AGREEMENT FOR ENGINEERING SERVICES
CLARK COUNTY WATER RECLAMATION DISTRICT
AND
SLATER HANIFAN GROUP

THIS AGREEMENT is made and entered into this ____ day of September, 2012, by and between CLARK COUNTY WATER RECLAMATION DISTRICT (hereinafter referred to as "OWNER"), and SLATER HANIFAN GROUP, a Nevada Corporation, hereinafter referred to as "ENGINEER"), for the DESIGN SERVICES FOR THE LAUGHLIN EASEMENT ACQUISITION, CCWRD PROJECT NO. 655 PO1 (RFQ NO. 915-11), (hereinafter referred to as "PROJECT").

WITNESSETH:
WHEREAS, the ENGINEER is properly registered and qualified in accordance with the Nevada Revised Statutes and has the personnel and facilities necessary to accomplish the required work within the required time.

NOW, THEREFORE, OWNER and ENGINEER agree as follows:

SECTION I
RESPONSIBILITY OF ENGINEER

A. The ENGINEER shall be responsible for the professional quality, technical accuracy, timely completion, and coordination of all services furnished by the ENGINEER, its subcontractors and consultants, and other sources, officers, employees and agents, under this AGREEMENT. In performing the specified services, ENGINEER shall follow practices consistent with generally accepted professional and technical engineering standards.

B. It shall be the duty of ENGINEER to assure that all products of its effort are technically sound and in conformance with all pertinent federal, State, and local statutes, codes, ordinances, resolutions and other regulations. ENGINEER shall not produce a design which violates or infringes on any patent rights. The ENGINEER shall without additional compensation, correct or revise any error or deficiencies in its designs, drawings,
specifications, reports and other services and data or information obtained from other sources. The ENGINEER shall pay all damages, costs and expenses caused by, resulting from, or arising out of ENGINEER’S negligent performance in its design, drawings, specifications, reports and other services. Permitted or required approval by the OWNER of any products or services furnished by ENGINEER, including data or information obtained from other sources, shall not in any way relieve the ENGINEER of responsibility for the professional and technical accuracy of its work. OWNER review, approval, acceptance, or payment for any of ENGINEER’S services herein shall not be construed to operate as a waiver of any rights under this AGREEMENT or of any cause of action arising out of the performance of this AGREEMENT, and ENGINEER shall be and remain liable in accordance with the terms of this AGREEMENT and applicable law for all damages to OWNER caused by ENGINEER’S negligent acts, errors or omissions in performance of this AGREEMENT.

C. ENGINEER shall assign Mr. Kenneth M. Hanifan, Project Manager to manage the DESIGN SERVICES FOR THE LAUGHLIN EASEMENT ACQUISITION, CCWRD PROJECT NO. 655 PO1 (RFQ NO. 915-11). All services specified by this AGREEMENT shall be performed by the Project Manager, ENGINEER’S sub-consultants and key employees identified in the ENGINEER’S proposal under the personal supervision of the Project Manager. All employees identified in the ENGINEER’S cost proposal shall be subject to approval by OWNER’S representative. The Project Manager, the key members of the project team, as well as any sub consultants used on the project are to be locally based in Clark County, Nevada and reside in the Clark County area for the duration of the project. Beside the ability to coordinate and communicate with District staff quickly and effectively, this requirement is intended to reduce project costs by avoiding unnecessary travel costs not incidental to the work required herein. ENGINEER must acknowledge its commitment to this requirement by specifically identifying the Project Manager, the team members, and the sub consultants to be assigned to this project at time of the Proposal submittal. Should the Project Manager, or any key employee of ENGINEER be unable to complete his or
her responsibility for any reason, the ENGINEER will replace him or her with a qualified person whom the OWNER'S representative finds satisfactory. If ENGINEER fails to make a required replacement within 30 days, OWNER may terminate this AGREEMENT for default.

D. All materials, information, and documents, whether finished, unfinished obtained from other sources, or draft, developed, prepared, completed, or acquired by ENGINEER during the performance of services for which it has been compensated under this AGREEMENT, including without limitation the original mylar drawings, detail specifications, design calculations, data, studies, surveys, reports, correspondence, memoranda, maps, models, photographs, drawings and audio or video recordings, shall become the property of OWNER and shall be delivered to the OWNER'S representative upon completion or termination of this AGREEMENT whichever occurs first. ENGINEER shall not be liable for damages, claims, and losses arising out of any reuse of the plans and detail specifications on any other project without the written authorization of the ENGINEER.

E. The ENGINEER shall not produce a design or specification which would be in violation of NRS Chapter 338.

F. ENGINEER shall furnish OWNER'S representative copies of all correspondence to regulatory agencies for approval and review prior to mailing such correspondence.

G. ENGINEER shall be responsible in obtaining data and documents from public officers or agencies and from private citizens and business firms whenever the OWNER determines that such material is necessary for the completion of the services specified by this AGREEMENT. ENGINEER will be responsible for accuracy of information or data supplied by other sources to the extent such information or data would be relied upon by a reasonably prudent professional engineer.
H. The ENGINEER agrees that its officers and employees will cooperate with the OWNER in the performance of services under this AGREEMENT and will be available for consultation with OWNER at such reasonable times with advance notice as to not conflict with their other responsibilities.

I. The rights and remedies of the OWNER provided for under this section are in addition to any other rights and remedies provided by law or under other sections of this AGREEMENT.

J. In providing opinions of cost, financial analyses, economic feasibility projections, and schedules for potential projects, the ENGINEER has no control over cost or price of labor and materials; unknown or latent conditions of existing equipment or structures that may affect operation or maintenance costs; competitive bidding procedures and market conditions; time or quality of performance by third parties; quality, type, management, or direction of operating personnel; and other economic and operational factors that may materially affect the ultimate project cost or schedule. Therefore, the ENGINEER makes no warranty that the OWNER’S actual project costs, financial aspects, economic feasibility, or schedules will not vary from the ENGINEER’S opinions, analyses, projections, or estimates. The provisions of this Paragraph J shall not, however, relieve ENGINEER from complying with professional standards in fulfilling the terms of the AGREEMENT, including opinions of cost, financial analyses, economic feasibility projects, schedules for potential projects, and data and information obtained from other sources.

K. ENGINEER shall comply with the OWNER’S Safety and Security Requirements provided herein as Exhibit G. The ENGINEER is required to read, initial each page of the Exhibit, and return it with signed Agreement.
SECTION II

OWNER'S RESPONSIBILITY

A. The OWNER agrees that its officers and employees will cooperate with ENGINEER in the performance of services under this AGREEMENT and will be available for consultation with ENGINEER at such reasonable times with advance notice as to not conflict with their other responsibilities.

B. The services performed by ENGINEER under this AGREEMENT shall be subject to review and approval by OWNER'S representative, Richard Mendes, General Manager, Clark County Water Reclamation District. OWNER'S representative may delegate any or all of his responsibilities under this AGREEMENT to appropriate staff members, and shall so inform ENGINEER by written notice before the effective date of each such delegation.

C. The services to be performed by ENGINEER under this AGREEMENT shall be subject to periodic review by OWNER'S representative. The review comments of OWNER'S representative shall be reported in writing to ENGINEER by OWNER'S representative. To prevent an unreasonable delay in ENGINEER'S work, the OWNER'S representative will endeavor to examine all reports, drawings, specifications, and other documents and will respond in writing to the ENGINEER within **(14) calendar days** of receipt of such documents. It is understood that OWNER'S representative's review comments do not relieve ENGINEER from the responsibility for the professional and technical accuracy of all work delivered under this AGREEMENT.

D. OWNER shall, without charge, furnish to or make available for examination or use by ENGINEER as it may request, any data which OWNER has available, including as examples only and not as a limitation:

1. Copies of reports, maps, plans, surveys, records, and other documents pertinent to streets, traffic, utilities, public properties, property developments and other physical features.
2. Copies of previously prepared reports, maps, plans, specifications, surveys, records, ordinances, codes, regulations, other documents, and information related to the services specified by this AGREEMENT. ENGINEER shall return original data provided by OWNER.

SECTION III
SCOPE OF SERVICES

Services to be performed by the ENGINEER shall consist of the work described in Exhibit A of this AGREEMENT, which is attached hereto and made part of this AGREEMENT.

SECTION IV
CHANGES TO SCOPE OF SERVICES

A. The OWNER may at any time, by written order, make changes within the general scope of this AGREEMENT and in the services or work to be performed. If such changes cause an increase or decrease in the ENGINEER'S cost or time required for performance of any services under this AGREEMENT, an equitable adjustment shall be made and this AGREEMENT shall be modified in writing accordingly. Any claim of the ENGINEER for adjustment under this clause must be asserted in writing within 30 days from the date of receipt by the ENGINEER of notification of change unless the OWNER grants a further period of time before the date of final payment under this AGREEMENT.

B. No services for which an additional compensation will be charged by the ENGINEER shall be furnished without the written authorization of the OWNER.

SECTION V
ADDITIONAL SERVICES OF ENGINEER

A. Additional services will be provided only as specifically authorized in writing by the OWNER'S representative and will consist of work described in the additional document provided by the District. Any other work determined by OWNER as essential to efficient and timely completion of the project shall require formal amendment to this
AGREEMENT.

B. The ENGINEER shall notify OWNER in advance of any additional costs which may be incurred prior to attending such meetings or public hearings as may be necessary to clarify the interpretation of the work performed by ENGINEER under this AGREEMENT.

SECTION VI

COMPENSATION AND TERMS OF PAYMENT

A. General Progress Payments:
The ENGINEER will be entitled to progress payments for services performed under Section III, Scope of Services in accordance with the completion of tasks indicated in Exhibit B, Milestones.

B. Compensation and Method of Payment for Engineering Services:

1. The OWNER shall pay the ENGINEER for services in Section III, Scope of Services, Exhibit A, Tasks 1 and 9 a fee not to exceed $247,782.

2. Payment of the not to exceed amount shall follow the Board of Trustees approval and be in accordance with the ENGINEER’S estimate of the percentage of project completion as approved by the OWNER’S representative. The OWNER’s obligation to pay ENGINEER cannot exceed the not to exceed fee amount. It is expressly understood that the entire work described in Exhibit A must be completed by ENGINEER and it shall be the ENGINEER’s responsibility to ensure that hours and tasks are properly budgeted so the entire PROJECT is completed for the said fee. Payment shall be due within 30 days after the date of receipt and approval by OWNER’S representative of ENGINEER’s invoices describing the work performed to reach the milestone.

3. The OWNER agrees to pay ENGINEER for any services described in Section V: A, Additional Services of Engineer, only if the services are requested in writing by the OWNER’S representative. Payment will be in accordance with Exhibit C, Hourly Rate Schedule for additional services.
rendered in connection with the additional document provided by the District. Additional services to be requested are identified as Task 10 under Scope of Services, Exhibit A. An amount up to, but not exceeding $67,218 may be authorized for services performed under Section V. Payment in accordance with this Paragraph 3 shall be in addition to the sums paid pursuant to Paragraph 1. Total contract amount not to exceed $315,000.

4. Simple interest at the rate ten percent per annum will be added to the unpaid balance, not including amounts withheld pursuant to Section VI:B:6, 7, or 10 of each invoice. The interest period shall commence sixty days after date of receipt by OWNER of an acceptable original invoice as determined by OWNER’S representative and shall terminate upon date of payment. Payments will be first credited to interest and then to principal.

5. Invoicing for contract requirements are to be sent to the location as identified in the purchase order(s). Invoices are to be sent within ninety (90) calendar days of completion of work. Invoices for payment not submitted within this time period will not be considered for payment. Payment of invoices will be made within thirty (30) calendar days, unless otherwise specified, after receipt of an accurate invoice that has been reviewed and approved by the applicable department’s authorized representative. In accordance with NRS 244.250 OWNER shall not provide payment on any invoice ENGINEER submits after six (6) months from the date ENGINEER performs services, or provides deliverables or milestones. All invoices should include the following information:

   a. Company Name
   b. Complete Address (including street, city, state, and zip code)
   c. Company Telephone Number
   d. Contact person
   e. Itemized description of services rendered (including dates)
   f. OWNER’S Purchase Order Number
g. Company’s Tax Identification Number

h. Project and RFP/RFQ Number

i. Itemized pricing and total amount due (excluding Sales and Use Tax)

j. Company Invoice Number

ENGINEER is responsible to insure that all invoices submitted for payment are in strict accordance with the price(s) offered in the Agreement. If overcharges are found, OWNER may declare ENGINEER in breach of contract, terminate the Agreement, and designate ENGINEER as non-responsible if responding to future requests for proposal.

6. Request for payment shall be submitted on ENGINEER’s company letterhead. Billings shall be submitted no later than 30 days following the last day of the billing period in an original and one copy to the OWNER’S representative.

7. Invoice requests should include only services rendered in the current billing period. Requests consisting of charges for services rendered after the current billing period will be rejected and returned unpaid. The ENGINEER may invoice for approved and completed work on a monthly basis.

8. Travel costs are not eligible for reimbursement by the OWNER and must not be included in the Agreement except for travel costs associated with the performance of additional services. The OWNER realizes that on certain complex projects, technical expertise may have to be procured from outside Clark County. In such cases, prior approval of the OWNER will be required for such travel. The ENGINEER shall submit a request to the OWNER’S Project Manager, consisting of a brief summary of the tasks involved and the “justification of need” for such travel as part of the draft AGREEMENT. In the event that the OWNER agrees to pay for any
of the ENGINEER’S travel expenses directly related to this work the following parameters shall apply: ENGINEER shall only receive reimbursement in the amounts that are consistent with the applicable travel guidelines established by the OWNER in the attached Travel Policy for Contractors/Consultants (Exhibit F). OWNER reserves the right to reject any and all expenses it considers not directly related to the work required herein. Original receipts are required to be submitted with invoices for all transportation (airfare/bus/rail), rental car, airport parking fees, and fuel. Fuel cost is reimbursed for rental cars only. No overhead and/or profit shall be permitted.

9. NRS 338.515 requires that the District pay the Engineer not more than 95 percent of the amount of any progress payments due under the Contract until the Engineer completes 50 percent of the work required by the Contract. Thereafter, the District may pay any of the remaining progress payments without withholding retainage if satisfactory progress is being made in the work. (The Project Engineer is to notify Finance, in writing, once 50 percent of the work required by the Contract is complete.)

NRS 338.520 requires that the District pay the Engineer any outstanding payment due including retainage if the District occupies or begins use of the project or portion of the project, a notice of completion for the project or a portion of the project is recorded or the District partially occupies one or more buildings of the project.

NRS 338.525 allows the District to withhold from a progress payment or retainage payment an amount sufficient to pay the expenses the District reasonably expects to incur as a result of the Engineer’s failure to comply with the contract project schedule or applicable building code, law, or regulation. This includes the value of any incomplete, defective, or
deficient work.

Note: To ensure payments are made for work performed and project funded, the District requires Contractors to submit progress billings monthly.

10. OWNER'S representative shall subtract from any payment made to ENGINEER all damages, costs and expenses caused by, resulting from or arising out of negligent errors or deficiencies in ENGINEER'S designs, drawings, specifications, reports and other services which have not previously been paid by ENGINEER.

11. In the event that ENGINEER contemplates the use of subcontractors to perform some of the services required herein it is understood and agreed that the above mentioned compensation includes a handling charge not to exceed 5% to reflect increased expenses to ENGINEER occasioned by utilization of such subcontracts. If such subcontractors are not utilized, or utilized to a lesser extent than originally projected, such compensation may be reduced accordingly. OWNER may require verification of all amounts paid subcontractors by ENGINEER.

12. Upon satisfactory completion by ENGINEER of the services called for under the terms of the AGREEMENT, and upon acceptance of such work by OWNER, which acceptance will not be unreasonably withheld, ENGINEER will, within sixty (60) days of OWNER'S receipt of such request, be paid the unpaid balance of any money due for such work, including the retained percentages.

13. OWNER may withhold any payment or portion thereof which is disputed until such time as the dispute is resolved without paying any interest associated with the payments withheld.
SECTION VII
AUDIT: ACCESS TO RECORDS

A. The ENGINEER shall maintain books, records, documents and other evidence directly pertinent to performance under this AGREEMENT in accordance with generally accepted accounting principles and practices consistently applied. The ENGINEER shall also maintain the financial information and data used by the ENGINEER in the preparation or support of the cost submission and a copy of the cost summary submitted to the OWNER. The OWNER, and the State of Nevada Department of Conservation and Natural Resources, Division of Environmental Protection or any of their duly authorized representatives shall have access to such books, records, documents and other evidence for the purpose of inspection, audit and copying. The ENGINEER will provide proper facilities for such access and inspection. Negotiated fixed rates will not change due to an audit.

B. Audits conducted pursuant to this provision shall be in accordance with generally accepted auditing standards and established procedures and guidelines of the reviewing or audit agency(ies).

C. The ENGINEER agrees to the disclosure of all information and reports resulting from access to records pursuant to paragraphs A and B above, to any of the agencies referred to in paragraph A above, provided that the ENGINEER is afforded the opportunity for an audit entrance and exit conference and an opportunity to comment and submit any supporting documentation on the pertinent portions of the draft audit report, and that the final audit report will include written comments of reasonable length, if any, of the ENGINEER.

D. Records under paragraphs A and B above shall be maintained and made available during performance under this AGREEMENT and until three years from date of final payment for the project. In addition, those records which relate to any arbitration appeal; or litigation, or the settlement of claims arising out of such performance, or costs or items
to which an audit exception has been taken, shall be maintained and made available until three years after the date of resolution, litigation, claim or exception.

SECTION VIII
SUBCONTRACTS

A. Services specified by this AGREEMENT shall not be subcontracted by the ENGINEER, except as identified in the ENGINEER'S cost proposal, without prior written approval of OWNER.

B. Prior to considering ENGINEER'S request to subcontract or change subcontractors the ENGINEER shall provide a one or two page written report to OWNER stating what talents, skills and experience the subcontractor brings to the project to include past performance of subcontractor in management ability, cost control, timely performance and thoroughness of work on projects similar to OWNER'S project.

C. Approval by OWNER of ENGINEER'S request to subcontract or to change subcontractors or acceptance of or payment for subcontracted work by OWNER shall not in any way relieve ENGINEER of responsibility for the professional and technical accuracy and adequacy of the work. ENGINEER shall be and remain liable for all damages to OWNER caused by negligent performance or nonperformance of work under the AGREEMENT by ENGINEER'S subcontractor or their sub-subcontractor.

D. The compensation due under Section VI shall not be affected by OWNER'S approval of ENGINEER'S request to subcontract.

SECTION IX
TIME SCHEDULE

ENGINEER shall furnish OWNER'S representative a schedule for performance of services not later than 10 calendar days after ENGINEER receives written notice to proceed from OWNER'S representative. The schedule shall set forth not more than 638 calendar days from Notice to Proceed for Tasks 1 and 9 as a period of time which may reasonably be
required to complete the services identified in Exhibit A, including any additional services authorized by the District, and shall terminate on June 11, 2014. The format of the schedule for performance of services shall be based on a cost-loaded, task-oriented diagram. In preparing the project schedule, the ENGINEER will provide a 14-calendar day allowance for each OWNER review period. If the ENGINEER'S performance of services is delayed or if the ENGINEER'S sequence of tasks is changed, he shall notify the OWNER'S representative in writing of the reasons for the delay. The ENGINEER shall then prepare a revised schedule for performance of services and submit the revised schedule to the OWNER'S representative. The ENGINEER shall perform and complete the work according to the schedule furnished to OWNER'S representative. If the ENGINEER is delayed by conditions within his control, as determined by OWNER after consultation with the ENGINEER, OWNER shall have the right to increase the percentage withheld from monthly payments under Section VI:B of this AGREEMENT until such time as the ENGINEER has complied with the schedule requirements or presented an acceptable plan for such compliance. Such withholdings by OWNER will not require payment of interest under the provisions of Section VI:B.

Owner reserves the right to extend this AGREEMENT for up to one (1) year from its termination date for any reason, if the AGREEMENT is performed to the OWNER'S satisfaction. During the initial AGREEMENT period, and any subsequent renewal periods, ENGINEER agrees to provide services as required by the OWNER within the scope of the AGREEMENT. ENGINEER will not be paid for work and/or services performed beyond the termination date without prior written approval of OWNER. All ENGINEER proposed time extensions must obtain prior written approval of OWNER. OWNER shall not be responsible for work and/or services performed by ENGINEER during the proposed extension period without prior written approval.

SECTION X

MISCELLANEOUS PROVISIONS

A. Suspension
OWNER may suspend performance by ENGINEER under this AGREEMENT for such period of time as OWNER, in its sole discretion, may prescribe by providing written notice to ENGINEER at least ten working days prior to the date on which OWNER wishes to suspend. Upon such suspension, OWNER shall pay ENGINEER its compensation, based on percentage of project completion, earned until the effective date of suspension less all previous payments. ENGINEER shall not perform further work under this AGREEMENT after the effective date of suspension until receipt of written notice from OWNER to resume performance. In the event the OWNER suspends performance by ENGINEER for any cause other than the error or omission of the ENGINEER, for an aggregate period in excess of thirty days, ENGINEER shall be entitled to an equitable adjustment of the compensation payable to ENGINEER under this AGREEMENT to reimburse ENGINEER for additional costs occasioned as a result of such suspension of performance by OWNER.

B. Termination

1. This AGREEMENT may be terminated in whole or in part by the OWNER for its convenience; but only after the ENGINEER is given thirty (30) days written notice.

2. This AGREEMENT may be terminated in whole or in part by either party in the event of substantial failure of the other party to fulfill its obligations under this AGREEMENT through no fault of the terminating party; but only after the other party is given:

   a. not less than ten days, written notice of intent to terminate; and

   b. an opportunity for consultation with the terminating party prior to termination.

3. If termination for default is effected by the OWNER, the OWNER will pay ENGINEER that portion of the compensation which as been earned as of the effective date of termination but:

   a. no amount shall be allowed for anticipated profit on performed or unperformed services or other work; and
b. any payment due to the ENGINEER at the time of termination may be adjusted to the extent of any additional costs occasioned to the OWNER by reason of the ENGINEER'S default.

4. If termination for default is effected by the ENGINEER, or if termination for convenience is effected by the OWNER, an equitable adjustment in the compensation shall be made, which shall include a reasonable profit for services or other work performed up to the effective date of termination less all previous payments.

5. Upon receipt of a termination notice pursuant to paragraphs 1 and 2 above, the ENGINEER shall:
   a. promptly discontinue all services affected (unless the notice directs otherwise); and
   b. deliver or otherwise make available to the OWNER all materials, information and documents as defined in Paragraph D of Section I, Responsibility of the ENGINEER.

6. Upon termination pursuant to paragraphs 1 and 2 above, the OWNER may take over the work and prosecute the same to completion by agreement with another party or otherwise. Any uncompleted work of the ENGINEER delivered to the OWNER due to cancellation of all or portions of the work or contract termination, which is utilized by the OWNER in any way, shall have the ENGINEER'S name and seal removed.

7. If after termination for failure of the ENGINEER to fulfill contractual obligations it is determined that the ENGINEER had not so failed, the termination shall be deemed to have been effected for the convenience of the OWNER. In such event, adjustment of the compensation provided for in this AGREEMENT shall be made as provided in paragraph 4 of this section.

8. The rights and remedies of the OWNER and the ENGINEER provided in this section are in addition to any other rights and remedies provided by law or under this AGREEMENT.
9. Neither party shall be considered in default in the performance of its obligations hereunder, or any of them, to the extent that performance of such obligations, or any of them, is prevented or delayed by any cause, existing or future, which is beyond the reasonable control of such party.

C. Covenant Against Contingent Fees

The ENGINEER warrants that no person or selling agency has been employed or retained to solicit or secure this AGREEMENT upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide permanent employees. For breach or violation of this warranty, the OWNER shall have the right to annul this AGREEMENT price or consideration or otherwise recover the full amount of such commission, percentage, brokerage, or contingent fee.

D. Gratuities

1. The OWNER may, by written notice to the ENGINEER, terminate this AGREEMENT if it is found after notice and hearing by the OWNER that gratuities (in the form of entertainment, gifts, or otherwise) were offered or given by the ENGINEER or any other agent or representative of the ENGINEER to any officer or employee of the OWNER with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending or making of any determinations with respect to the performance of this AGREEMENT.

2. In the event this AGREEMENT is terminated as provided in paragraph 1 hereof, the OWNER shall be entitled:
   a. to pursue the same remedies against the ENGINEER as it could pursue in the event of a breach of the contract by the ENGINEER; and
   b. as a penalty in addition to any other damages which it may be entitled by law, to exemplary damages in an amount (as determined by the OWNER) which shall be not less than three nor more than ten times the costs incurred by the ENGINEER in providing any such gratuities to any such officer or employee.
3. The rights and remedies of the OWNER provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this AGREEMENT.

E. Insurance

ENGINEER shall procure and maintain, at its own expense, during the entire term of this AGREEMENT, the following insurances:

1. Insurance as required under the Nevada Industrial Insurance and Occupational Disease Acts; such insurance will protect it and OWNER from claims by ENGINEER due to sickness, disease or injury.

2. Comprehensive general liability (bodily injury and property damage) insurance with respect to ENGINEER’S agents and vehicles assigned to the prosecution of work under this AGREEMENT in a policy limit of not less than one million dollars ($1,000,000) refer to Exhibit E. ENGINEER’S general liability insurance policies shall be endorsed to include the OWNER as additional insured.

3. Professional liability insurance, for the protection from claims arising out of performance of professional services caused by a negligent act, error, or omission for which the insured is legally liable; such professional liability insurance will provide for coverage in the amount of not less than one million dollars ($1,000,000) for the period of time covered by this AGREEMENT. Certificates indicating that such insurance is in effect shall be delivered to the OWNER before work is begun under this AGREEMENT. If the ENGINEER is underwritten on a claims made basis, the retroactive date shall be prior to or coincident with the date of this contract and the Certificate of Insurance shall state that coverage is claims made and the retroactive date. Upon availability, the ENGINEER shall maintain coverage for the duration of this contract and for two years following the completion of this contract. The ENGINEER shall provide the OWNER annually a Certificate of Insurance as evidence of such insurance. It is further agreed that the ENGINEER and/or Insurance Carrier shall provide the OWNER with 30-day advance notice of policy cancellation.
4. The ENGINEER’S Comprehensive General Liability and Professional Liability insurance policies shall be endorsed to recognize specifically ENGINEER’S contractual liability to OWNER; to waive subrogation against OWNER, its officers, agents, servants and employees; and to provide that OWNER will be given thirty days’ notice in writing of any cancellation of, or material change in, the policies.

5. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer and licensed by the State of Nevada.

F. Indemnity

ENGINEER shall require its consultants and its sub consultants by contract to indemnify and shall defend and hold harmless OWNER, its officials and employees and authorized representatives and their employees from and against any and all suits, actions, legal or administrative proceedings, arbitrations, claims, demands, damages, liabilities, interest, attorney’s fees, costs and expenses of whatsoever kind or nature, whether rightful or otherwise, including those arising out of injury to or death of the ENGINEER’S employees, whether arising before or after completion of the work hereunder and in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part by reason of any negligent act, omission or fault or willful misconduct whether active or passive of ENGINEER or of its consultants or of its subconsultants or of anyone acting under its direction or control or on its behalf in connection with or incidental to the performance of this contract. OWNER shall promptly notify ENGINEER, in writing, of any such claim, demand, arbitration or lawsuit.

G. Fair Employment Practices

The Board of Trustees is committed to promoting full and equal business opportunity for all persons doing business in Clark County. ENGINEER acknowledges that OWNER has an obligation to ensure that public funds are not used to subsidize private discrimination. ENGINEER recognizes that if they or their subconsultants are found guilty by an appropriate authority of refusing to hire or do business with an individual or company due to reasons of race, color, religion, sex, sexual orientation, gender identity or gender
expression, age, disability, national origin, or any other protected status, OWNER may declare ENGINEER in breach of contract, terminate contract, and designate ENGINEER as non-responsible.

In connection with the performance of work under this contract, the ENGINEER agrees not to discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, sexual orientation or age, including, without limitation, with regard to employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including, without limitation, apprenticeship. The ENGINEER further agrees to insert this provision in all subcontracts hereunder, except subcontracts for standard commercial supplies or raw materials.

Any violation of such provision by ENGINEER constitutes a material breach of contract.

H. Covenant

The ENGINEER covenants that it presently has no direct interest and that it will not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this AGREEMENT. ENGINEER further covenants that in the performance of said services, no person having any such interest shall be employed.

I. Assignment

Any attempt by ENGINEER to assign or otherwise transfer any interest in this AGREEMENT without the prior written consent of the OWNER shall be void.

J. Order of Preference

In the event of any conflict, the controlling document shall be determined by the following order of precedence:

A. This AGREEMENT

B. Exhibit A: Scope of Services dated July 19, 2012
C. Exhibit B: Milestones
D. Exhibit C: Hourly Rate Schedule (For Additional Services and Additional Reimbursable Expenses)
E. Exhibit D: Disclosure of Ownership
F. Exhibit E: Insurance Requirements
G. Exhibit F: District Travel Policy for Contractors/Consultants
H. Exhibit G: Special Conditions - Safety and Security Requirements
I. Exhibit H: Subcontractor Information

K. Governing Law
Nevada law shall govern the interpretation of this AGREEMENT.

L. Attorney's Fees and Costs
In any action brought to enforce this AGREEMENT, the prevailing party is entitled to reasonable attorney's fees and costs.

M. Disclosure of Ownership/Principals
Any ENGINEER recommended for award of a contract by the Board of Trustees is required to provide the information on the attached “Disclosure of Ownership/Principals” form, Exhibit D. Failure to fill out the subject form by the ENGINEER may be cause for rejection of Proposal.

N. Fiscal Funding Out
Owner reasonably believes that funds can be obtained sufficiently to make all payments during the term of this contract. If OWNER does not allocate funds to continue the purchase of the products and/or services this contract shall be terminated when appropriated funds expire.
O. Right to Market

The District does not participate in any advertisements that directly or imply an
endorsement by the District, or that the work done on the District’s behalf may be
summarized or reported for a business purpose.

P. Notice

Any notice required to be given hereunder shall be deemed to have been given when
received by the party to whom it is directed by personal service, hand delivery or U.S.
mail at the following addresses.

TO OWNER:  CLARK COUNTY WATER RECLAMATION DISTRICT
BRYAN OSBORNE, PROJECT MANAGER
JEAN HUTTON, PURCHASING ANALYST
5857 EAST FLAMINGO ROAD
LAS VEGAS, NEVADA 89122
(702) 668-8149; (702) 668-8097
FAX (702) 668-9140; (702) 668-9090

TO ENGINEER:  SLATER HANIFAN GROUP
KENNETH M. HANIFAN
5740 S. ARVILLE STREET #216
LAS VEGAS, NEVADA 89118
PHONE (702) 284-5300
FAX (702) 284-5399

Q. Counterparts; Electronic Delivery

This Agreement may be executed in counterparts, all such counterparts will constitute
the same contract and the signature of any party to any counterpart will be deemed a signature
to, and may be appended to, any other counterpart. Executed copies hereof may be delivered by
facsimile or e-mail and upon receipt will be deemed originals and binding upon the parties
hereto, regardless of whether originals are delivered thereafter.
IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be executed the day and year first above written.

CLARK COUNTY WATER RECLAMATION DISTRICT

By: RICHARD MENDES
   General Manager

SLATER HANIFAN GROUP

By: KENNETH M. HANIFAN, PE, LEED AP
    President

APPROVED AS TO AVAILABLE FUNDING:

By: BRIDGETTE McINALLY
    Financial Services Manager

APPROVED AS TO LEGALITY ONLY:
STEVEN WOLFSON, DISTRICT ATTORNEY

By: CAROLYN CAMPBELL
    Deputy District Attorney
EXHIBIT A
SCOPE OF SERVICES
AGREEMENT FOR ENGINEERING SERVICES
LAUGHLIN LIFT STATION NO. 2 FORCE MAIN REHABILITATION LAND
ACQUISITION
CLARK COUNTY WATER RECLAMATION DISTRICT
CCWRD PROJECT NO. 655 PO1

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EXHIBIT A
SCOPE OF SERVICES
AGREEMENT FOR ENGINEERING SERVICES
LAUGHLIN LIFT STATION NO. 2 FORCE MAIN REHABILITATION LAND
ACQUISITION
CLARK COUNTY WATER RECLAMATION DISTRICT
CCWRD PROJECT NO. 655 PO1

PURPOSE OF EXHIBIT

The purpose of this Exhibit A is to establish the Scope of Services to be provided by Slater Hanifan Group (Consultant) to the Clark County Water Reclamation District (District) in connection with Laughlin Lift Station No. 2 Force Main Rehabilitation Land Acquisition (Project). Nothing in this Exhibit is to be construed to either conflict or take precedence over the terms and conditions of the primary Agreement.

PROJECT BACKGROUND

District’s staff has identified the need to rehabilitate the Laughlin Lift Station No. 2 Force Main. Permanent easements will need to be acquired along the proposed pipeline alignment. Currently there are up to ten (10) parcels identified as requiring acquisition for permanent sewer easements along proposed pipeline alignment. These ten (10) parcels will also require access for a temporary period during construction of the pipeline. This project will provide for professional right of way acquisition services including the preparation of surveys and legal descriptions, to obtain sewer easements.

SCOPE OF WORK

The Scope of Work is divided into 10 tasks as listed below. The different tasks parallel the stages associated with project implementation. Each task consists of a series of separate activity efforts.

Task 1 – Project Management
Task 2 – Planning Study (NOT USED)
Task 3 – Pre-design / Basis of Design Report (NOT USED)
Task 4 – Detailed Design (NOT USED)
Task 5 – Bid Period Services (NOT USED)
Task 6 – Engineering Services during Construction (NOT USED)
Task 7 – Construction Field Administration (NOT USED)
Task 8 – Project Commissioning (NOT USED)
Task 9 – Temporary and Permanent Easement Acquisition
Task 10 – Additional Services

TASK 1 – PROJECT MANAGEMENT

Consultant is responsible for the management of all services provided by Consultant to District. This management is to extend across all phases and parts of the project. The Consultant Project Manager is to monitor, report and coordinate efforts with the District Project Manager. Tasks include:
1 - Correspondence and Communications

District Project Manager and back-up are to be copied on all correspondence related to this project. This includes external emails and letters to other public entities. All correspondence to the District, including emails, must lead with the Project Number in the subject line.

2 - Meetings and Workshops

District Project Manager with the assistance of the Consultant will facilitate meetings and workshops associated with efficient project execution. This will include establishing the meeting objectives, determining participants, creating agendas and conducting sessions. Consultant shall prepare minutes and summary notes with assigned action items for distribution.

The following meetings and workshops are planned for the project.

A. Kick-off Meeting. Within 1 week of the issuance of the Notice to Proceed, conduct an initial Kick-off meeting with District staff. Agenda is to include as a minimum:
   - Introduction of project team
   - Primary lines of communications including distribution of project team directory
   - Review of project background, goals and objectives
   - Review of project scope
   - Presentation of project schedule and milestones, and providing of Project Baseline Schedule
   - Identification of critical issues and success factors related to project

B. Technical Workshops. (NOT USED)

C. Progress/Status Meetings. Consultant will meet monthly with the District staff to discuss project progress, status, schedule, budget, potential issues, required decisions and upcoming activities for the next month. Up to sixteen (16) monthly progress meetings are anticipated. Up to four (4) coordination meetings are anticipated to be held with District Design Consultant to discuss pipeline alignment, schedule and to coordinate land acquisition activities.

D. Deliverable Review Workshops. (NOT USED)

E. External Coordination Meetings. Consultant shall conduct up to ten (10) coordination meetings with other entities. District Project Manager or designee must be invited to attend any meetings with other entities.

3 – Reviews, Approvals and Permits. (NOT USED)

4 – Project Execution Plan. (NOT USED)
5 – Schedule and Progress Reporting

Schedule and progress reporting requirements herein are the minimum required. With certain projects, District may require a more sophisticated schedule. Consultant may also use a more sophisticated approach to scheduling and/or progress reporting, if such will aid Consultant in execution and timely completion of the Work.

Schedule shall align with District Program WBS and adhere to District procedure on engineering schedule submittals. Consultant shall use established District durations for submittal reviews of three weeks and bid phase of 14 weeks.

A. General Requirements - Scheduling

1. Consultant shall start scheduling for the project at Notice of Award.

2. Within 10 days of NTP, Consultant shall submit a detailed, resource-loaded baseline schedule for all activities listed in the Agreement Exhibit A Scope of Services. Budgeted cost for activities shall match the Consultant's authorized budget.

3. If the project is schedule driven or has a highly restrictive timeline, District may require a schedule as a part of the proposal package or pre-planning phase.

4. Once the first detailed schedule is accepted by the District, this schedule shall become the baseline schedule, or “record schedule” or “legal schedule”. A record copy shall be kept on file throughout the duration of the project. This schedule shall be used by the District and Consultant to compare progress on a monthly basis.

5. Receipt and acceptance of a monthly updated schedule is a condition precedent to District recommending monthly progress payments. Consultant shall submit monthly schedule (electronic and hard copies) by the 1st Friday after Consultant’s accounting month end.

6. Float is not for the exclusive use or benefit of either the District or the Consultant, but is a jointly owned expiring resource available to both parties as needed.

7. Use of float suppression techniques such as preferential sequencing or logic special lead/lag restraints, and extended activity times are prohibited.

8. Consultant shall submit 1 electronic file compatible with District’s Primavera P6 version 7.0.

9. If Consultant’s schedule fails to identify contractually required sequences, restraints, and milestones, acceptance by District shall not imply waiver or waive agreement requirements.
10. Consultant shall submit time impact analysis with proposed agreement amendments.

B. Schedule Format (Engineering Agreements Greater Than $1,000,000)

1. Consultant shall use the latest versions of Primavera compatible with District's Primavera P6 version 7.0.

2. Consultant shall base schedule on a five-day work week including Consultant's recognized holidays. For activities which are the sole responsibility of the District, Consultant shall add a second calendar which shall include the District's holidays.

3. Schedule shall reflect work logic sequences, restraints, delivery windows, District and Consultant review times, contract times, and milestones set forth in the Agreement, and shall begin with the date of Notice to Proceed and conclude with the completion of the Work.

4. Schedule shall show complete interdependence and the sequence of project-related activities reasonably required to complete the Work. Work of separate tasks and subtasks and other logically grouped activities shall be identified on one critical path. The critical path shall be clearly identified by a color code (i.e., red).

5. Include the following information on the project schedule baselines and updates: dates for early and late start, early and late finish; total float; project number; project name; page numbers; revision number (the word Draft shall not appear in final documents); and original and remaining durations.

6. Provide activity duration for District reviews of not less than three weeks.

7. Include no activity duration greater than 6 months unless previously agreed upon by District.

8. For monthly update schedule submissions include overall percent complete projected and actual for each listed activity.

9. The schedule shall be updated monthly as required to maintain an accurate schedule that reflects actual and planned activities. The actual (forecast) and planned (baseline) activities shall be identified by a separate and distinct color.

10. Monthly update shall include actual costs as well as any approved or pending adjustments to the original budgeted costs. Actual costs shall include accrual costs for work not yet invoiced to District.
C. Schedule Format (Engineering Agreements Less Than $1,000,000)

1. For engineering agreements less than $1,000,000, schedule may be created using a MS Project format compatible with District's Primavera P6 version 7.0. Schedules shall not be prepared or submitted using non-scheduling software such as Excel, PowerPoint, Word, etc.

2. All other conditions of the above paragraph shall be required as requested by District.

D. Monthly Progress Updates

1. Meetings. Consultant shall be prepared to discuss the following items during the monthly progress meetings with the District:

   a. Summary of work completed during the past 30-day period
   b. Summary of work planned during the next 30-day period
   c. The status of major project components (percent complete, amount of time ahead or behind schedule) and an explanation of how the project will be brought back on schedule if delays have occurred.
   d. Explanation for any schedule changes, including changes to the logic or to activity durations.
   e. Progress made on critical activities indicated on the CPM schedule as well as any items that could potentially delay the project.
   f. Additional project status information as requested by District.
   g. Identification of all changes made to the previous schedule.
   h. Key project issues
   i. Key project decisions

2. Monthly Progress Reporting. Consultant will provide a monthly progress report using a format/template provided by the District that includes:

   a. Brief narrative on the project's current status
      ▪ Work done in current month
      ▪ Work scheduled for next month
      ▪ Most recent milestone completed
      ▪ Scheduled date for next milestone to be completed
   b. Issues
• Required District Actions
• Outstanding Issues to be Resolved
c. Schedule Issues
d. Progress Issues
e. Budget/Cost Issues
f. Deliverable Status

3. Issues – Decisions Log. Consultant will create and maintain an Issues – Decisions Log in accordance with the procedure provided by the District.

4. Change Management. All requests for changes must be documented in writing and submitted to the District Project Manager within one week of the change being needed. Consultant will use the Change Log template in accordance with Contract Management guidelines provided by the District. Change Log should document and support the need for Additional Services and Amendment authorizations.

6 – Construction Cost Estimates (NOT USED)

7 – Project Coordination

Consultant will be responsible for all internal coordination activities among the Consultant team, including subconsultants. The Consultant will coordinate with the District and the Laughlin Lift Station No. 2 Force Main Rehabilitation Design Consultant as needed to facilitate successful completion of the land acquisition services and support the project design activities as appropriate.

8 – Invoicing

All invoices will be prepared and submitted in accordance with requirements outlined within this Agreement. All invoices must be submitted in a standard format as provided by the District.

Invoices shall be submitted monthly for charges incurred in the prior month. Consultant shall be responsible to review invoice for accuracy and correctness prior to submittal to District. Invoices shall be submitted with District's required cover page template and invoice summary template. Consultant shall provide with each invoice a summary of the hours incurred per individual at a minimum by week within the invoice period with a description of the services provided. Invoiced costs incurred in a period prior to the current invoice period must be identified as shown in the standard invoice format. An updated log showing all submitted invoices to date must be provided with each invoice.

The monthly project schedule update in PDF format and the monthly progress report shall be submitted with the invoice for the same time period.

9 – Quality Management (NOT USED)

10 – Assistance with Environmental Assessment Development (NOT USED)

11 – Document Control
Consultant shall provide all applicable project documents to the District through Contract Management in accordance with District procedure.

12 – Risk Management (NOT USED)

TASK 2 – PLANNING STUDY (NOT USED)

TASK 3 – PRE-DESIGN / BASIS OF DESIGN REPORT (NOT USED)

TASK 4 - DETAILED DESIGN (NOT USED)

TASK 5 – BID PERIOD SERVICES (NOT USED)

TASK 6 – ENGINEERING SERVICES DURING CONSTRUCTION (NOT USED)

TASK 7 - CONSTRUCTION FIELD ADMINISTRATION (NOT USED)

TASK 8 – PROJECT COMMISSIONING (NOT USED)

TASK 9 – PERMANENT AND TEMPORARY EASEMENT ACQUISITION

This task includes the services required to appraise, negotiate and purchase permanent easements from property owners along the alignment of the Laughlin Lift Station No. 2 Force Main. This task also includes preparing temporary construction easement documents for negotiation. Temporary construction easements will not require purchase by District. A general description of the process planned for obtaining the easements is as follows:

1. The District will provide the Consultant with confirmation that the location of the pipeline has been finalized on a parcel by parcel basis and the easement acquisition process can begin.

2. Consultant will prepare a General Information Notice Letter and will send via certified mail to each affected Property Owner. This letter will provide the Property Owner with a general description of the project and also contact information of the Appraiser and Negotiator.

3. The District will provide the Consultant with a description of the boundaries including dimensions for the required easement as well as the associated electronic files showing the location of the pipeline. The Consultant will prepare a legal description for each easement. Legal descriptions will be prepared by a Nevada licensed surveyor.

4. The Consultant will retain the services of a title company and obtain a title report for each parcel.

5. The Consultant will provide the legal description and title report to the Appraiser hired by the Consultant and request that an appraisal be completed for each property interest to be acquired.

6. The Appraiser will contact the Property Owner of the parcel to schedule a meeting at the property (if Property Owner wants to be present) to complete an inspection of the real property.

7. The appraiser will complete the appraisal and provide it to the Consultant for review and approval.
8. The appraisal will be sent to the District for review and determination of just compensation. The District will complete the Certificate of Just Compensation and return it to the Consultant.

9. Upon receipt of the Certificate of Just Compensation the District will initiate negotiations with the Property Owner.

10. Once the parties agree to the purchase price for the property interest to be acquired and execute a Purchase Agreement, if requested by District, the Consultant will deliver all appropriate documents to an Escrow Company and open escrow.

11. The Consultant will contact the District and requisition the agreed purchase price and closing costs and deliver the funds to the Escrow Company.

12. Upon receipt of the closing proceeds the Escrow Company will contact the Property Owner to arrange execution of the final documents.

13. The escrow will be closed after the documents are executed and the easement has been recorded.
   a. In the event that temporary construction easements are required, The District, in its sole discretion, may elect not to record temporary construction easements. In that event, an Escrow Company will not be required and the documents will be delivered to the Property Owner for signature. Once the documents are executed the Property Owner will be paid the agreed price by the District.

The process described above has been broken into distinct tasks and described in more detail in the following sections.

1 - Legal Descriptions and Title Reports
Consultant will use Parcel Maps, Records of Survey, plats and any other documentation necessary to identify and establish the right-of-way limits along the project alignment. Consultant will establish existing property lines and label all lots with the current Property Owner's name, APN and encumbrances in areas where permanent and/or temporary easements are to be acquired. The Consultant shall prepare legal descriptions and exhibits for all easements to obtain the necessary rights-of-way along the project alignment. All legal descriptions will be prepared by a Nevada licensed surveyor. This scope of work includes the preparation of up to ten (10) legal descriptions and title reports for permanent easements and up to ten (10) legal descriptions and title reports for temporary construction easements.

2 - Appraisals
Upon completion of item 1 above the Consultant will enter into a subconsultant agreement with an appraisal company to prepare the required appraisal of the real property. The Appraiser will schedule a meeting at the property with the Property Owner (if they wish to attend) to complete the appraisal. The District will lead the meeting at the property with the Appraisal Company and Property Owner to answer any questions the Property Owner has about the project and what activities may occur during construction. Consultant shall attend each of the meetings to assist the District. The Consultant will review the appraisal to ensure it is complete and accurate and work with the Appraisal Company to resolve any identified issues. Once the Consultant is satisfied with the Appraisal it will be forwarded to the District for concurrence along with the Certificate of Just Compensation for review and execution. This task will include hiring the Appraisal Company, providing the Appraisal Company with the legal description and title reports, attendance of the meeting at the property with the Property Owner, review of the

Laughlin Lift Station No. 2 Force Main Rehabilitation Land Acquisition
July 15, 2012
appraisal, and delivery of the appraisal to the District and preparation of the Certificate of Just Compensation. This scope of work includes up to ten (10) appraisals.

3 - Negotiation
Upon completion of Item 2 above, the District will lead the negotiation process with the Property Owner. Consultant shall attend each meeting to assist the District. Prior to contacting the Property Owner the Consultant will prepare the required documents including a written offer, purchase agreement, escrow instructions (if required), easement, and summary statement. The District will then contact the Property Owner to schedule a meeting. The District will schedule such meetings at times and places convenient to the Property Owner. Up to four meetings are anticipated to secure voluntary settlements.

Any recommendation involving a higher value than the determination of Just Compensation will be submitted to the District for approval. Unresolved offers will be submitted to District for further disposition. This task includes negotiation services as described above for up to ten (10) permanent easements.

4 - Escrow
An Escrow Company will be retained by the Consultant (permanent easements only) and an escrow account will be opened for each negotiated settlement, unless determined otherwise by District and/or Property Owner requiring their own escrow process. The Consultant will work with the Escrow Agent as needed to ensure the process proceeds as intended and as previously agreed with the District and Property Owner. Once all of the required documents have been prepared and signed by the Property Owner the Consultant will request that a check be provided by the District for the previously agreed amount. The Consultant will work with the Escrow Agent as needed to secure required releases and perfect title and close the escrow account after interest in the property is transferred and the permanent easements are recorded or otherwise memorialized. All final documents will be provided to the District upon close of escrow. This scope of work includes escrow services for up to ten (10) permanent easements.
TASK 10 – ADDITIONAL SERVICES

When requested by the District, Consultant shall provide additional services. Consultant will perform additional services only as authorized in writing by the District. Upon new activity identification, Consultant will provide a written scope of work, cost estimate and proposed schedule for District approval. All additional surveying services will be conducted by a Nevada licensed surveyor. Consultant will start the activity only upon receipt of written approval from District.

Services may include but are not limited to:

- Additional research, title report, legal description, survey, appraisal, negotiation, escrow and/or permitting services.
- Additional valuation services for temporary construction easements.
- Additional meetings with property owners to review appraisals, discuss construction activities, and negotiate compensation.
- Additional meetings, presentations, workshops and coordination.
- Services associated with condemnation and/or right-of-way assessments of alternative alignments.
- Additional services required for Right of Entry in advance of obtaining permanent easements.
- Services associated with obtaining right-of-way grants from the Bureau of Land Management, including National Environmental Policy Act process.
- Environmental permitting, research, monitoring and surveys.
- Public Involvement and Public Outreach services.
RESPONSIBILITIES OF THE DISTRICT

In order that the work contained in this Scope of Service may be completed in an efficient and expeditious manner, the District will provide the following items or services to the Consultant in accordance with the design schedule at no cost for use in performance of this design contract.

1. Provide a Project Manager to coordinate District support and all engineering activities.

2. Maintain contact through the Consultant’s Project Manager with the Consultant team.

3. Provide the Consultant with the District’s standard specifications for Divisions 0 and 1.

4. Provide review comments on deliverables that require District input including reports, pre-design/basis of design report and on the 60% (if required) 90% and 100% progress plan and specifications.

5. Provide comments from review agencies on construction drawings and specifications.

6. Attend joint meetings with the District, regulatory agencies, municipalities, impacted property owners, utility companies, and other affected parties.

7. Provide access to District readily available records as needed.
# Preliminary Schedule

<table>
<thead>
<tr>
<th>ID</th>
<th>Task Name</th>
<th>Duration</th>
<th>Start Date</th>
<th>Finish Date</th>
<th>Active Finish</th>
<th>Predecessors</th>
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<tbody>
<tr>
<td>1</td>
<td>Preliminary Schedule</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2</td>
<td>Land Acquisition</td>
<td>375d</td>
<td>Tue 5/1/12</td>
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<td>3</td>
<td>Research</td>
<td>371d</td>
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<td>4</td>
<td>NTP</td>
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<td>Tue 5/1/12</td>
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<td>NA</td>
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<td>5</td>
<td>Gather Data from CCWOD, Engineer, Surveyor</td>
<td>3d</td>
<td>Wed 6/12/12</td>
<td>Wed 6/12/12</td>
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<td>Kickoff Meeting</td>
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<td>NA</td>
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<td>7</td>
<td>Prepare General Information Notice Letter</td>
<td>3d</td>
<td>Thu 10/12/12</td>
<td>Thu 10/12/12</td>
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<tr>
<td>8</td>
<td>Mail General Information Letters</td>
<td>1d</td>
<td>Tue 10/12/12</td>
<td>Tue 10/12/12</td>
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<td>NA</td>
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<td>9</td>
<td>Notify Status Meetings</td>
<td>326d</td>
<td>Tue 11/12/12</td>
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<td>10</td>
<td>Survey</td>
<td>69d</td>
<td>Thu 9/12/12</td>
<td>Wed 10/12/12</td>
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<tr>
<td>11</td>
<td>Research Property Parcel Verification, Review Title Reports</td>
<td>2w</td>
<td>Thu 10/12/12</td>
<td>Wed 11/12/12</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>12</td>
<td>Circuit Boundary Survey</td>
<td>1w</td>
<td>Thu 10/12/12</td>
<td>Wed 10/12/12</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>13</td>
<td>Prepare Boundary Exhibit</td>
<td>2w</td>
<td>Thu 10/12/12</td>
<td>Wed 11/12/12</td>
<td>NA</td>
<td>NA</td>
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<tr>
<td>14</td>
<td>Stakeholder Meeting to Review Findings and Compare to Design</td>
<td>1d</td>
<td>Wed 10/12/12</td>
<td>Wed 10/12/12</td>
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<tr>
<td>15</td>
<td>CCWOD Review Proposed Easement Locations</td>
<td>2w</td>
<td>Thu 10/12/12</td>
<td>Wed 11/12/12</td>
<td>NA</td>
<td>NA</td>
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<td>16</td>
<td>Obtain Confirmation of Easement Locations from CCWOD</td>
<td>8d</td>
<td>Wed 10/12/12</td>
<td>Wed 10/12/12</td>
<td>NA</td>
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<tr>
<td>17</td>
<td>Prepare Legal Descriptions</td>
<td>2w</td>
<td>Thu 10/12/12</td>
<td>Wed 10/12/12</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>18</td>
<td>Submit Legal Descriptions for Review by CCWOD</td>
<td>6d</td>
<td>Wed 10/12/12</td>
<td>Wed 10/12/12</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>19</td>
<td>CCWOD Review Legal Descriptions</td>
<td>2w</td>
<td>Thu 10/12/12</td>
<td>Wed 10/12/12</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>20</td>
<td>Obtain Approval of Legal Descriptions from CCWOD</td>
<td>1w</td>
<td>Thu 10/12/12</td>
<td>Wed 10/12/12</td>
<td>NA</td>
<td>NA</td>
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<tr>
<td>21</td>
<td>Submit Legal Descriptions and Exhibits to Appraiser</td>
<td>3d</td>
<td>Wed 10/12/12</td>
<td>Wed 10/12/12</td>
<td>NA</td>
<td>NA</td>
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<tr>
<td>22</td>
<td>Appraisals</td>
<td>66d</td>
<td>Thu 10/12/12</td>
<td>Thu 10/12/12</td>
<td>NA</td>
<td>NA</td>
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<tr>
<td>23</td>
<td>Review Legal Descriptions and Exhibits</td>
<td>2w</td>
<td>Thu 10/12/12</td>
<td>Wed 10/12/12</td>
<td>NA</td>
<td>NA</td>
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<tr>
<td>24</td>
<td>Request Meetings with Property Owners</td>
<td>2w</td>
<td>Thu 10/12/12</td>
<td>Wed 10/12/12</td>
<td>NA</td>
<td>NA</td>
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<tr>
<td>25</td>
<td>Attend Meetings with Property Owners</td>
<td>2w</td>
<td>Thu 10/12/12</td>
<td>Wed 10/12/12</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>26</td>
<td>Conduct Field Reconnaissance</td>
<td>2w</td>
<td>Thu 10/12/12</td>
<td>Wed 10/12/12</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>27</td>
<td>Prepare Appraisals</td>
<td>3w</td>
<td>Thu 10/12/12</td>
<td>Wed 10/12/12</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>28</td>
<td>Submit Appraisals to Consultant for Review</td>
<td>1d</td>
<td>Thu 10/12/12</td>
<td>Thu 10/12/12</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>29</td>
<td>Consultant to Review Appraisals</td>
<td>1w</td>
<td>Fri 10/12/12</td>
<td>Thu 10/12/12</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>30</td>
<td>Appraiser to Make Modifications to Appraisals</td>
<td>1d</td>
<td>Fri 10/12/12</td>
<td>Thu 10/12/12</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>31</td>
<td>Consultant to Submit Appraisals to CCWOD for Review</td>
<td>1d</td>
<td>Mon 10/12/12</td>
<td>Mon 10/12/12</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>32</td>
<td>CCWOD Review Appraisals</td>
<td>1d</td>
<td>Tue 10/12/12</td>
<td>Tue 10/12/12</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>33</td>
<td>Address CCWOD Comments</td>
<td>1w</td>
<td>Wed 10/12/12</td>
<td>Wed 10/12/12</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>34</td>
<td>Negotiations</td>
<td>283d</td>
<td>Wed 10/12/12</td>
<td>Wed 10/12/12</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>Consulted to Prepare a Work Order, Purchase Agreement, etc.</td>
<td>2w</td>
<td>Wed 10/12/12</td>
<td>Wed 10/12/12</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>36</td>
<td>CCWOD to Schedule Meetings with Owners</td>
<td>2w</td>
<td>Wed 10/12/12</td>
<td>Wed 10/12/12</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>37</td>
<td>Attend Meetings with Property Owners</td>
<td>4w</td>
<td>Wed 10/12/12</td>
<td>Wed 10/12/12</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>38</td>
<td>Conduct Meetings, Contact with Owners</td>
<td>12w</td>
<td>Wed 10/12/12</td>
<td>Wed 10/12/12</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>39</td>
<td>Receive Agreements Between Property Owners and CCWOD</td>
<td>12w</td>
<td>Wed 10/12/12</td>
<td>Wed 10/12/12</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>40</td>
<td>Escrow</td>
<td>26d</td>
<td>Wed 10/12/12</td>
<td>Wed 10/12/12</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>41</td>
<td>Open Escrow Account</td>
<td>4w</td>
<td>Wed 10/12/12</td>
<td>Wed 10/12/12</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>42</td>
<td>Work with Escrow Company to Process Documents</td>
<td>12w</td>
<td>Wed 10/12/12</td>
<td>Wed 10/12/12</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>43</td>
<td>Consultant to Request Checks from CCWOD</td>
<td>12w</td>
<td>Wed 10/12/12</td>
<td>Wed 10/12/12</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>
## EXHIBIT B
### MILESTONES
#### PROJECT 655 PO1 - LAUGHLIN LIFT STATION NO. 2 FORCE MAIN REHABILITATION LAND ACQUISITION

<table>
<thead>
<tr>
<th>PLANNING MILESTONES</th>
<th>PERCENTAGE OF WORK</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion of Site Development Plan, including Public Review Meetings and Land Use Requirements</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DESIGN MILESTONES</th>
<th>PERCENTAGE OF WORK</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary and Permanent Easement Acquisition</td>
<td>71%</td>
<td>$ 177,140.00</td>
</tr>
<tr>
<td>Completion of Basic Services of Contract Administration (billed monthly through course of the design and construction period)</td>
<td>29%</td>
<td>$ 70,642.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ENGINEERING SERVICES DURING CONSTRUCTION MILESTONES</th>
<th>PERCENTAGE OF WORK</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering Services during Construction (to be paid in equal monthly payments upon the issuance of Administrative Notice to Proceed)</td>
<td>100%</td>
<td>$ 247,782.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTINGENCY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contingency; prior District written authorization required.</td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DELIVERABLES / REPORT / STUDY / SERVICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boundary Survey / Map / Legal Description / Hard Copy / Electronic Files</td>
<td>$</td>
</tr>
<tr>
<td>Architectural Topographic Survey / Map / Hard Copy / Electronic Files</td>
<td>$</td>
</tr>
<tr>
<td>Traffic Study / Hard Copy / Electronic Files</td>
<td>$</td>
</tr>
<tr>
<td>Drainage Study / Hard Copy / Electronic Files</td>
<td>$</td>
</tr>
<tr>
<td>Geotechnical Report (__) Borings / Hard Copy / Electronic Files</td>
<td>$</td>
</tr>
<tr>
<td>Bid Sets: Fifty (50) individually, rolled Bid Sets of drawings (originals shall be stamped and corrected by CONSULTANT to reflect approved building plan check requirements and revisions) / Electronic Files</td>
<td>$</td>
</tr>
<tr>
<td>Conformed Documents: Individually sets of drawings per engineering agreement (originals shall be stamped and corrected by CONSULTANT and re-plan checked as necessary to reflect revised bid addenda and clarifications, if necessary) / Electronic Files</td>
<td>$</td>
</tr>
<tr>
<td>Three (3) 24&quot; x 36&quot; colored, framed renderings of building floor plan and/or elevations</td>
<td>$</td>
</tr>
<tr>
<td>Reimbursement of CONSULTANT-paid OWNER expenses</td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUBTOTAL</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

| GRAND TOTAL | $ 247,782.00 |
EXHIBIT C
HOURLY RATE SCHEDULE
(FOR ADDITIONAL SERVICES AND ADDITIONAL REIMBURSABLE EXPENSES)
PROJECT #35 POT LAUGHLIN GOLF STATION NO. 7 FORCE MAIN REHABILITATION AND
ACQUISITION
ENGINEER’S HOURLY RATES

The following hourly rates are to be used as the basis for negotiation of additional services if required. These labor rates are valid for the duration of the Project and include salary costs, overhead, administration and profit.

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>HOURLY RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal / Associate</td>
<td>$201</td>
</tr>
<tr>
<td>Project Manager</td>
<td>$146</td>
</tr>
<tr>
<td>Assistant Project Manager</td>
<td>$130</td>
</tr>
<tr>
<td>ROW / CAD Technician</td>
<td>$92</td>
</tr>
<tr>
<td>Clerical</td>
<td>$52</td>
</tr>
</tbody>
</table>

SUBCONSULTANT’S HOURLY RATES

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>HOURLY RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subconsultant: Property Specialists Inc.</td>
<td></td>
</tr>
<tr>
<td>Principal</td>
<td>$165</td>
</tr>
<tr>
<td>Subconsultant: Anderson Valuation Group</td>
<td></td>
</tr>
<tr>
<td>Principal</td>
<td>$350</td>
</tr>
</tbody>
</table>

Subconsultant: Wallace Morris Surveying

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>HOURLY RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Surveyor</td>
<td>$147</td>
</tr>
<tr>
<td>Survey Technician II</td>
<td>$120</td>
</tr>
<tr>
<td>Survey Technician I</td>
<td>$50</td>
</tr>
</tbody>
</table>

ADDITIONAL SERVICES

None authorized or anticipated as of the commencement date of this AGREEMENT. Any additional service would be required to be authorized in writing in the form of an additional document provided by the OWNER. For additional services of subconsultant(s), the OWNER shall compensate the ENGINEER a multiple of one point zero five (1.05) times the amounts billed to the ENGINEER for such services. Future written additional services authorizations may be issued by the OWNER in compliance with the above Hourly Rate Schedules. Site specific seismic testing and investigation to determine the structural requirements under the building code would be an additional service.

REIMBURSABLE EXPENSES

None authorized or anticipated as of the commencement date of this AGREEMENT. Any additional reimbursable expense would be required to be added to the AGREEMENT in writing in the form of an additional document provided by the OWNER. For reimbursable expenses of the ENGINEER, the OWNER shall compensate the ENGINEER a multiple of one and one tenth (1.10) times the actual direct costs (costs directly related to the performance of services under this AGREEMENT) incurred by the ENGINEER. This multiple includes all compensation for overhead and profit related to the reimbursable expenses.
EXHIBIT D – DISCLOSURE OF OWNERSHIP/PRINCIPLES
INSTRUCTIONS FOR COMPLETING THE
DISCLOSURE OF OWNERSHIP/PRINCIPALS FORM

Purpose of the Form

The purpose of the Disclosure of Ownership/Principals Form is to gather ownership information pertaining to the business entity for use by the Board of County Commissioners ("BCC") in determining whether members of the BCC should exclude themselves from voting on agenda items where they have, or may be perceived as having a conflict of interest, and to determine compliance with Nevada Revised Statute 281A.430, contracts in which a public officer or employee has interest is prohibited.

General Instructions

Completion and submission of this Form is a condition of approval or renewal of a contract or lease and/or release of monetary funding between the disclosing entity and the appropriate Clark County government entity. Failure to submit the requested information may result in a refusal by the BCC to enter into an agreement/contract and/or release monetary funding to such disclosing entity.

Detailed Instructions

All sections of the Disclosure of Ownership form must be completed. If not applicable, write in N/A.

Business Entity Type – Indicate if the entity is an Individual, Partnership, Limited Liability Company, Corporation, Trust, Non-profit Organization, or Other. When selecting ‘Other’, provide a description of the legal entity.

Non-Profit Organization (NPO) - Any non-profit corporation, group, association, or corporation duly filed and registered as required by state law.

Business Designation Group – Indicate if the entity is a Minority Owned Business Enterprise (MBE), Women-Owned Business Enterprise (WBE), Small Business Enterprise (SBE), or Physically-Challenged Business Enterprise (PBE). This is needed in order to provide utilization statistics to the Legislative Council Bureau, and will be used only for such purpose.

Minority Owned Business Enterprise (MBE):
An independent and continuing business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more minority persons of Black American, Hispanic American, Asian-Pacific American or Native American ethnicity.

Women Owned Business Enterprise (WBE):
An independent and continuing business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more women.

Physically-Challenged Business Enterprise (PBE):
An independent and continuing business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more disabled individuals pursuant to the federal Americans with Disabilities Act.

Small Business Enterprise (SBE):
An independent and continuing business for profit which performs a commercially useful function, is not owned and controlled by individuals designated as minority, women, or physically-challenged, and where gross annual sales does not exceed $2,000,000.

Business Name (Include d.b.a., if applicable) – Enter the legal name of the business entity and enter the “Doing Business As” (d.b.a.) name, if applicable.

Corporate/Business Address, Business Telephone, Business Fax, and Email – Enter the street address, telephone and fax numbers, and email of the named business entity.

Local Business Address, Local Business Telephone, Local Business Fax, and Email – If business entity is out-of-state, but operates the business from a location in Nevada, enter the Nevada street address, telephone and fax numbers, point of contact and email of the local office. Please note that the local address must be an address from which the business is operating from that location. Please do not include a P.O. Box number, unless required by the U.S. Postal Service, or a business license hanging address.

Number of Clark County Nevada Residents employed by this firm.

List of Owners/Officers – Include the full name, title and percentage of ownership of each person who has ownership or financial interest in the business entity. If the business is a publicly-traded corporation or non-profit organization, list all Corporate Officers and Directors only.

For All Contracts – (Not required for publicly-traded corporations)
1) Indicate if any individual members, partners, owners or principals involved in the business entity are a Clark County full-time employee(s), or appointed elected official(s). If Yes, the following paragraph applies.
In accordance with NRS 281A.430.1, a public officer or employee shall not bid on or enter into a contract between a government agency and any private business in which he has a significant financial interest, except as provided for in subsections 2, 3, and 4.

2) Indicate if any individual members, partners, owners or principals involved in the business entity have a second degree of consanguinity or affinity relation to a Clark County full-time employee(s), or appointed elected official(s) (reference form on Page 2 for definition). If YES, complete the Disclosure of Relationship Form. Clark County is comprised of the following government entities: Clark County, University Medical Center of Southern Nevada, Department of Aviation (McCarran Airport), and Clark County Water Reclamation District. Note: The Department of Aviation includes all of the General Aviation Airports (Henderson, North Las Vegas, and Jean).

A professional service is defined as a business entity that offers business/financial consulting, legal, physician, architect, engineer or other professional services.

Signature and Print Name – Requires signature of an authorized representative and the date signed.

Disclosure of Relationship Form – If any individual members, partners, owners or principals of the business entity is presently a Clark County employee, public officer or official, it has a second degree of consanguinity or affinity relationship to a Clark County employee, public officer or official, this section must be completed in its entirety.
EXHIBIT D - DISCLOSURE OF OWNERSHIP/PRINCIPALS

<table>
<thead>
<tr>
<th>Business Entity Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Sole Proprietorship</td>
</tr>
<tr>
<td>☐ Partnership</td>
</tr>
<tr>
<td>☐ Limited Liability</td>
</tr>
<tr>
<td>☒ Corporation</td>
</tr>
<tr>
<td>☐ Trust</td>
</tr>
<tr>
<td>☐ Non-Profit Organization</td>
</tr>
<tr>
<td>☐ Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Designation Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ MBE</td>
</tr>
<tr>
<td>☐ WBE</td>
</tr>
<tr>
<td>☐ SBE</td>
</tr>
<tr>
<td>☐ PBE</td>
</tr>
<tr>
<td>☐ Minority Business Enterprise</td>
</tr>
<tr>
<td>☐ Small Business Enterprise</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Corporate/Business Entity Name:</th>
<th>Slater Hanifan Group, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Include d.b.a., if applicable)</td>
<td>Slater Hanifan Group</td>
</tr>
<tr>
<td>Street Address:</td>
<td>5740 South Arville St. Suite 216</td>
</tr>
<tr>
<td>City, State and Zip Code:</td>
<td>Las Vegas, NV 89118</td>
</tr>
<tr>
<td>Website:</td>
<td>shg-inc.com</td>
</tr>
<tr>
<td>Telephone No:</td>
<td>702-284-5300</td>
</tr>
<tr>
<td>POC Name and Email:</td>
<td><a href="mailto:khanifan@shg-inc.com">khanifan@shg-inc.com</a></td>
</tr>
<tr>
<td>Fax No:</td>
<td>702-284-5399</td>
</tr>
<tr>
<td>Local Street Address:</td>
<td>Same</td>
</tr>
<tr>
<td>City, State and Zip Code:</td>
<td></td>
</tr>
<tr>
<td>Website:</td>
<td></td>
</tr>
<tr>
<td>Local Fax No:</td>
<td></td>
</tr>
<tr>
<td>Local POC Name Email:</td>
<td></td>
</tr>
</tbody>
</table>

Number of Clark County Nevada Residents Employed: 43

All entities, with the exception of publicly-traded and non-profit organizations, must list the names of individuals holding more than five percent (5%) ownership or financial interest in the business entity appearing before the Board.

Publicly-traded entities and non-profit organizations shall list all Corporate Officers and Directors in lieu of disclosing the names of individuals with ownership or financial interest. The disclosure requirement, as applied to land-use applications, extends to the applicant and the landowner(s).

Entities include all business associations organized under or governed by Title 7 of the Nevada Revised Statutes, including but not limited to private corporations, close corporations, foreign corporations, limited liability companies, partnerships, limited partnerships, and professional corporations.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Title</th>
<th>% Owned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kenneth M Hanifan</td>
<td>President</td>
<td>34.5</td>
</tr>
<tr>
<td>Jerry Slater</td>
<td>Vice President</td>
<td>34.5</td>
</tr>
<tr>
<td>Todd Steadham</td>
<td>Associate</td>
<td>10.6</td>
</tr>
<tr>
<td>Mark Falta</td>
<td>Associate</td>
<td>10.6</td>
</tr>
</tbody>
</table>

This section is not required for publicly-traded corporations.

1. Are any individual members, partners, owners or principals, involved in the business entity, a Clark County, University Medical Center, Department of Aviation, or Clark County Water Reclamation District full-time employee(s), or appointed/elected official(s)?
   - Yes ☐ No ☒ (If yes, please note that County employee(s), or appointed/elected official(s) may not perform any work on professional service contracts, or other contracts, which are not subject to competitive bid.)

2. Do any individual members, partners, owners or principals have a spouse, registered domestic partner, child, parent, in-law or brother/sister, half-brother/half-sister, grandchild, grandparent, related to a Clark County, University Medical Center, Department of Aviation, or Clark County Water Reclamation District full-time employee(s), or appointed/elected official(s)?
   - Yes ☐ No ☒ (If yes, please complete the Disclosure of Relationship form on Page 2. If no, please print N/A on Page 2.)

I certify under penalty of perjury, that all of the information provided herein is correct, complete, and accurate. I also understand that the Board will not take action on land-use approvals, contract approvals, land sales, leases or exchanges without the completed disclosure form.

Kenneth M. Hanifan

Signature
President
Date

Print Name
August 17, 2012
EXHIBIT D- DISCLOSURE OF RELATIONSHIP

List any disclosures below:
(Mark N/A, if not applicable.)

<table>
<thead>
<tr>
<th>NAME OF BUSINESS OWNER/PRINCIPAL</th>
<th>NAME OF COUNTY* EMPLOYEE/OFFICIAL AND JOB TITLE</th>
<th>RELATIONSHIP TO COUNTY* EMPLOYEE/OFFICIAL</th>
<th>COUNTY* EMPLOYEE’S/OFFICIAL’S DEPARTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* County employee means Clark County, University Medical Center, Department of Aviation, or Clark County Water Reclamation District.

"Consanguinity" is a relationship by blood. "Affinity" is a relationship by marriage.

"To the second degree of consanguinity" applies to the candidate’s first and second degree of blood relatives as follows:

- Spouse – Registered Domestic Partners – Children – Parents – In-laws (first degree)
- Brothers/Sisters – Half-Brothers/Half-Sisters – Grandchildren – Grandparents – In-laws (second degree)

For County Use Only:

If any Disclosure of Relationship is noted above, please complete the following:

☐ Yes  ☐ No  Is the County employee(s) noted above involved in the contracting/selection process for this particular agenda item?

☐ Yes  ☐ No  Is the County employee(s) noted above involved in anyway with the business in performance of the contract?

Notes/Comments:

Signature

Print Name
Authorized Department Representative

D-3
EXHIBIT D- DISCLOSURE OF RELATIONSHIP

For County Use Only:

If any Disclosure of Relationship is noted above, please complete the following:

☐ Yes  ☐ No  Is the County employee(s) noted above involved in the contracting/selection process for this particular agenda item?

☐ Yes  ☐ No  Is the County employee(s) noted above involved in anyway with the business in performance of the contract?

Notes/Comments:

___________________________________________
Signature

Print Name
Authorized Department Representative

For County Use Only:

If any Disclosure of Relationship is noted above, please complete the following:

☐ Yes  ☐ No  Is the County employee(s) noted above involved in the contracting/selection process for this particular agenda item?

☐ Yes  ☐ No  Is the County employee(s) noted above involved in anyway with the business in performance of the contract?

Notes/Comments:

___________________________________________
Signature

Print Name
Authorized Department Representative

For County Use Only:

If any Disclosure of Relationship is noted above, please complete the following:

☐ Yes  ☐ No  Is the County employee(s) noted above involved in the contracting/selection process for this particular agenda item?

☐ Yes  ☐ No  Is the County employee(s) noted above involved in anyway with the business in performance of the contract?

Notes/Comments:

___________________________________________
Signature

Print Name
Authorized Department Representative
EXHIBIT E - INSURANCE REQUIREMENTS

TO ENSURE COMPLIANCE WITH THE CONTRACT DOCUMENT, ENGINEER SHOULD FORWARD THE FOLLOWING INSURANCE CLAUSE AND SAMPLE INSURANCE FORM TO THEIR INSURANCE AGENT PRIOR TO PROPOSAL SUBMITTAL.

1. **Format/Time:** The ENGINEER shall provide Owner with Certificates of Insurance, per the sample format (page E-3), for coverage's as listed below, and endorsements affecting coverage required by this Contract within **10 calendar days** after the award by the Owner. All policy certificates and endorsements shall be signed by a person authorized by that insurer and who is licensed by the State of Nevada in accordance with NRS 680A.300. All required aggregate limits shall be disclosed and amounts entered on the Certificate of Insurance, and shall be maintained for the duration of the Contract and any renewal periods.

2. **Best Key Rating:** The Owner requires insurance carriers to maintain during the contract term, a Best Key Rating of A.VII or higher, which shall be fully disclosed and entered on the Certificate of Insurance.

3. **Owner Coverage:** The Owner, its officers and employees must be expressly covered as additional insureds except on workers' compensation and professional liability insurance coverages. The ENGINEER's insurance shall be primary as respects the Owner, its officers and employees.

4. **Endorsement/Cancellation:** The ENGINEER's general liability insurance policy shall be endorsed to recognize specifically the ENGINEER's contractual obligation of additional insured to Owner and must note that the Owner will be given thirty (30) calendar days advance notice by certified mail "return receipt requested" of any policy changes, cancellations, or any erosion of insurance limits and ten (10) calendar days notice of cancellation for non-payment of premium.

5. **Aggregate Limits:** If aggregate limits are imposed on bodily injury and property damage, then the amount of such limits must not be less than $2,000,000.

6. **Commercial General Liability:** Subject to Paragraph 5 of this Exhibit, the ENGINEER shall maintain limits of no less than $1,000,000 combined single limit per occurrence for bodily injury (including death), personal injury and property damages. Commercial general liability coverage shall be on a "per occurrence" basis only, not "claims made," and be provided either on a Commercial General Liability or a Broad Form Comprehensive General Liability (including a Broad Form CGL endorsement) insurance form.

7. **Automobile Liability:** Subject to Paragraph 5 of this Exhibit, the ENGINEER shall maintain limits of no less than $1,000,000 combined single limit per occurrence for bodily injury and property damage to include, but not be limited to, coverage against all insurance claims for injuries to persons or damages to property which may arise from services rendered by ENGINEER and any auto used for the performance of services under this Contract.

8. **Professional Liability:** The ENGINEER shall maintain limits of no less than $1,000,000 aggregate. If the professional liability insurance provided is on a Claims Made Form, then the insurance coverage required must continue for a period of 2 years beyond the completion or termination of this Contract. Any retroactive date must coincide with or predate the beginning of this and may not be advanced without the consent of the Owner.

9. **Workers' Compensation:** The ENGINEER shall obtain and maintain for the duration of this contract, a work certificate and/or a certificate issued by an insurer qualified to underwrite workers' compensation insurance in the State of Nevada, in accordance with Nevada Revised Statutes Chapters 616A-616D, inclusive, provided, however, an ENGINEER that is a Sole Proprietor shall be required to submit an affidavit (Attachment 1) indicating that the ENGINEER has elected not to be included in the terms, conditions and provisions of Chapters 616A-616D, inclusive, and is otherwise in compliance with those terms, conditions and provisions.

10. **Failure To Maintain Coverage:** If the ENGINEER fails to maintain any of the insurance coverages required herein, Owner may withhold payment, order the ENGINEER to stop the work, declare the ENGINEER in breach, suspend or terminate the Contract, assess liquidated damages as defined herein, or may purchase replacement insurance or pay premiums due on existing policies. Owner may collect any replacement insurance costs or premium payments made from the ENGINEER or deduct the amount paid from any sums due the ENGINEER under this Contract.
EXHIBIT E - INSURANCE REQUIREMENTS

11. **Additional Insurance:** The ENGINEER is encouraged to purchase any such additional insurance as it deems necessary.

12. **Damages:** The ENGINEER is required to remedy all injuries to persons and damage or loss to any property of Owner, caused in whole or in part by the ENGINEER, their subcontractors or anyone employed, directed or supervised by ENGINEER.

13. **Cost:** The ENGINEER shall pay all associated costs for the specified insurance. The cost shall be included in the price(s).

14. **Insurance Submittal Address:** All Insurance Certificates requested shall be sent to the Clark County Water Reclamation District's, Purchasing and Contracts Department. See the Submittal Requirements Clause in the RFP package for the appropriate mailing address.

15. **Insurance Form Instructions:** The following information must be filled in by the ENGINEER's insurance Company representative:

1) Insurance Broker's name, complete address, phone and fax numbers.

2) ENGINEER's name, complete address, phone and fax numbers.

3) Insurance Company's Best Key Rating

4) **Commercial General Liability (Per Occurrence)**
   (A) Policy Number
   (B) Policy Effective Date
   (C) Policy Expiration Date
   (D) General Aggregate ($2,000,000)
   (E) Products-Completed Operations Aggregate ($2,000,000)
   (F) Personal & Advertising Injury ($1,000,000)
   (G) Each Occurrence ($1,000,000)
   (H) Fire Damage ($50,000)
   (I) Medical Expenses ($5,000)

5) **Automobile Liability (Any Auto)**
   (J) Policy Number
   (K) Policy Effective Date
   (L) Policy Expiration Date
   (M) Combined Single Limit ($1,000,000)

6) **Worker's Compensation**

7) **Professional Liability**

8) **Description:** Number and Name of Contract (must be identified on the initial insurance form and each renewal form).

9) **Certificate Holder:**

   Clark County Water Reclamation District  
   c/o Purchasing and Contracts  
   5857 East Flamingo Road  
   Las Vegas, Nevada 89122

THE CERTIFICATE HOLDER, CLARK COUNTY WATER RECLAMATION DISTRICT, MUST BE NAMED AS AN ADDITIONAL INSURED.
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

INSURER A:
INSURER B:
INSURER C:
INSURER D:
INSURER E:

INURED

INURED AFFORDING COVERAGE

NAVD B

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INURED 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.

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<th>TYPE OF INSURANCE</th>
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Information Schedule, if more space is required)

CERTIFICATE HOLDER

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

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ATTACHMENT 1 TO EXHIBIT E - AFFIDAVIT

NAME OF FIRM

I, __________________________, on behalf of my company, __________________________, being (Name of Sole Proprietor), (Legal Name of Company) duly sworn, depose and declare:

1. I am a Sole Proprietor;
2. I will not use the services of any employees in the performance of this contract, identified as RFP/RFQ No. __________, entitled __________________________;
3. I have elected to not be included in the terms, conditions, and provisions of NRS Chapters 616A-616D, inclusive; and
4. I am otherwise in compliance with the terms, conditions, and provisions of NRS Chapters 616A-616D, inclusive.

I release Clark County Water Reclamation District from all liability associated with claims made against me and my company, in the performance of this contract, that relate to compliance with NRS Chapters 616A-616D, inclusive.

Signed this _______ day of ______________________, ______.

Signature

State of Nevada    )
) ss.
County of Clark    )

Signed and sworn to (or affirmed) before me on this __________ day of ______________________, ______, by __________________________________ (name of person making statement).

__________________________
Notary Signature

STAMP AND SEAL
EXHIBIT F - DISTRICT CONTRACTOR/CONSULTANT TRAVEL POLICY

PURPOSE:

This document provides detailed rules and establishes procedures for all District Contractor/Consultants incurring business travel expenses related to services provided to the District while under contract.

BUSINESS TRAVEL

1. Arrangements for business travel shall be made at the lowest reasonable and customary fare available. Travel arrangements shall be booked 14 days in advance of departure, or sooner with prior written approval by the District. Upgrade charges to business travel (i.e. upgrading to business/first class, changing your departure/arrival time) are the Traveler’s personal responsibility and expense.

2. Should unforeseen travel delays occur due to weather, national emergency, changes in schedule made by the carrier, etc., the Traveler should use discretion when making arrangements for additional travel to ensure the lowest cost to the District.

3. Travelers shall be held responsible for cancellations costs incurred if, as a result of their own actions, a trip is not taken.

4. Airport parking fees incurred during business travel for the District will be reimbursed at Long Term/Economy parking rates.

RENTAL CARS

1. Travelers may be allowed to rent a car at their destination when:
   a. It is less expensive (considering all costs including rental, fuel, and taxes) than other transportation such as taxis, public transportation, hotel, and/or airport shuttles.
   b. They are transporting heavy equipment, large, bulky, or sensitive materials.

2. Car rental is limited to an Economy/Standard car. The District will not pay for navigation systems, cellular telephones, upgrade in class, or other options provided by the rental company. District will not reimburse for insurance coverage provided by rental company. Refueling charges from the rental company are not reimbursable, only cost of lowest grade fuel (87 octane) will be reimbursed.

3. Only the Traveler who signs the rental car agreement will be allowed to drive the rental car. The District will not pay the cost to add additional drivers to the agreement.

MILEAGE

1. Travelers will be reimbursed for approved business travel using personal vehicles on a fixed mileage rate. If a private vehicle is used for personal convenience, the allowance for travel is one-half the standard mileage reimbursement rate. Additionally, the maximum allowed for personal care usage mileage reimbursement will not exceed the cost of commercial airfare.
2. Travelers will not be reimbursed for any fuel cost, maintenance costs, car washes, towing, or repairs to their personal vehicles even if these costs result from business travel.

3. Compensation is not allowed for transportation to/from the home and principal place of business. Mileage maybe reimbursed if mileage is in excess of miles to/from home and principal place of business.

LODGING, MEALS AND INCIDENTALS

1. Lodging, Meal and Incidental Per Diem Allowance is defined as a daily payment instead of reimbursement for actual expenses for all lodging (including taxes and fees), meal and incidental expenses, including tips.

2. Lodging, meal and incidental expenses for business related travel of Monday through Friday WILL BE REIMBURSED AT THE PER DIEM RATE as established for federal government employees. Exceptions must be pre-approved by District personnel in writing.

3. Per federal guidelines, on the day of departure and the last day of travel, meal and incidental reimbursements will be at 75% of the applicable meal per diem rate.

4. The current Lodging, Meal and Incidental reimbursement rates for Clark County, Nevada, can be obtained via the Internet at www.gsa.gov/perdiem.

MEAL REIMBURSEMENT FOR ONE-DAY TRAVEL

1. Travelers shall not be reimbursed for meal and incidental expenses incurred for one day travel. Meal and incidental expenses will only be reimbursed when the travel is outside the local area for longer than a Traveler’s ordinary day’s work.

MISCELLANEOUS TRAVEL EXPENSE EXCLUSIONS

1. Expenses such as alcohol, sightseeing, tours, souvenirs, gifts, toiletries, personal items, movies, health club fees, laundry, sporting events, spas, etc., and any other expenses incurred before or after approved business related travel will not be reimbursed.

2. Travel expenses incurred by a spouse or other individual accompanying the Traveler on business will not be reimbursed.

3. Expenses for travel insurance coverage will not be reimbursed.

REIMBURSEMENT

All original receipts must be submitted for items not included in Per Diem, including all transportation (airfare/bus/rail, etc.), rental car, airport parking fees, and fuel for rental car.
EXHIBIT G - SPECIAL CONDITIONS

Safety Requirements

The ENGINEER and their sub-consultants or sub-contractors are responsible for the safety and required training of their employees, and shall comply at minimum with the requirements of OSHA 1910, General Industry Standards, and when applicable OSHA 1926, Construction Industry Standards.

The ENGINEER and their sub-consultants shall provide their own safety equipment, and shall be responsible for providing staff that is trained in the relevant safety procedures. The Clark County Water Reclamation District (CCWRD) may provide an inspector on site; however, the CCWRD shall not be expected to perform safety inspections or training during the development of the project. The ENGINEER shall be required to provide a qualified safety representative. Any and all hazardous type materials brought on CCWRD property will require pre-approval by the CCWRD Project Manager.

In accordance with 29 CFR 1910.146 Confined Spaces, CCWRD requires all contractors or ENGINEERS that will enter any district-owned facility (e.g. lift station, manhole, and basin) be properly trained and follow the mandates outlined in the aforementioned OSHA standard in regards to non-permitted and permit-required confined spaces. It will be the responsibility of said contractor or ENGINEER to provide training and all required equipment (non-stationary) for their employees as required by this standard.

It is the requirement by CCWRD that all contractors or ENGINEERS follow all procedures in accordance with 29 CFR 1910.147. The Control of Hazardous Energy (Lockout Tag-Out) shall be implemented when a procedure contained in said standard requires such control. The Lockout Tag-Out system shall be implemented for any equipment being addressed by the contractor or ENGINEER that is powered or energized by any means and/or that could start automatically. All relevant field staff to include CCWRD, ENGINEER and sub-consultant staff participating in the project shall be instructed on the OSHA standards for Lockout Tag-Out procedures/protocol.

Where applicable, you must adhere to the following programs/notification processes for “Call Before You Dig”/USA North 1-800-227-2600, Clark County Traffic Operations 702-455-7511 and Las Vegas Computerized Traffic Systems 702-229-6611.

It is the requirement of CCWRD that the contractor or ENGINEER utilize trained and qualified employees to perform the jobs/tasks as outlined by the stated OSHA standards specified above, as well as any other safety standards mandated by statute. Furthermore, the contractor or ENGINEER shall be solely responsible for ensuring compliance with this requirement.

ENGINEER’S initials: [Signature]

Any safety questions shall be made to:
CCWRD Safety Officer
702-668-8000
EXHIBIT G - SPECIAL CONDITIONS

Security Requirements

The Clark County Water Reclamation District (CCWRD) facilities are secure sites. The ENGINEER shall not allow any unauthorized personnel into the CCWRD facilities while performing the work.

The ENGINEER and corresponding sub-consultants are responsible for maintaining security in each District facility while performing the field condition assessment. Any damage to the facility or to the equipment due to negligence of the ENGINEER or sub-consultant during the condition assessment shall be charged to the ENGINEER.

No District facility shall be left open and/or unattended. Each District facility shall remain locked at all times unless the ENGINEER’S (or sub-consultant) personnel are located inside the facility.

The ENGINEER shall follow a strict communication protocol for ingress and egress of each District facility. Each day, for each District facility and for each time the District facility is accessed, includes returning from lunch, prior to unlocking and entering a District facility, the ENGINEER shall inform the designated CCWRD staff member that ENGINEER and/or sub-consultant(s) or subcontractor(s) is/are entering the facility to commence work. Prior to leaving the site, includes leaving for lunches, the ENGINEER shall again inform the designated CCWRD staff member that the facility has been secured (locked) and is being vacated.

The ENGINEER shall inform the CCWRD that they will start work prior to unlocking and entering each District facility and at conclusion of the work they shall inform the CCWRD that they have secured (locked) the facility prior to leaving the site.

Unless otherwise approved by the CCWRD, the ENGINEER or sub-consultant shall leave each facility in the same working condition as it was found prior to performing the condition assessment. The ENGINEER or sub-consultant is not permitted to alter or affect the operation or functionality of the District facility during the course of work performed during the assessment, due to public health and safety concerns.

General Security Procedures:
- Security authorization for facility access is required.
- Adhere to traffic, speed limit, and parking requirements.
- The District does not allow weapons to be brought on property, including concealed weapons in parked cars.
- Acts or threats of violence are not tolerated by contractors, ENGINEERS, vendors, visitors or District personnel.

Any security questions shall be made to:
CCWRD Safety/Security Administrator
702-668-8000

ENGINEER’S initials: [Signature]
DEFINITIONS

MINORITY OWNED BUSINESS ENTERPRISE (MBE): An independent and continuing Nevada business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more minority persons of Black American, Hispanic American, Asian-Pacific American or Native American ethnicity.

WOMEN OWNED BUSINESS ENTERPRISE (WBE): An independent and continuing Nevada business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more women.

PHYSICALLY-CHALLENGED BUSINESS ENTERPRISE (PBE): An independent and continuing Nevada business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more disabled individuals pursuant to the federal Americans with Disabilities Act.

SMALL BUSINESS ENTERPRISE (SBE): An independent and continuing Nevada business for profit which performs a commercially useful function, is not owned and controlled by individuals designated as minority, women, or physically-challenged, and where gross annual sales does not exceed $2,000,000.

NEVADA BUSINESS ENTERPRISE (NBE): Any Nevada business which has the resources necessary to sufficiently perform identified OWNER projects, and is owned or controlled by individuals that are not designated as socially or economically disadvantaged.

It is our intent to utilize the following MBE, WBE, PBE, SBE, and NBE subcontractors in association with this AGREEMENT:

1. Subcontractor Name: Property Specialists, Inc.
   Contact Person: Patty Paulson
   Telephone Number: 775-332-6500
   Description of Work: Negotiator
   Estimated Percentage of Total Dollars: 7.23%
   Business Type: ☐ MBE ☐ WBE ☐ PBE ☐ SBE ☐ NBE

2. Subcontractor Name: Wallace Morris Surveying
   Contact Person: Kevin Wallace
   Telephone Number: 702-212-3967
   Description of Work: Surveying
   Estimated Percentage of Total Dollars: 5.98%
   Business Type: ☐ MBE ☐ WBE ☐ PBE ☐ SBE ☐ NBE

3. Subcontractor Name: Anderson Valuation Group
   Contact Person: Mark Mummey
   Telephone Number: 702-307-0888
   Description of Work: Appraisal
   Estimated Percentage of Total Dollars: 8%
   Business Type: ☐ MBE ☐ WBE ☐ PBE ☐ SBE ☐ NBE

4. Subcontractor Name:
   Contact Person:
   Telephone Number:
   Description of Work:
   Estimated Percentage of Total Dollars:
   Business Type: ☐ MBE ☐ WBE ☐ PBE ☐ SBE ☐ NBE

☐ No MBE, WBE, PBE, SBE, or NBE subcontractors will be used.