Michael Amdurer, PhD, PG  
AMEC Earth & Environmental  
355 S. Teller St., Suite 300  
Lakewood, CO 80226

7. **Special Conditions.**

No special conditions

X Special Conditions are as follows: Illegal Aliens

**Attachment A**  
**Southeast Metro Stormwater Authority Formation**  
**AMEC Scope of Services and Cost Estimate**

**Date: October 16, 2006**

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The following scope and cost estimates for the Southeast Metro Stormwater Authority (SEMSWA) are for the completion of miscellaneous scope items by AMEC that were previously included in a March 6, 2006 proposal but have not yet been completed under previous authorizations from Arapahoe County and the City of Centennial.

The scope nominally follows Task 1.6 (Stormwater Data Establishment) in the overall project schedule prepared by CH2MHill. Task 1.6 was modified significantly from initial drafts to include items not found elsewhere in the schedule but considered necessary for successful implementation of SEMSWA in 2006 by linking together the natural interconnections between program definitions, financing options and billing database development. The attached Table 1 provides a summary of costs for each major scope item.

Based on conversations with CH2M Hill and SEMSWA, a task for general project coordination has been included in a CH2M Hill proposal and will not be duplicated in the AMEC scope.

Assumptions are necessary and are noted where they may have a significant influence on final costs.

**Task 1.6.1 - Program Development**

AMEC will develop the projected stormwater program for the Authority. The goal of the program is to match the rate structure with the anticipated program needs. Key subtasks include:

- 1.6.1.1. **Program Concept Development.** AMEC will review past program assumptions, backlogs, inventory results, and other data and information to provide background data for program projections, geographical differences and priorities, etc. Level of detail will be sufficient to make program projections in each of the key functional areas: capital improvements, remedial maintenance, routine maintenance, regulation and enforcement, permit compliance, engineering and planning, administration and finance, miscellaneous support services such as database management, billing and customer service, public education and involvement, etc. AMEC will work with CH2M Hill to coordinate costs (indirect, benefits, etc.) for personnel and staffing requirements.

Based on the results of sub-task 1.6.1.2, AMEC will complete the development of up to four program options complete with basic cost information. Based on input from the SEMSWA Board, a final program concept will be recommended and a Final Program Concept Memorandum written. It will explain the objectives of the program, key milestones, basic costs and key policies for the major components of the program.

Deliverables: Program Review Memorandum, Final Program Concept Memorandum

- 1.6.1.2. **Program Policy Development.** AMEC will develop a list of up to four policy papers on key aspects of the stormwater program for consideration by the SEMSWA Board. Policy topics will be cleared with the staff and SEMSWA board, drafts developed, and final papers written. These policy papers may include topics such as: Extent and Level of Service, Interface with Local Entities, Acceptance of Assets from Local Entities, Specific Service Sectors, and other topics considered important to the staff and SEMSWA Board.

**Attachment A**  
**Southeast Metro Stormwater Authority Formation**  
**AMEC Scope of Services and Cost Estimate**

**Date: October 16, 2006**

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Deliverables: Four policy papers in draft and final form matching policy statements and facilitation of discussions at SEMSWA Board meetings as necessary.

- 1.6.1.3. Capital and Remedial Maintenance Project Lists. AMEC will work with SEMSWA staff and the staffs of previous service providers to identify and seek to quantify costs for a priority list of both capital and remedial maintenance projects. Past inventory results, complaints lists, and master plans will serve as the basis for the list. The list will serve as the basis for the near-term capital budget as well as establishing a basis for priority setting within the SEMSWA service area. In so doing AMEC will work with staff in establishing a set of level of service priority policies on capital and remedial improvements. Eventually, AMEC will perform a more detailed inventory of the system and establish the final list from the results of that inventory. The costs of the more detailed inventory and a fully optimized program are not included in this estimate.

Deliverables: Capital and Remedial Project list, priority setting scheme memorandum.

- 1.6.1.4. Program Cost and Staffing Plan. AMEC will work with staff in the development of a detailed five-year plan and a less detailed ten-year plan for the cost and staffing of the future stormwater program of the Authority. The plan will include pro forma budgets for the Authority for five years and basic cost projections for an additional five year period. AMEC will coordinate with CH2M Hill on specific costs for support personnel and program overhead costs.. The plan will be detailed enough to make rate projections and will include estimates of all costs including: all program costs, potential coverage requirements, billing and database maintenance, indirect costs, reserves, etc.

Deliverable: Program Cost and Staffing Plan two drafts and a final plan, spreadsheet backup.

- 1.6.1.5. Implementation Plan. AMEC will work with staff to develop an implementation plan covering the build up period to Authority establishment, and the first five years of the authority. The plan will lay out key decisions in each program area and the timing of key activities to allow for the orderly development of the program.

Deliverables: Implementation Plan in two drafts and a final plan.

- 1.6.1.6. Final Program Track Report. AMEC will develop a comprehensive report covering the programmatic aspects of the Authority. It will include diagrams and summaries suitable for use and reference in guiding the program for a five year period, with less than detailed projections through ten years.

Task 1.6.2 – Finance Development

AMEC will develop the stormwater rate structure and related analyses for the Authority. Key subtasks include:

- 1.6.2.1. Review of Rate Base Estimates. AMEC will review previous estimates of the rate base and revise according to estimated County growth since the date of those estimates. A preliminary rate estimate will be re-developed for areas within Centennial

**Attachment A**  
**Southeast Metro Stormwater Authority Formation**  
**AMEC Scope of Services and Cost Estimate**

**Date: October 16, 2006**

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and within the rest of the unincorporated County. These will serve as initial planning estimates until such time as the master account file is developed.

Deliverable: Initial Rate Estimate Memorandum

- 1.6.2.2. Finance Policy Development. AMEC will develop up to six potential policy papers on key aspects of the stormwater rate structure for consideration by the SEMSWA Board. Policy topics will be cleared with the steering committee, drafts developed, and final papers written. These policy papers may include topics such as: credits, rate concept, secondary funding methods, rate modifiers and credits, collections, handling of residential properties, vacant land, geographic differentials and other topics considered important to the SEMSWA Board.

Deliverables: Up to six policy papers in draft and final, matching policy statements, and technical support at SEMSWA Board meetings as necessary.

- 1.6.2.3. Rate Structure Analysis. AMEC will develop the details of the rate structure based on policy decisions and meetings with key staff and SEMSWA Board. The final rate structure will reflect the program concept. The rate structure analysis will describe the basic rate concept, secondary funding mechanisms, and rate modification factors.

Deliverables: Rate Structure Analysis in two drafts and a final.

- 1.6.2.4. Rate Study. AMEC will develop a rate study and cash flow analysis in detail for the first five years of the program, will less than detail projections beyond that period. The rate study will be spreadsheet based with an ability to perform what if analysis on program options.

Deliverables: Rate Study, Cash Flow Analysis report in two drafts and a final rate study model.

- 1.6.2.5. Public Outreach. AMEC will also support CH2MHill in up to 8 public outreach meetings with major customers and public interest groups to present the basis for the recommended program, rate structure and rate.

- 1.6.2.6. Final Finance Track Report. AMEC will develop a comprehensive report covering the financial aspects of the Authority. It will include diagrams and summaries suitable for use and reference in guiding the program for a five year period, with less detailed projections through ten years.

Deliverable: Final Finance Track Report (part of the Task 1.6.1.6 task) in two drafts and final.

Task 1.6.3 – Rate Resolutions

AMEC will assist the SEMSWA attorney in the drafting of the stormwater program and rate resolutions and will attend SEMSWA Board meetings as necessary to support the discussion of those resolutions. Changes and revisions will be made according to SEMSWA Board guidance.

**Attachment A**  
**Southeast Metro Stormwater Authority Formation**  
**AMEC Scope of Services and Cost Estimate**

**Date: October 16, 2006**

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Deliverables: Technical support to SEMSWA attorney on the drafting of the appropriate resolutions.

Task 1.6.4 – Administration and Reporting

AMEC will provide management reporting and communication throughout the course of the project.

- 1.6.4.1. Project Administration. AMEC will provide administration and management of the project including monthly reports and updates, general administration and coordination with the project team.
- 1.6.4.2. Final Report and Presentation AMEC will prepare a final presentation of the findings and recommendations for the program and finance aspects of the SEMSWA. The presentation will describe the program, rate structure, governance arrangements, and organization of the SEMSWA.

Deliverable: Presentation of findings and recommendations in written form to SEMSWA Board.

- 1.6.4.3. Meetings AMEC will participate in face-to-face and teleconference meetings to provide a higher level of communication and coordination with staff and the SEMSWA Board as necessary.

Task 1.6.5 – Database Development

AMEC will develop the master account file, billing database, connections to the tax billing system and customer service support.

For this cost estimate and body of work, the following additional assumptions are made:

- Parcel lines will not be moved in the GIS, but parcels that appear significantly inaccurate as they relate to imagery will be flagged and reviewed with SEMSWA and the County Assessor's office to determine an appropriate course of action on a case-by-case basis.
- On-call customer service and data support will be provided during and after utility startup, but the cost of this service is not fully determinable. This cost at this time is estimated at \$30,000 and will be adjusted after the database files have been fully developed.

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**AMEC Scope of Services and Cost Estimate**

Date: October 16, 2006

**Table 1: Summary of Costs Major Tasks**  
**(Includes only costs over and above those costs already authorized by the City of Centennial and Arapahoe County)**

Task		Cost
<b>1.6.1</b>	<b>Program Development</b>	<b>\$51,585</b>
	Define program costs and backlogs – update as necessary	
	Develop policies (Level of Service, extent of service, Acceptance of Assets, etc.)	
	Finalize program concept	
	Interface with CH2MHill on staffing, office and equipments inventories	
	Develop program CIP costs and key projects list	
	Develop program remedial costs and initial key projects list	
	Develop program implementation plan and schedule	
	Prepare Summary Report – Program and Cost Analysis	
<b>1.6.2</b>	<b>Financial Plan Development</b>	<b>\$36,793</b>
	Review and modify preliminary revenue analysis to support program planning	
	Develop policies ( credits, fees, vacant land, tiers, etc.0	
	Board meetings as necessary	
	Develop rate structure analysis	
	Develop and update rate model and cash flow analysis	
	Prepare Summary Report – Financial Plan and User Fee Structure	
<b>1.6.3</b>	<b>Stormwater Program and Rate Resolutions</b>	<b>\$21,313</b>
	Support attorney in drafting of stormwater program/ rate structure resolutions	
	Support attorney in drafting stormwater fee resolutions	
	Board meetings as necessary	
	Support Public Outreach Program, 8 meetings	
<b>1.6.4</b>	<b>Administration, Reports, and Presentations</b>	<b>\$12,422</b>
	Prepare monthly updates to the SEMSWA Board and others	
	Develop a final report which compiles program, financing and database information	
	Prepare/deliver final presentation of the program and financing plan	
<b>1.6.5</b>	<b>Database and Billing Development</b>	<b>\$226,120</b>
	Data acquisition and project plan / kickoff meeting for data actions	
	Separate parcels into non-single family and single family, plus City/County	
	Digitize single family parcel sample and all of non-single family parcels	
	Evaluate single family statistics to establish tiers or single family equivalencies	
	Quality control on digitizing	
	Connection to the tax software	
	Customer service data support at billing startup (not included)	
	<b>Total</b>	<b>\$348,233</b>



**AMEC EARTH & ENVIRONMENTAL - 2006 RATE SCHEDULE**

The hourly labor rates set forth below are valid from January 1, 2006 and are subject to annual revision thereafter. AMEC will provide CLIENT thirty days advance written notice of any such revisions.

**PROFESSIONAL SERVICES**

CLIENT agrees to reimburse AMEC for all hours worked by professionals at the following classifications and associated hourly labor rates. For expert witness testimony and related services in connection with litigation, CLIENT agrees to reimburse AMEC for all hours worked by professionals at the following classifications, but at one and one half times the associated hourly labor rates.

<u>CLASSIFICATION</u>	<u>RATE/HOUR</u>	<u>CLASSIFICATION</u>	<u>RATE/HOUR</u>
Professional Levels 1	\$50.00	Professional Level 13	\$110.00
Professional Levels 2	\$55.00	Professional Level 14	\$115.00
Professional Levels 3	\$60.00	Professional Level 15	\$125.00
Professional Level 4	\$65.00	Professional Level 16	\$135.00
Professional Level 5	\$70.00	Professional Level 17	\$140.00
Professional Level 6	\$75.00	Professional Level 18	\$150.00
Professional Level 7	\$80.00	Professional Level 19	\$160.00
Professional Level 8	\$85.00	Professional Level 20	\$165.00
Professional Level 9	\$90.00	Professional Level 21	\$175.00
Professional Level 10	\$95.00	Professional Level 22	\$185.00
Professional Level 11	\$100.00	Professional Level 23	\$195.00
Professional Level 12	\$105.00	Professional Level 24	\$200.00 *

\* Higher rates apply for Principal staff above Professional Level 24.

**TECHNICIAN SERVICES**

CLIENT agrees to reimburse AMEC for all hours worked by technicians at the following classifications and associated hourly labor rates.

<u>CLASSIFICATION</u>	<u>RATE/HOUR</u>	<u>OVERTIME</u>	<u>CLASSIFICATION</u>	<u>RATE/HOUR</u>	<u>OVERTIME</u>
Technician Level 1	\$27.50	\$40.50	Technician Level 10	\$50.00	\$75.00
Technician Level 2	\$30.00	\$45.00	Technician Level 11	\$55.00	\$82.50
Technician Level 3	\$32.50	\$48.75	Technician Level 12	\$60.00	\$90.00
Technician Level 4	\$35.00	\$52.50	Technician Level 13	\$65.00	\$97.50
Technician Level 5	\$37.50	\$56.25	Technician Level 14	\$70.00	\$105.00
Technician Level 6	\$40.00	\$60.00	Technician Level 15	\$75.00	\$112.50
Technician Level 7	\$42.50	\$63.75	Technician Level 16	\$80.00	\$120.00
Technician Level 8	\$45.00	\$67.50	Technician Level 17	\$85.00	\$127.50
Technician Level 9	\$47.50	\$71.25			

**ADMINISTRATIVE SERVICES**

CLIENT agrees to reimburse AMEC for all hours worked by administrative staff at the following classifications and associated hourly labor rates.

<u>CLASSIFICATION</u>	<u>RATE/HOUR</u>	<u>OVERTIME</u>	<u>CLASSIFICATION</u>	<u>RATE/HOUR</u>	<u>OVERTIME</u>
Administrative Level 1	\$35.00	\$45.00	Administrative Level 6	\$55.00	\$82.50
Administrative Level 2	\$40.00	\$52.50	Administrative Level 7	\$60.00	\$90.00
Administrative Level 3	\$40.00	\$60.00	Administrative Level 8	\$65.00	\$97.50
Administrative Level 4	\$45.00	\$67.50	Administrative Level 9	\$75.00	\$112.50
Administrative Level 5	\$50.00	\$75.00	Administrative Level 10	\$80.00	\$120.00

**MISCELLANEOUS EXPENSES – 6% of Labor Charges**

CLIENT agrees to reimburse AMEC for miscellaneous expenses incurred, such as consumable supplies, telephone & facsimile charges, photo processing, and small tools, etc., not otherwise invoiced as other direct expenses, at the rate of 6% of labor charges.

**OTHER DIRECT EXPENSES**

CLIENT agrees to reimburse AMEC for all other direct expenses incurred at the following rates, except as otherwise specified by AMEC in its proposal:

<b>Travel Expenses:</b> Transportation (mileage, air travel, car rental, etc.), lodging, meals, & incidental expenses	Cost plus 15%
<b>Subcontract Expenses:</b> Supplies or services furnished to AMEC in support of project activities by any supplier or firm, except temporary agency or consultant staff charged at above hourly rates	Cost plus 15%
<b>Direct Expenses:</b> Other expenses in support of project activities	Cost Plus 15%

## SPECIAL CONDITION

### **Illegal Aliens.**

1. Contractor shall not:
  - a) Knowingly employ or contract with an illegal alien to perform work under this Contract or
  - b) Enter into a contract with a subcontractor that fails to certify to the contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Contract.
  
2. Contractor has verified or attempted to verify through participation in the Basic Pilot Program (created in Public Law 208, 104<sup>th</sup> Congress, As Amended, and expanded in Public Law 156, 108<sup>th</sup> Congress, As Amended, that is administered by the United States Department of Homeland Security) that Contractor does not employ any illegal aliens and, if Contractor is not accepted into the Basic Pilot Program prior to entering into this Contract, Contractor shall apply to participate in the Basic Pilot Program every three months until the Contractor is accepted or this Contract has been completed, whichever is earlier.
  
3. Contractor shall not use the Basic Pilot Program procedures to undertake pre-employment screening of job applicants while this Contract is being performed.
  
4. Contractor, if is obtains actual knowledge that a subcontractor performing work under this Contract knowingly employs or contracts with an illegal alien, Contractor shall be required to:
  - a) Notify the subcontractor and SEMSWA WAE within three days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien and
  - b) Terminate the subcontract with the subcontractor if within three days of receiving the notice required in Paragraph 4.a. the subcontractor does not stop employing or contracting with the illegal alien. Except the Contractor shall not terminate the contract with the subcontractor, if during such three days, the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.
  
5. Contractor shall comply with any reasonable request by the Department of Labor and Employment (Department) made in the course of an investigation that the Department is undertaking pursuant to 8-17.5-102 (5) C.R.S.
  
6. SEMSWA WAE may terminate this Contract for a breach of contract if Contractor does not fully and completely comply with these Special Conditions. If this Contract is so terminated, the Contractor shall be liable for actual and consequential damages to SEMSWA WAE.

**CERTIFICATION BY CONTRACTOR**  
**EMPLOYMENT OF ILLEGAL ALIENS**

AMEC Earth & Environmental, Contractor hereby certifies to SEMSWA WAE that, as of the date of execution of this Certification, it does not knowingly employ or contract with an illegal alien and that the Contractor has participated or attempted to participate in the Basic Pilot Program (created in Public Law 208, 104<sup>th</sup> Congress, As Amended, and expanded in Public Law 156, 108<sup>th</sup> Congress, As Amended, that is administered by the United States Department of Homeland Security) in order to verify that it does not employ illegal aliens.

Dated: October 16, 2006

AMEC Earth & Environmental, Contractor

By Michael Amdurr

Title: Business Unit Manager

**Certification to be executed and provided to SEMSWA WAE prior to execution of a contract with Contractor.**