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**CITY OF MARATHON, FLORIDA  
RESOLUTION 2003-144**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARATHON,  
FLORIDA, APPROVING A PROJECT AGREEMENT WITH CALVIN,  
GIORDANO & ASSOCIATES TO INSTALL GEOGRAPHICAL  
INFORMATION SYSTEMS DATA AND PROVIDE ARCVIEW 3.3  
TRAINING FOR PLANNING STAFF**

**WHEREAS**, the City's existing Geographic Information Systems (GIS) data has not been properly configured onto the City's computer network system; and

**WHEREAS**, the computer program that is used to implement and use the GIS data requires specialized training; and

**WHEREAS**, the City Council desires to maximize the use of GIS by having a properly configured GIS, and City staff trained and knowledgeable in the use of GIS.

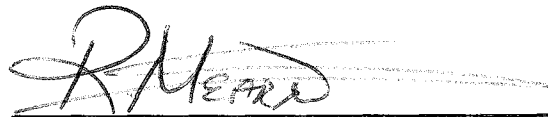
**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARATHON, FLORIDA**, that:

**Section 1.** The Project Agreement between the City and Calvin, Giordano & Associates for GIS data installation and ArcView 3.3 training in the amount of \$5,800, a copy of which is attached as Exhibit "A"; together with such non-material changes as may be acceptable to the City Manager and approved as to form and legality by the City Attorney, is approved. The City Manager is authorized to sign the Project agreement on behalf of the City.

**Section 2.** This resolution shall take effect immediately upon its adoption.

**PASSED AND APPROVED** by the City Council of the city of Marathon, Florida, this 10th day of November, 2003.

**THE CITY OF MARATHON, FLORIDA**



**Randy Mearns, Mayor**

AYES: Bartus, Pinkus, Repetto, Worthington, Mearns  
NOES: None  
ABSENT: None  
ABSTAIN: None

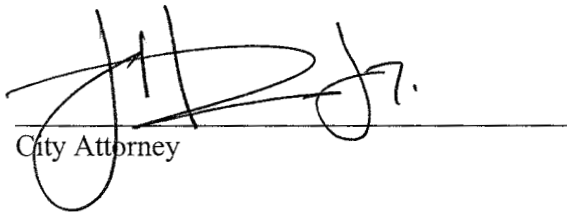
**ATTEST:**



Cindy L. Ecklund  
City Clerk

(City Seal)

**APPROVED AS TO FORM AND LEGALITY FOR THE USE  
AND RELIANCE OF THE CITY OF MARATHON, FLORIDA ONLY:**



City Attorney

**PROJECT AGREEMENT**

Between

THE CITY OF MARATHON

And

CALVIN, GIORDANO & ASSOCIATES, INC.

for

Data Installation & ArcView 3.3 Training  
CGA #03-4129

PROJECT AGREEMENT

Between

THE CITY OF MARATHON, FLORIDA

And

CALVIN, GIORDANO & ASSOCIATES, INC.

For

Data Installation & ArcView 3.3 Training

Pursuant to the provisions contained in the "Project Services Agreement for Planning and Professional Engineering Services" (hereinafter referred to as "CONTINUING SERVICES AGREEMENT") between THE CITY OF MARATHON (hereinafter referred to as "CITY") and CALVIN, GIORDANO & ASSOCIATES, INC., (hereinafter referred to as "CONSULTANT"), dated September 4, 2001 Agreement authorizes the CONSULTANT to provide the services as set forth below:

The CITY and CONSULTANT agree as follows:

SECTION 1. SCOPE OF SERVICES

1.1 The CONSULTANT shall provide Geographic Information (GIS) services to the CITY for the Project as described in the "Project Description" attached as Exhibit "1."

1.2 The "Scope of Services and Project Schedule" and tasks to be provided by the CONSULTANT for this Project are those services and tasks as listed in Exhibit "2."

1.3 The CITY may request changes that would increase, decrease, or otherwise modify the Scope of Services. Such changes must be contained in a written change order executed by the parties in accordance with the provisions of the Continuing Services Agreement, prior to any deviation from the terms of the Project Agreement, including the initiation of any extra work.

SECTION 2. DELIVERABLES

As part of the Scope of Services and Project Schedule, the CONSULTANT shall provide to the CITY the following Deliverables:

1. Install GIS data originally delivered to the City on 6-11-2002.
2. Provide on-site training in an as-needed basis.

The above will be accomplished over a period of five (5) consecutive days (40 hours) and can be extended or shortened at the will of the City Manager.

### SECTION 3. TERM/TIME OF PERFORMANCE/DAMAGE

3.1 Term. This Project Agreement shall commence on the date this instrument is fully executed by all parties and shall continue in full force and effect, unless otherwise terminated pursuant to Section 4 or other applicable provisions of this Project Agreement. The City Manager, in his sole discretion, may extend the term of this Agreement through written notification to the CONSULTANT. Such extension shall not exceed 30 days. No further extensions of this Agreement shall be effective unless authorized by the CITY Council.

3.2 Commencement. The CONSULTANT'S services under this Project Agreement and the time frames applicable to this Project Agreement shall commence upon the date provided in a written Notification of Commencement ("Commencement Date") provided to the CONSULTANT from the CITY. The CONSULTANT shall not incur any expenses or obligations for payment to third parties prior to the issuance of the Notification of Commencement. CONSULTANT must receive written notice from the City Manager prior to the beginning the performance of services.

3.3 Contract Time. Upon receipt of the Notification of Commencement, the CONSULTANT shall compose services to the CITY on the Commencement Date, and shall continuously perform services to the CITY, without interruption, in accordance with the time frames set forth in the "Project Schedule", a copy of which is attached and incorporated into this Agreement as Exhibit "3". The number of calendar days from the Commencement Date, through the date set forth in the Project Schedule for completion of the Project or the date of actual completion of the Project, whichever shall last occur, shall constitute the Contract Time.

3.4 Liquidated Damages. Unless otherwise excused by the CITY in writing, in the event that the CONSULTANT fails to meet to the contract time for completion of services as determined by the Project Schedule, the CONSULTANT shall pay to the CITY the sum of dollars identified below per day for each and every calendar day unexcused delay beyond the completion date, plus approved time extensions, until completion of the project: \$0.00. The CONSULTANT may claim extension if the factors involved are not under their direct control.

Any sums due and payable hereunder by the CONSULTANT shall be payable, not as a penalty, but as liquidated damages representing an estimate at or before the time of executing this Agreement. When the CITY reasonably believes that completion will be inexcusably delayed, the CITY shall be entitled, but not required, to withhold from any amounts otherwise due the CONSULTANT an amount then believed by the CITY to be adequate to recover liquidated damages applicable to such delays. If and when the CONSULTANT overcomes the delay in achieving completion, or any part thereof, for which the CITY has withheld payment, the CITY shall promptly release to the CONSULTANT those funds withheld, but no longer applicable, as liquidated damages.

3.5 All limitations of time set forth in this Agreement are of the essence.

### SECTION 4. AMOUNT, BASIS AND METHOD OF COMPENSATION

4.1 Lump Sum Compensation. CITY agrees to pay CONSULTANT as compensation for performance of all services described in Exhibit "2". "CITY AGREES TO PAY CONSULTANT COMPENSATION AT CONSULTANT'S HOURLY RATES, UP TO A MAXIMUM AMOUNT NOT TO EXCEED \$ 4,800.00 PLUS EXPENSES OF APPROXIMATELY \$1,000.00."

4.2 Reimbursable Expenses. The following expenses are reimbursable and will be billed at 1.25 x actual cost to cover administrative processing: Travel, food and lodgings, long distance telephone calls, facsimile, courier services, mileage (at a rate approved by the CITY), photo and reproduction services. All document reproductions are also reimbursable, at a rate approved by the CITY.

## SECTION 5. BILLING AND PAYMENTS TO THE CONSULTANT

### 5.1 Invoices

5.1.1 Lump Sum Compensation and Reimbursable Expenses. CONSULTANT shall submit invoices which are identified by the specific project number on a monthly basis in a timely manner. These invoices shall identify the nature of the work performed, the phase of work, and the estimated percent of work accomplished in accordance with the Payment Schedule as shown on Exhibit "3", attached hereto and made part of this Agreement. Invoices for each phase shall not exceed amounts allocated to said phase plus reimbursable expenses accrued during each phase. The statement shall show a summary of fees with accrual of the total and credits for portions paid previously.

5.2 Disputed Invoices. In the event that all or a portion of an invoice submitted to the CITY for payment to the CONSULTANT is disputed, or additional backup documentation is required, the CITY shall notify the CONSULTANT within fifteen (15) working days of receipt of the invoice of such objection, modification or additional documentation request. The CONSULTANT shall provide the CITY within five (5) working days of the date of the CITY'S notice. The CITY may request additional information, including but not limited to, all invoices, time records, expense records, accounting records, and payment records of the CONSULTANT. The CITY, at its sole discretion, may pay to the CONSULTANT the undisputed portion of the invoice. The parties shall endeavor to resolve the dispute in a mutually agreeable fashion.

5.3 Suspension of Payment. In the event that the CITY becomes credibly informed that any representations of the CONSULTANT, provided pursuant to Subparagraph 5.1, are wholly or partially inaccurate, or in the event that the CONSULTANT is not in compliance with any term or condition of this Project Agreement, the CITY may withhold payment of sums then or in the future otherwise due to the CONSULTANT until the inaccuracy, or other breach of Project Agreement, and the cause thereof, is corrected to the Owner's reasonable satisfaction.

5.4 Retainage. The CITY reserves the right to withhold retainage in the amount of ten percent (10%) of any payment due to the CONSULTANT until the project is completed. Said retainage may be withheld at the sole discretion of the CITY and as security for the successful completion of the CONSULTANT'S duties and responsibilities under the Project Agreement.

5.5 Final Payment. Submission to the CONSULTANT'S invoice for final payment and reimbursement shall constitute the CONSULTANT'S representation to the CITY that, upon receipt from the CITY of the amount invoiced, all obligations of the CONSULTANT to others, including its consultants, incurred in connection with the Project, shall be paid in full. The CONSULTANT shall deliver to the CITY all documents requested by the CITY evidencing payments to any and all subcontractors, and all final specifications, plans, or other documents as dictated in the Scope of Services and Deliverable. Acceptance of final payment shall constitute a waiver of all claims against the CITY by the CONSULTANT.

## SECTION 6. TERMINATION/SUSPENSION

6.1 For Cause. This Agreement may be terminated by either party upon five (5) calendar days written notice to the other should such other party fail substantially to perform in accordance with its material terms through no fault of the party initiating the termination. In the event that CONSULTANT abandons this Agreement or causes it to be terminated by the CITY, the CONSULTANT shall indemnify the CITY against any loss pertaining to this termination. In the event that the CONSULTANT is terminated by the CITY for cause and it is subsequently determined by a court of competent jurisdiction that such termination was without cause, such termination shall thereupon be deemed a termination for convenience under Section 6.2 and the provision of Section 6.2 shall apply.

6.2 For Convenience. This Agreement may be terminated by the CITY for convenience upon fourteen (14) calendar days' written notice to the CONSULTANT. In the event of such termination a termination, the CONSULTANT shall incur no further obligations in connections with the Project and shall, to the extent possible terminate any outstanding subconsultant obligation. The CONSULTANT shall be compensated for all services performed to the satisfaction of the CITY and reimbursable expenses incurred prior the date of termination. In such event, the CONSULTANT shall promptly submit to the CITY its invoice for final payment and reimbursement which invoice shall comply with the provisions of Paragraph 5.1. Under no circumstances shall the CITY make payment of profit to the CONSULTANT for services which have not been preformed.

6.3 Assignment upon Termination. Upon termination of this Project Agreement, a copy of all work product of the CONSULTANT shall become the property of the CITY and the CONSULTANT shall within ten (10) working days of receipt of written direction from the CITY, transfer to either the CITY or its authorized designee, a copy of all work product in its possession, including but not limited to designs, specifications, drawings, studies, reports and all other documents and data in the possession of the CONSULTANT pertaining to this Project Agreement. Upon the CITY'S request, the CONSULTANT shall additionally assign its rights, title and interest under any subcontractor's agreements to the CITY.

6.4 Suspension for Convenience. The CITY shall have the right at any time to direct the CONSULTANT to suspend its performance, or any designated part thereof, for any reason whatsoever, or without reason, for a cumulative period of up to thirty (30) calendar days. If any such suspension is directed by the CITY the CONSULTANT shall immediately comply with same. In the event the CITY directs a suspension of performance as provided herein, through no fault of the CONSULTANT, the CITY shall pay the CONSULTANT as full compensation for such suspension the CONSULTANT'S reasonable cost, actually incurred and paid, of demobilization and remobilization.

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CITY

CITY OF MARATHON, FLORIDA

By: [Signature]  
Randy Mearns, Mayor

The 8 day of January, 2003

AUTHENTICATION:

[Signature]  
City Clerk  
(SEAL)

APPROVED AS TO FORM

[Signature]  
City Attorney

CONSULTANT

CALVIN, GIORDANO & ASSOCIATES, INC.

By: [Signature]  
Print Name: JOHN P. DOWNS  
Title: EXECUTIVE VICE PRESIDENT

The 21 day of October, 2003.

AUTHENTICATE:

[Signature]  
Secretary

Julie Colteryahn  
Please type name of Secretary

(CORPORATE SEAL)

WITNESSES:

[Signature]  
Print Name: RUTH BOBBAU

[Signature]  
Print Name: Jolanne Zielenski



Exhibit "1"

Project Description

**1. Load Existing Marathon GIS Data**

CGA proposes to load Marathon GIS data originally delivered to the City on 6-11-2002 onto the City's server for accessibility by City staff using ArcView 3.3. It is necessary for the City's Network administrator to work closely with CGA during this process. CGA will create one (1) ArcView 3.3 project for the City utilizing Marathon GIS data. CGA will receive direction from City staff as to color and layer schemes.

**2. Training**

CGA proposes to provide to the City of Marathon on-site training services in an open forum format. CGA will be available at the City in an as-needed basis during the training period and as directed by the City, will provide one-on-one training or group training. The City of Marathon will provide the appropriate training environment and equipment for either scenario.

EXHIBIT 2

Exhibit "2"

Scope of Services and Project Schedule

Calvin, Giordano & Associates (CGA) will perform the scope of services based on our understanding of the project requirements. Our objective is to provide the City of Marathon (City) staff with data accessibility using ArcView 3.3 and on-site training using ArcView 3.3 utilizing the Marathon GIS data originally delivered to the City on 6-11-2002.

CGA will complete installation of Marathon's GIS data, development of one (1) ArcView project and staff training approximately 3 weeks from the date of authorization to begin has been received.

EXHIBIT "3"

Payment Schedule

Calvin, Giordano & Associates will provide the scope of services as described in this agreement for the fee of:

1. Loading Marathon GIS Data originally delivered to the City on 6-11-2002, development of (1) ArcView 3.3 project and Training (hourly rate \$120.00).....as-need basis not to exceed 40 hour plus expenses