

# CITY OF DUVALL

## SEWER INFLOW AND INFILTRATION PLANNING AND DESIGN

### REQUEST FOR QUALIFICATIONS

ISSUE DATE: May 4, 2023  
SUBMITTALS DUE: May 25, 2023 - (2:00 PM PDT submittal)

### REQUEST FOR QUALIFICATIONS

The City of Duvall (City) is soliciting interest and qualifications from firms (Consultant) with expertise in Civil Engineering, Planning, Design, and Construction to create an Inflow and Infiltration (I&I) maintenance program, and prepare final engineering plans, specifications, and cost estimates for the 2024 I&I construction maintenance project. As a consultant listed on the MRSC's Engineering Services Consultant Roster in the subcategory of "Sewer System Planning and Design" and/or "Sewer System Renewal and Replacement Analysis", your firm is invited to express its interest in this project to the City.

The City reserves the right to amend the terms of this Request for Qualifications (RFQ), to circulate various addenda, or to withdraw the RFQ at any time, regardless of how much time and effort consultants have spent on their responses.

By submitting a Statement of Qualifications, the consultant is indicating they have read and agree with all contract terms of Duvall's Sample "CONTRACT FOR PROFESSIONAL SERVICES", Attachment A.

### POINT OF CONTACT

Please direct any questions concerning this RFQ to the City's Project Manager listed in this RFQ. Only written questions will be considered. Submit questions in the form of a .pdf document attached to e-mails. Questions received after the deadline identified in the Proposed Timeline may not be considered. Unauthorized contact regarding this RFQ with other City employees may result in disqualification of a submittal. Any oral communications will be considered unofficial and non-binding on the City.

City Contact:

Benjamin Ressler, PE, Project Manager

City of Duvall

PO Box 1300

Duvall, WA 98019

Phone: (425) 939-8046

Email: [benjamin.ressler@duvallwa.gov](mailto:benjamin.ressler@duvallwa.gov)

CC: [PM@duvallwa.gov](mailto:PM@duvallwa.gov)

Questions will be answered in writing and posted on the City's Current Projects, Bid Opportunities webpage at: <https://www.duvallwa.gov/303/Current-Projects>. It is the responsibility of individual firms to check this website for any amendments or Q&As related to this RFQ.

## CITY BACKGROUND

The City of Duvall lies in the northeast corner of King County, just a short drive from Monroe, Redmond, Bellevue, Carnation, and Woodinville. Bordered to the east by the Cascade Mountains and foothills and the beautiful Snoqualmie River and farming valley to the west. The City strives to retain its charming heritage and keep its rural, small-town feeling. Incorporated in 1913, the City's roots lie in the logging and farming industries. In 2023, the City is home to approximately 8,200 people, many who have moved here to capture a bit of that "country living" small-town feeling. A Mayor and a seven-member City Council govern the City.

The City's 59 employees provide Police, Parks, Streets, Water, Sewer, Stormwater, City Hall, and Community Development services to its residents. King County Fire District 45 provides fire services. The City's employees work hard to consistently maintain a reputation as one of the safest cities in King County and the State of Washington.

The City also offers many beautiful parks & trails and is host to a variety of cultural, art, historical and holiday related events throughout the year, ranging from Duvall Days, SummerStage (concerts in the park), and the Light Up Duvall holiday event.

Find more information about the City at [www.duvallwa.gov](http://www.duvallwa.gov).

## PROJECT DESCRIPTION

The City of Duvall owns and maintains the Wastewater Treatment Plant and the wastewater collection system that consists of approximately 32 miles of gravity main, about two miles of force main, five lift stations, and approximately 920 manholes and cleanouts.

The 2021 Sewer Utility Capital Improvement Program Update indicated that the City needs a wastewater rehabilitation program to reduce the amount of I&I that enters the collection system. The CIP has broken up the I&I program into two separate projects: program planning (long term/annual) and construction (short term):

- CP-1: Infiltration and Inflow Program: On-going Citywide program to identify Infiltration and Inflow issues throughout the City's collection system (monitoring, inspection, etc.)
- CS-1: Infiltration and Inflow Repair: Address found I&I issues (CIPP, injection grouting, pipe replacement, lid replacement, etc.)

Most I&I issues are assumed to be in the Old Town area of the City where the sewer main piping is aged concrete bell and spigot. City Council approved the 2023/2024 budget with \$615,000 to build our I&I program and complete the initial annual maintenance. In early 2023, the City began monitoring flow at four locations throughout Old Town in preparation for this I&I program. Data collection began on March 1 and is expected to be collected through July/August 2023.

Using this data collection set, the consultant will create a maintenance program to reduce I&I into our system. Additionally, the selected consultant will design a construction plan set for the 2024 maintenance program based on the consultant's highest priority findings.

## CONSULTANT QUALIFICATIONS

Consulting firms responsive to this request should have extensive experience in providing Civil Engineering planning and design services for public sector entities in the State of Washington. The consultant should be familiar with facilitating stakeholder meetings, permitting processes, and municipal requirements. The successful consultant will assist the City and provide all services necessary to finalize an I&I plan and make the project ready for construction by Spring 2024.

## SOLICITATION & SELECTION SCHEDULE

Schedule of Events	Date	Notes
MRSC solicitation	May 4, 2023	
Deadline for questions	May 22, 2023, by 10:00 AM PDT	Submit questions in .pdf form to City Project Manager <u>by e-mail only</u> . Questions will be answered as soon as possible.
City final response to questions	May 22, 2023, EOB	Questions and responses will be posted on the project website listed below under Questions & Answers
Proposals due	<b>Thurs, May 25, 2023, by 2:00 PM PDT</b>	
Selected / Short Listed consultants notified	June 9, 2023	Additional review time may be needed. Please follow webpage schedule for updates.
Consultant interviews	June 21, 2023	<i>If required.</i>
City selects successful consultant	June 27, 2023	<i>If interviews are necessary.</i>
Complete contract negotiations	July 11, 2023	
Anticipated Contract Awarded by City Council	July 18, 2023	Will be extended to next available Council Meeting if additional negotiation time is needed.
Anticipated project start	ASAP	

## SCOPE OF SERVICES

The Scope of Services presented below is intended only to illustrate the services likely needed. The final work plan will be mutually agreed in terms of scope of work, fee proposal and availability of budgeted funds:

### Data Review and Future Data Collection

- Review flow data collected in 2023 for prioritization
- Other data collection is likely required including visual and video inspections, and smoke testing

### Development of I&I Reduction Program

- First identify areas that can be most easily addressed with the highest reduction
- Put together a 5-year maintenance plan with estimated system improvements
- Create planning level annual cost estimates
- Update Council and Stakeholders on findings

### 2024 I&I Construction PS&E Package

- Project design based on first year of I&I Reduction Program
- Environmental reports and permits, as required
- Public outreach and coordination
- Construction grant assistance, as required
- Evaluation of bids and bidder qualifications prior to award of the contract

Other tasks as negotiated during the project scoping process

The City reserves the right to use the selected consultant for construction engineering/management services following the design of the project, and/or design of future I&I projects.

## SUBMITTAL REQUIREMENTS / PROCESS

Interested firms shall submit an electronic copy of their response in .pdf via email to Benjamin Ressler at [benjamin.ressler@duvallwa.gov](mailto:benjamin.ressler@duvallwa.gov) and CC [bids@duvallwa.gov](mailto:bids@duvallwa.gov). The email shall include "Sewer I&I Proposal – [Consultant Name]" in the subject line. Responses must be received by the submittal deadline specified above. If the files are large in size, consultants are allowed to submit a link to a dropbox containing the Statement of Qualifications.

Submittals should not be excessively long or **exceed 10 pages**. Items I, VI, VII, and VIII, below, do not count toward the 10-page limit. Submittals for this solicitation will include the following elements:

- I. **Cover Letter:** The letter shall include the Consultant's name, principal place of business, name and telephone number of the contact person, mailing address, and e-mail address. The letter shall indicate the Consultant's interest in the project.
- II. **Technical Proposal, Project Understanding and Approach:** Please demonstrate the Consultant's understanding of this type of project, including an identification of the key issues and critical items to be addressed. Briefly state the approaches and methodologies the Consultant proposes to undertake.
- III. **Project Team:** Provide a description of the Consultant's proposed team, the organization, and general expertise. Include specific experience of the project manager (PM) and team staff. Discuss the methods of management, quality control, and coordination that will be used.

- IV. **Project Plan/Schedule:** Provide a project work plan & schedule with major milestones identified and an outline of typical timeframes. This is for informational purposes only. It is understood that the schedule will be modified during refinements of the scope of services that take place with the City staff team during contract negotiations.
- V. **Project Experience/References:** Representative Projects - List a minimum of four (4) projects, in which the scope, program and complexity are similar to this request. For each project, please include:
1. Completion Date
  2. Name and Location
  3. Budget
  4. Client Contact Information
- VI. **Contract Terminations:** If your firm has had a contract terminated within the last five (5) years, describe each such incident.
- The City will evaluate and at its sole discretion, may reject the proposal on the grounds of past contract terminations.
- VII. **Legal Proceedings:** Identify any completed, on-going, or pending legal proceeding (arbitration, complaint, or contract action) filed by an owner or contractor against your firm for any project in the past five (5) years.
- VIII. **Conflicts of Interest:** Identify any individuals or entities associated with your firm who may have a conflict of interest with any activity of this project. Provide detailed explanation.
- The City will evaluate and at its sole discretion, may disqualify consultants based on conflicts of interest.
- If the Consultant has no such conflicts of interest, so indicate.

## SELECTION PROCESS

Responses may be reviewed by staff alone, or by a committee consisting of staff from Public Works, other City Staff, and/or anyone appointed by the Mayor.

Evaluation of responses will be based on the following:

### **Technical Proposal - 30% (30 Points)**

- Project Approach/Methodology.
- Project Plan.
- Consideration of factors deemed essential for a successful project.

### **Project Team Structure / Experience and Expertise – 30% (30 Points)**

- General experience in planning and engineering similar I&I projects.
- Project Team's ability during the design process.
- Project Management abilities.
- Quality control and oversight processes.

**Schedule – 10% (10 points)**

- Factors to be considered include, but are not limited to, number of staff assigned to the project and the availability of those staff given other commitments.
- Ability to be construction ready by the stated date.
- Staffing flexibility to stay on schedule if the scope increases.

**Past Project Examples – 20% (20 Points, 5 Points per Example)**

- Agency, Contact, Contact information, and Project Description
- Initial and final contract amounts.
- Initial scheduled project time lengths and actual time for design completion.
- Permits applied for during the project.
- The City reserves the right to contact the references listed on these past project examples.

**Overall Proposal Presentation – 10% (10 points)**

- Factors to be considered include, but are not limited to, the thoroughness, responsiveness, completeness, and overall quality of the proposal.

**TOTAL POINTS = 100**

**Notification to Consultants Submitting Proposals:** The City will notify the apparent successful Consultant of their selection in writing upon completion of the evaluation process. Individuals or firms whose proposals were not selected for further negotiation or award will be notified separately by e-mail.

**CONSULTANT INTERVIEWS (if Requested by City)**

Based on the evaluation of the submittals as outlined above, and as necessary to make a final determination of the most qualified firms, consultants may be invited to an Interview with the Evaluation Team. Evaluations of firms interviewed (if requested) will include:

**Project Understanding and Approach – 30% (30 Points)**

- Factors to be considered include, but are not limited to, work methodology, management methodology, project plan, and consideration of factors deemed essential for a successful project.

**Technical Competence – 20% (20 Points)**

- Factors to be considered include, but are not limited to, experience, familiarity with similar projects experience specifically in the planning and design of I&I projects.

**Capability to Meet Schedule – 20% (20 Points)**

- Factors to be considered include, but are not limited to, the size of staff assigned to the project and the availability of those staff, given other commitments.

**Overall Proposal Presentation – 30% (30 Points)**

- Factors to be considered include but are not limited to, the thoroughness, responsiveness, completeness, and overall quality of the proposal.

**TOTAL POINTS = 100**

## **TERMS AND CONDITIONS**

The City reserves the right to reject any and all responses to this RFQ and to waive irregularities and informalities in the submittal and evaluation process. This solicitation for Consultant Services does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a response. This solicitation does not obligate the City to accept or contract for any expressed or implied services. Furthermore, the City reserves the right to award the contract to the next most qualified Consultant if the selected Consultant does not execute a contract within thirty (30) days after the award of the proposal. The City's standard contract forms for Consultants will be the basis of terms and conditions.

Under Washington state law, the documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings, or reproductions thereof) submitted in response to this RFQ (the "documents") become a public record upon submission to the City of Duvall, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law.

## **EXCLUDED PARTIES RECORDS**

The City is required to ensure, to the best of its knowledge and belief, that none of the principals, affiliates, third party contractors and subcontractors are suspended, debarred, ineligible or voluntarily excluded from participation in federally assisted transactions or procurements. The City will review records of excluded parties in the federal System for Award Management (SAM) and the Washington State exclusions list before entering into any contracts, including third-party contracts.

Prior to awarding this contract, the City will review the State's LNI portal and search the SAM system to ensure excluded parties do not participate in covered transactions.

To learn more about the federal SAM, go to <https://sam.gov/content/home>.

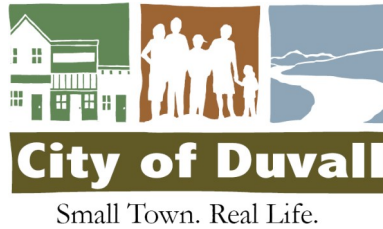
## **AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION**

The CITY, in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability in all of its programs and activities. This material can be made available in an alternate format by emailing Benjamin Ressler at [benjamin.ressler@duvallwa.gov](mailto:benjamin.ressler@duvallwa.gov) or by calling 425-393-8046.

## **TITLE VI STATEMENT**

The City of Duvall in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.

# Attachment A



## CONTRACT FOR PROFESSIONAL SERVICES

Project name [REDACTED]  
Contract #XXXX-XX

**THIS AGREEMENT** is entered into between the City of Duvall, Washington, hereinafter referred to as “the City”, and \_\_\_\_\_, hereinafter referred to as “the Consultant”, in consideration of the mutual benefits, terms, and conditions hereinafter specified.

1. **Project Designation.** The Consultant is retained by the City to perform [REDACTED] under the terms of this contract.
2. **Scope of Services.** The Consultant agrees to perform the services, identified on Exhibit “[REDACTED]” attached hereto, including the provision of all labor, materials, equipment and supplies.
3. **Duration of Agreement; Time for Performance.** This Agreement shall be in full force and effect for a period commencing upon execution and ending XXXXXX, unless sooner terminated under the provisions hereinafter specified. Work under this Agreement shall commence upon written notice by the City to the Consultant to proceed. The Consultant shall perform all services and provide all work product required pursuant to this Agreement no later than XXXXXX, unless an extension of such time is granted in writing by the City.
4. **Payment.** The Consultant shall be paid by the City for completed work and for services rendered under this Agreement as follows:
  - A. Payment for the work provided by the Consultant shall be made as provided on Exhibit “[REDACTED]” attached hereto, provided that the total amount of payment to the Consultant shall not exceed \$XXXXX (XXXXXXXXXXXXXXXXXX) without express written modification of the Agreement signed by the City.
  - B. The Consultant may submit vouchers to the City once per month during the progress of the work for partial payment for that portion of the project completed to date. Such vouchers will be checked by the City and, upon approval thereof, payment shall be made to the Consultant in the amount approved.
  - C. Final payment of any balance due the Consultant of the total contract price earned will be made promptly upon its ascertainment and verification by the City after the completion of the work under this Agreement and its acceptance by the City.
  - D. Payment as provided in this section shall be full compensation for work performed, services rendered, and for all materials, supplies, equipment and incidentals necessary to complete the work.

E. The Consultant's records and accounts pertaining to this Agreement are to be kept available for inspection by representatives of the City and the state of Washington for a period of seven (7) years after final payments. Copies shall be made available upon request.

5. **Ownership and Use of Documents.** All documents, drawings, specifications and other materials produced by the Consultant in connection with the services rendered under this Agreement shall be the property of the City whether the project for which they are made is executed or not. The Consultant shall be permitted to retain copies, including reproducible copies, of drawings and specifications for information, reference and use in connection with the Consultant's endeavors. The Consultant shall not be responsible for any use of the said documents, drawings, specifications or other materials by the City on any project other than the project specified in this Agreement.
6. **Compliance with Laws.** The Consultant shall, in performing the services contemplated by this Agreement, faithfully observe and comply with all federal, state, and local laws, ordinances and regulations, applicable to the services rendered under this Agreement.
7. **Indemnification.** The Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the negligent acts, errors or omissions of the Consultant in performance of this Agreement.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

8. **Insurance.** The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees. Consultant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

A. **Minimum Amounts and Scope of Insurance.** Consultant shall obtain insurance of the types and with the limits described below:

1. **Automobile Liability** insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident. Automobile Liability insurance shall cover all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

2. Commercial General Liability insurance with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.
  3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
  4. Professional Liability with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit. Professional Liability insurance shall be appropriate to the Consultant's profession.
- B. Other Insurance Provision.** The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain or be endorsed to contain that they shall be primary insurance with respect to the City. Any Insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not be contributed or combined with it.
- C. Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
- D. Verification of Coverage.** Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work. Certificates of coverage and endorsements as required by this section shall be delivered to the City within fifteen (15) days of execution of this Agreement.
- E. Notice of Cancellation.** The Consultant shall provide the City with written notice of any policy cancellation, within two business days of their receipt of such notice.
- F. Failure to Maintain Insurance.** Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.
9. **Independent Contractor.** The Consultant and the City agree that the Consultant is an independent contractor with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto. Neither the Consultant nor any employee of the Consultant shall be entitled to any benefits accorded City employees by virtue of the services provided under this Agreement. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance program, otherwise assuming the duties of an employer with respect to the Consultant, or any employee of the Consultant.

10. **Covenant Against Contingent Fees.** The Consultant warrants that he has not employed or retained any company or person, other than a bonafide employee working solely for the Consultant, to solicit or secure this contract, and that he has not paid or agreed to pay any company or person, other than a bonafide employee working solely for the Consultant, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award or making of this contract. For breach or violation of this warrant, the City shall have the right to annul this contract without liability, or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.
11. **Discrimination Prohibited.** The Consultant, with regard to the work performed by it under this Agreement, will not discriminate on the grounds of race, religion, creed, color, national origin, age, veteran status, sex, sexual orientation, gender identity, marital status, political affiliation or the presence of any disability in the selection and retention of employees or procurement of materials or supplies.
12. **Assignment.** During the term of this Agreement and following its expiration or termination for any reason, neither the Consultant or the City may assign this Agreement or any rights, claims or duty under it without the prior written consent of the other party. Furthermore, the Consultant shall not sublet or assign any of the services covered by this Agreement without the express written consent of the City.
13. **Non-Waiver.** Waiver by the City of any provision of this Agreement or any time limitation provided for in this Agreement shall not constitute a waiver of any other provision.
14. **Termination.**
  - A. The City reserves the right to terminate this Agreement at any time by giving ten (10) days written notice to the Consultant.
  - B. In the event of the death of a member, partner or officer of the Consultant, or any of its supervisory personnel assigned to the project, the surviving members of the Consultant hereby agree to complete the work under the terms of this Agreement, if requested to do so by the City. This section shall not be a bar to renegotiations of this Agreement between surviving members of the Consultant and the City, if the City so chooses.
15. **Applicable Law; Venue; Attorney's Fees.** This Agreement shall be subject to, and the Consultant shall at all times comply with, all applicable federal, state and local laws, regulations, and rules, including the provisions of the City of Duvall Municipal Code and ordinances of the City of Duvall. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be properly laid in King County, Washington. The prevailing party in any such action shall be entitled to its attorney's fees and costs of suit. Venue for any action arising from or related to this Agreement shall be exclusively in King County Superior Court.
16. **Severability and Survival.** If any term, condition or provision of this Agreement is declared void or unenforceable or limited in its application or effect, such event shall not affect any other provisions hereof and all other provisions shall remain fully enforceable. The provisions of this Agreement, which by their sense and context are reasonably intended to survive the completion, expiration or cancellation of this Agreement, shall survive termination of this Agreement.

17. **Notices.** Notices to the City of Duvall shall be sent to the following address:

City Clerk  
City of Duvall  
P.O. 1300  
Duvall, WA 98019

Notices to Consultant shall be sent to the following address:


18. **Entire Agreement; Modification.** This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the City and the Consultant and supersedes all prior negotiations, representations, or agreements written or oral. No amendment or modification of this Agreement shall be of any force or effect unless it is in writing and signed by the parties.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Amy Ockerlander, Mayor

\_\_\_\_\_  
Authorized Consultant signature

Attest/Authenticated:

Approved as to Form:

\_\_\_\_\_  
City Clerk, John Botero

\_\_\_\_\_  
City Attorney