

**ENGINEERING SERVICES INDEFINITE DELIVERY / INDEFINITE QUANTITY (IDIQ)  
MASTER CONTRACT**

**Bridge Inspection and Related Services IDIQ Master Contract - 2022**

This IDIQ MASTER CONTRACT is made and entered into by and between the Office of State Aid Road Construction (OSARC), acting by and through the duly authorized STATE AID ENGINEER and **Consultant Name** (the "CONSULTANT"), a/an **State** Corporation, duly registered to do business in the State of Mississippi, whose address for mailing is **Address**, effective as of the date of latest execution below.

**WITNESSETH:**

WHEREAS, the OSARC requires the services for the purpose of providing BRIDGE INSPECTION AND RELATED SERVICES, Statewide, as requested by the OSARC; and,

WHEREAS, the OSARC desires to engage a qualified and experienced CONSULTANT to conduct said services as stated above, hereinafter called the "SERVICES"; and,

WHEREAS, the CONSULTANT has represented to the OSARC that it is experienced and qualified to provide those services, and the OSARC has relied upon such representation; and,

WHEREAS, the CONSULTANT herein was chosen through the Consultant Selection Process pursuant to Office of State Aid Road Construction (hereinafter "OSARC") Standard Operating Procedures and pursuant to Federal Highway Administration ("FHWA") regulations, Engineering and Design Related Service Contracts, 23 C.F.R. Part 172 (as amended) and found satisfactory both by the OSARC and by the FHWA to the end that both parties are now desirous of entering into a CONTRACT;

NOW, THEREFORE, for and in consideration of the mutual promises and covenants contained herein and for other good and valuable consideration flowing unto the parties, the receipt and sufficiency of which is hereby acknowledged, the OSARC and the CONSULTANT do hereby CONTRACT and agree as follows:

**ARTICLE I. GENERAL RECITALS**

The parties agree that entering this IDIQ Master Contract (hereinafter "CONTRACT") is no assurance that a Work Assignment will be assigned the CONSULTANT hereunder or that the parties will enter Work Assignments hereunder. If and when Work Assignments are entered, the CONSULTANT shall provide the SERVICES specified in each individual Work Assignment issued under this CONTRACT for the agreed price specified in each Work Assignment. Each Work Assignment, if any, shall become a part of Exhibit 8 hereto and be made a part hereof and incorporated herein by reference as if fully copied herein in words and figures.

The CONSULTANT shall, for the agreed fees, furnish all services and materials required to fully perform and complete the SERVICES required in the specific Scope of Work for each individual Work Assignment as shown in "Exhibit 8" hereto. Services provided by the CONSULTANT under this CONTRACT shall be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. In so doing, the CONSULTANT shall comply with all terms of this CONTRACT, including the Work Assignments, and other exhibits, to the satisfaction of the OSARC, which shall include any special requirements of the OSARC.

The OSARC, in support of the CONSULTANT, will provide the CONSULTANT a Scope of Work shown in "Exhibit 2" hereto and any other data which may be of assistance to the CONSULTANT and within the possession and control of the OSARC.

Manuals, guides, standards, and specifications applicable to this CONTRACT shall be those approved and/or adopted by OSARC and the FHWA and in effect on the effective date of the Work Assignment, unless otherwise specified in the Work Assignment or subsequently directed by OSARC during the course of the Work Assignment.

## **ARTICLE II. SCOPE AND PROCEDURE**

The CONSULTANT shall conduct the SERVICES in accordance with the General Scope of Work attached to this CONTRACT as "Exhibit 2" and made a part hereof as if fully set forth herein. The performance of the SERVICES referred to in "Exhibit 2" shall be the primary basis for measurement of performance under this CONTRACT. The OSARC specifically reserves the right and privilege to enlarge or reduce the scope; or to cancel, any phase of any work assignment begun under this CONTRACT at any time.

Upon notification by the OSARC Project Manager or his designee, the CONSULTANT may be advised of a time and place for a Scope of Work Meeting to discuss the proposed work of a specific Work Assignment. The Scope of Work Meeting may include a detailed discussion of the specific information about the project, the schedule of the project, OSARC procedures, the services the CONSULTANT will be required to provide, and the contract administration. The OSARC Project Manager or his designee may authorize the CONSULTANT to conduct a preliminary visit to the project site to obtain essential information for preparing an estimate of time and costs to perform the work.

The CONSULTANT shall submit minutes of the Scope of Work Meeting to the OSARC Project Manager or his designee within two (2) weeks after the meeting, unless instructed otherwise. The minutes shall include, but are not limited to, a list of attendees, a list of all requirements the CONSULTANT is responsible for, and a list of all action items by OSARC that are needed to finalize the CONSULTANT'S Scope of Work.

Upon request of the OSARC Project Manager or his designee, the CONSULTANT shall complete the Exhibit 8 setting forth the specific Scope of Work, the progress schedule, and maximum cost (along with a cost fee breakdown) and submit the requested number of original signed copies to the OSARC Project Manager for review and further handling. Upon agreement between the parties, the CONSULTANT'S Exhibit 8 will be issued a Work Assignment number and a written Work Assignment setting forth the specific Scope of Work, the progress schedule, and maximum cost for that particular Work Assignment or phase shall be executed and attached to this CONTRACT as a part of "Exhibit 8". An Executed copy of the Work Assignment will then be forwarded to the CONSULTANT. **The CONSULTANT may not begin work on any feature of any such Work Assignment prior to the Notice to Proceed date from the OSARC.**

## **ARTICLE III. CONTRACT TERM**

This CONTRACT shall commence upon the latest date of execution and continue until                     , at 11:59 P.M. CDT, at which time no new Work Assignments shall be commenced. Work shall continue until complete on any Work Assignment in progress that remains unfinished as of the date of termination as stated in this CONTRACT. Work on unfinished Work Assignments, not completed as of the date of termination stated in this CONTRACT, may continue up to the termination date identified by that particular Work Assignment.

During the term of this CONTRACT, the OSARC reserves the right to terminate this CONTRACT or any Work Assignment, in whole or in part, or any phase of a Work Assignment begun thereunder, at any time, with or without cause, upon prior written notice to the CONSULTANT, notwithstanding any just claims by the CONSULTANT for payment of SERVICES rendered prior to the date of termination. In addition to payment for services rendered prior to the date of termination, the OSARC shall be liable only for the

reasonable costs, fees and expenses for demobilization and close out of the CONTRACT, based on actual time and expenses incurred by the CONSULTANT in the packaging and shipment of all documents covered by this CONTRACT to the OSARC. In no event shall the OSARC be liable for lost profits or other consequential damages.

Prior to the OSARC'S taking official action to terminate this CONTRACT, the STATE AID ENGINEER may notify the CONSULTANT, in writing, of OSARC'S intentions to terminate this CONTRACT. Upon notice from the STATE AID ENGINEER, the CONSULTANT shall suspend all activities under this CONTRACT, pending final action by the OSARC.

#### **ARTICLE IV. TIME OF PERFORMANCE**

Time is of the essence in this CONTRACT. The CONSULTANT shall be prepared to perform its responsibilities for providing SERVICES by the date of execution of this CONTRACT.

It being understood, however, that this CONTRACT shall apply to one or several work assignments which shall be determined from time to time by the OSARC. Upon notification by the OSARC, the CONSULTANT shall furnish, as soon as reasonably possible, an estimated cost for the work proposed along with a proposed progress schedule for such work assignment. The OSARC reserves the right to require changes in such progress schedule as may meet its needs.

**The CONSULTANT may not begin work on any feature of any such Work Assignment prior to the Notice to Proceed date from the OSARC.**

#### **ARTICLE V. RELATIONSHIP OF THE PARTIES**

The relationship of the CONSULTANT to the OSARC is that of an independent contractor, and said CONSULTANT, in accordance with its status as an independent contractor, covenants and agrees that it will conduct itself consistent with such status, that it will neither hold itself out as, nor claim to be, an officer or employee of the OSARC. The CONSULTANT shall not make any claim, demand or application for any right or privilege applicable to an officer or employee of the OSARC, including but not limited to workers' compensation coverage, unemployment insurance benefits, social security coverage, retirement membership or credit, or any form of tax withholding whatsoever.

The OSARC executes all directives and orders through the STATE AID ENGINEER. All notices, communications, and correspondence between the OSARC and the CONSULTANT shall be directed to the key personnel and designated agents designated in this CONTRACT.

#### **ARTICLE VI. COMPENSATION, BILLING & AUDIT**

##### **A. Cost and Fees**

If the CONSULTANT provides SERVICES hereunder, it shall be paid on a cost-plus-fixed-fee basis, labor hour rate/unit cost basis, or a lump sum/firm fixed price basis as set forth in the Work Assignment under this CONTRACT. Under no circumstances shall OSARC be liable for any amount, including all cost which exceed the maximum dollar amount of compensation of \$8,000,000.00.

##### **B. Monthly Billing**

The CONSULTANT may submit monthly billing to the OSARC. All billing must be submitted electronically to [inspectioninvoices@osarc.ms.gov](mailto:inspectioninvoices@osarc.ms.gov), unless otherwise authorized by the OSARC. (A sample of a required invoice is attached as "Exhibit 4" and includes the OSARC-supplied OSARC-001 Form that must precede all electronically submitted invoices.) The OSARC may supply the OSARC-001 Form immediately following the execution of a Work Assignment. In the event of multiple counties on a Work Assignment, the OSARC may supply an OSARC-001 Form for each county. Each billing shall include all time and allowable expenses through the end of the billing period and should include all the supporting documentation necessary

for the appropriate OSARC personnel to recommend payment. Direct expenses, as used herein, include the costs of travel, subsistence, shipping charges, long distance telephone calls and printing if it is not company accounting policy to include these costs into overhead rates. Monthly payments will be made on the basis of a certified time record. The OSARC retains the right to verify time and expense records by audit of any or all the CONSULTANT'S time and accounting records at any time during the life of the CONTRACT and up to three years thereafter.

The CONSULTANT further agrees that FHWA or any other Federal Agency may audit the same records at any time during the life of the CONTRACT and up to three years thereafter, should the funding source for all or any part of this CONTRACT be funds of the United States of America.

C. Billing (Cost Plus Fixed Fee)

The CONSULTANT may submit monthly progress billings based on a cost plus fixed fee method of payment which shall be assigned to the Work Assignment. Once the OSARC has approved and accepted the work of the CONSULTANT, the OSARC will pay the CONSULTANT any unpaid amounts of the Work Assignment total.

D. Billing (Labor Hour Rate/Unit Cost price)

The CONSULTANT may submit monthly progress billings based on the Labor Hour Rate Schedule assigned to the Work Assignment. Once the OSARC has approved and accepted the work of the CONSULTANT, the OSARC will pay the CONSULTANT any unpaid amounts of the Work Assignment total.

E. Billing (Lump sum / firm-fixed-price)

The CONSULTANT may submit one (1) final billing to the OSARC at the conclusion of the Work Assignment or monthly progress billings based on the percent complete of the assignment or in accordance with a Milestone Schedule assigned in the Work Assignment. Once the OSARC has approved and accepted the work of the CONSULTANT, the OSARC will pay the CONSULTANT any unpaid amounts of the Work Assignment total.

F. Progress Reports

When requested by the OSARC Project Manager, the CONSULTANT shall use appropriate software to develop a project management plan for tracking and updating its progress based on the approved project schedule and budget. The project management plan shall include all tasks identified in the contract fee schedule along with each task's begin date, end date, and estimated budget. This plan will be submitted for OSARC approval within 10 days of the Notice to Proceed Date.

The CONSULTANT shall submit a progress report based on the approved management plan with each billing. This progress report will include all actual tasks performed under the Work Assignment to date and their relationship to the percentage of fees claimed for each task. The report will include a chart and line graph which will include the projected cumulative budget, expenditures, and percent complete in a format consistent to Exhibit 11.

The report will be used to verify the CONSULTANT's performance in relationship to the costs claimed and to allow OSARC Project Manager to monitor the CONSULTANT's efforts. The CONSULTANT shall be responsible for any updates to these schedules and for documenting in writing to the OSARC any major deviations in the actual versus estimated projected time frames.

Should an invoiced amount for costs earned appear to exceed the work effort believed to be completed, the OSARC reserves the right to refuse payment for those costs unless the CONSULTANT provides satisfactory evidence to support these costs. Without sufficient evidence, payment will be withheld

until the CONSULTANT's deviation in actual versus estimated projected time frame has been narrowed to an acceptable limit deemed appropriate by the OSARC Project Manager.

**G. Record Retention**

The CONSULTANT shall maintain all time and expense records incurred on the Work Assignment and used in support of its proposal and shall make such material available at all reasonable times during the period of the CONTRACT and for three years from the date of final payment under this CONTRACT for inspection by the OSARC, and copies thereof shall be furnished upon request, at the OSARC'S expense. The CONSULTANT agrees that the provisions of this Article shall be included in any CONTRACT it may make with any subconsultants, assignees or transferees.

**H. Retainage**

[For Labor Hour Rate/Unit Cost Work Assignments] The OSARC shall retain the final 5% of the CONSULTANT'S Work Assignment amount until the final payment request has been received and an audit of the total Work Assignment cost to date has been completed by the OSARC or its designee.

[For Cost plus Fixed Fee Work Assignments] The OSARC shall retain the final 25% of the CONSULTANT'S Fixed Fee until the final payment request has been received and an audit of the total Work Assignment cost to date has been completed by the OSARC or its designee.

[For Lump Sum/ Firm-Fixed Price] The OSARC shall retain the final 5% of the CONSULTANT'S Work Assignment amount until the final payment request has been received and an audit of the total Work Assignment cost to date has been completed by the OSARC or its designee.

**ARTICLE VII. FINAL PAYMENT**

The CONSULTANT shall clearly indicate on its last Invoice for a Work Assignment that the Invoice is "FINAL". The OSARC Project Manager will confirm that the Work Assignment is ready to be closed and the "FINAL" Invoice may be paid. All "FINAL" invoices shall indicate any retainage withheld on the Work Assignment. However, under no circumstances will the total amount paid exceed the maximum not to exceed amount established for the Work Assignment. The CONSULTANT shall submit their "FINAL" invoice no later than 45 days following termination of the Work Assignment. OSARC reserves the right to refuse to make payment on any invoices submitted later than 45 days after the termination date of the Work Assignment.

The CONSULTANT agrees that acceptance of the final payment shall be in full and final settlement of all claims arising against the OSARC for payment for work done, materials furnished, cost incurred, or otherwise arising out of this CONTRACT and/or associated Work Assignments and shall release the OSARC from any and all further claims for payment, whether known or unknown, for and on account of said CONTRACT and/or associated Work Assignments, including payment for all work done, and labor and material furnished in connection with the same. Failure to perform, to the satisfaction of the OSARC, all terms of this CONTRACT and/or associated Work Assignments, which include the Scope of Work and other exhibits, any technical specifications, and special requirements of the OSARC, or the CONSULTANT'S failure to perform according to the prevailing industry standards, including standards of conduct and care, format and content, shall be corrected by the CONSULTANT without additional compensation. Neither the OSARC's review, approval or acceptance of, nor payment for, the services required under this CONTRACT shall be construed to operate as a waiver of any rights under this CONTRACT, or of any cause of action arising out of the performance of this CONTRACT. The CONSULTANT shall be and remain liable to the OSARC for all damages to the OSARC caused by the CONSULTANT'S negligent acts, errors and/or omissions in the performance of any of the services furnished under this CONTRACT. Notwithstanding inspection and acceptance by the OSARC or any provision concerning the conclusiveness thereof, the CONSULTANT represents that services performed and work product(s) provided under this CONTRACT conform (or exceed) the requirements of this CONTRACT.

### **ARTICLE VIII. REVIEW OF WORK**

Authorized representatives of the OSARC may at all reasonable times review and inspect the SERVICES under this CONTRACT and any Work Assignments thereunder or amendments thereto. Authorized representatives of the FHWA may also review and inspect the SERVICES under this CONTRACT should funds of the United States of America be in any way utilized in payment for said SERVICES. Such inspection shall not make the United States of America a party to this CONTRACT, nor will FHWA interfere with the rights of either party hereunder.

All reports, drawings, designs, studies, maps, computations, or other work product(s) prepared by and for the CONSULTANT, shall be made available to authorized representatives of the OSARC for inspection and review at all reasonable times in the General Offices of the OSARC. Authorized representatives of the FHWA may also review and inspect said reports, drawings, designs, studies, maps, computations, and other work product(s) prepared under this CONTRACT should funds of the United States of America be in any way utilized in payment for the same. Acceptance by the OSARC shall not relieve the CONSULTANT of its contractual and professional obligation to correct, at its expense, any of its breaches, negligent acts, errors and/or omissions in the final version of the work.

The CONSULTANT shall be responsible for performance of and compliance with all terms of this CONTRACT, including the Scope of Work and other exhibits, and including any technical specifications and special requirements of the OSARC, to the satisfaction of the OSARC, and shall be responsible for any negligent acts, errors and/or omissions, including those as to conduct and care, format and content, for all aspects of the CONTRACT, and including professional quality and technical accuracy of all designs, drawings, specifications, and other services furnished by the CONSULTANT.

Failure to comply with any terms of this CONTRACT shall be corrected by the CONSULTANT without additional compensation.

If any breach of CONTRACT is discovered by OSARC personnel after final acceptance of the work by the OSARC, then the CONSULTANT shall, without additional compensation, cure any deficiency or breach including any negligent acts, errors and/or omissions in designs, plans, drawings, specifications, or other services.

In the event that the project schedule requires that a breach of this CONTRACT be corrected by someone other than the CONSULTANT then the actual costs incurred by the OSARC for such corrections shall be the responsibility of the CONSULTANT. The OSARC shall give the CONSULTANT an opportunity to correct said breach unless (1) the OSARC determines, in its sole discretion, that the CONSULTANT cannot cure the breach within the schedule established by the OSARC, or (2) the OSARC determines, in its sole discretion, that the CONSULTANT cannot cure the breach to the satisfaction of the OSARC.

In the event that the CONSULTANT breaches this CONTRACT, and the breaches of the CONSULTANT are discovered during the construction phase or any phase of work, then an accounting of all costs incurred by the OSARC resulting from such breach, including any negligent acts, errors and/or omissions, will be made and such amount will be recovered from the CONSULTANT.

During construction or any phase of work performed by others based on the services provided by the CONSULTANT for this CONTRACT, the CONSULTANT shall confer with the OSARC when requested for the purpose of interpreting the information, clarification of any ambiguities, and/or to correct any negligent acts, error or omission without additional compensation. The CONSULTANT shall prepare any plans or data needed to correct the negligent acts, error or omission without additional compensation, even though acceptance and/or final payment may have been received by the CONSULTANT. The CONSULTANT shall give immediate attention to these changes once notified by the OSARC so there will be a minimum of delay to the contractor.

When notified by the OSARC of potential negligent acts, errors and/or omissions, during the development, construction, or any phase of the project, the CONSULTANT shall establish and maintain cost accounting records to segregate all costs associated with the evaluation and correction of any negligent acts, errors and/or omissions. All costs associated with any negligent acts, errors and/or omissions, including direct or indirect, must be borne by the CONSULTANT and may not be charged to any OSARC Contract directly or through overhead. If after written notice from the OSARC, the CONSULTANT fails or refuses to correct any negligent acts, errors and/or omissions, the OSARC may, by contract or otherwise, correct or replace with similar services and charge to the CONSULTANT the cost occasioned to the OSARC thereby, or offset and withhold a sum equal to said cost to the OSARC from payments on any existing contract(s) with the CONSULTANT or against any sums due the CONSULTANT under the terms of this CONTRACT or any other active contract(s).

#### **ARTICLE IX. RESPONSIBILITIES FOR CLAIMS AND LIABILITY**

The CONSULTANT shall indemnify, defend and hold harmless the OSARC and all its officers, agents and employees from any claim, loss, damage, cost, charge or expense, including attorney fees, to the extent caused by any negligent act, actions, neglect, error or omission by the CONSULTANT, its agents, employees, or subconsultants during the performance of this CONTRACT, whether direct or indirect, and whether to any person or property for which OSARC or said parties may be subject, except that neither the CONSULTANT nor any of his agents or subconsultants will be liable under this provision for damages arising out of the injury or damage to persons or property to the extent caused by or resulting from the negligence of the OSARC or any of its officers, agents or employees.

The CONSULTANT'S obligations under this Article, including the obligations to indemnify, defend, hold harmless, pay reasonable attorney fees or, at the OSARC's option, participate and associate with the OSARC in the defense and trial or arbitration of any damage claim, lien or suit and any related settlement negotiations, shall be initiated by the OSARC's notice of claim for indemnification to the CONSULTANT. Only an adjudication or judgment after the highest appeal is exhausted specifically finding the OSARC entirely responsible shall excuse performance of this provision by the CONSULTANT. In such case, the OSARC shall pay all costs and fees related to this obligation and its enforcement. Should there be a finding of dual or multiple liability, costs and fees shall be apportioned accordingly.

In conjunction herewith, the OSARC agrees to notify the CONSULTANT in writing as soon as practicable after receipt or notice of any claim involving the CONSULTANT. These indemnities shall not be limited by reason of the listing of any insurance coverage below.

#### **ARTICLE X. INSURANCE**

Prior to beginning any work under this CONTRACT, the CONSULTANT shall obtain and furnish proof of insurance through Certificates of Insurance and, at OSARC's request, copies of insurance policies of the following:

- A. Workers' Compensation Insurance in accordance with the laws of the State of Mississippi.
- B. Commercial General Liability Insurance with a minimum combined limit of not less than One Million Dollars (\$1,000,000.00) for each occurrence.
- C. Professional Liability Insurance in an amount not less than One Million Dollars (\$1,000,000.00) per claim.
- D. Comprehensive Automobile Liability Insurance, in an amount not less than One Million Dollars (\$1,000,000.00) per occurrence.

E. Pollution Liability Insurance with minimum limits of liability of One Million Dollars (\$1,000,000.00) per occurrence unless the Pollution liability is already covered under Professional Liability Insurance.

The OSARC shall be listed as a certificate holder of insurance on any of the insurance required under this CONTRACT.

In the event that the CONSULTANT retains any subconsultant or other personnel to perform SERVICES or carry out any activities under or incident to work on any project or phase of this CONTRACT, the CONSULTANT agrees to obtain from said subconsultant or other personnel, certificates of insurance demonstrating that said subconsultant or other personnel shall have sufficient coverage, or CONSULTANT agrees to include said subconsultant or other personnel within the CONSULTANT'S coverage for the duration of this PROJECT or phase for which said subconsultant or other personnel is employed.

The Insurance coverage recited above shall be maintained in full force and effect by the CONSULTANT during the entire term of the CONTRACT. The OSARC shall be notified of cancellation of any of the required insurance by the CONSULTANT and by the insurance company issuing any such cancellation of the required policies. Should CONSULTANT cease to carry the Professional Liability Insurance coverage listed above for any reason, it shall obtain "tail" or extended reporting period coverage at the same limits for a period of not less than three (3) years subsequent to policy termination or contract termination, whichever is longer.

All insurance carriers shall be licensed and in good standing with the Office of the Insurance Commissioner of the State of Mississippi.

A certificate of insurance acceptable to the OSARC shall be issued to the OSARC by the CONSULTANT prior to beginning any work under this CONTRACT and thereafter on an annual basis for the duration of this CONTRACT as evidence that policies providing the required insurance are in full force and effect. All policies of required insurance shall give thirty days written notice to the OSARC before the effective date of cancellation or reduction in limits of any required insurance.

The CONSULTANT will furnish certified copies, upon request, of any or all of the policies and/or endorsements to the OSARC prior to the execution of this CONTRACT and thereafter on an annual basis for the duration of this CONTRACT.

The CONSULTANT shall provide the OSARC any and all documentation necessary to prove compliance with the insurance requirements of this CONTRACT as such documentation is requested, from time to time, by the OSARC.

If the CONSULTANT fails to procure or maintain required insurance, the OSARC may immediately elect to terminate this CONTRACT or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, and all monies so paid by the OSARC shall be repaid by the CONSULTANT to the OSARC upon demand, or the OSARC may offset the cost of the premiums against any monies due to the CONSULTANT from the OSARC.

#### **ARTICLE XI. COVENANT AGAINST CONTINGENT FEES AND LOBBYING**

The CONSULTANT shall comply with the relevant requirements of all federal, state or local laws. The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT, to solicit or secure this CONTRACT, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this CONTRACT. The CONSULTANT warrants that it shall not contribute any money, gift or gratuity of any kind, either directly or indirectly to any employee of the OSARC. For breach or violation of this warranty, the OSARC shall have the right to annul this CONTRACT

without liability, and the CONSULTANT shall forfeit any sums due hereunder at the time of such breach and may be barred from performing any future services for the OSARC or participating in any future contracts with the OSARC.

#### **ARTICLE XII. EMPLOYMENT OF THE OSARC'S PERSONNEL**

The CONSULTANT shall not employ any person or persons in the employ of the OSARC for any work required by the terms of this CONTRACT, without the written permission of the OSARC, except as may otherwise be provided for herein.

#### **ARTICLE XIII. MODIFICATION**

If, prior to the satisfactory completion of the SERVICES under this CONTRACT, the OSARC materially alters the scope, character, complexity or duration of the SERVICES from those required under this CONTRACT, a supplemental agreement may be executed between the parties. Also, a supplemental agreement may be executed between the parties in the event that both parties agree the CONSULTANT'S compensation should be increased due to an unanticipated increase in the nature, scope or amount of work necessary to properly provide the SERVICES required on any particular phase or Work Assignment begun hereunder.

Oral agreements or conversations with any individual member of the OSARC, or employee of OSARC, either before or after execution of this CONTRACT, shall not affect or modify any of the terms or obligations contained in this CONTRACT. All modifications to this CONTRACT, amendments or addenda thereto must be submitted in writing and signed by the parties thereto before the modifications, amendments, or addenda become effective.

The CONSULTANT may not begin work on any modifications, amendments, or addenda prior to the Notice to Proceed date.

Minor changes in the proposal which do not involve changes in the contract maximum not to exceed amount, extensions of time (except extensions of deadlines as specifically set forth under Article III) or changes in the goals and objectives of this CONTRACT may be made by written notification of such change by either the OSARC or the CONSULTANT to the other party, and shall become effective upon written acceptance thereof (i.e. letter agreement).

#### **ARTICLE XIV. SUBLETTING, ASSIGNMENT OR TRANSFER**

It is understood by the parties to this CONTRACT that the work of the CONSULTANT is considered personal by the OSARC. The CONSULTANT shall not assign, subcontract, sublet or transfer any or all of its interest in this CONTRACT without prior written approval of the OSARC. Under no condition will the CONSULTANT be allowed to sublet or subcontract more than 60% of the work required under this CONTRACT. It is clearly understood and agreed that specific Work Assignments or phases of the work may be sublet or subcontracted in their entirety provided that the CONSULTANT performs at least 40% of the overall CONTRACT with its own forces. Consent by the OSARC to any subcontract shall not relieve the CONSULTANT from any of its obligations hereunder, and the CONSULTANT is required to maintain final management responsibility with regard to any such subcontract.

The OSARC reserves the right to review all subcontract documents prepared in connection with this CONTRACT, and the CONSULTANT agrees that it shall submit to the OSARC any proposed subcontract document together with subconsultant cost estimates for review and written concurrence of the OSARC in advance of their execution.

The CONSULTANT shall make prompt payment to all subconsultants no later than 15 days from receipt of each payment the OSARC makes to the CONSULTANT. The CONSULTANT shall pay any retainage owed to the subconsultant for satisfactory completion of the work within 15 days after

CONSULTANT has received payment for this work. If the CONSULTANT fails to comply with these requirements, the CONSULTANT may be subject to those sanctions listed in Exhibit 10.

**ARTICLE XV. OWNERSHIP OF PRODUCTS AND DOCUMENTS AND  
WORK MADE FOR HIRE**

The CONSULTANT agrees that all reports, documents, computer information and access, software, drawings, studies, notes, maps and other data and products, prepared by and for the OSARC under the terms of this CONTRACT shall become and remain the property of the OSARC upon creation and shall be delivered to the OSARC upon termination or completion of work, or upon request of the OSARC, regardless of any claim or dispute between the parties. All such data and products shall be delivered within thirty (30) days of receipt of a written request by the OSARC.

The CONSULTANT and the OSARC intend and agree that this CONTRACT is to be a contract for services and each party considers the products and results of the services to be rendered by the CONSULTANT hereunder, including any and all material produced and/or delivered under this CONTRACT (the "Work"), to be a "work made for hire" under U.S. copyright and all applicable laws. The CONSULTANT acknowledges and agrees that the OSARC owns all right, title, and interest in and to the Work including, without limitation, the copyright thereto and all trademark, patent, and all intellectual property rights thereto.

If for any reason the Work would not be considered a work made for hire under applicable law, or in the event this CONTRACT is determined to be other than a contract or agreement for a work made for hire, the CONSULTANT does hereby transfer and assign to the OSARC, and its successors and assigns, the entire right, title, and interest in and to any Work prepared hereunder including, without limitation, the following: the copyright and all trademark, patent, and all intellectual property rights in the Work and any registrations and copyright, and/or all other intellectual property, applications relating thereto and any renewals and extensions thereof; all works based upon, derived from, or incorporating the Work; all income, royalties, damages, claims, and payments now or hereafter due or payable with respect thereto; all causes of action, either in law or in equity, for past, present, or future infringement based on the copyrights and/or all other intellectual property; all rights, including all rights to claim priority, corresponding to the foregoing in the United States and its territorial possessions and in all foreign countries. The CONSULTANT agrees to execute all papers and perform such other proper acts as the OSARC may deem necessary to secure for the OSARC or its designee the rights herein assigned.

The OSARC may, without any notice or obligation of further compensation to the CONSULTANT, publish, re-publish, anthologize, use, disseminate, license, or sell the Work in any format or medium now known or hereafter invented or devised. The OSARC's rights shall include, without limitation, the rights to publish, re-publish, or license a third party to publish, re-publish, or sell the Work in print, on the World Wide Web, or in any other electronic or digital format or database now known or hereafter invented or devised, as a separate isolated work or as part of a compilation or other collective work, including a work different in form from the first publication, and to include or license a third party to include the Work in an electronic or digital database or any other medium or format now known or hereafter invented or devised.

The CONSULTANT shall obtain any and all right, title, and interest to all input and/or material from any third party subconsultant, or any other party, who may provide such input and/or material to any portion of the Work so that said right, title, and interest, and all such interest in and to the Work including, without limitation, the copyright thereto and all trademark, patent, and all intellectual property rights thereto, shall belong to the OSARC.

For any intellectual property rights currently owned by third parties or by the CONSULTANT and not subject to the terms of this CONTRACT, the CONSULTANT agrees that it will obtain or grant royalty-free, nonexclusive, irrevocable license(s) for or to the OSARC at no cost to the OSARC to use all copyrighted or copyrightable work(s) and all other intellectual property which is incorporated in the material furnished

under this CONTRACT. Further, the CONSULTANT warrants and represents to the OSARC that it has obtained or granted any and all such licensing prior to presentation of any Work to the OSARC under this CONTRACT. This obligation of the CONSULTANT does not apply to a situation involving a third party who enters a license agreement directly with the OSARC.

The CONSULTANT warrants and represents that it has not previously licensed the Work in whole or in part to any third party and that use of the Work in whole or in part will not violate any rights of any kind or nature whatsoever of any third party. The CONSULTANT agrees to indemnify and hold harmless the OSARC, its successors, assigns and assignees, and its respective officers, directors, agents and employees, from and against any and all claims, damages, liabilities, costs and expenses (including reasonable attorneys' fees), arising out of or in any way connected with any breach of any representation or warranty made by CONSULTANT herein.

#### **ARTICLE XVI. PUBLICATION AND PUBLICITY**

The CONSULTANT agrees that it shall not for any reason whatsoever communicate to any third party in any manner whatsoever concerning any of its CONTRACT work product, its conduct under the CONTRACT, the results or data gathered or processed under this CONTRACT, which includes, but is not limited to, reports, computer information and access, drawings, studies, notes, maps and other data prepared by and for the CONSULTANT under the terms of this CONTRACT, without prior written approval from the OSARC, unless such release or disclosure is required by judicial proceeding. The CONSULTANT agrees that it shall immediately refer any third party who requests such information to the OSARC and shall also report to the OSARC any such third party inquiry. This Article shall not apply to information in whatever form that comes into the public domain, nor shall it restrict the CONSULTANT from giving notices required by law or complying with an order to provide information or data when such order is issued by a court, administrative agency or other authority with proper jurisdiction, or if it is reasonably necessary for the CONSULTANT to defend itself from any suit or claim.

All approved releases of information, findings, and recommendations shall include a disclaimer provision and all published reports shall include that disclaimer on the cover and title page in the following form:

The opinions, findings, and conclusions in this publication are those of the author(s) and not necessarily those of the Mississippi Department of Transportation, Office of State Aid Road Construction, the State of Mississippi or the Federal Highway Administration.

#### **ARTICLE XVII. CONTRACT DISPUTES**

This CONTRACT shall be deemed to have been executed in Hinds County, Mississippi, and all questions including but not limited to questions of interpretation, construction and performance shall be governed by the laws of the State of Mississippi, excluding its conflicts of laws, provisions, and any litigation with respect to this CONTRACT shall be brought in a court of competent jurisdiction in Hinds County, State of Mississippi. The CONSULTANT expressly agrees that under no circumstances shall the OSARC be obligated to or responsible for payment of an attorney's fee for the cost of legal action to or on behalf of the CONSULTANT.

#### **ARTICLE XVIII. COMPLIANCE WITH APPLICABLE LAW**

A. The undersigned certify that to the best of their knowledge and belief, the foregoing is in compliance with all applicable laws.

B. The CONSULTANT shall observe and comply with all applicable federal, state, and local laws, rules and regulations, policies and procedures, ordinances, and orders and decrees of bodies or tribunals of the United States of America or any agency thereof, the State of Mississippi or any agency thereof, and any local

governments or political subdivisions, that are in effect at the time of the execution of this CONTRACT or that may later become effective.

C. The CONSULTANT shall not discriminate against any employee nor shall any party be subject to discrimination in the performance of this CONTRACT because of race, creed, color, sex, national origin, age or disability.

D. The CONSULTANT shall comply and shall require its subconsultants to comply with the regulations for compliance with Title VI of the Civil Rights Act of 1964, as amended, and all other applicable federal regulations as stated in "Exhibit 5" which is incorporated herein by reference.

E. The CONSULTANT shall comply with the provisions set forth in Department of Transportation regulations, Uniform Administrative Requirements for Grants and Cooperative Agreements, 49 CFR, Part 18, (as amended) in its administration of this CONTRACT or any subcontract resulting herefrom.

F. The CONSULTANT shall abide by the provisions of the U.S. Department of Transportation regulations on Disadvantaged Business Enterprises, 49 CFR Part 26 (as amended), and include the certification made in "Exhibit 5" to this CONTRACT in any and all subcontracts which may result from this CONTRACT.

G. The CONSULTANT shall abide by the provisions of the U.S. Department of Transportation regulations on Disadvantaged Business Enterprises, 49 CFR Part 26 (as amended), and include the certification made in "Exhibit 10" to this CONTRACT in any and all subcontracts which may result from this CONTRACT.

H. The CONSULTANT shall comply and shall require its subconsultants to comply with Code of Federal Regulations CFR 23 Part 634 - Worker Visibility – as stated in "Exhibit 5".

I. IMMIGRANT STATUS CERTIFICATION. The CONSULTANT represents that it is in compliance with the Immigration Reform and Control Act of 1986 (Public Law 99-603), as amended, in relation to all employees performing work in the State of Mississippi and does not knowingly employ persons in violation of the United States immigration laws. The CONSULTANT further represents that it is registered and participating in the Department of Homeland Security's E-Verify™ employment eligibility verification program, or successor thereto, and will maintain records of compliance with the Mississippi Employment Protection Act including, but not limited to, requiring compliance certification from all subcontractors and vendors who will participate in the performance of this Agreement and maintaining such certifications for inspection if requested. The CONSULTANT acknowledges that violation may result in the following: (a) cancellation of any public contract and ineligibility for any public contract for up to three (3) years, or (b) the loss of any license, permit, certification or other document granted by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year, or (c) both. The CONSULTANT also acknowledges liability for any additional costs incurred by the OSARC due to such contract cancellation or loss of license or permit. The CONSULTANT is required to provide the certification on Exhibit 9 in this CONTRACT to the OSARC verifying that the CONSULTANT and subconsultant(s) are registered and participating in E-Verify prior to execution of this CONTRACT.

J. The covenants herein shall, except as otherwise provided, accrue to the benefit of and be binding upon the successors and assigns of the parties hereto.

#### **ARTICLE XIX. WAIVER**

Failure of either party hereto to insist upon strict compliance with any of the terms, covenants, and conditions hereof shall not be deemed a waiver or relinquishment of any similar right or power hereunder at any subsequent time, or of any other provision hereof, nor shall it be construed to be a modification of the terms of this CONTRACT.

#### **ARTICLE XX. SEVERABILITY**

If any terms or provisions of this CONTRACT are prohibited by the laws of the State of Mississippi or declared invalid or void by a court of competent jurisdiction, the remainder of this CONTRACT shall not be affected thereby and each term and provision of this CONTRACT shall be valid and enforceable to the fullest extent permitted by law.

#### **ARTICLE XXI. ENTIRE AGREEMENT**

This CONTRACT constitutes the entire agreement of the parties with respect to the subject matter contained herein and supersedes and replaces any and all prior negotiations, understandings, and agreements, written or oral, between the parties relating thereto.

#### **ARTICLE XXII. CONFLICT OF INTEREST**

The CONSULTANT covenants that no public or private interests exist and none shall be acquired directly or indirectly which would conflict in any manner with the performance of the CONSULTANT'S CONTRACT. The CONSULTANT further covenants that no employee of the CONSULTANT or of any subconsultant(s), regardless of his/her position, is to personally benefit directly or indirectly from the performance of the SERVICES or from any knowledge obtained during the CONSULTANT'S execution of this CONTRACT.

#### **ARTICLE XXIII. AVAILABILITY OF FUNDS**

It is expressly understood and agreed that the obligation of the OSARC to proceed under this CONTRACT is conditioned upon the availability of funds, the appropriation of funds by the Mississippi Legislature, and the receipt of state and/or federal funds. If, at any time, the funds anticipated for the fulfillment of this CONTRACT are not forthcoming or are insufficient, either through the failure of the federal government to provide funds or of the State of Mississippi to appropriate funds or the discontinuance or material alteration of the program under which funds were provided, or if funds are not otherwise available to the OSARC for the performance of this CONTRACT, the OSARC shall have the right, upon written notice to the CONSULTANT, to immediately terminate or stop work on this CONTRACT without damage, penalty, cost, or expense to the OSARC of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.

#### **ARTICLE XXIV. STOP WORK ORDER**

- A. **Order to Stop Work.** The OSARC may, by written order to the CONSULTANT at any time, and without notice to any surety, require the CONSULTANT to stop all or any part of the work called for by this CONTRACT. This order shall be for a specified period not exceeding twenty-four (24) months after the order is delivered to the CONSULTANT unless the parties agree to any further period. Any such order shall be identified specifically as a stop work order issued pursuant to this clause. Upon receipt of such an order, the CONSULTANT shall forthwith comply with its terms and take all steps to minimize the occurrence of costs allocable to the work covered by the order during the period of work stoppage. Before the stop work order expires, or within any further period to which the parties shall have agreed, the OSARC shall either:
- (1) cancel the stop work order; or
  - (2) terminate the work covered by such order according to and as provided in Article III of this CONTRACT.

Prior to the OSARC's taking official action to stop work under this CONTRACT, the STATE AID ENGINEER may notify the CONSULTANT, in writing, of OSARC's intention to stop work under this CONTRACT. Upon notice from the STATE AID ENGINEER, the CONSULTANT shall suspend all activities under this CONTRACT, pending final action by the OSARC.

- B. **Cancellation or Expiration of the Order.** If a stop work order issued under this clause is canceled at any time during the period specified in the order, or if the period of the order or any extension thereof expires, the CONSULTANT shall have the right to resume work. If the OSARC decides that it is justified, an appropriate adjustment may be made in the delivery schedule. If the stop work order results in an increase in the time required for or in the CONSULTANT'S cost properly allocable to the performance of any part of this CONTRACT and the CONSULTANT asserts a claim for such an adjustment within 30 days after the end of the period of work stoppage, an equitable adjustment in this CONTRACT may be made by written modification of this CONTRACT as provided by the terms of this CONTRACT.
- C. **Termination of Stopped Work.** If a stop work order is not canceled and the work covered by such order is terminated, the CONSULTANT may be paid for services rendered prior to the Termination. In addition to payment for services rendered prior to the date of termination, the OSARC shall be liable only for the costs, fees, and expenses for demobilization and close out of this CONTRACT, based on actual time and expenses incurred by the CONSULTANT in the packaging and shipment of all documents covered by this CONTRACT to the OSARC. In no event shall the OSARC be liable for lost profits or other consequential damages.

**ARTICLE XXV. KEY PERSONNEL & DESIGNATED AGENTS**

The CONSULTANT agrees that Key Personnel identified as assigned to phases hereunder as set forth in this CONTRACT or as established in the organizational chart of the CONSULTANT's proposal, shall not be changed or reassigned without prior approval of the OSARC or, if prior approval is impossible, and then notice to the OSARC and subsequent review by the OSARC which may approve or disapprove the action. For purposes of implementing this section and all other sections of this CONTRACT with regard to notice, the following individuals are herewith designated as agents for the respective parties:

**OFFICE OF STATE AID ROAD  
CONSTRUCTION:**

For Contractual Matters:

Harry Lee James, P.E.  
State Aid Engineer  
OSARC  
412 E. Woodrow Wilson Ave.  
Jackson, MS 39216  
Telephone: (601) 359-7150  
Facsimile: (601) 359-7141

For Technical Matters:

See Work Assignment

**CONSULTANT:**

For Contractual Matters:

Licensure Number  
from the Mississippi  
Board of Licensure  
for Professional  
Engineers and Surveyors:

P.E. # \_\_\_\_\_  
Surveyor # \_\_\_\_\_

For Technical Matters:

Licensure Number  
from the Mississippi  
Board of Licensure  
for Professional  
Engineers and Surveyors:

P.E. # \_\_\_\_\_  
Surveyor # \_\_\_\_\_

**ARTICLE XXVI. AUTHORIZATION**

Both parties hereto represent that they have authority to enter into this CONTRACT and that the individuals executing this CONTRACT are authorized to execute it and bind their respective parties. The Resolution of the Corporate Board of Directors of the CONSULTANT is attached hereto as "Exhibit 1" and incorporated herein by reference and made a part hereof as if fully copied herein in words and figures.

WITNESS this my signature in execution hereof, this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

OFFICE OF STATE AID ROAD CONSTRUCTION

\_\_\_\_\_  
HARRY LEE JAMES, P.E., STATE AID ENGINEER

WITNESS this my signature in execution hereof, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**{ENTER THE CONSULTANT'S NAME}**

ATTEST: \_\_\_\_\_

Concurring: \_\_\_\_\_

Executive Director  
Mississippi Department of Transportation

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

**Exhibits attached hereto and incorporated by reference into this contract include those identified on the attached page entitled "List of Exhibits".**

## LIST OF EXHIBITS

1. Corporate Resolution
2. General Scope of Work and Common Specifications
3. Fees and Expenses
4. Invoicing
5. Notice to the CONSULTANT
6. The CONSULTANT's Certificate Regarding Debarment, Suspension and Other Responsibility Matters
7. Certification of the STATE AID ENGINEER
8. EXHIBIT 8 Work Assignments
9. Prime Consultant / Contractor EEV Certification and Agreement
10. Disadvantaged Business Enterprise, 49 CFR Part 26 (as amended)
11. Project Budget and Schedule

**EXHIBIT 1**

{{{Attach copy here}}}

{{{Attach certified copy of Resolution of the Corporate Board of Directors here}}}

**EXHIBIT 2**  
**GENERAL SCOPE OF WORK**

The CONSULTANT shall provide engineering services for OSARC's National Bridge Inspection Standards (NBIS) Bridge Inspection program. The bridges are owned and maintained by the numerous counties, cities or towns throughout the State of Mississippi.

This scope of work identifies the general services which may be requested to be performed by the CONSULTANT including any additional requirements and procedures for the services to be provided by the CONSULTANT. The Work Assignment will identify any additional information for the general services listed below in order for the CONSULTANT to complete each Work Assignment. The CONSULTANT shall provide the necessary services identified in the Work Assignment in accordance with the requirements and procedures indicated in this Scope of Work unless specifically stated otherwise in the Work Assignment.

This IDIQ Master Contract will primarily consist of supporting the OSARC Bridge Inspection Program Manager (BIPM) and staff in the following services for OSARC's administration of the National Bridge Inventory (NBI) for the numerous counties within the State of Mississippi, and other related services, including, but not limited to, the following Tasks as further defined in each Work Assignment:

TASK 1: The CONSULTANT shall perform NBIS Compliant Inspections, Evaluations and Load Ratings for various types of bridges including but not limited to Complex Bridges, Steel Bridges with Fracture Critical Members, Timber Bridges, and Non-Complex Bridges. Bridges are to be inspected at intervals not to exceed their designated inspection frequencies listed in NBI Item 91 or Item 92 of the current National Bridge Inventory Data unless approved by the OSARC Bridge Inspection Program Manager (BIPM) or his/her designee. For each bridge to be inspected, the CONSULTANT shall furnish the OSARC a report (REPORT), as generated through AssetWise, covering the inspection findings.

TASK 2: The CONSULTANT shall perform NBIS Compliant Inspections and Reporting including but not limited to Routine, Special, Fracture Critical, Damage, Repair, Load Rating, Initial and Supplemental.

TASK 3: The CONSULTANT shall perform Scour Monitoring Inspections, Evaluations and Reporting on Selected Bridges including the development of Plans of Action.

TASK 4: The CONSULTANT shall perform Load Rating, Evaluation and Reporting on Selected Bridges.

TASK 5: The CONSULTANT shall review and evaluate Maintenance and/or Repair recommendations submitted by the county engineer or others for selected bridge types that are owned by the numerous counties.

TASK 6: The CONSULTANT shall develop Maintenance and/or Repair recommendations for various bridge types that are owned by the numerous counties.

TASK 7: The CONSULTANT shall provide Bridge Inspection support or assistance to one or more of the numerous counties performing bridge inspection.

TASK 8: The CONSULTANT shall provide Operational Support to OSARC in its oversight and management of the county NBI. The Work Assignment will further define these services which may

include but not necessarily be limited to, Quality Control/Assurance Reviews, Inspection Oversight, and NBI Data Management of the county NBI.

The CONSULTANT shall perform all bridge inspection services in accordance with the NBIS and shall comply with the current version, including interims, of the following publications:

- National Bridge Inspection Standards (NBIS),
- AASHTO Manual for Bridge Evaluation (MBE );
- Bridge Inspector’s Reference Manual (also known herein as the “BIRM”) - Publication No. FHWA NHI 12-049 ;
- Recording and Coding Guide for the Structure Inventory and Appraisal of the Nation’s Bridges (also known herein as the “Coding Guide”) - Report No. FHWA-PD-96-001;
- Mississippi National Bridge Inspection Program Local System Manual (LSM);
- Manual on Uniform Traffic Control Devices (MUTCD);
- AASHTO’s Highway Safety Manual;
- Manual for Bridge Element Inspection, Second Edition, 2019
- Any other pertinent publications, or as instructed by OSARC.

### **EXHIBIT 3**

#### **FEES AND EXPENSES**

The OSARC shall pay the CONSULTANT on an actual Cost-plus-Fixed-Fee Basis, Labor Hour Rate/Unit Cost Basis, or Lump Sum/Firm Fixed Price Basis for the satisfactory completion of the Scope of Work set forth under "Exhibit 2" and Work Assignment, hereto, for all salaries, payroll additives, overhead, direct costs and the CONSULTANT'S fixed fees attributable to a Work Assignment. The CONSULTANT shall prepare an estimate for the specific work identified for the contemplated transportation improvement, and the OSARC shall review and may approve this amount on a Work Assignment by Work Assignment basis, and when acceptable issue the Notice to Proceed to the CONSULTANT.

Actual costs as the term is used herein shall include all direct salaries, payroll additives, overhead and direct. Direct salaries are those amounts actually paid to the person performing the Services which are deemed reasonably necessary by the OSARC for the advancement of the Scope of Work. Overtime work is not contemplated unless specifically stated otherwise in a Work Assignment. Accordingly, direct salaries chargeable to the Work Assignment shall not include any overtime premium. Salaries for officers, principals or partners shall not increase at a rate in excess of that for other employees. Payroll additives and overhead consist of employee fringe benefits and that part of CONSULTANT'S allowable indirect costs attributable to the Work Assignment.

Direct Costs are those charges deemed reasonably necessary by the OSARC for the successful completion of the Scope of Work which are charged directly to the Work Assignment and not included in overhead.

Fixed-fee as the term is used herein shall mean a dollar amount established to cover the CONSULTANT'S profit and business expenses not allocable to overhead for the successful completion of the Services.

Labor Hour Rate as the term is used herein shall include all direct salaries, payroll additives, overhead, and profit. Unit-costs, as the term is used herein shall include all direct costs and profit, and any other associated costs. Labor Hour Rate/Unit-costs are not subject to any adjustments on the basis of the CONSULTANT'S cost experience in performing the Work Assignment. The Labor Hour Rate/Unit-costs shall not exceed those rates established in the Work Assignment

Lump sum/Firm-fixed price, as the term is used herein, shall include a firm price for a defined deliverable or Work Assignment. The price will not be subject to adjustment based on the consultant's cost of performing the Work Assignment.

## SCHEDULE OF MAXIMUM RATES, EXPENSES & FEES:

If requested by the OSARC, all labor charges for services must be substantiated by supporting data, i.e. certified time sheets, daily logs, check stubs, pay vouchers, etc.

### OSARC APPROVED OVERHEAD:

The current overhead rates shall be submitted by the CONSULTANT and approved by the MDOT within nine (9) months of the end of the CONSULTANT's fiscal period. The current overhead rate, as defined in this CONTRACT, shall be the overhead rate for the CONSULTANT's most recent previous fiscal period. The CONSULTANT's failure to provide a current overhead rate within nine (9) months of the end of the CONSULTANT's fiscal period may be deemed ineligible for further Work Assignments by the OSARC. All overhead rates submitted to OSARC for approval shall comply with the current edition of the AASHTO Audit Guide, as amended. In addition, the CONSULTANT shall submit written certification in accordance with FHWA Order 4470.1A, as amended, that the indirect cost rate submitted does not include any costs which are expressly unallowable and the indirect cost rate was established only with allowable costs in accordance with the applicable cost principles contained in the Federal Acquisition Regulations (FAR) of 48 CFR part 31.

The current overhead rate(s) shall be used to calculate Costs under this CONTRACT and in the preparation of cost estimates for Work Assignments and Supplemental Agreements, with the following exception: any additions to an existing Labor Hour Rate table of a Work Assignment via Letter Agreement and/or Supplemental Agreement shall utilize the overhead rate(s) applied to the original Work Assignment. The estimated FCCM for cost proposals, Supplemental Agreements, and invoices must be specially identified and distinguished from the other costs. Profit/Fee shall not include amounts applicable to FCCM. Final payment of these costs, as they relate to Cost plus fixed fee Work Assignments, shall be adjusted after completion of the final audit to reflect the actual rates experienced by the CONSULTANT during the course of a Work Assignment; however, in no event shall such an adjustment allow the Work Assignment(s) cost to exceed the maximum limitation stated. Said audit of the CONSULTANT will be conducted by the OSARC, or the OSARC's designated auditor at the conclusion of a Work Assignment in accordance with Federal and the OSARC requirements.

### Direct Costs:

The OSARC will reimburse the CONSULTANT'S actual documented expenses; or the amount allowable under the current edition of the State Travel Handbook (i.e. *State Travel Policy Rules & Regulations published by the Mississippi Department of Finance and Administration*), whichever is lower. Except as otherwise specifically provided herein, the procedures generally outlined in the State Travel Handbook shall govern the allowability of any expense reimbursement. **However, Direct costs for lodging shall be reimbursed in accordance with FAR 31.205-46(a)(2).** In addition, no meal reimbursement will be allowed when there is no overnight stay. All Direct costs shall be substantiated with supporting documentation in accordance with the State Travel Handbook. **All direct costs must be substantiated by supporting data in accordance with the State Travel Handbook, i.e. mileage, log books, receipts, etc.**

All other expenses will be reimbursed upon receipt of acceptable paid invoices.

### Direct Salaries:

Direct salaries shall not exceed those amounts actually paid to an employee performing services reasonably necessary for the completion of the Scope of Work set forth under "Exhibit 2" to this CONTRACT.

EXHIBIT 4

Information on Invoicing

## EXHIBIT 5

**NOTICE TO CONTRACTORS, FEDERAL AID CONTRACT  
COMPLIANCE WITH TITLE VI OF  
THE CIVIL RIGHTS ACT OF 1964  
COPELAND ANTI-KICKBACK ACT  
DAVIS BACON ACT  
CONTRACT WORK HOURS AND SAFETY STANDARDS ACT  
CLEAN AIR ACT  
ENERGY POLICY AND CONSERVATION ACT  
DISADVANTAGED BUSINESS ENTERPRISES ACT  
WORKER VISIBILITY**

During the performance of this CONTRACT, the CONSULTANT, for itself, its assignees and successor-in-interest (hereinafter referred to as the "CONSULTANT") agrees as follows:

1. Compliance with Regulations: The CONSULTANT will comply with the OSARC relative to nondiscrimination in Federally-assisted programs of the U. S. Department of Transportation (Title 49, Code of Federal Regulations, Part 21, hereinafter referred to as the "Regulations"), which are herein incorporated by reference and made a part of this CONTRACT.

2. Nondiscrimination: The CONSULTANT, with regard to the work performed by it after award and prior to completion of the CONTRACT work, will not discriminate on the grounds of race, religion, color, sex, national origin, age or disability in the selection and retention of subconsultants including procurement of materials and leases of equipment. The CONSULTANT will not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when this CONTRACT covers a program set forth in Appendix B of the Regulations. In addition, the CONSULTANT will not participate either directly or indirectly in discrimination prohibited by 23 C.F.R. 710.405(b).

3. Solicitations for Subcontracts. Including Procurement of Materials and Equipment: In all Solicitations, either by competitive bidding or negotiation made by the CONSULTANT for work to be performed under a subcontract, including procurement of materials or equipment, each potential subconsultant or supplier shall be notified by the CONSULTANT of the CONSULTANT'S obligations under this CONTRACT and the Regulations relative to nondiscrimination on the grounds of race, religion, color, sex, national origin, age or disability.

4. Anti-kick back provisions: All CONTRACTS and subcontracts for construction or repair shall include a provision for compliance with the Copeland "Anti-Kick Back" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR, Part 3). This Act provides that each CONSULTANT or subconsultant shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The CONSULTANT shall report all suspected or reported violations to the OSARC.

5. Davis Bacon Act: When required by the federal grant program legislation, all construction contracts awarded to contractors and subcontractors in excess of \$2,000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR, Part 5). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors

shall be required to pay wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less often than once a week.

6. Contract Work Hours and Safety Standards Act: Where applicable, all contracts awarded by contractors and subcontractors in excess of \$2,000 for construction contracts and in excess of \$2,500 for other contracts which involve the employment of mechanics or laborers shall include a provision for compliance with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor Regulations (29 CFR, Part 5). Under section 103 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 1/2 times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his health and safety as determined under construction, safety, and health standards promulgated by the Secretary of Labor. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

7. Clean Air Act: Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clear Air Act (42 U.S.C. 1857 (h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15) (Contracts and subcontracts in amounts in excess of \$100,000).

8. Energy Policy and Conservation Act: Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163).

9. Disadvantaged Business Enterprises (DBE): It is the policy of the OSARC to comply with the requirements of 49 C.F.R. 26, to prohibit unlawful discrimination, to meet its goal for DBE participation, to meet that goal whenever possible by race-neutral means, to create a level playing field, and to achieve that amount of DBE participation that would be obtained in a non-discriminatory market place. To meet that objective in any United States Department of Transportation assisted contracts, the OSARC and the CONSULTANT shall comply with the MDOT's "Disadvantaged Business Enterprise Programs For United States Department Of Transportation Assisted Contracts".

Neither the CONSULTANT, nor any sub-recipient or sub-consultant shall discriminate on the bases of race, color, national origin, or sex in the performance of this CONTRACT. The CONSULTANT shall carry out applicable requirements of 49 C.F.R. 26 in the award and administration of United States Department of Transportation assisted contracts. Failure of the CONSULTANT to carry out those requirements is a material breach of this CONTRACT which may result in the termination of this CONTRACT or such other remedies as the OSARC deems appropriate.

10. Worker Visibility: All workers within the right-of-way of a Federal-aid highway who are exposed either to traffic (vehicles using the highway for the purposes of travel) or to construction equipment within the work area shall wear high-visibility safety apparel – personal protective safety clothing that is intended to provide conspicuity during both daytime and nighttime usage, and that meets the Performance Class 2 or 3 requirements of the ANSI/ISEA 107–2004 publication entitled "American National Standard for High-Visibility Safety Apparel and Headwear" – for compliance with 23 CFR, Part 634.

## EXHIBIT 6

### CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS - Certification in accordance with Section 29.510 Appendix A, C.F.R./Vol. 53, No. 102, page 19210 and 19211:

- (1) The CONSULTANT certifies to the best of its knowledge and belief that it and its principals:
  - (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or CONTRACT under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification: and
  - (d) have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default;
  - (e) has not either directly or indirectly entered into any agreement participated in any collusion; or otherwise taken any action in restraint of free competitive negotiation in connection with this CONTRACT.
  
- (2) The CONSULTANT further certifies, to the best of his/her knowledge and belief, that:
  - (a) No federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a member of Congress, an officer or employee of Congress, or employee of a member of Congress in connection with the awarding of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
  - (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer of employee of Congress, or any employee of a member of Congress in connection with this CONTRACT, Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions will be completed and submitted.

**The certification contained in (1) and (2) above is a material representation of fact upon which reliance is placed and a pre-requisite imposed by Section 1352, Title 31, U. S. Code prior to entering into this CONTRACT. Failure to comply shall be subject to a civil penalty of not less than \$10,000 and not**

more than \$100,000. The CONSULTANT shall include the language of the certification in all subcontracts exceeding \$25,000 and all sub-consultants shall certify and disclose accordingly.

I hereby certify that I am the duly authorized representative of the CONSULTANT for purposes of making this certification, and that neither I, nor any principal, officer, shareholder or employee of the above firm has:

- (a) employed or retained for commission, percentages, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above CONSULTANT) to solicit or secure this agreement,
- (b) agreed, as an express or implied condition for obtaining this CONTRACT, to employ or retain the services of any firm or person in connection with carrying out the agreement, or
- (c) paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above CONSULTANT) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the agreement; except as herein expressly stated (if any).

I acknowledge that this Agreement may be furnished to the Federal Highway Administration, United States Department of Transportation, in connection with the Agreement involving participation of Federal-Aid Highway funds, and is subject to applicable state and federal laws, both criminal and civil.

SO CERTIFIED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**{Enter Consultant's name}**

\_\_\_\_\_

ATTEST: \_\_\_\_\_

My Commission Expires:

\_\_\_\_\_

Notary

**EXHIBIT 7**

**CERTIFICATION OF THE STATE AID ENGINEER**

I hereby certify that I am the State Aid Engineer of the Office of State Aid Road Construction(OSARC), duly authorized to execute this certification and that the above consulting firm or its representative has not been required, directly or indirectly, as an express or implied condition in connection with obtaining or carrying out this agreement to:

- (a) employ or retain, or agree to employ or retain, firm or person, or
- (b) pay, or agree to pay, to any firm, person organization, any fee, contribution, donation, or consideration of any kind except as here expressly stated (if any).

SO CERTIFIED on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

OFFICE OF STATE AID ROAD CONSTRUCTION

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HARRY LEE JAMES, P.E., STATE AID ENGINEER



**KEY PERSONNEL**

{{{Designate project engineer and the CONSULTANT’S project representative here. Also include a list of any key personnel who are dedicated to this particular job by the CONSULTANT. }}}}

**OSARC PROJECT MANAGER:**

**CONSULTANT PROJECT MANAGER:  
(Certified as a Professional Engineer to do  
business in the State of Mississippi)**

\_\_\_\_\_  
\_\_\_\_\_  
OSARC  
412 E. Woodrow Wilson Ave.  
Jackson, MS 39216  
Telephone: 601-359-7150  
Facsimile: 601-359-7141

**PROGRESS SCHEDULE**

{{{Attach at the end of “Exhibit 8” the progress schedule, including a not to exceed date}}}

**MAXIMUM ALLOWABLE COST**

**Contract Maximums:**

**[Use for Labor Hour Rate/Unit Cost Work Assignments]**

Under no circumstances shall the amount payable by the OSARC for this assignment exceed \$\_\_\_\_\_ (Total of all Charges) without the prior written consent of both parties. The Labor Hour Rates have been identified in Table 1: Rate Schedule for Labor Hours. **Under no circumstances shall the CONSULTANT alter the personnel, classifications, and rates listed in the Labor Hour Rate Schedule without an approved Letter Agreement signed by both parties.** The OSARC shall *retain the final 5% of the CONSULTANT’S Work Assignment amount* until a final payment request has been received and an audit of the total WORK ASSIGNMENT cost to date has been completed by the OSARC or its designee.

**Table 1: Rate Schedule for Labor Hours**

| NAMES | LABOR CLASSIFICATION | LABOR HOUR RATE |
|-------|----------------------|-----------------|
|       |                      |                 |
|       |                      |                 |
|       |                      |                 |
|       |                      |                 |
|       |                      |                 |
|       |                      |                 |

**[Use for Cost plus Fixed Fee Work Assignments]**

The CONSULTANT'S fixed fee for completion of this Work Assignment shall be \$\_\_\_\_\_, which sum shall be paid incrementally each month in an amount determined by multiplying the total fixed fee by the work assignment completion percentage, less any amounts paid for fixed fees.

Under no circumstances shall the amount payable by the OSARC for this assignment exceed \$\_\_\_\_\_ (Total of all Charges) without the prior written consent of both parties. The OSARC shall *retain the final 25% of the CONSULTANT'S Fixed Fee* until a final payment request has been received and an audit of the total WORK ASSIGNMENT cost to date has been completed by the OSARC or its designee.

**[Use for Firm-Fixed-Price Work Assignments]**

The CONSULTANT'S firm-fixed-price/lump sum for completion of this Work Assignment (or portion of a work assignment) shall be \$\_\_\_\_\_, which sum shall be paid (specify terms – upon completion or upon receipt of designated deliverables.)

Under no circumstances shall the amount payable by the OSARC for this assignment exceed \$\_\_\_\_\_ (Total of all Charges) without the prior written consent of both parties. The OSARC may *retain the final 5% of the CONSULTANT'S Work Assignment amount* until a final payment request has been received and an audit of the total WORK ASSIGNMENT cost to date has been completed by the OSARC or its designee.

Both parties hereto represent that they have authority to enter into Work Assignment No.     -\_\_ 20\_\_-\_\_, as "Exhibit 8" of the CONTRACT executed by and between the Office of State Aid Road Construction and \_\_\_\_\_, which is now made a part of said CONTRACT.

SO EXECUTED AND AGREED THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

OFFICE OF STATE AID ROAD CONSTRUCTION

\_\_\_\_\_  
HARRY LEE JAMES, P.E.  
STATE AID ENGINEER

SO EXECUTED AND AGREED THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

**{Enter Consultant's name}**

\_\_\_\_\_

ATTEST:

\_\_\_\_\_

Concurring: \_\_\_\_\_

Executive Director  
Mississippi Department of Transportation

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



## EXHIBIT 10

### DISADVANTAGED BUSINESS ENTERPRISE, 49 CFR PART 26 (AS ADMENDED)

#### 1. THE DBE GOAL

It is the policy of the OSARC to comply with the requirements of 49 C.F.R. 26, to prohibit unlawful discrimination, to meet its goal for DBE participation, to meet that goal whenever possible by race-neutral means, to create a level playing field, and to achieve that amount of DBE participation that would be obtained in a non-discriminatory market place. To meet that objective in any United States Department of Transportation assisted contracts, the OSARC and the CONSULTANT shall comply with the "Mississippi Department of Transportation's Disadvantaged Business Enterprise Programs For United States Department Of Transportation Assisted Contracts".

For purposes of this provision the following definitions will apply:

*"Disadvantaged Business" means a small business concern: (a) which is at least 51 percent owned by one or more socially and economically disadvantaged individual(s) or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more socially and economically disadvantaged individual(s); and (b) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individual(s) who own it. It is important to note that the business owners themselves must control the operations of the business. Absentee ownership or title ownership by an individual who does not take an active role in controlling the business is not consistent with eligibility as a DBE under CFR 49 Part 26.71.*

Neither the CONSULTANT, nor any sub-recipient or sub-consultant shall discriminate on the basis of race, color, national origin, or sex in the performance of this CONTRACT. The CONSULTANT shall carry out applicable requirements of 49 C.F.R. 26 in the award and administration of United States Department of Transportation assisted contracts. The CONSULTANT and all Subconsultants shall take all necessary and reasonable steps to ensure that DBE firms can compete for and participate in the performance of a portion of the work in this CONTRACT and shall not discriminate on the basis of race, color, national origin, religion or sex. Failure of the CONSULTANT to carry out those requirements is a material breach of this CONTRACT which may result in the termination of this CONTRACT or such other remedies as the OSARC deems appropriate.

**The goal for participation by DBEs shall be established in a Work Assignment.** The OSARC will communicate to the CONSULTANT the DBE goal prior to submission of the Exhibit 8. The CONSULTANT shall exercise all necessary and reasonable steps to ensure that participation is equal to or exceeds the goal established for each Work Assignment.

CONSULTANTS may visit MDOT's website, [www.mdot.ms.gov](http://www.mdot.ms.gov) to view a complete list of "Certified DBE Firms" which have been certified as such by the Mississippi Department of Transportation and other Unified Certification Partners (UCP).

The DBE firm must be on MDOT's list of "Certified DBE firms" as listed on MDOT's website, [www.mdot.ms.gov](http://www.mdot.ms.gov) and approved by MDOT to count towards meeting the DBE goal.

When a Work Assignment requires a zero percent (0%) DBE goal, the CONSULTANT still has the responsibility to take all necessary and reasonable steps to ensure that DBE firms can compete for and participate in the performance of the work in the Work Assignment. In this case, all work performed by a certified DBE firm is considered to be a "race neutral" measure and the Department will receive DBE credit towards the overall State goals when the DBE firm is paid for their work. If the Prime

CONSULTANT is a certified DBE firm, the Department can receive DBE credit only for the work performed by the CONSULTANT's work force or any work subcontracted to another DBE firm. Work performance by a non-DBE Subconsultant is not eligible for DBE credit.

## 2. PARTICIPATION / DBE CREDIT

The CONSULTANT is hereby advised that the participation of a DBE Firm cannot be counted towards the CONSULTANT's DBE goal until the amount being counted towards the goal has been paid to the DBE. Participation shall be counted toward meeting the goal in a Work Assignment as follows:

- (1) If the CONSULTANT is a certified DBE firm, only the value of the work actually performed by the DBE Prime can be counted towards the Work Assignment goal, along with any work subcontracted to a certified DBE firm.
- (2) If the CONSULTANT is not a DBE, the work subcontracted to a certified DBE consultant will be counted towards the goal.
- (3) The CONSULTANT may count toward the goal a portion of the total dollar value of a Work Assignment with a joint venture eligible under the standards of this provision equal to the percentage of the DBE partner in the joint venture.
- (4) Expenditures to DBEs that perform a commercially useful function (CUF) may be counted toward the goal. A business is considered to perform a CUF when it is responsible for the execution of a distinct element of the work and carries out its responsibilities by actually performing, managing, and supervising the work involved.
- (5) The CONSULTANT may count 100% of the expenditures for materials and supplies obtained from certified DBE suppliers and manufacturers that produce goods from raw materials or substantially alters them for resale provided the suppliers and manufacturers assume the actual and contractual responsibility for the provision of the materials and supplies. The CONSULTANT may count 60 percent of the expenditures to suppliers that are not manufacturers, provided the supplier performs a CUF in the supply process. Within 30 days after receipt of the materials, the CONSULTANT shall furnish to the DBE Coordinator invoices from the certified supplier to verify the DBE goal.
- (6) Any work that a certified DBE firm subcontracts or sub-subcontracts to a non-DBE firm will not count towards the DBE goal.
- (7) Only the dollars actually paid to the DBE firm may be counted towards the DBE goal.

## 3. REQUIRED DBE FORMS

All DBE Forms are available from the MDOT Office of Civil Rights or by visiting the [www.gomdot.com](http://www.gomdot.com) website. The CONSULTANT shall complete all DBE Forms, verifying DBE participation and payment to any DBEs assigned to the Work Assignment. These forms include the following:

1. OCR-481-SA-C – The CONSULTANT shall submit this form to the OSARC prior to the execution of a Work Assignment. This form reports the commitments made to the DBE firms. This form shall be approved by OSARC prior to execution of the Work Assignment.

2. OCR-485-SA-C - The CONSULTANT shall submit this form to the OSARC prior to the execution of a Work Assignment. This form will list all of the firms with subcontracts on prime contracts. This form shall be approved by OSARC prior to execution of the Work Assignment.
3. OCR-487-SA-C – This form shall be completed by the CONSULTANT only if the CONSULTANT is a certified DBE firm. The CONSULTANT shall submit this form to the OSARC for approval by OSARC prior to execution of the Work Assignment. This form is used in determining the exact percentage of DBE credit for the specified Work Assignment.
4. OCR-484-SA-C – Each billing period, the CONSULTANT shall submit this Form to the OSARC along with the Invoice. This form certifies payments to all Subcontractors and shows all firms even if the CONSULTANT has paid no monies to the firm during that estimate period (negative report).
5. OCR-482-SA-C – The CONSULTANT shall submit this form to the OSARC along with the FINAL Invoice. This form certifies payments to all DBE Subcontractors over the life of a Work Assignment. This form shall be approved by OSARC prior to final payment.
6. OCR-483-SA-C – The CONSULTANT will complete this form when the DBE is 50% complete or when a problem is discovered or suspected. Evaluations reported on this form are used to determine whether or not the DBE firm is performing a CUF. DBE credit may be disallowed and/or other sanctions imposed if it is determined the DBE firm is not performing a CUF. This form should be returned to the OSARC.

#### 4. **REPLACEMENT OF DBE FIRMS**

If a DBE Subconsultant cannot perform satisfactorily, and this causes the OCR-481-SA-C commitment to fall below the goal established in the Work Assignment, the CONSULTANT shall take all necessary reasonable steps to replace the DBE with another certified DBE Subconsultant or submit information to satisfy the OSARC that adequate good faith efforts have been made to replace the DBE. The replacement DBE must be a DBE who was on the Mississippi Department of Transportation's (MDOT) list of "Certified DBE Contractors" when the Work Assignment was executed, and who is still active. All DBE replacements must be approved by the OSARC.

Under no circumstances shall the Prime or any Subconsultant perform the DBE's work (as shown on the OCR-481-SA-C) without prior written approval from the OSARC. See "Sanctions" at the end of this Exhibit for penalties for performing DBE's work.

When a CONSULTANT proposes to substitute/replace/terminate a DBE that was originally named on the OCR-481-SA-C, the CONSULTANT must obtain a release, in writing, from the named DBE explaining why the DBE Subconsultant cannot perform the work. A copy of the original DBE's release must be attached to the CONSULTANT's written request to substitute/replace/terminate along with appropriate Subcontract Forms for the substitute/replacement/terminated Subconsultant, all of which must be submitted to the DBE Coordinator and approved, in advance, by OSARC.

To demonstrate good faith efforts to replace any DBE that is unable to perform successfully, the CONSULTANT must document steps taken to subcontract with another certified DBE Consultant. Such documentation shall include no less than the following:

- (1) Proof of written notification to certified DBE Contractors by certified mail that their interest is solicited in subcontracting the work defaulted by the previous DBE or in subcontracting other items of work in the Work Assignment.

- (2) Efforts to negotiate with certified DBE Consultants for specific items shall include as a minimum:
  - (a) The name, address, and telephone number of each DBE contacted;
  - (b) A description of the information provided about the plans and specifications for those portions of the work to be subcontracted; and
  - (c) A statement of why agreements were not reached.
- (3) For each DBE contacted that was rejected as unqualified, the reasons for such conclusion.
- (4) Efforts made to assist each DBE that needed assistance in obtaining bonding or insurance required by the CONSULTANT.

Failure of the CONSULTANT to demonstrate good faith efforts to replace a DBE Subconsultant that cannot perform as intended with another DBE Subconsultant, when required, shall be a breach of CONTRACT and may be just cause to be disqualified from further selections for a period of up to 12 months after notification by certified mail.

## 5. DEFAULT

The goal established in the Work Assignment by OSARC as part of this Exhibit must be met to fulfill the terms of the CONTRACT and Work Assignment. The CONSULTANT may list DBE Subconsultants and items that exceed OSARC's goal established in the Work Assignment, but should unforeseen problems arise that would prevent a DBE from completing its total commitment percentage, the CONSULTANT will meet the terms of the CONTRACT and Work Assignment as long as it meets or exceeds the Goal established in the Work Assignment.

## 6. SANCTIONS

The OSARC has the option to enforce any of the following penalties for failure of the CONSULTANT to fulfill the DBE goal as stated on the OCR-481-SA-C form or any violations of the DBE program guidelines:

- (1) Disallow credit towards the DBE goal
- (2) Withhold invoice payments
- (3) Deduct from the invoice an amount equal to the unmet portion of the DBE goal
- (4) Recover an amount equal to the unmet Work Assignment goal
- (5) Prohibit the CONSULTANT involved from being considered on OSARC projects for up to 12 months.
- (6) Deduct from the Consultant's final estimate all or any combination of the following.

| <u>Offense</u> | <u>Percentage of the monetary<br/>amount disallowed<br/>from (1) above</u> | <u>Lump Sum</u>                                |
|----------------|--|--|
| # 1            | 10%  | \$ 5,000 or both                               |
| # 2            | 20%  | \$ 10,000 or both                              |
| # 3            | 40%  | \$ 20,000 & disqualification<br>from selection |

**EXHIBIT 11**

**PROJECT BUDGET & SCHEDULE STATUS**