

**PROFESSIONAL SERVICES AGREEMENT BETWEEN ALACHUA COUNTY AND  
JONES EDMUNDS & ASSOCIATES, INC.  
FOR ANNUAL ENVIRONMENTAL CONSULTING, NO. 14307**

This Professional Services Agreement (“Agreement”) is made by and between Alachua County, Florida, a political subdivision and charter county of the State of Florida, by and through its Board of County Commissioners (the “County”) and Jones Edmunds & Associates, Inc., a Florida for profit corporation which is authorized to do business in the State of Florida (“Professional”), who are collectively referred to as the “Parties”.

**WITNESSETH:**

**WHEREAS**, the County publicly issued Request for Proposal (RFP) 25-171 seeking to hire a qualified professional to provide Annual Environmental Consulting Services; and

**WHEREAS**, after evaluating and considering all timely responses to the solicitation, the County identified Professional as top ranked entity in the solicitation process; and

**WHEREAS**, the Professional is willing to provide certain services to the County; and

**WHEREAS**, the County desires to engage Professional to provide the services described herein.

**NOW, THEREFORE**, in consideration of the mutual promises and covenants contained herein, and other good and valuable consideration, the receipt of which is acknowledged, the County and Professional agree as follows:

1. **Recitals.** The foregoing recitals are incorporated herein.
2. **Scope.** In accordance with the terms and conditions of this Agreement, Professional agrees to provide Annual Environmental Consulting Services as more particularly described in the Scope of Services attached hereto as **Exhibit “1”** and incorporated herein (“Services”) for and as needed by the County. Professionals acknowledge that time is of the essence completing the Services. It is understood that the Services may be modified, but to be effective and binding, any such modification must be in writing executed by both the Parties.
3. **Term.** After execution of this Agreement by both Parties, the term of this Agreement will commence on October 1, 2024 and continue until September 30, 2026, unless this Agreement is earlier terminated as provided herein. This Agreement may be renewed at the option of the County for two (2) additional two (2) year term(s) at the same terms and conditions outlined herein subject to the written agreement of the Parties. The Professional may choose not to renew this Agreement provided the Professional provides the County with written notice ninety (90) days prior to the start of fiscal year (October 1st) for each term renewal.
4. **Closeout.** The Professional’s obligation to the County shall not end until all closeout requirements are completed. Activities during the close-out period shall include, but are not limited to, making final payments, submitting final reimbursement request and final activity/accomplishment report to the County, disposing of project assets (including the return of all equipment, and receivable accounts to the County), and determining the custodianship of records. Agreement closeout is not considered final until the County is fully satisfied that project objectives have been met and the Professional has submitted the Contract Closeout Checklist, attached hereto and incorporated herein as **Exhibit “2”**.
5. **Qualifications.** By executing this Agreement, Professional makes the following representations to County:
  - A. Professional is qualified to provide the Services and will maintain all certifications, permits and licenses necessary to act as a professional and to provide the Services during the term of this Agreement.
  - B. Professional will perform the Services with the skill and care which would be exercised by a

qualified professional performing similar services at the time and place such Services are performed. If failure to meet these standards results in a deficiency in the Services or the related tasks or designs and the deficiency was caused by the negligence, recklessness, or intentionally wrongful conduct of the Professional and other persons employed or utilized by the Professional in the performance of this Agreement, Professional will, at his/her own cost and expense, re-do the Services to correct the deficiency.

- C. Professional is familiar with the Services and the conditions of the site, location, project, and specifics of the Services to be provided, designed, or constructed.
- D. Professional will coordinate, cooperate, and work with any other consultants and contractors retained by the County. The Parties acknowledge that there is nothing in this Agreement that precludes County from retaining other professionals for similar or same Services or from independently performing the Services provided under this Agreement on its own.

6. **Authorization for Services.** Authorization for performance of the Services by Professional under this Agreement will be in the form of written Work Orders issued and executed by County and signed by Professional. Each Work Order will describe the Services required, state the dates for commencement and completion of the Services, and state the amount and method of payment. Work Orders will be issued under and shall incorporate the terms of this Agreement. Whenever the terms of this Agreement conflict with any Work Order issued pursuant to it, the terms of this Agreement shall prevail. Changes to existing Work Orders will be authorized by a Work Order Change Order. The County makes no covenant or promise as to the amount or number of Services, work or projects to be requested of Contractor under this Agreement, or that Professional will perform any Services or work on any project for the County during the term of this Agreement. The County Manager or his/her designee is authorized to initiate and sign Work Orders and Work Order Change Orders on behalf of the County.

7. **Payment.**

- A. The County will pay and Professional will accept, for the timely and complete performance of the Services described in this Agreement, payment based on the rates or pricing contained in the Payment Schedule attached hereto as **Exhibit "3"** and incorporated herein by this reference. The Parties agree that the amount to be paid to Professional for the Services required will not exceed the sum of \$1,500,000.00.
- B. As a condition precedent for any payment, Professional must submit monthly invoices to the County requesting payment for Services properly rendered and expenses due, unless otherwise agreed in writing by the County. Professional's invoice must describe the Services rendered, the date performed [*and the time expended, if billed by hour*], and the person(s) rendering such Services. Professional's invoice shall be accompanied by documentation or data in support of expenses, as the County may require. The invoice shall reflect the allocations as provided and shall state the percentage of completion as to each such allocation. Each invoice shall constitute the Professional's representation to the County that the Services listed have reached the level stated, have served a public purpose, have been properly and timely performed, that the expenses included in the invoice have been reasonably incurred in accordance with this Agreement, that all obligations of Professional covered by prior invoices have been paid in full, and that the amount requested is currently due and owing. Submission of the Professional's invoice for final payment shall further constitute the Professional's representation to the County that, upon receipt by the Professional of the amount invoiced, all obligations of the Professional to others, including its consultants and subcontractors, will be paid in full. Professional shall submit invoices to the County at the following address, unless otherwise directed by the County:

Alachua County Environmental Protection Department  
14 NE First Street  
Gainesville, FL 32601

- C. All applications for payment shall be processed and paid in accordance with the provisions of Chapter 218, Part VII Florida Statutes (“Local Government Prompt Payment Act”), and the County shall remit all payments to:

Jones Edmunds & Associates, Inc.  
13545 Progress Blvd.  
Suite 100  
Alachua, FL 32615

- D. If the County has reasonable cause to suspect that any representations of Professional relating to payment are inaccurate, the County may withhold payment of sums then or in the future otherwise due to Professional until the inaccuracy, and the cause thereof, is corrected to the County Manager’s or his/her designee’s reasonable satisfaction.
- E. The County’s performance and obligation to pay under this Agreement is contingent upon a specific annual appropriation by the Alachua County Board of County Commissioners (“Board”). The Parties hereto understand that this Agreement is not a commitment of future appropriations. Continuation of this Agreement beyond the term or the end of any County fiscal year shall be subject to both the appropriation and the availability of funds in accordance with Chapter 129, Florida Statutes; and that the failure of the Board to do so shall not constitute a breach or default of this Agreement.
- F. In the event any part of this Agreement or the Services, is to be funded by Federal, State, or other local agency monies, Professional agrees to cooperate with County in order to assure compliance with all requirements of the funding entity applicable to the use of the monies, including providing access to and the right to examine relevant documents related to the Services and as specifically required by the granting agency, and receiving no payment until all required forms are completed and submitted.

7. **Insurance**. Professional will procure and maintain insurance throughout the entire term of this Agreement, including any renewals, of the types and in the minimum amounts detailed in **Exhibit “3”** attached hereto and incorporated herein. A copy of a current Certificate of Insurance (COI) showing coverage of the type and in the amounts required is attached hereto as **Exhibit “3-A”**.

8. **County Property**. Professional agrees to promptly, without delay, notify the County either in phone, email, or orally of any hazardous, dangerous, unsafe, or destructive conditions, trespassers, vandalism or damages that the Professional or its employees or agents notices or is made aware of on County property, including inside any County owned or used facility. Professional shall be responsible for initiating, erecting, and maintaining safety precautions, programs and materials in connection with the Services on County Property, including any industry, federal, state or local standards and requirements. Should an employee or agent of the Professional suffer injury or damage to its/his/her person or property, the Professional shall notify the County within a reasonable time of the occurrence.

9. **Deliverables**. All project deliverables and documents are the sole property of County and may be used by County for any purpose. Any and all deliverables required by this Agreement to be prepared by Professional, such as but not limited to plans and specifications, will be done in such a manner that they shall be accurate, coordinated and adequate for the purposes intended. Professional represents that the deliverables prepared under this Agreement will meet the requirements of all applicable federal, state and local codes, laws, rules and regulations. The County’s review of the deliverables in no way diminishes the Professional’s representations pertaining to the deliverables.

10. **Permits**. Professional will obtain, maintain, and pay for all necessary permits, permit application fees, licenses or any fees required for performing the Services.

11. **Personnel**. Professional will secure at its own expense all necessary personnel to perform the

Services. Such personnel shall not be employees of the County. Professional will assure that all Professional's personnel who perform the Services, or perform any part of the Services, are competent, reliable and experienced to perform their assigned task timely and satisfactory. The County reserves the right to terminate this Agreement due to a change in Professional's personnel.

The Parties acknowledge that Professional may contract or otherwise retain the services of consultants, subcontractor or other professional (collectively, the "Consultants") to assist it in performing any of its services under this Agreement. Professional agrees, represents and warrants that shall include a provision in its agreements with its Consultants that the Consultants owe a duty to the County regarding the performance of Consultants' services to Professional, and that the County is an intended third-party beneficiary of said agreement. Pursuant to and to the extent Section 558.0035, Florida Statutes is applicable, AN INDIVIDUAL EMPLOYEE OR AGENT OF PROFESSIONAL MAY NOT BE HELD INDIVIDUALLY LIABLE FOR DAMAGES RESULTING FROM NEGLIGENCE OCCURRING WITHIN THE SCOPE OF SERVICES PROVIDED IN THIS AGREEMENT.

12. **Default and Termination.**

- A. **Termination for Default:** The failure of either Party to comply with any provision of this Agreement will place that Party in default. The defaulting Party shall be given at least seven (7) calendar days in which to cure the default. The County Manager and his/her designee is authorized to provide notice of default on behalf of County and notice may be sent electronically. If the default is not corrected within the allotted time as specifically provided in the notice of default, the County Manager is authorized to provide Professional with written notice of termination of this Agreement on behalf of County. The effective date of termination of this Agreement will be the date specified in the notice of termination or, if no date is specified in the notice, then the effective date of termination will be the date that the notice of termination is received by the Professional.
- B. **Termination for Convenience:** County may terminate the Agreement without cause by providing at least 72 hours written notice of termination for convenience to the Professional. County Manager and his/her designee is authorized to provide notice of termination on behalf of the County. Notice may be electronically given. Upon such notice, Professional will immediately discontinue all Services for the County currently or to be provided to the County, unless the notice from the County directs otherwise. The effective date of termination of this Agreement will be the date specified in the notice of termination or, if no date is specified in the notice, then the effective date of termination will be the date that the notice of termination is received by the Professional. In the event of termination, Professional's recovery against County shall be limited to that portion of this Agreement amount earned through the date of termination. Professional shall not be entitled to any other or further recovery against County, including, but not limited to, damages, consequential or special damages, or any anticipated fees or profit on portions of the Services not performed.
- C. **Termination for Unavailability of Funding:** If funds to finance this Agreement become unavailable, as determined by the County, County may terminate this Agreement upon no less than 24 hours written notice to Professional. County Manager and his/her designee is authorized to provide notice of termination on behalf of the County. Notice may be electronically given. The effective date of termination of this Agreement will be the date specified in the notice of termination or, if no date is specified in the notice, then the effective date of termination will be the date that the notice of termination is received by the Professional.
- D. Upon termination of this Agreement based upon the above, the County may obtain the Services from any other sources, firms, and individuals, and may use any method deemed in the County's best interest. Upon termination, Professional will deliver to County all data, drawings, specifications, reports, estimates, summaries, and other records as may have been

accumulated by Professional in performing this Agreement, whether completed or in draft.

13. **Indemnification.** To the extent allowed by Florida Statutes §725.08, Professional shall indemnify and hold harmless the County and its officers and employees from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of Professional and other persons employed or utilized by Professional in the performance of Services under this Agreement. This indemnification provision will survive the termination of this Agreement. Nothing contained herein shall constitute a waiver by the County of sovereign immunity or the provisions or limitation of liability of §768.28, Florida Statutes, as may be amended.

15. **Notice.** Except as otherwise provided in this Agreement, any notice from either Party to the other Party must be in writing and delivered by hand delivery with receipt or sent by certified mail, return receipt requested, to the addresses below. All notices will be deemed delivered five (5) business days after mailing. Each Party may change its mailing address by giving the other Party, written notice of election to change the address.

To Professional:

Jones Edmunds & Associates, Inc.  
13545 Progress Blvd.  
Suite 100  
Alachua, FL 32615

To County:

Alachua County Environmental Protection  
Department  
Attn: Environmental Protection Manager  
12 SE 1<sup>st</sup> Street  
Gainesville, Florida 32601  
sgreco@alachuacounty.us

cc: With a copy electronically sent to:

Alachua County Procurement, Attn: Contracts  
[acpur@alachuacounty.us](mailto:acpur@alachuacounty.us)  
Clerk of Court, Attn Finance & Accounting  
[dmw@alachuaclerk.org](mailto:dmw@alachuaclerk.org)

16. **Standard Clauses.**

A. **Public Records.** In accordance with §119.0701, Florida Statutes, Professional, *when acting on behalf of the County*, shall as required by Florida law:

1. Keep and maintain public records required by the County to perform the Services.
2. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Florida law or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion of the Agreement if Professional does not transfer the records to the County.
4. Upon completion of the Agreement, transfer, at no cost, to the County all public records in possession of Professional or keep and maintain public records required by the County to perform the Services. If Professional transfers all public records to the County upon completion of the Agreement, Professional shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Professional keeps and maintains public records upon completion of the Agreement, Professional shall meet all applicable requirements for retaining public records. All records

stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the County's information technology systems.

**IF PROFESSIONAL HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO PROFESSIONAL'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE COUNTY'S PUBLIC RECORDS CUSTODIAN AT [publicrecordsrequest@alachuacounty.us](mailto:publicrecordsrequest@alachuacounty.us) OR (352) 264-6906 OR 12 SE 1<sup>ST</sup> STREET, GAINESVILLE, FL 32601.**

If Professional fails to comply with this section, Professional will be deemed in default under this Agreement. The County may enforce as set forth in §119.0701, Florida Statutes. Professional who fails to provide the public records in response to a request within a reasonable time may be subject to penalties imposed under §119.10, Florida Statute, and costs of enforcement, including fees, under §119.0701 and §119.12, Florida Statutes.

Professional will take reasonable measures to protect, secure and maintain any data held by Professional in an electronic form that is or contains exempt, confidential, personal information or protected information, as defined by Florida or federal law, related to or in connection with performance of the Services. If Professional suspects or becomes aware of a security breach or unauthorized access to such data by a third party, Professional shall immediately notify the County in writing and will work, at Professional's expense, to prevent or stop the data breach.

B. Confidential Information. During the term of this Agreement, Professional may claim that some of Professional's information, including, but not limited to, software documentation, manuals, written methodologies and processes, pricing, discounts, or other considerations (hereafter collectively referred to as "Confidential Information"), is, or has been treated as confidential and proprietary by Professional in accordance with §812.081, Florida Statutes, or other law, and is exempt from disclosure under the Florida's public record laws. Professional shall clearly identify and mark Confidential Information as "Confidential Information" or "CI" and the County shall use reasonable efforts to maintain the confidentiality of the Confidential Information that is clearly identified by Professional. County will promptly notify Professional in writing if the County receives a request for disclosure of Professional's Confidential Information. Professional may assert any exemption from disclosure available under applicable law or seek a protective order against disclosure from a court of competent jurisdiction. Professional shall protect, defend, indemnify, and hold harmless Alachua County and its commissioners, officers and employees from and against any claims, actions and judgments arising out of a request for disclosure of Confidential Information or relating to violation or infringement of trademark, copyright patent, trade secret or intellectual property right; however, the foregoing obligation shall not apply to County's misuse or modification of Professional's Confidential Information in a manner not contemplated by this Agreement. Professional shall investigate, handle, respond to, and defend, at Professional's sole cost and expense, any such claim, even if any such claim is groundless, false, or fraudulent. Professional shall pay for all costs and expenses related to such claim, including, but not limited to, payment of attorneys' fees, costs and expenses. If Professional is not reasonably able to modify or otherwise secure for the County the right to continue using the good or product, Professional shall remove the product and refund the County the amounts paid in excess of a reasonable rental for past use. Upon completion of this Agreement, the provisions of this paragraph shall continue to survive. Professional releases the County from claims or damages related to disclosure by the County.

C. Auditing Rights and Information. County reserves the right to require the Professional to submit to an audit, by any auditor of the County's choosing. Professional shall provide access to all of its records, which relate directly or indirectly to this Agreement at its place of business during regular business hours. Professional shall retain all records pertaining to this Agreement and upon request make them

available to County for three (3) complete calendar years following expiration or termination of the Agreement. Professional agrees to provide such assistance as may be necessary to facilitate the review or audit by the County to ensure compliance with applicable accounting and financial standards. If an audit inspection or examination pursuant to this section discloses overpricing or overcharges of any nature by the Professional to the County, Professional shall pay to County the Overcharged Amount which is defined as the total aggregate overcharged amount together with interest thereon (such interest to be established at the rate of 12% annum). Any adjustments or payments which must be made as a result of any such audit or inspection of the Professional's invoices or records must be made. If the Overcharged Amount is equal to or greater than \$50,000.00, Professional shall pay to County the Overcharged Amount and the Audit Amount which is defined as the total aggregate of County's reasonable audit costs incurred as a result of its audit of Professional. County may recover the Overcharged Amount and the Audit Amount, as applicable, from any amount due or owing to Professional whether under this Agreement and any other agreement between Professional and County. If such amounts owed to Professional are insufficient to cover the Overcharged Amount and Audit Amount, as applicable, then Professional hereby shall pay such remaining amounts to County. Payment is due within a reasonable amount of time, but in no event may the time exceed sixty (60) calendar days, from presentation of the County's audit findings to Professional. In no event shall the Overcharged Amount or the Audit Amount be deemed a reimbursable cost of the work or Services. This provision is hereby considered to be included within, and applicable to, any subcontractor agreement entered into by the Professional in performance of the Services under this Agreement. The access, inspection, copying and auditing rights shall survive the termination of this Agreement.

D. Laws & Regulations. Professional will comply with all federal, state, and local laws, ordinances, regulations, rules and code requirements applicable to the work required by this Agreement. Professional is presumed to be familiar with all laws, ordinances, regulations, and rules that may in any way affect the work outlined in this Agreement. If Professional is not familiar with laws, ordinances, rules and regulations, Professional remains liable for any violation and all subsequent damages, penalties, or fines.

E. Governing Law and Venue. The laws of the State of Florida shall govern this Agreement and the duties and obligations stated within this Agreement. Sole and exclusive venue for all actions arising under this Agreement shall be in a court of competent jurisdiction in and for Alachua County, Florida.

F. Amendment and Assignment. The Parties may only modify or amend this Agreement by a mutual written agreement of the Parties. Neither Party will assign or transfer any interest in this Agreement without prior written consent of the other Party. The County and Professional each bind the other and their respective successors and assigns in all respects to all of the terms, conditions, covenants, and provisions of this Agreement.

G. Additional Services. Additional services not specifically identified in this Agreement may be added to the Agreement upon execution of a written amendment by the Parties.

H. Third Party Beneficiaries. This Agreement does not create any relationship with, or any rights in favor of, any third party.

I. Independent Contractor. In the performance of this Agreement, Professional is acting in the capacity of an independent contractor and not as an agent, employee, partner, joint venturer, or associate of the County. Professional is solely responsible for the means, method, technique, sequence, and procedure utilized by Professional in the full performance of the Services referenced in this Agreement.

J. E-Verify. Pursuant to F.S. §448.095, Professional shall register and use the U.S. Department of Homeland Security's E-Verify system to verify the work authorization status of all new employees hired by the Professional during the term of the Agreement. Professional shall expressly require any subcontractors performing work or providing Services under this Agreement to utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the term of this Agreement. The E-Verify system is located at <https://www.uscis.gov/E-Verify>. Failure to comply with this section is grounds for termination and the Professional (a) may not be awarded a public contract for at least 1 year after the date on which this Agreement was terminated and (b) Professional is liable for any additional costs incurred by the County as

a result of termination of this Agreement.

K. Conflict of Interest. Professional warrants that neither Professional nor any of Professional's employees have any financial or personal interest that conflicts with the execution of this Agreement. The Professional shall notify County of any conflict of interest due to any other clients, contracts, or property interests.

L. Prohibition Against Contingent Fees. As required by §287.055(6), Florida Statutes, the Professional warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the Professional to solicit or secure this Agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Professional any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. If Professional breaches this provision, the County has the right to termination this Agreement without liability, and at the County's discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift or consideration.

M. Force Majeure. The Parties will exercise every reasonable effort to meet their respective duties under this Agreement but will not be liable for delays resulting from force majeure or other causes beyond their reasonable control, including, but not limited to, compliance with any government laws or regulation, acts of nature, fires, strikes, national disasters, pandemics, wars, riots, transportation problems and any other cause whatsoever beyond the reasonable control of the Parties. Any such cause will reasonably extend the performance of the delayed duty to the extent of the delay so incurred and so agreed by the Parties.

N. Public Entity Crimes. A person or affiliate who has been placed on the convicted vendor list following a conviction of a public entity crime may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity in excess of the threshold amount provided in Florida Statutes, Section 287.017 for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

O. Collusion. By signing this Agreement, Professional declares that this Agreement is made without any previous understanding, agreement, or connections with any persons, professionals or corporations and that this Agreement is fair, and made in good faith without any outside control, collusion, or fraud.

P. Counterparts. This Agreement may be executed in any number of and by the Parties on separate counterparts, each of which when so executed shall be deemed to be an original, and such counterparts shall together constitute but one and the same instrument. Receipt via email with pdf attachment by a party or its designated legal counsel of an executed counterpart of this Agreement shall constitute valid and sufficient delivery in order to complete execution and delivery of this Agreement and bind the Parties to the terms hereof.

Q. Severability and Ambiguity. It is understood and agreed by the Parties that if any of the provisions of the Agreement shall contravene or be invalid under the laws of the State of Florida, such contravention or invalidity shall not invalidate the entire Agreement, but it shall be construed as if not containing the particular provision(s) held to be invalid, and the rights and obligations of the Parties shall be construed and enforced accordingly. This Agreement shall not be construed more strictly against one Party than against the other Party, merely due to fact that it may have been prepared by one of the Parties. Each Party represents and agrees that it has had the opportunity to seek the advice of appropriate professionals, including legal counsel, in the review and execution of this Agreement.

R. Electronic Signatures. The Parties agree that an electronic version of this Agreement shall have the same legal effect and enforceability as a paper version. The Parties further agree that this Agreement, regardless of whether in electronic or paper form, may be executed by use of electronic signatures. Electronic signatures shall have the same legal effect and enforceability as manually written signatures. Delivery of this Agreement or any other document contemplated hereby bearing a manual written or electronic signature, by electronic mail in "portable document format" (".pdf") form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same effect as physical delivery of the paper document bearing an original or electronic signature.



S. Entire Agreement. This Agreement constitutes the entire Agreement and supersedes all prior written or oral agreements, understandings, or representations of the Parties.

**IN WITNESS WHEREOF**, the Parties have caused this Agreement to be executed on the respective dates under each signature: by Alachua County, Florida by its representative who is authorized to sign, and by Professional, through its duly authorized representative.

**PROFESSIONAL**

By: Stanley F. Ferreira, Jr.  
Stanley F. Ferreira, Jr. (Sep 18, 2024 20:04 EDT)

Print: Stanley F. Ferreira, Jr., PE

Title: President & CEO

Date: Sep 18, 2024

**IF THE PROFESSIONAL IS NOT A NATURAL PERSON, PLEASE PROVIDE A CERTIFICATE OF INCUMBENCY AND AUTHORITY, OR A CORPORATE RESOLUTION, LISTING THOSE AUTHORIZED TO EXECUTE CONTRACTS ON BEHALF OF YOUR ORGANIZATION. IF ARE A NATURAL PERSON, THEN YOUR SIGNATURE MUST BE NOTARIZED.**

**ALACHUA COUNTY, FLORIDA**

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

Mary C. Alford, Chair

Board of County Commissioners

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

**ATTEST**

**APPROVED AS TO FORM**

\_\_\_\_\_  
J.K. "Jess" Irby, Esq., Clerk  
(SEAL)

\_\_\_\_\_  
Alachua County Attorney's Office

## **Exhibit 1: Scope of Services**

### 1. Overview

- 1.1. The Professional shall provide Annual Environmental Consulting Services.
- 1.2. The Services consist of comprehensive environmental consulting, environmental planning, engineering or geohydrological support services on a task assignment basis in support of Alachua County Environmental Protection Department (ACEPD) and Alachua County regulatory, environmental planning, land conservation, environmental monitoring programs, water conservation and aquifer protection, and special projects.
- 1.3. These services may include in the areas of air quality monitoring and air pollution control technologies, water quality monitoring and wastewater treatment technologies, stormwater management, Phase 1, Phase 2, and Phase 3 environmental assessments, indoor air quality assessment, industrial hygiene studies, asbestos abatement consulting, ordinance and regulation development, land development regulations, natural resources assessment or surveying, wetland delineation, contamination assessment or remediation, monitoring, modeling and environmental sampling and analysis. The Professional shall also provide Laboratory Services for special projects involving sampling and analysis of environmental media will need to be provided by the Professional or their sub-contractors.

### 2. General Requirements: The Professional shall provide the following services, including but not limit to:

- 2.1. Comprehensive environmental consulting services in support of Alachua County's hazardous materials management, air and water quality protection and monitoring programs, water conservation program, public education efforts, land conservation program, asbestos abatement program, natural resources protection, development review programs and other initiatives.
- 2.2. The County may request environmental consulting services for special projects. Projects may include, but are not limited to:
  - 2.2.1. ambient monitoring,
  - 2.2.2. pollution control technology assessment,
  - 2.2.3. landfill monitoring,
  - 2.2.4. Pollutant abatement and/or remediation (i.e., asbestos, lead or other),
  - 2.2.5. indoor air quality assessment,
  - 2.2.6. industrial hygiene studies,
  - 2.2.7. site evaluation,
  - 2.2.8. routine compliance monitoring,
  - 2.2.9. contamination assessment, regulation and ordinance research and drafting,

- 2.2.10. stormwater management and improvements,
  - 2.2.11. water conservation studies,
  - 2.2.12. Phase 1, Phase 2, and Phase 3 environmental assessments,
  - 2.2.13. natural resource assessment, wetland delineation and Unified Mitigation Assessment Method (UNAM) assessment,
  - 2.2.14. remediation system design/evaluation and technical alternatives evaluation,
  - 2.2.15. expert testimony, and guidance in support of regulatory priorities,
  - 2.2.16. hydrological and terrestrial restoration.
- 2.3. These projects may involve one or more matrices including, but not limited to:
- 2.3.1. air, soil, sediment, water (wastewater, surface water or groundwater), sludge, waste(s), biota and building materials,
  - 2.3.2. field sampling, and laboratory analyses as well as assessment and report preparation. Work, which may be required, includes the following:
    - 2.3.2.1. Field sampling and data collection, or supervision of such activities.
    - 2.3.2.2. All sample collection procedures must conform to state quality assurance requirements and laboratory analyses must be performed by NELAC certified and FDEP certified labs.
- 2.4. Compilation, interpretation, and reporting of field data and laboratory analyses.
- 2.5. Preparation of technical reports on assessment of groundwater, surface water, wastewater, storm water, air, or soil.
- 2.6. Preparation of technical reports on potential environmental impacts from potential new pollution sources and the suitability of proposed pollution control and other technologies.
- 2.7. Preparation of potentiometric surface maps and contaminant distribution maps.
- 2.8. Review and interpretation of existing environmental contamination levels or potential emissions from pollution sources and comparison of contaminant levels to appropriate Federal, State, or Local standards and guidelines.
- 2.9. Modeling of existing or potential contaminant migration and remedial scenarios.
- 2.10. Identification of new groundwater, surface water or ambient air contamination.
- 2.11. Evaluation of environmental control alternatives and new technology assessment.
- 2.12. Assistance in regulation and ordinance development in the areas of habitat protection, air quality, water quality, hazardous materials control.
- 2.13. Environmental audits and assessments of properties.

- 2.14. Drafting of land development regulations and ordinances, and performance of special studies involving environmental permitting and planning.
- 2.15. Present public presentations of work products, attend public meetings and provide expert testimony relating to work performed in support of ordinance development, land development regulations or other assigned special environmental studies.
- 2.16. Development of asbestos abatement project plans and specifications.
- 2.17. Managing or performing asbestos abatement projects and administration of subcontractors.
- 2.18. Project air monitoring and on-site consultation to assure on-going regulatory and health and safety compliance.
- 2.19. Site surveys for the determination of the presence of asbestos containing materials, sample collection and bulk sample analysis.
- 2.20. Providing training for County staff in asbestos, environmental sampling, or other technical fields.
- 2.21. Preparing reports for submittal to local, state and federal regulatory agencies.
- 2.22. Performing indoor air quality assessments and industrial hygiene surveys.
- 2.23. Wetland delineation and UMAM assessments.
- 2.24. Developing construction-ready restoration plans with certified drawings for the county's natural areas and construction ready plans with certified drawings for stormwater management and improvement projects.
- 2.25. Assisting the County during the construction and/or implementation of restoration plans and stormwater management and improvement projects.
- 2.26. Preparation of technical reports on climate change related issues and topics.
- 2.27. Preparation of technical reports on the impacts of legislation, policies, and programs.
- 2.28. Preparation of Baseline Documentation Reports for Conservation Easements
- 2.29. Preparation of site reclamation plans (including but not limited to for mined sites)
- 2.30. Reports, if required, shall be prepared by or under the direction of a professional engineer or geologist (as appropriate) licensed in Florida with relevant experience or a qualified scientist, engineer, or environmental planner. The Professional shall furnish all materials, equipment, labor, supervision, and documentation necessary for the production and submission of these reports. The Professional shall be available for

public presentations, meetings, and expert testimony relating to all work performed for the County.

**Exhibit 2: Closeout Checklist**

Contract Closeout occurs when all obligations are met and all legal, administrative, and managerial tasks are executed.

**Contract No. 14305 – #14305 Professional Services Agreement with Geosyntech Consultants Inc for Annual Environmental Consulting Services**

Complete all applicable items.

| ACTION/ITEM  | Date Completed<br>(by Vendor) | Vendor<br>(initials) | County<br>(initials) |
|--|-------------------------------|----------------------|----------------------|
| <b>General Requirements (Should be required on most Contracts)</b>   |                               |                      |                      |
| All contractual obligations are completed<br><i>(include list of exceptions as an attachment)</i>  |                               |                      |                      |
| All invoices, except for the final, are submitted and paid   |                               |                      |                      |
| All testing reports have been received and analyzed  |                               |                      |                      |
| Final amount paid via this Contract  |                               |                      |                      |
| Parties agree that no claims, issues, or unresolved matters exist on the contract  |                               |                      |                      |
| <b>Contract Specific Requirements (All may not apply)</b>  |                               |                      |                      |
| All inspections are completed and accepted   |                               |                      |                      |
| Any County-furnished property is returned  |                               |                      |                      |
| The contractor has closed any subcontracts that may exist  |                               |                      |                      |
| All sub-contractor(s) have been paid in full<br><i>(include a table of sub-contractor(s) names with total amounts paid to each as an attachment)</i> |                               |                      |                      |
| Any access or security badges and keys are returned and are accounted for  |                               |                      |                      |
| All warranties, training material, or other final deliverables are obtained  |                               |                      |                      |
| All Bond requirements have been met  |                               |                      |                      |
| Certificates of substantial completion or final completion are obtained  |                               |                      |                      |
| Other administrative or contractual requirements are met <i>(include list of items as an attachment)</i>   |                               |                      |                      |

**CONTRACT ADMINISTRATOR APPROVAL TO CLOSEOUT CONTRACT**

\_\_\_\_\_  
Vendor/Contractor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Administrator Signature

\_\_\_\_\_  
Date

### Exhibit 3: Payment Schedule



#### RFQ# 25-171-MM Annual Environmental Consulting Services

| Labor Category                              | Hourly Rate |
|---|-------------|
| Project Officer                             | \$ 290      |
| Senior Project Manager                      | \$ 250      |
| Project Manager                             | \$ 205      |
| Chief Engineer or Scientist                 | \$ 275      |
| Senior Engineer                             | \$ 255      |
| Senior Scientist                            | \$ 215      |
| Project Engineer                            | \$ 200      |
| Project Scientist                           | \$ 160      |
| Engineer                                    | \$ 150      |
| Scientist                                   | \$ 140      |
| Engineer Intern                             | \$ 140      |
| Associate Scientist                         | \$ 125      |
| Designer                                    | \$ 125      |
| Senior CADD Designer                        | \$ 160      |
| CADD Designer                               | \$ 145      |
| Senior CADD Technician                      | \$ 125      |
| CADD Technician                             | \$ 115      |
| Systems Analyst                             | \$ 210      |
| Senior GIS Analyst or Senior GIS Programmer | \$ 160      |
| GIS Analyst or Programmer                   | \$ 135      |
| GIS Specialist                              | \$ 150      |
| GIS Technician                              | \$ 115      |
| Senior Database Administrator               | \$ 195      |
| Database Administrator                      | \$ 160      |
| Environmental Data Analyst                  | \$ 115      |
| Senior Field Technician Environmental       | \$ 125      |
| Field Technician Environmental              | \$ 115      |
| Senior Construction Administrator           | \$ 210      |
| Construction Administrator                  | \$ 160      |
| Senior Field Representative Construction    | \$ 145      |
| Field Representative Construction           | \$ 125      |
| Construction Project Coordinator            | \$ 115      |
| Senior Administrative Assistant             | \$ 100      |
| Administrative Assistant                    | \$ 90       |
| Senior Technical Editor                     | \$ 160      |

- Travel – Company Vehicle – \$0.70/mile
- Travel – Personal Vehicle – IRS Standard Mileage Rate
- Travel – Miscellaneous – Direct Cost
- Deliverable Reproduction – Direct Cost
- Subconsultants – Direct Cost plus 10%

## **Exhibit 4: Insurance Requirements**

### **TYPE “B” INSURANCE REQUIREMENTS “Professional or Consulting Services”**

Architect shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Architect, his agents, representatives, employees or subconsultants.

#### **I. COMMERCIAL GENERAL LIABILITY.**

Coverage must be afforded under a per occurrence form policy for limits not less than \$1,000,000 General Aggregate, \$1,000,000 Products / Completed Operations Aggregate, \$1,000,000 Personal and Advertising Injury Liability, \$1,000,000 each Occurrence, \$50,000 Fire Damage Liability and \$5,000 Medical Expense.

#### **II. AUTOMOBILE LIABILITY.**

Coverage must be afforded including coverage for all Owned vehicles, Hired and Non-Owned vehicles for Bodily Injury and Property Damage of not less than \$1,000,000 combined single limit each accident.

#### **III. WORKERS COMPENSATION AND EMPLOYER’S LIABILITY.**

- A Coverage to apply for all employees at STATUTORY Limits in compliance with applicable state and federal laws; if any operations are to be undertaken on or about navigable waters, coverage must be included for the USA Longshoremen & Harbor Workers Act.
- B Employer’s Liability limits for not less than \$100,000 each accident; \$500,000 disease policy limit and \$100,000 disease each employee must be included.

#### **IV. PROFESSIONAL LIABILITY or ERRORS AND OMISSIONS LIABILITY (E&O).**

Professional (E&O) Liability must be afforded for not less than \$1,000,000 each claim, \$1,000,000 policy aggregate

#### **V. OTHER INSURANCE PROVISIONS.**

- A The policies are to contain, or be endorsed to contain, the following provisions:
- B Commercial General Liability and Automobile Liability Coverages
  - 1 The Alachua County Board of County Commissioners, its officials, employees and volunteers are to be covered as an Additional Insured as respects: Liability arising out of activities performed by or on behalf of the Architect; products and completed operations of the Architect; or automobiles owned, leased, hired or borrowed by the Architect.
  - 2 The Architect’s insurance coverage shall be considered primary insurance as respects the County, its officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officials, employees or volunteers shall be excess of Architect’s insurance and shall be non-contributory.
- C All Coverages
  - 1 The Architect shall provide a Certificate of Insurance to the County with a Thirty (30) day notice of cancellation. The certificate shall indicate if cover is provided under a “claims made” or “per occurrence” form. If any cover is provided under claims made from the certificate will show a retroactive date, which should be the same date of the contract (original if contact is renewed) or prior.



VI. **SUBCONSULTANTS**

Contractors shall include all subcontractors as insured under its policies. All sub consultants shall be subject to the requirements stated herein.

**CERTIFICATE HOLDER:**                    **Alachua County Board of County Commissioners**

