

# ON-CALL PROFESSIONAL LAND SURVEYING SERVICES AGREEMENT

between

**THE CITY AND COUNTY OF DENVER**  
and  
**SURVEYING AND MAPPING, LLC**  
Contract No. 201523831

**THIS AGREEMENT** (“Agreement”) is made and entered into between the **CITY AND COUNTY OF DENVER** (the "City"), a home rule municipal corporation of the State of Colorado, and **SURVEYING AND MAPPING, LLC** (the "Consultant"), a Texas limited liability company, whose address is 555 Zang Street, Suite 210, Lakewood, Colorado 80228.

## RECITALS:

1. The City, through its Department of Public Works desires to secure “readily available” professional land surveying services and related technical services to support the Department on an "as needed" basis, and

2. The Consultant represents that its owner(s) include a duly-licensed professional land surveyor of the State of Colorado, and that the Consultant has the present capacity, experience and qualifications to perform professional land surveying services for the City in connection with various City projects, as specified in this Agreement; and

3. In response to the City’s Request for Qualifications, the Consultant submitted a Qualifications Statement for such services to the City. The Consultant and the City have negotiated a Scope of Services and Fee Proposal for such professional services, a copy of which is attached hereto and incorporated herein as **Exhibit A** and **Exhibit B**;

**NOW, THEREFORE**, in consideration of the premises and the mutual covenants and obligations herein set forth, the parties hereto mutually agree as follows:

## SECTION 1 – ENGAGEMENT

**1.01 Engagement.** The City engages the Consultant with respect to the furnishing of professional land surveying services on an on-call basis, as set forth in this Agreement. The Consultant accepts such engagement upon, subject to and in accordance with the terms, conditions and provisions of this Agreement.

**1.02 Line of Authority for Contract Administration.** The City’s Executive Director of Public Works (“Executive Director”) is the City's representative responsible for authorizing and approving the work performed under this Agreement. The Executive Director hereby designates the City Surveyor, or designee(s), as the Executive Director’s authorized representative for the purpose of designating a City Surveyor, for the purpose of issuing a written Notice to Proceed and for purposes of administering, coordinating and finally approving the work performed by the Consultant under this Agreement. The City Surveyor and from time to time in conjunction with the City’s Director of Real Estate, as applicable, shall be responsible for the day-to-day administration, coordination and approval of work performed by the Consultant, except for approvals which are specifically identified in this Agreement as requiring the Executive Director's approval. The Executive Director expressly reserves the right to designate another

authorized representative to perform on the Executive Director's behalf by written notice to the Consultant.

**1.03 Independent Contractor.** The Consultant is an independent contractor retained to perform professional or technical services for limited periods of time. Neither the Consultant nor any of its employees are employees or officers of the City under Chapter 18 of the Denver Revised Municipal Code, or for any purpose whatsoever.

**1.04 Scope of Consultant's Authority.** The Consultant shall have no authority to act on behalf of the City other than as expressly provided in this Agreement. The Consultant is not authorized to act as a general agent for or to undertake, direct or modify any contracts on behalf of the City. The Consultant lacks any authority to bind the City on any contractual matters. Final approval of all contractual matters that purport to obligate the City must be executed by the City in accordance with the City's Charter and the D.R.M.C.

## **SECTION 2 – CONSULTANT'S SERVICES**

**2.01 General.** The Consultant shall provide professional land surveying services for any assigned project, on an as-needed basis, in accordance with the terms and conditions of this Agreement.

### **2.02 Professional Responsibility; Project Requirements.**

- (a) All of the work performed by the Consultant under this Agreement shall be performed in accordance with the standards of care, skill and diligence provided by competent professionals who perform work of a nature similar to the work described in this Agreement.
- (b) The Consultant agrees to strictly conform to and be bound by written standards, criteria, budgetary considerations and memoranda of policy furnished to it by the City and further agrees to survey each project in compliance with applicable laws, statutes, codes, ordinances, rules and regulations, of the City, state and federal government and all industry standards.
- (c) All professional services, surveys, drawings, specifications and other work, or deliverables provided under this Agreement for any specific project shall be adequate and sufficient for the project and its intended purpose.
- (d) The Consultant shall prepare the surveys and other documents as requested for each project in a format that complies with all City, state and federal requirements. It shall be the Consultant's responsibility to contact the reviewing agencies to determine the acceptable format for the final documents. No documents will be considered final until approved by the City, even though any responsible federal and state agencies have approved such documents.
- (e) The surveys, studies, drawings and specifications and other products prepared by the Consultant under this Agreement, when submitted by the Consultant to the Executive Director and the user agency for any identified phase of a project, must represent a thorough study and competent solution for the project as per usual and customary professional standards and shall reflect all professional land surveying skills applicable to that phase of the project.
- (f) The responsibilities and obligations of the Consultant under this Agreement shall not be relieved or affected in any respect by the presence on the site of any agent, consultant or subconsultant, or an employee of the City.

- (g) The Consultant shall provide all professional services required by the City in defending all claims against the City, which relate in any way to alleged default hereunder, errors or omissions of the Consultant or its subconsultants, without additional compensation.

**2.03 Program and Budget:**

- (a) The Consultant agrees to discuss the City's program and budget for each assigned project with the City Surveyor and further agrees, unless it has notified the City in writing that the project cannot be accomplished within such budget, to accomplish the project within the intent of the program and final proposal cost. Should the Consultant determine that an assigned project cannot be accomplished within the final proposed cost, the Consultant shall immediately notify the City Surveyor, in writing, so that the project scope or project budget can be reviewed and modified if necessary.
- (b) If the City requires the Consultant to prepare a formal and/or informal proposal with a maximum estimated fee, delineated scope of work and time schedule for a particular project, the Consultant agrees to complete the project within the limits of the approved final proposal cost and during the approved time schedule, unless otherwise modified by the City. Should all project work exceed such cost, the Consultant agrees to complete the project at no additional cost to City and, in a manner acceptable to the City. Notwithstanding the foregoing, the Consultant agrees and understands that the City may solicit formal and/or informal proposals in a "mini-bid" format for a particular project from all of its on-call professional land surveyors. The City may evaluate the proposals with criteria established by the City in its sole discretion and may award work on a particular project from the submitted proposals.

**2.04 Coordination and Cooperation:**

- (a) The Consultant agrees to perform under this Agreement in such a manner and at such times that the City or any contractor who has work to perform, or contracts to execute, can do so without unreasonable delay.
- (b) Coordination with the City and other involved agencies shall be a continuing work item through all phases of each assigned project. Such coordination shall consist of regular progress and review meetings with the City, work sessions with the City Surveyor, or as otherwise directed by the City. Such coordination may also include field and office reviews of surveys and other documents as required for any specific project. If requested, the Consultant shall document conferences and distribute notes to the City.

**2.05 Personnel Assignments:**

- (a) The key professional personnel identified in **Exhibit C** will be assigned by the Consultant or its subconsultants to perform the services required under this Agreement, as appropriate.
- (b) The Consultant's services shall be diligently performed by the regular professional and technical staff of the Consultant. In the event the Consultant does not have as part of its regular staff certain professional consultants, then such consulting services shall be performed, with City approval, by practicing professional consultants outside of the employ of the Consultant.
- (c) The Consultant agrees, at all times during the term of this Agreement, to maintain on its payroll or to have access to through outside subconsultants, professional land surveying personnel and technicians in sufficient strength to meet the requirements of

the City. Such personnel and technicians shall be of the classifications referenced in Exhibit A. The hourly rates specified therein include all costs except those specifically referenced as reimbursables in the appropriate hourly rate schedule.

- (d) Prior to designating an outside professional to perform subconsultant work, the Consultant shall submit the name of such subconsultant, together with a resume of training and experience in work of like character and magnitude of the project being contemplated, to the City and receive prior approval in writing.
- (e) It is the intent of the Parties hereto that all key professional personnel be engaged to perform their specialty for all such services required by this Agreement and that the Consultant's and the subconsultant's key professional personnel be retained for the life of this Agreement to the extent practicable and to the extent that such services maximize the quality of work performed hereunder.
- (f) If the Consultant or a subconsultant decides to replace any of its key professional personnel, the Consultant shall notify the Executive Director in writing of the desired change. No such changes shall be made until replacement personnel are recommended by the Consultant and approved in writing by the Executive Director, which approval shall not be unreasonably withheld.
- (g) If, during the term of this Agreement, the Executive Director determines that the performance of approved key personnel or a subconsultant is not acceptable, the Executive Director shall notify the Consultant and give the Consultant the time which the Executive Director considers reasonable to correct such performance. Thereafter, the Executive Director may require the Consultant to reassign or replace such key personnel. If the Executive Director notifies the Consultant that certain of its key personnel or a subconsultant should be replaced, Consultant will use its best efforts to replace such key personnel or a subconsultant within ten (10) days from the date of the Executive Director's notice.
- (h) Neither the Consultant nor any subconsultant shall have other interests which conflict with the interests of the City, and the Consultant shall make written inquiry of all of its subconsultants concerning the existence of a potential for such conflict. In unusual circumstances, and with full disclosure to the City of such conflict of interest, the City, in its sole discretion, may grant a written waiver for the particular consultant or subconsultant.
- (i) Actions taken by the City under this Article shall not relieve the Consultant of its responsibility for contractual or professional deficiencies, errors or omissions.
- (j) The Consultant shall submit to the Executive Director a list of any additional key professional personnel who will perform work under this Agreement within thirty (30) days after this Agreement has been executed, together with complete resumes and other information describing their ability to perform the tasks which may be assigned. Such additional personnel must be recommended by the Consultant and approved by the Executive Director before they are assigned to a specific project.
- (k) The Executive Director shall respond to the Consultant's written notice regarding replacement of key professional personnel within fifteen (15) days after the Executive Director receives the list of changes. If the Executive Director or his designated representative does not respond within that time, the changes shall be deemed to be approved.

## 2.06 Basic Services - General

- (a) The Consultant shall, under the general direction of and at the written request of the Executive Director, furnish experienced land surveying personnel to support the Department's existing personnel. Subject to an express, agreed upon limitation of such duties set forth in any approved project proposal for the particular project assigned to the Consultant under this Agreement, the Consultant agrees to perform all of the services and duties set forth in this Agreement in regard to each project to which it is assigned and its proposal is approved.
- (b) When directed by the Executive Director to perform under this Agreement on a particular project, the Consultant shall prepare a project specific proposal in accordance with the provided scope or description of Work for that project. A separate project specific proposal shall be prepared for each project for which the Consultant's services are required and shall set forth, at a minimum all of the following:
  - (1) The maximum fee for the Consultant's proposed services.
  - (2) The surveying for the project if applicable.
  - (3) The additional services budget, if any, for the Project.
  - (4) The budget for reimbursable expenses if applicable.
  - (5) A description of the project and requested scope of work (the "Work").
  - (6) An agreed upon schedule for the Consultant's performance.
- (c) Upon approval by the Executive Director of a project proposal, the approval and appropriation of funding for such project, and the issuance of a written Notice to Proceed, the Consultant shall proceed to perform required Work.
- (d) The assigned Work shall be performed in conformance with the approved project specific proposal.
- (e) The Consultant's basic services for each project to which it is assigned may consist of any of the services described in **Exhibit A**.
- (f) The Consultant shall obtain written authorization from the City before proceeding with each phase of each assigned project.
- (g) Nothing in this Agreement shall be construed as placing any obligation on City to proceed with any phase beyond the latest phase authorized in writing by City for each assigned project. Further, nothing in this Agreement shall be construed as guaranteeing the Consultant any minimum amount of Work or number of projects assigned under this Agreement.
- (h) If a project which is assigned to the Consultant under this Agreement is funded in whole or part by federal funds, each of the applicable terms set forth in any funding arrangement for such funds shall be, and by this reference are incorporated into the project specific proposal for such project, and included in the Consultant's basic services responsibilities for such project.
- (i) The responsibilities and obligations of the Consultant under this Agreement shall not be relieved or affected in any respect by the presence on the site of any agent, consultant, subconsultant, or employee of the City.

**2.07 Basic Services - Phase Specific:** All of the services described in this Section 2.07, unless specifically noted as omitted in the project specific proposal for a specific project, are included in the Consultant Basic Fee for each project to which the Consultant is assigned.

(a) Programming and Investigation Phase:

- (1) The Consultant shall attend such conferences as may be required for a complete understanding of each project, and the Consultant shall document all such conference notices and distribute minutes of such conferences to the City.
- (2) The Consultant shall perform all additional research or investigation it deems necessary to ensure a complete understanding of the project.
- (3) The Consultant shall review the needs and requirements of the City and affected agencies to determine the specific requirements of the specific project based on the information provided by the City.
- (4) The Consultant shall then review with the City the project requirements with the City to confirm its understanding of the project, budget and any applicable limitations.
- (5) The Consultant shall also include as part of this phase all applicable portions referenced in **Exhibit A**.
- (6) The Consultant shall also prepare preliminary specifications, when specifically requested, for each project. The Consultant must ensure that existing standard details and technical specifications for specific requesting agencies are strictly followed. Alteration and editing of existing standards is not acceptable. Project specific alterations which are necessary to existing standards must be addressed using revision sheets.
  - (1) The Consultant shall provide a proposed project time schedule, including key dates and milestones.
  - (2) The Consultant shall also provide, as part of this phase, all applicable services referenced in **Exhibit A**.

**SECTION 3 – COMPENSATION, PAYMENT, AND FUNDING**

The City shall compensate the Consultant for its service performed and expenses incurred under this Agreement and each Task Order as follows.

**3.01 Basic Services:** The City agrees to pay the Consultant, as compensation for any basic services rendered for a particular Project, either a maximum basic services fee, to be set forth in each approved Project, proposals prepared prior to commencement of any and all work under this Agreement, or an amount based on the Consultant's periodic invoices, whichever is less.

**3.02 Reimbursable Expenses:** Unless expressly authorized by the City as part of any approved project proposal or specified in **Exhibit A**, the City will not compensate the Consultant for expenses such as postage, travel, mileage, telephone, reproduction and messenger service costs incurred in connection with Work performed under this Agreement. Such costs are, in all such instances, included in the hourly rates paid by the City. Reproduction of submittals requested by the City are not included in the hourly rates, and will be itemized as part of each on-call work order as a not-to-exceed reproducible expense.

**3.03 Additional Services:** The Consultant shall be compensated for any previously approved additional services performed for any assigned project, subject to the terms and conditions set forth herein and an additional services budget limits for that specific project.

**3.05 Special Services:** Subject to prior approval of such costs by the Executive Director, the Consultant shall be paid its actual costs for special supplies or services and when applicable for Consultant's actual time spent overseeing work not included within either **Exhibit A** or any other exhibits for individual projects subsequently incorporated herein, but which the City specifically directs the Consultant to provide under this Agreement.

**3.06 Invoices:** The Consultant shall invoice and be paid monthly in proportion to the progress of the Work on each assigned project. Such invoices shall reflect the Consultant's actual hours, sub-consultant costs and reimbursable costs, and shall be based on the hourly rates or other rates for services contained in **Exhibit B**. The rates contained in **Exhibit B** can be modified only by a written amendatory or other agreement executed by the parties and signed by the signatories to this Agreement in accordance with Section 5.27. The Consultant shall maintain hourly records of the time worked by its personnel and subconsultants, records of all allowable reimbursable expenses, and records of expendable supplies and services as necessary to support any audits by the City, and shall bill the City monthly for fees and costs accrued during the preceding month. The Consultant's invoice shall be separated as necessary to show direct charges to specific projects and to distinguish fees and expenses. Upon submission of such invoices to the City Surveyor, and approval by the City, payment shall issue. Final payment to the Consultant, for each assigned project, shall not be made until after the project is accepted, all guarantees, certificates of completion, and Record Drawings and support documentation are delivered to the City, and the duties agreed to in the approved project proposal for that project are otherwise fully performed by the Consultant. No deductions shall be made from the Consultant's compensation on account of penalty, liquidated damages or other sums withheld from payments to any assigned project contractor.

**3.07 Maximum Contract Amount; Funding:**

- (a) It is understood and agreed by the parties hereto that payment or reimbursement of all kinds to the Consultant, for all Work performed under this Agreement, shall not exceed a maximum of **TWO MILLION FIVE HUNDRED THOUSAND DOLLARS AND ZERO CENTS (\$2,500,000.00)**. In no event shall the maximum payment to the Consultant, for all work and services performed throughout the entire term of this Agreement exceed the contract maximum amount set forth above.
- (b) Notwithstanding any other term, provision, or condition herein, all payment obligations under this Agreement shall be limited to the funds duly and lawfully appropriated and encumbered or otherwise made available by the Denver City Council for the particular projects assigned to the Consultant under this Agreement for the particular year(s) in which this Agreement is in effect, and paid into the Treasury of the City. As of the date of this Agreement, no funds have been appropriated for this Agreement. Instead, it is the City's intent to appropriate the funds necessary to compensate the Consultant for the work it performs on any assigned project, at the time it accepts each proposal for a specific project. The Executive Director of Public Works, upon reasonable written request, will advise the Consultant in writing of the total amount of appropriated and encumbered funds which are or remain available for payment for all work by the Consultant on a specific project.

- (c) The issuance of any form of order or directive by the City which would cause the aggregate amount payable to the Consultant for a specific project to exceed the amount appropriated for the Consultant's work on a specific project is expressly prohibited. In no event shall the issuance of any change order or other form of order or directive by the City be considered valid or binding if it requires additional compensable work to be performed, which work will cause the aggregate amount payable for such work to exceed the amount appropriated and encumbered, unless and until such time as the Consultant has been advised in writing by the Executive Director of Public Works that a lawful appropriation sufficient to cover the entire cost of such additional work, has been made. It shall be the responsibility of the Consultant to verify that the amounts already appropriated for the Consultant's Work on a project are sufficient to cover the entire cost of such Work, and any work undertaken or performed in excess of the amount appropriated is undertaken or performed in violation of the terms of this Agreement, without the proper authorization for such work, and at the Consultant's own risk and sole expense.

#### **SECTION 4 – TERM AND TERMINATION**

**4.01 Term.** The term of this Agreement shall commence on September 1, 2015, and shall expire on August 31, 2018, unless sooner terminated or extended by written amendment. The Consultant shall complete any Task Orders in progress as of the expiration date of this agreement and the term will extend until the work is completed or earlier terminated by the Executive Director. Notwithstanding the foregoing, the City, at its sole option may renew this Agreement for up to two (2) additional one (1) year terms by written amendatory agreement executed in the same manner as this Agreement.

**4.02 Termination.**

- (a) Nothing herein shall be construed as giving the Consultant the right to perform the services contemplated under this Agreement beyond the time when its services become unsatisfactory to the Executive Director.
- (b) The Executive Director may terminate this Agreement for cause at any time if the Consultant's services become unsatisfactory, in the sole discretion of the Executive Director. The City shall have the sole discretion to permit the Consultant to remedy the cause of a contemplated termination for cause without waiving the City's right to terminate the Agreement.
- (c) In the event of a termination for cause, or in the event the Consultant becomes unable to serve under this Agreement, the City may take over work to be done under this Agreement and prosecute the work to the completion by contract or otherwise, and the Consultant shall be liable to City for all reasonable cost in excess of what the City would have paid the Consultant had there been no termination for cause.
- (d) The City may, for convenience, cancel and terminate this Agreement by giving not less than thirty (30) days' prior written notice to the Consultant, which notice shall state the date of cancellation and termination.
- (e) If the Consultant's services are terminated, postponed or revised, or if the Consultant shall be discharged before all the work and services contemplated have been completed, or if the project is, for any reason, stopped or discontinued, the Consultant shall be paid only for the portion of work or services which has been satisfactorily completed at the time of such dismissal, termination, cancellation, postponement, revision or stoppage.



- (f) All surveys, drawings, specifications, and other documents relating to the design or administration of work completed or partially completed shall be delivered by the Consultant to the City in the event of any dismissal, termination, cancellation, postponement, revision or stoppage.
- (g) In the event of any dismissal, termination, cancellation, postponement, revision or stoppage, the Consultant shall cooperate in all respects with the City. Such cooperation shall include, but not be limited to, delivery of surveys, drawings, specifications, and other documents referred to herein, and assisting the City during a transition to another Consultant, if applicable.

## **SECTION 5 – GENERAL PROVISIONS**

### **5.01 City’s Responsibilities.**

- (a) The City shall provide available information regarding its requirements for each project, including related budgetary information, and shall cooperate fully with the Consultant at all times. However, the City does not guarantee the accuracy of any such information and assumes no liability therefore. The Consultant shall notify City in writing of any information or requirements provided by the City which the Consultant believes to be inaccurate or inappropriate to the design or construction of the project.
- (b) If the City observes or otherwise becomes aware of any fault or defect in the project or non-conformance with Contract Documents, it shall give prompt notice thereof to Consultant.

### **5.02 Ownership of Documents:**

- (a) The City shall have title and all intellectual and other property rights, in and to all documents, and all data used in the development of the same, whether in electronic or hard copy format, created by the Consultant pursuant to this Agreement, in preliminary and final forms and on any media whatsoever (collectively, the "Documents"), whether the project for which the Documents were created is executed or not. The Consultant shall identify and disclose, as requested, all such Documents to the City.
- (b) To the extent permitted by the U.S. Copyright Act, 17 USC § 101 *et seq.*, as the same may be amended from time to time, the Documents are a “work made for hire,” and all ownership of copyright in the Documents shall vest in the City at the time the Documents are created. To the extent that the Documents are not a “work made for hire,” the Consultant hereby assigns and transfers all right, title and interest in and to the Documents to the City, as of the time of the creation of the Documents, including the right to secure copyright, patent, trademark, and other intellectual property rights throughout the world and to have and to hold such copyright, patent, trademark, and other intellectual property rights in perpetuity.
- (c) The Consultant shall provide (and cause its employees and subcontractors to provide) all assistance reasonably requested in securing for the City’s benefit any patent, copyright, trademark, service mark, license, right or other evidence of ownership of such Documents, and shall provide full information regarding the Documents and execute all appropriate documentation in applying for or otherwise registering, in the City’s name, all rights to such Documents.
- (d) The Consultant agrees to allow the City to review any of the procedures used in performing the work and services hereunder, and to make available for inspection the

field notes and other documents used in the preparation for and performance of any of the services performed hereunder.

- (e) The Consultant shall be permitted to retain reproducible copies of all of the Documents for their information and reference, and the originals of all of the Documents, including all AutoCAD files, shall be delivered to the City promptly upon completion thereof, or if authorized by the City Surveyor, upon termination or expiration of this Agreement.

**5.03 Taxes and Licenses:** The Consultant shall promptly pay, when they are due, all taxes, excises, license fees and permit fees of whatever nature applicable to the work and services which it performs under this Agreement, and shall take out and keep current all required municipal, county, state or federal licenses required to perform its services under this Agreement. The Consultant shall furnish the Executive Director, upon request, duplicate receipts or other satisfactory evidence showing or certifying to the proper payment of all required licenses and/or registrations and taxes. The Consultant shall promptly pay all owed bills, debts and obligations it incurs performing work under this Agreement and shall not allow any lien, verified claim, mortgage, judgment or execution to be filed against land, facilities or improvements owned or beneficially owned by the City as a result of such bills, debts or obligations.

**5.04 Consultant's Records:** Records of the Consultant's direct personnel, consultant and reimbursable expenses pertaining to this Agreement and records of accounts between the City and the Consultant shall be kept on a generally recognized accounting basis. The Consultant agrees that any duly authorized representative of the City, including the City Auditor, shall, until the expiration of three (3) years after the final payment under this Agreement, have access to and the right to examine any books, documents, papers and records of the Consultant, involving transactions related to this Agreement.

**5.05 Assignment and Subcontracting:** The City is not obligated or liable under this Agreement to any party other than the Consultant named herein. The Consultant understands and agrees that it shall not assign or subcontract with respect to any of its rights, benefits, obligations or duties under this Agreement except upon prior written consent and approval of the City to such assignment or subcontracting. Any attempt by the Consultant to assign or subcontract its rights hereunder without such prior written consent of the City shall, at the option of the City, automatically terminate this Agreement and all rights of the Consultant hereunder. Such consent may be granted or denied at the sole and absolute discretion of the City. In the event any such subcontracting shall occur, with the City's approval, such action shall not be construed to create any contractual relationship between the City and such subcontractor, and the Consultant named herein shall in any and all events be and remain responsible to the City according to the terms of this Agreement.

**5.06 No Discrimination in Employment:** In connection with the performance of work under this Agreement, the Consultant agrees not to refuse to hire, discharge, promote or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability. The Consultant agrees to insert the foregoing provision in all subcontracts hereunder.

5.07 Insurance:

(a) General Conditions: **Consultant agrees to secure, at or before the time of execution of this Agreement, the following insurance covering all operations, goods or services provided pursuant to this Agreement. Consultant shall keep the required insurance coverage in force at all times during the term of the Agreement, or any extension thereof, during any warranty period, and for three (3) years after termination of the Agreement. The required insurance shall be underwritten by an insurer licensed or authorized to do business in Colorado and rated by A.M. Best Company as "A-"VIII or better. Each policy shall contain a valid provision or endorsement**

requiring notification to the City in the event any of the required policies be canceled or non-renewed before the expiration date thereof. Such written notice shall be sent to the parties identified in the Notices section of this Agreement. Such notice shall reference the City contract number listed on the signature page of this Agreement. Said notice shall be sent thirty (30) days prior to such cancellation or non-renewal unless due to non-payment of premiums for which notice shall be sent ten (10) days prior. If such written notice is unavailable from the insurer, contractor shall provide written notice of cancellation, non-renewal and any reduction in coverage to the parties identified in the Notices section by certified mail, return receipt requested within three (3) business days of such notice by its insurer(s) and referencing the City's contract number. If any policy is in excess of a deductible or self-insured retention, the City must be notified by the Consultant. Consultant shall be responsible for the payment of any deductible or self-insured retention. The insurance coverages specified in this Agreement are the minimum requirements, and these requirements do not lessen or limit the liability of the Consultant. The Consultant shall maintain, at its own expense, any additional kinds or amounts of insurance that it may deem necessary to cover its obligations and liabilities under this Agreement.

(b) **Proof of Insurance:** Consultant shall provide a copy of this Agreement to its insurance agent or broker. Consultant may not commence services or work relating to the Agreement prior to placement of coverage. Consultant certifies that the certificate of insurance attached as Exhibit D, preferably an ACORD certificate, complies with all insurance requirements of this Agreement. The City requests that the City's contract number be referenced on the Certificate. The City's acceptance of a certificate of insurance or other proof of insurance that does not comply with all insurance requirements set forth in this Agreement shall not act as a waiver of Consultant's breach of this Agreement or of any of the City's rights or remedies under this Agreement. The City's Risk Management Office may require additional proof of insurance, including but not limited to policies and endorsements.

(c) **Additional Insureds:** For Commercial General Liability and Auto Liability, Consultant and subcontractor's insurer(s) shall name the City and County of Denver, its elected and appointed officials, employees and volunteers as additional insured.

(d) **Waiver of Subrogation:** For all coverages, Consultant's insurer shall waive subrogation rights against the City.

(e) **Subcontractors and Subconsultants:** All subcontractors and subconsultants (including independent contractors, suppliers or other entities providing goods or services required by this Agreement) shall be subject to all of the requirements herein and shall procure and maintain the same coverages required of the Consultant. Consultant shall include all such subcontractors as additional insured under its policies (with the exception of Workers' Compensation) or shall ensure that all such subcontractors and subconsultants maintain the required coverages. Consultant agrees to provide proof of insurance for all such subcontractors and subconsultants upon request by the City.

(f) **Workers' Compensation/Employer's Liability Insurance:** Consultant shall maintain the coverage as required by statute for each work location and shall maintain Employer's Liability insurance with limits of \$100,000 per occurrence for each bodily injury claim, \$100,000 per occurrence for each bodily injury caused by disease claim, and \$500,000 aggregate for all bodily injuries caused by disease claims. Consultant expressly represents to the City, as a material representation upon which the City is relying in entering into this Agreement, that none of the Consultant's officers or employees who may be eligible under any statute or law to reject Workers' Compensation Insurance shall effect such rejection during any part of the term of this Agreement, and that any such rejections previously effected, have been revoked as of the date Consultant executes this Agreement.

(g) Commercial General Liability: **Consultant shall maintain a Commercial General Liability insurance policy with limits of \$1,000,000 for each occurrence, \$1,000,000 for each personal and advertising injury claim, \$2,000,000 products and completed operations aggregate, and \$2,000,000 policy aggregate.**

(h) Business Automobile Liability: **Consultant shall maintain Business Automobile Liability with limits of \$1,000,000 combined single limit applicable to all owned, hired and non-owned vehicles used in performing services under this Agreement**

(i) Professional Liability: **Consultant shall maintain limits of \$1,000,000 per claim and \$1,000,000 policy aggregate limit.**

(j) Additional Provisions:

(1) For Commercial General Liability, the policies must provide the following:

(a) That this Agreement is an Insured Contract under the policy;

(b) Defense costs in excess of policy limits;

(ii) A severability of interests, separation of insureds or cross liability provision; and

(iii) A provision that coverage is primary and non-contributory with other coverage or self-insurance maintained by the City.

(2) For claims-made coverage:

(i) The retroactive date must be on or before the contract date or the first date when any goods or services were provided to the City, whichever is earlier

(3) Consultant shall advise the City in the event any general aggregate or other aggregate limits are reduced below the required per occurrence limits. At their own expense, and where such general aggregate or other aggregate limits have been reduced below the required per occurrence limit, the Consultant will procure such per occurrence limits and furnish a new certificate of insurance showing such coverage is in force.

#### **5.08 Indemnification:**

(a) To the fullest extent permitted by law, the Consultant hereby agrees to defend, indemnify, reimburse and hold harmless City, its appointed and elected officials, agents and employees for, from and against all liabilities, claims, judgments, suits or demands for damages to persons or property arising out of, resulting from, or related to the work performed under this Agreement that are due to the negligence or fault of the Consultant or the Consultant's agents, representatives, subcontractors, or suppliers ("Claims"). This indemnity shall be interpreted in the broadest possible manner consistent with the applicable law to indemnify the City.

(b) Consultant's duty to defend and indemnify City shall arise at the time written notice of the Claim is first provided to City regardless of whether suit has been filed and even if Consultant is not named as a Defendant.

(c) Consultant will defend any and all Claims which may be brought or threatened against City and will pay on behalf of City any expenses incurred by reason of such Claims including, but not limited to, court costs and attorney fees incurred in defending and investigating such Claims or seeking to enforce this indemnity obligation. Such payments on behalf of City shall be in addition to any other legal remedies available to City and shall not be considered City's exclusive remedy.

(d) Insurance coverage requirements specified in this Agreement shall in no way lessen or limit the liability of the Consultant under the terms of this indemnification obligation. The Consultant

shall obtain, at its own expense, any additional insurance that it deems necessary for the City's protection.

- (e) This defense and indemnification obligation shall survive the expiration or termination of this Agreement.

**5.09 Colorado Governmental Immunity Act:** The parties hereto understand and agree that the City is relying upon, and has not waived, the monetary limitations and all other rights, immunities and protection provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*

**5.10 Contract Documents; Order of Precedence.** This Agreement consists of Sections 1 through 5, which precede the signature page, and the following attachment, which is incorporated herein and made a part hereof by reference:

Exhibit A	Consultant's Scope of Work
Exhibit B	Consultant's Rates
Exhibit C	Consultant's Key Personnel
Exhibit D	ACORD Insurance Certificate

In the event of an irreconcilable conflict between a provision of Sections 1 through 5 and the listed attachments, or between provisions of any attachments, such that it is impossible to give effect to both, the order of precedence to determine which provision shall control to resolve such conflict, is as follows, in descending order:

- Sections 1 through 5
- Exhibit D
- Exhibit C
- Exhibit B
- Exhibit A

**5.11 When Rights and Remedies Not Waived:** In no event shall any payment by the City constitute a waiver of any breach of covenant or default which may then exist on the part of the Consultant. No assent, expressed or implied, to any breach of the Agreement shall be held to be a waiver of any later or other breach.

**5.12 Governing Law; Venue:** This Agreement shall be construed and enforced in accordance with the laws of the State of Colorado, the Charter and Revised Municipal Code of the City and County of Denver, and the ordinances, regulations and Executive Orders enacted or promulgated pursuant to the Charter and Code, including any amendments. The Charter and Revised Municipal Code of the City and County of Denver, as the same may be amended from time to time, are hereby expressly incorporated into this Agreement. Venue for any action arising hereunder shall be in the City and County of Denver, Colorado.

**5.13. Conflict of Interest:**

- (a) The Consultant has a continuing duty to disclose, in writing, any actual or potential conflicts of interest including work the Consultant is performing or anticipates performing for other entities on the same or interrelated projects. In the event that Consultant fails to disclose in writing actual or potential conflicts, the Executive Director, in his sole discretion, may terminate the applicable Task Order or the Agreement.

- (b) The parties agree that no employee of the City shall have any personal or beneficial interest in the services or property described herein, and the Consultant further agrees not to hire or contract for services with any employee or officer of the City which would be in violation of the Revised Municipal Code Chapter 2, Article IV, Code of Ethics or Denver City Charter provisions 1.2.9 and 1.2.12.
- (c) The Consultant agrees that it will not engage in any transaction, activity or conduct that would result in a conflict of interest under this Agreement. The Consultant represents that it has disclosed any and all current or potential conflicts of interest. A conflict of interest shall include transactions, activities or conduct that would affect the judgment, actions or work of the Consultant by placing the Consultant's own interests, or the interests of any party with whom the Consultant has a contractual arrangement, in conflict with those of the City. The City, in its sole discretion, shall determine the existence of a conflict of interest and may terminate this Agreement in the event such a conflict exists after it has given the Consultant written notice which describes the conflict. The Consultant shall have thirty (30) days after the notice is received to eliminate or cure the conflict of interest in a manner that is acceptable to the City.

**5.14 No Third Party Beneficiaries:** Enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to the City and the Consultant, and nothing contained in this Agreement shall give or allow any claim or right of action by any other or third person under this Agreement. It is the express intention of the parties that any person other than the City or the Consultant receiving services or benefits under this Agreement shall be deemed to be an incidental beneficiary only.

**5.15 Time is of the Essence:** The parties agree that in the performance of the terms, conditions and requirements of this Agreement by the Consultant, time is of the essence.

**5.16 Taxes, Charges and Penalties:** The City and County of Denver shall not be liable for the payment of taxes, late charges, or penalties of any nature except as provided in the City's Prompt Payment Ordinance.

**5.17 Proprietary or Confidential Information:**

- (a) City Information: The Consultant acknowledges and accepts that, in performance of its work under the terms of this Agreement, the Consultant may have access to Proprietary Data or confidential information which may be owned or controlled by the City and that the disclosure of such data or information may be damaging to the City or third parties. As such, the Consultant agrees that all information provided or otherwise disclosed by the City to the Consultant be held in confidence and used only in the performance of its obligations under this Agreement. The Consultant shall exercise the same standard of care to protect such information as a reasonably prudent Consultant would to protect its own proprietary or confidential data. "Proprietary Data" shall mean geographic materials or Geographic Information Systems ("GIS") data owned by the City and County of Denver including but not limited to maps, computer programs, aerial photography, methodologies, software, diagnostics and documents; or any other materials or information which may be designated or marked "Proprietary" or "Confidential" and provided to or made available to the Consultant by the City. Such Proprietary Data may be in hardcopy, printed, digital or electronic format.

- (b) **Consultant's Information:** The parties understand that all the material provided or produced under this Agreement may be subject to the Colorado Open Records Act, C.R.S. 24-72-201, et seq., and that in the event of a request to the City for disclosure of such information, the City shall advise the Consultant of such request in order to give the Consultant the opportunity to object to the disclosure of any of its proprietary or confidential material. In the event of the filing of a lawsuit to compel such disclosure, the City will tender all such material to the court for judicial determination of the issue of disclosure and the Consultant agrees to intervene in such lawsuit to protect and assert its claims of privilege and against disclosure of such material or waive the same. The Consultant further agrees to defend, indemnify and save and hold harmless the City, its officers, agents and employees, from any claim, damages, expense, loss or costs arising out of the Consultant's intervention to protect and assert its claim of privilege against disclosure under this Article including, but not limited to, prompt reimbursement to the City of all reasonable attorney fees, costs and damages that the City may incur directly or may be ordered to pay by such court.

**5.18 Use, Possession or Sale of Alcohol or Drugs:** The Consultant, its officers, agents, and employees shall cooperate and comply with the provisions of Executive Order 94 and Attachment A thereto concerning the use, possession or sale of alcohol or drugs. Violation of these provisions or refusal to cooperate with implementation of the policy can result in the City's barring the Consultant from City facilities or participating in City operations.

**5.19 No Employment of Illegal Aliens to Perform Work Under the Agreement:**

- (a) This Agreement is subject to Division 5 of Article IV of Chapter 20 of the Denver Revised Municipal Code, and any amendments (the "Certification Ordinance").
- (b) The Consultant certifies that:
- (1) At the time of its execution of this Agreement, it does not knowingly employ or contract with an illegal alien who will perform work under this Agreement.
  - (2) It will participate in the E-Verify Program, as defined in § 8-17.5-101(3.7), C.R.S., to confirm the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement.
- (c) The Consultant also agrees and represents that:
- (1) It shall not knowingly employ or contract with an illegal alien to perform work under the Agreement.
  - (2) It shall not enter into a contract with a subconsultant or subcontractor that fails to certify to the Consultant that it shall not knowingly employ or contract with an illegal alien to perform work under the Agreement.
  - (3) It has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement, through participation in the E-Verify Program.
  - (4) It is prohibited from using the E-Verify Program procedures to undertake pre-employment screening of job applicants while performing its obligations under the Agreement, and that otherwise requires the Consultant to comply with any and all federal requirements related to use of the E-Verify Program including, by way

of example, all program requirements related to employee notification and preservation of employee rights.

- (5) If it obtains actual knowledge that a subconsultant or subcontractor performing work under the Agreement knowingly employs or contracts with an illegal alien, it will notify such subconsultant or subcontractor and the City within three (3) days. The Consultant will also then terminate such subconsultant or subcontractor if within three (3) days after such notice the subconsultant or subcontractor does not stop employing or contracting with the illegal alien, unless during such three-day period the subconsultant or subcontractor provides information to establish that the subconsultant or subcontractor has not knowingly employed or contracted with an illegal alien.
  - (6) It will comply with any reasonable request made in the course of an investigation by the Colorado Department of Labor and Employment under authority of § 8-17.5-102(5), C.R.S, or the City Auditor, under authority of D.R.M.C. 20-90.3.
- (d) The Consultant is liable for any violations as provided in the Certification Ordinance. If Consultant violates any provision of this section or the Certification Ordinance, the City may terminate this Agreement for a breach of the Agreement. If the Agreement is so terminated, the Consultant shall be liable for actual and consequential damages to the City. Any such termination of a contract due to a violation of this section or the Certification Ordinance may also, at the discretion of the City, constitute grounds for disqualifying Consultant from submitting bids or proposals for future contracts with the City.

**5.20 Disputes:** All disputes between the City and Consultant regarding this Agreement shall be resolved by administrative hearing pursuant to the procedure established by D.R.M.C. § 56-106(b), *et seq.* For the purposes of that procedure, the City official rendering a final determination shall be the Executive Director.

**5.21 Waiver of C.R.S. 13-20-802, et seq.:** The Consultant specifically waives all the provisions of Chapter 8 of Article 20 of Title 13, Colorado Revised Statutes (also designated C.R.S. 13-20-802 *et seq.*) relating to design defects in any project under this Agreement.

**5.22 Survival of Certain Contract Provisions.** The parties understand and agree that all terms and conditions of this Agreement, together with the exhibits and attachments hereto, which, by reasonable implication, contemplate continued performance or compliance beyond the termination of this Agreement, (by expiration of the term or otherwise), shall survive such termination and shall continue to be enforceable as provided herein. Without limiting the generality of the foregoing, the Consultant's obligations for the provision of insurance and to indemnify the City shall survive for a period equal to any and all relevant statutes of limitation, plus the time necessary to fully resolve any claims, matters, or actions begun within that period."

**5.23 Advertising and Public Disclosure.** The Consultant shall not include any reference to this Agreement or to services performed pursuant to this Agreement in any of its advertising or public relations materials without first obtaining the written approval of the Executive Director, which will not be unreasonably withheld. Any oral presentation or written materials related to services performed under this Agreement shall include only services that have been accepted by the City. The Executive Director shall be notified in advance of the date and time of any such presentation. Nothing in this provision shall



preclude the transmittal of any information to officials of the City, including without limitation the Mayor, the Executive Director, City Council or the Auditor.

**5.24 Legal Authority.** Consultant represents and warrants that it possesses the legal authority, pursuant to any proper, appropriate and official motion, resolution or action passed or taken, to enter into this Agreement. Each person signing and executing this Agreement on behalf of Consultant represents and warrants that he has been fully authorized by Consultant to execute this Agreement on behalf of Consultant and to validly and legally bind Consultant to all the terms, performances and provisions of this Agreement. The City shall have the right, in its sole discretion, to either temporarily suspend or permanently terminate this Agreement if there is a dispute as to the legal authority of either Consultant or the person signing the Agreement to enter into this Agreement.

**5.25 Notices.** Notices, concerning the termination of this Contract, notices of alleged or actual violations of the terms or conditions of this Contract, and other notices of similar importance, including changes to the person to be notified or their addresses, shall be made:

to the City:	Executive Director of Public Works 201 West Colfax Avenue, Dept. 1110 Denver, Colorado 80202
with a copy to:	City Attorney's Office 201 West Colfax Avenue, Dept. 1207 Denver, Colorado 80202
to the Consultant:	Surveying and Mapping, LLC 555 Zang Street, Suite 210 Lakewood, Colorado 80228

All notices shall be in writing and provided by either personal delivery or certified mail, return receipt requested. All notices are effective upon personal delivery or upon placing the notice in the United States mail. The addresses may be changed by the Parties by written notice.

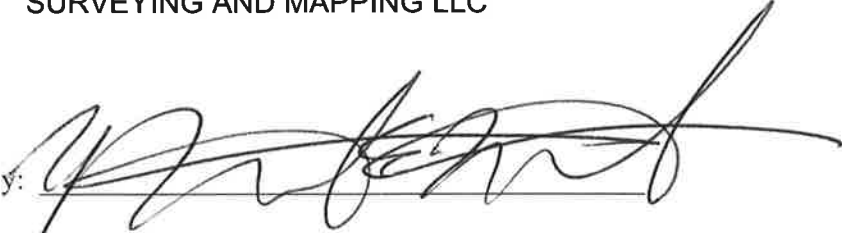
**5.26 Severability:** It is understood and agreed by the parties hereto that, if any part, term, or provision of this Agreement, except for the provisions of this Agreement requiring prior appropriation and limiting the total amount to be paid by the City, is by the courts held to be illegal or in conflict with any law of the State of Colorado, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular part, term or provision held to be invalid.

**5.27 Agreement as Complete Integration-Amendments:** This Agreement is intended as the complete integration of all understandings between the parties. No prior or contemporaneous addition, deletion or other amendment shall have any force or effect, unless embodied herein in writing. No subsequent novation, renewal, addition, deletion or other amendment hereto shall have any force or effect unless embodied in a written amendatory or other agreement executed by the parties and signed by the signatories to the original Agreement. This Agreement and any amendments shall be binding upon the parties, their successors and assigns.

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**Contract Control Number:** PWADM-201523831-00

**Contractor Name:** SURVEYING AND MAPPING LLC

By: 

Name: MATTHEW E. WEST  
(please print)

Title: VICE PRESIDENT  
(please print)

**ATTEST: [if required]**

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

Name: \_\_\_\_\_  
(please print)

Title: \_\_\_\_\_  
(please print)



**Contract Control Number:**

IN WITNESS WHEREOF, the parties have set their hands and affixed their seals at Denver, Colorado as of

SEAL

**CITY AND COUNTY OF DENVER**

ATTEST:

By \_\_\_\_\_

\_\_\_\_\_

APPROVED AS TO FORM:

REGISTERED AND COUNTERSIGNED:

By \_\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_



**Exhibit A**

**(Exhibit on Following Page)**

## **Scope of Services**

The Consultant's services for each project to which it is assigned may consist of any one or combination of the following: boundary surveys, including land survey plats and ALTA/ACSM land title surveys, aerial surveys, topographic surveys, construction layout, as-built surveys, updating existing surveys, preparing legal descriptions, locating improvements, determining property lines and various other additional survey related service and matters.

**Exhibit B**

**(Exhibit on Following Page)**

## 9. FIRM'S FEE SCHEDULE

### STANDARD DENVER SURVEY RATE SCHEDULE

Effective January 1, 2015 (Rates subject to Re-negotiation/CPI adjustment at the beginning of each calendar year)

#### SURVEY FIELD CREW SERVICES:

One (1) Person Crew	\$105.00 per hour
Two (2) Person Survey Crew	\$150.00 per hour
Three (3) Person Survey Crew	\$185.00 per hour
Rod person, Chairperson or Flag person (additional)	\$45.00 per hour
Senior Field Coordinator	\$100.00 per hour
Field Coordinator	\$90.00 per hour
Instrument Operator (working alone)	\$65.00 per hour
Laser Scanner	\$850.00 per day
ATV or Utility Vehicle	\$50.00 per day

#### SURVEY OFFICE PERSONNEL SERVICES:

Principal	\$180.00 per hour
Associate	\$170.00 per hour
Senior Project Manager	\$160.00 per hour
Senior Staff	\$145.00 per hour
Survey Supervisor	\$135.00 per hour
Project Manager	\$130.00 per hour
Staff Surveyor	\$120.00 per hour
Senior Registered Professional Land Surveyor (Sr. Project Surveyor)	\$115.00 per hour
Registered Professional Land Surveyor (Project Surveyor)	\$105.00 per hour
Senior Survey Technician	\$90.00 per hour
Survey Technician	\$80.00 per hour
CADD Operator	\$75.00 per hour
Admin/Clerical	\$60.00 per hour

#### Travel and Subsistence

All travel and subsistence expenses for personnel are invoiced at actual cost plus 10% handling. Cost of mileage on company-owned vehicles is computed at the current I.R.S. mileage allowance. Cost for company-owned four wheel drive vehicles is computed at the current I.R.S. mileage allowance.

#### Purchased Services

All purchased services or rented equipment are invoiced at actual cost plus ten percent (10%) handling.

#### Terms

The Client shall promptly review invoice statements and notify SAM of any objection thereto; absent such objection in writing within fifteen (15) days from the date of invoice, the invoice shall be deemed proper and acceptable. Invoices are submitted monthly for all services rendered and are payable upon receipt. Late payments will incur a late charge of one and one-half percent (1 1/2%) per month from the original date of invoice. SAM reserves the right to stop work should invoices not be paid within the stated terms.

#### Overtime

All overtime will be billed at a rate of 1.25% of the standard rates listed above unless otherwise negotiated.

**Exhibit C**

**(Exhibit on Following Page)**



### Key Individuals Providing Services

Below are key Colorado professional licensed surveyors who will be responsible for completing projects under your contract. All of the key professional surveying services below have experience covering the full spectrum of a surveying services including boundary surveys, land survey plats and ALTA/ACSM land title surveys, aerial surveys, topographic surveys, construction layout, as-built surveys, updating existing surveys, preparing legal descriptions, locating improvements, and determining property lines.

Name	Role	Years of Experience Surveying in CO	Years of Experience Providing Services Outlined in RFP
Ron Ilk, PLS	Project Manager	33	37
Gary Leak, PLS	Survey Task Leader	34	34
Thomas Carlson, PLS	Survey Task Leader	35	28
Brian Socia, PLS	Survey Task Leader	15	15
Devon Arnold, PLS	Survey Task Leader	20	20
Nathan VanRaemdonck, PLS	Survey Task Leader	8	14



**Ron Ilk, PLS – Project Manager**

**License:** Professional Land Surveyor, Colorado No. 24313, 1986

**Education:** Idaho State University, Pocatello, Idaho, 1976-1979

**Memberships:** Professional Land Surveyors of Colorado; International Right of Way Association

**Experience:** Ron Ilk will be responsible for all of the services completed under your contract. Mr. Ilk has more than 35 years of experience surveying with an emphasis project management, establishing ROW, preparing ROW plans and legal descriptions, and conducting title and ownership research. Ron started working on City projects in 1989 on the 20<sup>th</sup> and 23<sup>rd</sup> St. Viaducts.

**Curb Replacement, City and County of Denver – Wastewater, Denver, CO.** Survey Project Manager responsible for referencing survey control crosses, bench marks, range points, and section corners prior to construction activity.

**Neighborhood Alley Reconstruction, City and County of Denver, Denver, CO.** Survey Project Manager responsible for setting project control on the City's horizontal and vertical control network, performing design surveys of the improvements within the existing alleys, providing construction offset and blue top stakes, and determining ROW and property lines.

**20<sup>th</sup> and 23<sup>rd</sup> Street Viaduct Replacements, City and County of Denver, CDOT Region 6/RTD, Denver, CO.** ROW Supervisor for base ownership mapping for over 600 properties in the Central Platte Valley.

**Central Park Boulevard Interchange, City and County of Denver, Denver, CO.** Survey Project Manager for the design and property surveys; coordination between the City and County of Denver, CDOT, and Forest City Development Group; setting project control, and producing ROW plans to City and CDOT standards.

**Street Dedications and Vacations, City and County of Denver, Denver, CO.** ROW Manager responsible for courthouse research, establishing ROW, writing legal descriptions, and preparing exhibits.

**14<sup>th</sup> Street Corridor Feasibility Study, City and County of Denver, Denver, CO.** Survey Manager responsible for setting project control on the City's horizontal and vertical control system. Managed utility potholing and design surveys, established the 14<sup>th</sup> Street ROW based on range line information, and coordinated the ROW Occupancy Permits

**SHE Signal Safety, City and County of Denver, Denver, CO.** Survey Manager responsible for providing design surveys at each intersection along with establishing the ROW. Each intersection was controlled on an assumed coordinate system and downloaded into AutoCAD for design engineering throughout the City.

I-225/6th Avenue to Sandcreek, CDOT Region 6, Denver, CO. ROW Supervisor for one mile of I-225. Responsible for preparing ROW acquisition plans, writing legal descriptions, performing courthouse research, hiring a title company to research ownership, preparing exhibits, and supervising the survey crews.  
I-225/Mississippi Avenue Interchange, CDOT Region 6, Denver CO. ROW supervisor responsible for preparing ROW acquisition plans, legal descriptions, courthouse research, hiring a title company to research ownership, prepared exhibits, and supervised survey crews.



**Gary Leak, PLS – Survey Task Leader**

**License:** Professional Land Surveyor, Colorado No. 26600, 1989

**Education:** Red Rocks Community College, Golden, CO, IRWA Courses: Legal Aspects of Easement, Real Estate Legal Principles, Imminent Domain, Principles of Right-of-Way

**Memberships:** Central Colorado Professional Surveyors (CCPS) - Past President, International Right of Way Association (IRWA), City of Golden, Colorado - Planning Commission, Past Vice Chairman, Professional Land Surveyors of Colorado

**Experience:** Gary Leak has 34 years of land surveying, ROW, and mapping experience in Colorado. As a native of Colorado, Gary is intimately familiar with the diverse topography and weather conditions and how these affect each project.

**Director of Surveying, 2003 and 2004, Neighborhood Alley Project, City and County of Denver, Denver, CO.** Director of surveying responsible for overseeing and quality management of design surveys and construction staking. The survey team provided design surveying and construction surveying services to the City and County of Denver under contract for on call services.

**West Corridor Project, Fast Tracks Program; for Regional Transportation District (RTD), Denver, CO.** Survey Manager responsible for managing the land surveying, mapping ROW, and boundary surveying for the final design of the RTD West Corridor light rail. The project consisted of a 12 mile alignment. Responsible for design surveys, utility as-builts, existing boundary line and easement determination, ROW plan, and acquisition documentation preparation.

**Non Project Specific Surveying and ROW Services, CDOT Region 1, CO.** QA/QC Manager responsible for the quality of the field surveying and ROW plans primarily in Region 1. Survey work includes aerial surveys, preliminary surveys, underground utility locates, construction surveys, geodetic surveys, ROW surveys, property surveys, ALTA/ACSM surveys, ownership maps, title work, research and field reconnaissance, project control, GPS, TMOSS, traffic control, staking, and final monumentation.

**Survey Manager, Peetz Logan Interconnect, FPL Energy/RMT, Logan, Washington and Morgan Counties, CO.** Managed field, office, and land surveying subconsultants to support the design and construction of the new 80-mile 230 kV interconnect line corridor in northeast Colorado. Established boundary lines and the location of the ROW lines of the CDOT highways, county roads and railroads and prepared exhibit documents to accompany the required permits and determined the location of the existing transmission line and gas line easements being crossed, prepared permit exhibits and prepared as built ALTA/ACSM Land Title Surveys for the 150+/- affected parcels.



**Thomas Carlson, PLS – Survey Task Leader**

**License:** Professional Land Surveyor, Colorado No. 24657, 1987

**Education:** 3.5 years of classes, Math and Surveying, Metropolitan State College of Denver

**Experience:** Thomas Carlson has 35 years of experience providing professional surveying and mapping services with 28 years of experience as a professional surveyor in Colorado. He has 20 years of experience supervising staff providing ground control, topographic, cadastral, bathymetric, site and utility surveys; aerial imagery, GPS and LiDAR data collection and processing; orthophoto generation; and DEM and DTM development.

**City Parks Topographic Surveys, City and County of Denver, Denver, CO.** Party Chief responsible for all field work on City Park(s) properties with Denver City Limits included control work, boundary surveys, and topographic mapping of playground and picnic areas as specified for each park.

**I-70 Corridor Surveying and Mapping, City and County of Denver, Denver, CO.** Party Chief working on survey crew locating 170 features both elevated sections and under elevated portions for mapping and utility locations. Provided topographic mapping, utility locations, as-built information, column mapping, and street mapping for a new design.

**Denver International Airport, Denver, CO.** Party Chief responsible for layout of runways and streets for construction of new airport.

**Boundary Survey, Denver Technological Center, Cities of Denver and Greenwood Village, CO.** Owner and Survey Manager responsible for all surveying activities for the Denver Tech Center including boundary surveys on empty lots as well as occupied building properties and many out parcels.

**I-25 and Lincoln, 4 Miles, HCL Engineering & Surveying, LLC, Centennial, CO.** Project Manager/Supervisor responsible for survey and office support for the reconstruction of major highway and ramps.

**Boundary Survey, Chatfield Reservoir Boundary, USACE, Denver, CO.** Survey Supervisor responsible for all office research and calculations for document completion. Supervised field crews performing survey, resolved boundary conflicts and documentation. The two-year project included supervising and participating in field work doing control work, boundary locations, and placing of new monuments.



**Brian Socia, PLS – Survey Task Leader**

**License:** Professional Land Surveyor, Colorado No. 38272, 2011

**Education:** A.A.S., Surveying and Mapping, Westwood College of Technology, 1996-1999

**Training:** Completed Project Management I and II Training, Completed Effective Negotiations Training, Completed Risk Management and Contracts Training, Confined Spaced Certified, CPR and First Aid Certified, Completed Railroad on Track Safety and Contractor Orientation for BNSF and UPRR.

**Memberships:** Professional Land Surveyors of Colorado, Colorado Spatial Reference Network (CSRN)

**Experience:** Brian Socia has 15 years of experience managing all aspects of land surveying and ROW services in Colorado.

**SH 7 Flood Repair, CDOT Region 4, Lyons, CO.** Survey Coordinator responsible for surveying services to open an emergency access road.

**One Mile, Broncos Parkway, Arapahoe County, CO.** Project Surveyor responsible for managing survey and document preparation for easement and ROW acquisition for a road reconstruction and widening with bike path and sidewalk.

**FASTER Bridges, CDOT Region 6, Denver Area, CO.** Responsible for the FASTER bridges at I-70 and Survey Coordinator responsible for Sand Creek, I-76 and the Platte River, 84th Avenue and I-25, and Wadsworth at Bear Creek. Projects involved full topographic survey.

**Petz Table, Wind Farm, Weld, CO.** Survey Manager responsible for managing surveying team, base map preparation, 43 ALTA/ACSM surveys, county permits, establishing horizontal and vertical control, aerial mapping, PLSS retracements of 42 sections, construction staking calculations, legal descriptions, 21 miles of transmission, 38 miles of roadways, and 32 miles of collection lines.



**Devon Arnold, PLS – Survey Task Leader**

**License:** Professional Land Surveyor Colorado No. 38364, 2013

**Education:** A.A.S., Survey and Mapping, Westwood College of Technology

**Membership:** Member of the Board of Directors for the Central Colorado chapter of the Professional Land Surveyors of Colorado

**Experience:** Devon Arnold has 20 years of experience providing field surveying with an emphasis establishing and preparing ROW plans and legal descriptions, producing acquisition exhibits, and conducting title research. Mr. Arnold has 7 years of experience using Microstation and InRoads. He has extensive experience blending conventional, GPS, mobile, LiDAR, and aerial mapping into a single fieldbook and Microstation drawing. **Staff Surveyor, SH 7 Flood Repair, CDOT Region 4, Lyons, CO.** Responsible for surveying services to open an emergency access road.

**Party Chief and Technician, 20 Miles, RTD West Corridor, CDOT Region 1, Denver, CO.** Responsible for control work, topographic and boundary surveys, title research, and ROW plans to CDOT standards.

**Party Chief and Technician, FASTER Bridges, CDOT Region 6, Denver Area, CO.** Responsible for the FASTER bridges at I-70 and Sand Creek, I-76 and the Platte River, 84th Avenue and I-25, and Wadsworth at Bear Creek. Projects involved full topographic survey.

**Lead Technician, ROW Plans, CDOT Region 5, Monte Vista, CO.** Responsible for creation of ROW plans for US Hwy 160 through Monte Vista. Provided full topographic highway survey, property surveys, boundary breakdown, research, and plans.



**Nate VanRaemdonck, PLS – Survey Task Leader**

**License:** Professional Land Surveyor, Colorado No. 38098, 2008

**Education:** B.S., Surveying Engineering, Ferris State University, 2002

**Membership:** Professional Land Surveyors of Colorado

**Experience:** Mr. VanRaemdonck has 14 years of experience providing all surveying related services. He has extensive experience performing boundary, topographic, ALTA, construction, control, and GPS surveys.

**Surveying, Mapping and Platting Services, Promenade at Denver West, Alberta Development Partners, LLC, Lakewood, CO.** Survey Project Manager responsible for all surveying related services. Provided topographic and ALTA surveys of the mall redevelopment site as well as a subdivision re-plat of the site incorporating multiple plats and un-platted land. Coordinated efforts of office and field staff, reviewed boundary information, title documents, provided review and product quality control, and managed billing and invoicing. Represented the survey team at weekly coordination meetings, City review meetings, and requests from design team members. Provided extensive coordination with the City and with the County Assessor to approve the plat for recording.

**Surveying, Mapping and Platting Services, Denver Curling Center, Automotive Services Group, Lakewood, CO.** Survey Project Manager for all surveying services. Provided topographic and ALTA surveys of the proposed site and prepared a subdivision plat of previously un-platted land. Coordinated efforts of office and field staff, reviewed boundary information, title documents, and provided quality control.

#### **4. NATURE OF WORK EACH INDIVIDUAL WILL PERFORM**

##### **Project Manager**

**Ron Ilk, PLS –** will be responsible for managing the survey staff, assisting with project planning, crew scheduling, budgeting, and QA/QC of the final product. Mr. Ilk is well-versed in survey processes from design through post construction as-built. He has extensive knowledge of federal, state, and City laws and regulations from his experience with working with the city, county, state, and federal government:

##### **Professional Land Survey Task Leaders**

Below are Professional Land Survey Task Leaders who will support Mr. Ilk. All have the background to lead any task required in the RFQ. The task leaders shown below demonstrate our depth in leadership in handling multiple projects at one time. All of the assigned Survey Task Leaders have extensive experience working in Colorado as described in Section 3. All of SAM's Survey Task Leaders will be responsible for providing deed

research, boundary analysis and computations, estimating and preparing project scopes, proposals, and supervising field crews and technical staff assigned to the project(s).

**Gary Leak, PLS** – has 34 years of experience providing survey services in Colorado. Mr. Leak has worked his entire career in the state of Colorado and has extensive knowledge of federal, state, and City laws by practicing with each entity.

**Thomas Carlson, PLS** – has 35 years of experience providing survey services in Colorado. Mr. Carlson has extensive knowledge of federal, state, and City laws and regulations by surveying for each jurisdiction throughout his career.

**Brian Socia, PLS** – has 15 years of experience providing survey services in Colorado. Mr. Socia’s extensive knowledge of applicable laws comes from working on a variety of projects throughout the state.

**Devon Arnold, PLS** – has 20 years of experience providing survey services in Colorado. Mr. Arnold has extensive knowledge of federal, state, and City laws and regulations from being an active member in the PLSC and working throughout Colorado for each governmental entity.

**Nate VanRaemdonck, PLS** – has 8 years of experience providing survey services in Colorado. Mr. VanRaemdonck has extensive knowledge of federal, state, and City laws and regulations from his experience with other companies providing similar services throughout Colorado.

The table below demonstrates our team’s experience providing the land surveying services outlined in the RFP.

Surveying Team Experience	Years of Experience	Boundary Surveys (incl. land plats & ALTA/ACSM land title surveys)	Aerial Surveys	Topographic Surveys	Construction Layout	As-built Surveys	Updating Existing Surveys	Preparing Legal Descriptions	Locating Improvements	Determining Property Lines	Setting Control	ROW Research & Mapping	Survey Data Research	Right of Entry	Survey Reports	ROW Staking	Property and ROW Monumentation
<b>Ron Ilk, PLS Project Manager</b>	37	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
<b>Gary Leak, PLS Survey Task Leader</b>	34	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
<b>Thomas Carlson, PLS Survey Task Leader</b>	35	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
<b>Brian Socia, PLS Survey Task Leader</b>	15	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
<b>Devon Arnold, PLS Survey Task Leader</b>	20	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
<b>Nate VanRaemdonck, PLS Survey Task Leader</b>	14	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*

**EXHIBIT D**

**(Exhibit on Following Pages)**

CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: USI Southwest, 7600 B. N. Cap of Tx Hwy. #200, Austin, Texas 78731. CONTACT NAME: Debra Wylie, PHONE (A/C, No, Ext): 512-651-4159, FAX (A/C, No): 512-467-0113. INSURED: Surveying And Mapping, LLC, 4801 Southwest Pkwy.; Parkway Two, #100, Austin, TX 78735. INSURER(S) AFFORDING COVERAGE: INSURER A: Ace American Insurance Company (NAIC # 22667), INSURER B: Indian Harbor Insurance Company (NAIC # 36940).

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include General Liability, Automobile Liability, Umbrella Liab, Excess Liab, Workers Compensation and Employers' Liability, and three Prof Liab-Excess policies.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Re: On Call Survey.
This Certificate is issued in respects to above referenced.
All Claims Made Policies
\$5M Primary Policy has Retro Date of 05/01/94
(See Attached Descriptions)

CERTIFICATE HOLDER: City and County of Denver, Department of Asset Management, 201 West Colfax Ave. Dept. #1010, Denver, CO 80202. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: James E. Zimmerman

## DESCRIPTIONS (Continued from Page 1)

1st \$5M Excess Layer has Retro Date of 05/01/94  
2nd \$5M Excess Layer has Retro Date of 06/27/12





# CERTIFICATE OF LIABILITY INSURANCE

11/1/2015

DATE (MM/DD/YYYY)  
8/11/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER LOCKTON COMPANIES 5847 SAN FELIPE, SUITE 320 HOUSTON TX 77057 866-260-3538	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	INSURER A : Zurich American Insurance Company	16535
	INSURER B : Liberty Mutual Fire Insurance Company	23035
	INSURER C : American Guarantee and Liab. Ins. Co.	26247
	INSURER D : St. Paul Fire and Marine Insurance Company	24767
	INSURER E :	
	INSURER F :	

**COVERAGES**      **CERTIFICATE NUMBER: 13616704**      **REVISION NUMBER: XXXXXXXX**

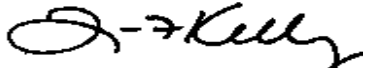
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> S&A Pollution GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	Y	Y	GLO017661500	8/1/2014	11/1/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	Y	Y	BAP017661400	8/1/2014	11/1/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
C	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR	Y	Y	AUC 0176704-00	8/1/2014	11/1/2015	EACH OCCURRENCE \$ 5,000,000
D	<input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			ZUP21N2483014NF	8/1/2014	11/1/2015	AGGREGATE \$ 5,000,000 EXCESS \$ 25,000,000
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	Y N/A	WC2641444489014	11/1/2014	11/1/2015	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

Re: Contract name: On Call Survey. Additional insured in favor of City and County of Denver, its Elected and Appointed Officials, Employees and Volunteers on all policies (except Workers' Compensation/EL, Commercial Vessel Policy, and Non-Owned Aircraft Liability) where and to the extent required by written contract.

**CERTIFICATE HOLDER****CANCELLATION** See Attachment

<b>13616704</b> City and County of Denver Department of Asset Management 201 West Colfax Ave. Dept. 1010 Denver CO 80202	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  

### **Commercial Vessel Policy**

Carrier: North American Specialty Insurance Company  
Policy Number: 58M0002773-00  
Policy Term: 9/5/2014-9/5/2015  
Hull & Machinery Limit: Agreed Value  
Protection & Indemnity Limit: \$1,000,000

### **Stop Gap Coverage**

Policy #: WC2641444489014  
Insurer: Liberty Mutual Fire Insurance Company  
Policy Term: 11/1/14-11/1/15

\$1,000,000 Each Accident  
\$1,000,000 Bodily Injury by Disease Total Limit.  
\$1,000,000 Bodily Injury by Disease Each Employee.

### **Non-owned Aircraft Liability**

Policy #: NAQ4038729  
Insurer: Caitlin Insurance Company, Inc  
Policy Term: 5/06/15 - 11/01/15

\$10M Occurrence

All policies (except Commercial Vessel Policy, Non-Owned Aircraft Liability and Workers' Compensation/EL) include a blanket automatic additional insured endorsement [provision] that confers additional insured status to the certificate holder only if there is a written contract between the named insured and the certificate holder that requires the named insured to name the certificate holder as an additional insured. In the absence of such a contractual obligation on the part of the named insured, the certificate holder is not an additional insured under the policy.

All policies (except Commercial Vessel Policy) include a blanket automatic waiver of subrogation endorsement [provision] that provides this feature only when there is a written contract between the named insured and the certificate holder that requires it. In the absence of such a contractual obligation on the part of the named insured, the waiver of subrogation feature does not apply.

All policies (except Commercial Vessel Policy, Non-owned Aircraft Liability and Workers' Compensation/EL) contain a special endorsement with "primary and noncontributory" wording.