



# City of Grand Island

Tuesday, November 10, 2020

Council Session

## Item I-1

**#2020-293 - Approving Request for Qualifications for JBS Trail Expansion for the Parks & Recreation Department**

Staff Contact: Todd McCoy, Parks & Recreation Director

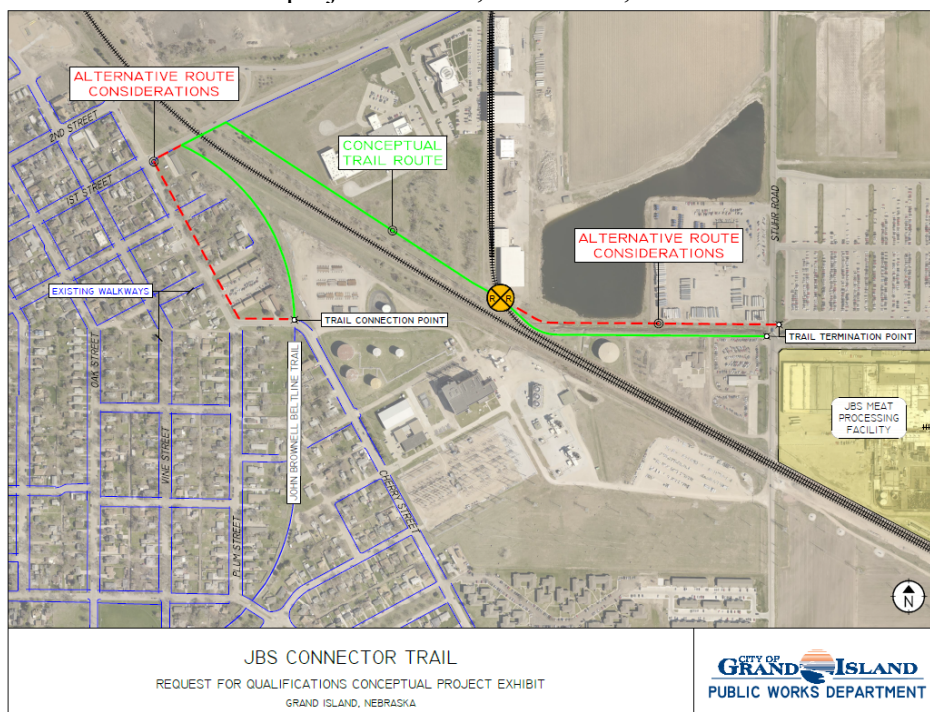
# Council Agenda Memo

**From:** Todd McCoy, Parks and Recreation Director  
**Meeting:** November 10, 2020  
**Subject:** Approve Design Services for JBS Trail Expansion  
**Presenter:** Todd McCoy, Parks and Recreation Director

## Background

JBS donated \$1,000,000 to the City of Grand Island to build a new playground at the Veteran's Sports Complex and extend the existing beltline hike/bike trail system. The funding for this project comes from a recent JBS Hometown Strong initiative to support local communities.

The John Brownell Beltline Trail currently ends at Cherry Street in east Grand Island. The proposed new 10' wide concrete trail will be approximately one mile extending the existing trail east and ending at the JBS plant. The trail extension project is listed as a Phase I "Priority Trail" in the recent Grand Island Metropolitan Area Bicycle and Pedestrian Master Plan because of its added safety, connectivity, and anticipated high use. The estimated cost of the project is \$550,000 - \$650,000.



## **Discussion**

The City advertised a Request for Qualifications (RFQ) for firms to design the expansion of the JBS connection trail.

Four RFQ's were received to design the trail expansion project.

Alfred Benesch & Company, Grand Island, NE  
Leo A Daly, Omaha, NE  
JEO, Grand Island, NE  
Olsson, Grand Island, NE

Staff recommends contracting Alfred Benesch & Company for design services, preparing construction documents, and provide construction management for the project. Benesch was selected based on the criteria of approach, experience, resume of staff, schedule, and value. The contract amount is \$98,849.00. Design services will be paid with the JBS donation.

## **Alternatives**

The Council has the following alternatives concerning the issue at hand. The Council may:

1. Approve the agreement.
2. Take no action on the issue.

## **Recommendation**

City Administration recommends that Council approve the agreement with Alfred Benesch & Company of Grand Island, Nebraska for design services, prepare construction documents, and provide construction management for the JBS connection trail.

## **Sample Motion**

Move to approve the agreement with Alfred Benesch & Company for design services, prepare construction documents, and provide construction management of the JBS trail expansion project for a total contract amount of \$98,849.00.



Stacy Nonhof, Purchasing Agent

*Working Together for a  
Better Tomorrow, Today*

**REQUEST FOR PROPOSAL  
FOR 2021 CAPITAL IMPROVEMENT PROJECTS**

**RFP DUE DATE:** September 24, 2020 at 4:15 p.m.  
**DEPARTMENT:** Public Works  
**PUBLICATION DATE:** September 3, 2020  
**NO. POTENTIAL BIDDERS:** 16

**PROPOSALS RECEIVED**

**JEO Consulting Group**  
Grand Island, NE

**HDR**  
Des Moines, IA

**Leo A Daly**  
Omaha, NE

**Benesch**  
Grand Island, NE

**Olsson, Inc.**  
Lincoln, NE

cc: John Collins, Public Works Director  
Jerry Janulewicz, City Administrator  
Stacy Nonhof, Purchasing Agent

Catrina DeLosh, Admin. Asst. PW  
Patrick Brown, Finance Director  
Keith Kurz, Asst. Public Works Director

**P2230**



**CONSULTING SERVICES AGREEMENT**

CLIENT	City of Grand Island	Project Name	City of Grand Island
Address	City Hall, 100 East First Street Grand Island, NE 68802	JBS Connector Trail	
		Project Location	Grand Island, NE
		Beltline Trail Head to JBS Parkin Lot	
Telephone	308-385-5444		
Client Contact	Todd McCoy	Consultant PM	Terry Brown
Client Job No.		Consultant Job No.	

This Agreement is made by and between City of Grand Island, hereinafter called "Client," and Alfred Benesch & Company, hereinafter called "Consultant", for professional consulting services as specified herein. Consultant agrees to provide Client with requested consulting services more specifically described as follows (or shown in Attachment A):

Scope of Work

Fee Estimate

The General Conditions and the following Attachments are hereby made a part of the Agreement:

- Attachment A: Scope of Services and Fee Estimate
- Attachment B: Schedule of Unit Rates
- Attachment C: \_\_\_\_\_
- or
- Exhibit A: Work Authorizations specifying Method of Payment, Scope, and Fee

By signing this Agreement, Client acknowledges that it has read and fully understands this Agreement and all attachments thereto. Client further agrees to pay Consultant for services described herein upon receipt of invoice by Client for the Consultant's estimated fee as described below:

- By Lump Sum: \$\_\_\_\_\_.
- By Time and Materials: \$98,849.
- By Other Payment Method (See Attachment \_\_\_\_\_): \$\_\_\_\_\_.
- As shown on serially numbered Work Authorizations Using Exhibit A

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement:

**CLIENT**

**ALFRED BENESCH & COMPANY**

BY: \_\_\_\_\_  
AUTHORIZED REPRESENTATIVE

BY: \_\_\_\_\_  
AUTHORIZED REPRESENTATIVE

PRINT NAME: \_\_\_\_\_

PRINT NAME: Anthony Dirks

TITLE: \_\_\_\_\_

TITLE: Senior Vice President

DATE: \_\_\_\_\_, 2020

DATE: Nov, 2020

BENESCH OFFICE: Lincoln

ADDRESS: 825 M Street, Suite 100

Lincoln, NE 68508

**PLEASE SIGN AND RETURN ONE COPY TO ALFRED BENESCH & COMPANY (ADDRESS ABOVE).**



## STANDARD TERMS AND CONDITIONS

### SECTION 1 – Services by Consultant

#### 1.1 General

Consultant shall provide services under this Agreement only upon request of the Client, and only to the extent defined and required by the Client. These services may include the use of outside services, outside testing laboratories, and special equipment.

Attachments to this Agreement are as identified on the signature page to this Agreement or using serially numbered Work Authorizations, and with these GENERAL CONDITIONS, are all as attached hereto, and made a part of this Agreement.

#### 1.2 Scope of Services and Fees

The services to be performed by Consultant and the associated fee are attached hereto and made a part of this Agreement or by using serially numbered Work Authorizations, all as identified on the signature page to this Agreement, and shall be performed by the Consultant in accordance with the Client's requirements. The Scope of Services and Fee Estimate (Attachment A) is valid for sixty (60) days, after which Consultant reserves the right to revise the Scope or Fee Estimate.

It is mutually understood that Consultant's fee is not a firm contractual amount, except the total fee by the Consultant shall not be exceeded unless authorized in writing by the Client. The intent of the Scope of Services is to identify the services to be provided by Consultant. However, it is specifically understood that by written notice to Consultant, Client can decrease or, with concurrence of Consultant, increase the Scope of Services.

### SECTION 2 – Payments to Consultant

#### 2.1 Method of Payment

Payment for Consultant's personnel services and direct expenses shall be based on the Method of Payment which is identified on the signature page to this Agreement or serially numbered Work Authorizations, attached hereto, and made a part of this Agreement.

#### 2.2 Payment for Personnel Services

##### 2.2.1 Payment

Payment for the services rendered by Consultant's personnel shall be based on the hours of chargeable time and in accordance with Consultant's Schedule of Unit Rates, which is identified on the signature page to this Agreement and attached hereto, and made a part of this Agreement.

##### 2.2.2 Chargeable Time

Chargeable time for Consultant's personnel is that portion of their time devoted to providing services requested by Client. Chargeable time for field personnel located away from Consultant's office for more than one week is a minimum of eight hours per day and five days per calendar week, except for Consultant observed legal holidays or during an employee's sick leave or vacation time. Travel

time from Consultant's office to an assigned work site, and return to Consultant's office, is chargeable time; or if more economical for Client, Consultant shall lodge its personnel overnight near the work site in lieu of traveling back to Consultant's office at the end of each work day.

##### 2.2.3 Overtime Rates

The basis for payment to Consultant for each hour worked in excess of forty (40) hours in any calendar week shall be the applicable hourly rate as specified in the Schedule of Unit Rates.

#### 2.3 Payment for Direct Expenses

##### 2.3.1 Payment

For Direct Expenses incurred by Consultant, payment to Consultant by the Client shall be in accordance with Consultant's Schedule of Unit Rates.

##### 2.3.2 Direct Expenses

For the purposes of this Agreement, Direct Expenses to be contracted and managed by Consultant and payable by Client to Consultant shall include: Outside Services including the services and reimbursable expenses for firms other than Consultant which are necessary for the work the Consultant is directed to perform; Laboratory Tests and related reports necessary for the work the Consultant is directed to perform, either by the Consultant or by an outside service for the Consultant; Special Equipment expenses including the costs of the Consultant locating, acquiring, leasing, or renting any equipment or facilities not currently owned, leased, or rented by Consultant at the time of the request for services which are necessary to enable Consultant to provide the services requested; vehicles furnished by Consultant for Consultant's authorized travels and for Consultant's field personnel; Per Diem expense or actual costs of maintaining Consultant's field personnel on or near the Project site, for each day of field assignment away from Consultant's office; and Other Direct Expenses associated with all services provided hereunder and identified in the Schedule of Unit Rates.

#### 2.4 Payment Conditions

2.4.1 Consultant shall submit monthly invoices for all personnel services and direct expenses under this Agreement and a final invoice upon completion of services.

2.4.2 Invoices are due and payable upon receipt by Client. Interest at a rate of 1.5% per month, or the maximum allowed by law, will be charged on all past due amounts starting thirty (30) days after date of invoice. Payments will first be credited to interest and then to principal.

2.4.3 In the event of a disputed or contested invoice, Client must provide written notice to Consultant within ten (10) days of the date of any invoice, otherwise the invoice will be considered to be correct. In the event Client timely submits in writing a dispute on a particular invoice, only that portion so contested will be withheld from payment and the Client will pay the undisputed portion. No interest will accrue on any reasonably contested portion of the invoice until mutually resolved.

**2.4.4** If Client fails to make payment in full to Consultant of amounts owed pursuant to this Section 2 within forty-five (45) days of the date of the invoice, Consultant may, after giving seven (7) days' written notice to Client, suspend services under this Agreement until paid in full, including interest. Consultant shall have no liability to Client for delays or damages caused by such suspension of services. Client agrees to pay all costs of collection, including reasonable attorney's fees, incurred by Consultant as a result of Client's failure to make payments in accordance with this Agreement. No final plans, documents or reports will be released for any purpose until Consultant has been paid in full.

**2.4.5** The billing rates specified in the Schedule of Unit Rates for subsequent years shall be adjusted annually in accordance with Consultant's costs of doing business, subject to Client's review and concurrence.

### **SECTION 3 - Term of Agreement**

#### **3.1 Term**

Consultant's obligations to perform under this Agreement shall extend from the date of execution until terminated by either party.

#### **3.2 Abandonment of Work**

Client shall have the absolute right to abandon any work requested hereunder or to change the general scope of the work at any time, and such action on its part shall in no event be deemed a breach of contract.

#### **3.3 Termination of Agreement**

##### **3.3.1 Termination with Cause**

The obligation to provide further services under this Agreement may be terminated with cause by either party by written notice stating the basis for the termination and providing 7 days to cure. The termination will be effective seven (7) days after delivery of written notice thereof if the basis for the termination has not been cured. In the event of termination by Consultant caused by failure of the Client to perform in accordance with the terms of this Agreement, Client shall pay for all services performed prior to the effective date of the termination, including all project termination expenses, collection fees and legal expenses. Consultant shall prepare a progress report, including information as to all the services performed by Consultant and the status of the services as of the date of the termination, and provide information and documents developed under the terms of this Agreement to the Client upon receipt of final payment. In the event of termination by the Client caused by failure by Consultant to perform in accordance with the terms of this Agreement, Consultant shall prepare a progress report, including information as to all the services performed by Consultant and the status of the services as of the date of the termination and provide information and documents developed under the terms of this Agreement to the Client. Upon receipt of all other information and documents, Client shall pay Consultant for services performed prior to the effective date of the termination.

##### **3.3.2 Termination without Cause**

Either party may, at its sole discretion, terminate this

Agreement without cause at any time. In the event of such termination, the terminating party will promptly notify and confirm the termination in writing to the other party. The termination will be effective seven (7) days after delivery of written notice thereof. Upon termination, Consultant shall prepare a progress report, including information as to all the services performed by Consultant and the status of the services as of the date of the termination, and provide information and documents developed under the terms of this Agreement to the Client upon receipt of final payment.

#### **3.4 Payment for Work Upon Abandonment or Agreement Termination**

If Client abandons requested work or terminates this Agreement, Consultant shall be paid on the basis of work completed to the date of abandonment or effective date of termination. Consultant shall perform no activities other than reasonable wrap-up activities after receipt of notice of abandonment or termination. Payment for the work shall be as established under Section II.

### **SECTION 4 - General Considerations**

#### **4.1 Assignment and Responsibility for Personnel**

**4.1.1** The assignment of personnel and all phases of the undertaking of the services which Consultant shall provide hereunder shall be subject to the oversight and general guidance of Client.

**4.1.2** While upon the premises of Client or property under its control, all employees, agents, and subconsultants of Consultant shall be subject to Client's rules and regulations respecting its property and the conduct of its employees thereon.

**4.1.3** However, it is understood and agreed that in the performance of the work and obligations hereunder, Consultant shall be and remain an independent Consultant and that the employees, agents or subconsultants of Consultant shall not be considered employees of or subject to the direction and control of Client. Consultant shall be responsible for the supervision and performance of all subconsultants which are to perform hereunder.

#### **4.2 Insurance**

**4.2.1** Consultant shall furnish Client a certificate of insurance upon request showing amounts and types of insurance carried by Consultant, which certificate shall contain a commitment by the Insurance Company that during the time any work is being performed by Consultant under this Agreement it will give Client notice of cancellation or non-renewal of the insurance coverage shown on such certificates in accordance with policy provisions.

**4.2.2** Any construction contracts relative to Consultant's Services shall require that the Client and Consultant be included as additional insureds on the contractor's and contractor's subcontractors' commercial general liability and commercial automobile liability insurance policies and that the coverage afforded Client and Consultant is primary to any insurance maintained by Client or Consultant and that Client and Consultant's insurance is non-contributory with any coverage afforded by contractor and subcontractors. Client will also require contractor and all subcontractors to purchase and maintain workers' compensation and employer's liability insurance.

Consultant will name the Client as additional insured on Consultant's commercial general liability insurance.

### **4.3 Successors and Assigns**

**4.3.1** Client and Consultant each binds itself and its partners, successors, executors, administrators, assigns, and legal representatives to the other party to this Agreement and to the partners, successors, executors, administrators, assigns, and legal representatives of such other party, in respect to all covenants, agreements, and obligations of this Agreement.

**4.3.2** Neither Consultant nor Client shall assign or transfer any rights under or interest in (including, but without limitation, moneys that may become due or moneys that are due) this Agreement without the written consent of the other party, except as stated in paragraph 4.3.1 and except to the extent that the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent Consultant from employing such independent consultants, associates, and subconsultants as it may deem appropriate to assist in the performance of services hereunder.

**4.3.3** Nothing herein shall be construed to give any rights or benefits hereunder to any one other than Client and Consultant except as otherwise provided herein.

### **4.4 Compliance with Law**

**4.4.1** Consultant shall exercise the professional standard of care to comply with, and cause its subconsultants to comply with, applicable Federal, state, and local laws, orders, rules, and regulations in effect at the time services are rendered, and relating to the performance of the services Consultant is to perform under this Agreement. If the Scope of Services requires Consultant to prepare an application for a permit, Consultant does not represent or warrant that said permit or approval will be issued by any governmental body.

**4.4.2** Neither the Consultant nor the Consultant's agents or employees shall discriminate against any employee or applicant for employment to be employed in the performance of this Agreement with respect to hiring, tenure, terms, conditions, or privileges of employment, because of race, color, religion, sex, or national origin.

### **4.5 Ownership and Reuse of Documents**

**4.5.1** All drawings, specifications, test reports, and other materials and work products which have been prepared or furnished by Client prior to this Agreement shall remain Client's property. Consultant shall be permitted to rely on Client furnished documents and Client shall make available to Consultant copies of these materials as necessary for the Consultant to perform the services requested hereunder.

**4.5.2** All drawings, specifications, test reports, and other materials and work products, including computer aided drawings, designs, and other data filed on electronic media which will be prepared or furnished by Consultant (and Consultant's independent professional associates and subconsultants) under this Agreement, are instruments of

service in respect to the Project and Consultant shall retain an ownership and property interest therein whether or not the Project is completed. Client may make and retain copies for information and reference in connection with the use and the occupancy of the Project by Client and others; however, such documents are not intended or represented to be suitable for reuse by Client or others acting on behalf of Client on extensions of the Project or on any other project. Further, Consultant makes no warranty as to the compatibility of computer data files with computer software and software releases other than that used by Consultant in performing services herein, and to the condition or availability of the computer data after an acceptance period of thirty (30) days from delivery to Client. Any reuse without written verification or adaptation by Consultant for the specific purpose intended will be at Client's sole risk and without liability or legal exposure to Consultant or to Consultant's independent professional associates or subconsultants, and Client shall indemnify and hold harmless Consultant and Consultant's independent professional associates and subconsultants from all claims, damages, losses, and expenses including attorneys' fees arising out of or resulting therefrom. Any such verification or adaptation will entitle Consultant to further compensation at rates to be agreed upon by Client and Consultant.

### **4.6 Consultant's Personnel at Project Site**

**4.6.1** The presence or duties of the Consultant personnel at a Project site, whether as onsite representatives or otherwise, do not make the Consultant or its personnel in any way responsible for those duties that belong to the Client and/or the construction contractors or other entities, and do not relieve the construction contractors or any other entity of their obligations, duties, and responsibilities, including, but not limited to, all construction methods, means, techniques, sequences, and procedures necessary for coordinating and completing all portions of the construction work in accordance with the project documents and any health or safety precautions required by such construction work. The Consultant and its personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions and have no duty for inspecting, noting, observing, correcting, or reporting on health or safety deficiencies of the construction contractor or other entity or any other persons at the site except Consultant's own personnel.

**4.6.2** To the extent Consultant's Scope of Work includes construction observation, the Consultant shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and report to the Owner (1) known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, and (2) defects and deficiencies observed in the Work. Consultant neither guarantees the performance of the contractor(s) nor assumes responsibility for contractor(s)' failure to perform their work in accordance with the project documents.



#### **4.7 Opinions of Cost, Financial Considerations, and Schedules**

In providing opinions of cost, financial analyses, economic feasibility projections, and schedules for the Project, the Consultant has no control over the cost of labor, materials, equipment, or services furnished by others, or over the Contractor(s)' methods of determining prices, or over competitive bidding or market conditions. Consultant's opinions of probable Total Project Costs and Construction Costs provided for herein as appropriate are made on the basis of Consultant's experience and qualifications and represent Consultant's judgments as an experienced and qualified professional consultant familiar with the construction industry. Consultant makes no warranty that the Client's actual Total Project or Construction Costs, financial aspects, economic feasibility, or schedules will not vary from the Consultant's opinions, analyses, projections, or estimates. If Client wishes greater assurance as to any element of the Total Project or Construction cost, feasibility, or schedule, Client will employ an independent cost estimator, contractor, or other appropriate advisor.

#### **4.8 Discovery of Unanticipated Pollutant and Hazardous Substance Risks**

**4.8.1** If Consultant, while performing the services, discovers pollutants and/or hazardous substances that pose unanticipated risks, it is hereby agreed that the scope of services, schedule, and the estimated cost of Consultant's services will be reconsidered and that this Agreement shall immediately become subject to renegotiation or termination.

**4.8.2** In the event that the Agreement is terminated because of the discovery of pollutants and/or hazardous substances posing unanticipated risks, it is agreed that Consultant shall be paid for its total charges for labor performed and reimbursable charges incurred to the date of termination of this Agreement, including, if necessary, any additional labor or reimbursable charges incurred in demobilizing.

**4.8.3** Client also agrees that the discovery of unanticipated pollutants and/or hazardous substances may make it necessary for Consultant to take immediate measures to protect health and safety. Consultant agrees to notify Client as soon as practically possible should unanticipated pollutants and/or hazardous substances be suspected or encountered. Client authorizes Consultant to take measures that in Consultant's sole judgment are justified to preserve and protect the health and safety of Consultant's personnel and the public. Client agrees to compensate Consultant for the additional cost of taking such additional precautionary measures to protect employees' and the public's health and safety. This section is not intended to impose upon Consultant any duties or obligations other than those imposed by law.

### **SECTION 5 - Professional Responsibility**

#### **5.1 Performance of Services**

Consultant shall perform its services consistent with the professional skill and care ordinarily provided by firms practicing in the same or similar locality under the same or similar circumstances (hereinafter the "Standard of Care").

Consultant expressly disclaims all express or implied warranties and guarantees with respect to the performance of professional services, and it is agreed that the quality of such services shall be judged solely as to whether the services were performed consistent with the Standard of Care. Consultant owes Client only that level of performance defined in this Section 5.1, and nothing herein shall be construed as creating a fiduciary relationship.

If at any time prior to construction Client believes Consultant's services are deficient due to not meeting the Standard of Care, Client must immediately inform Consultant in writing and shall afford Consultant the opportunity to correct such deficiency. If, upon review by Consultant it is determined there is a deficiency that fails to meet the standard of care and it is attributable to Consultant, the deficiency shall be corrected at no additional cost to Client.

#### **5.2 Limitation of Liability**

Client and Consultant agree to allocate certain of the risks so that, to the fullest extent permitted by law, Consultant's total liability to Client is limited to the amount paid under the contract or \$50,000 whichever is greater, this being the Client's sole and exclusive remedy for any and all injuries, damages, claims, losses, expenses, or claim expenses (including attorney's fees) arising out of this Agreement from any cause or causes. Such causes include, but are not limited to, Consultant's negligence, errors, omissions, strict liability, breach of contract, or breach of warranty.

#### **5.3 No Special or Consequential Damages**

Client and Consultant agree that to the fullest extent permitted by law neither party shall be liable to the other for any special, indirect, or consequential damages whatsoever, whether caused by either party's negligence, errors, omissions, strict liability, breach of contract, breach of warranty, or other cause or causes.

#### **5.4 Indemnification**

To the fullest extent permitted by law, Client and Consultant mutually agree to indemnify and hold each other harmless from and against any and all claims, damages, losses and expenses, defense costs including reasonable attorneys' fees, and court or arbitration costs and other liabilities arising from their own negligent acts, errors or omissions in performance of their services under this Agreement, but only to the extent caused that each party is responsible for such damages, liabilities and costs on a comparative basis of fault.

#### **5.5 No Third Party Beneficiaries**

Client and Consultant expressly agree that this Agreement does not confer upon any third party any rights as beneficiary to this Agreement. Consultant accepts no responsibility for damages, if any, suffered by any third party as the result of a third party's use of the work product, including reliance, decisions, or any other action taken based upon it.

Client agrees that Consultant's services and work products are for the exclusive present use of Client. Client agrees

that Consultant's compliance with any request by Client to address or otherwise release any portion of the work product to a third party shall not modify, rescind, waive, or otherwise alter provisions of this Agreement nor does it create or confer any third party beneficiary rights on any third party.

## **SECTION 6 - Miscellaneous Provisions**

### **6.1 Notices**

Any notice to either party herein shall be in writing and shall be served either personally or by registered or certified mail addressed to the signing party shown on the signature page.

### **6.2 Joint Preparation**

For purposes of contract interpretation and for the purpose of resolving any ambiguity in this Agreement, the parties agree that this Agreement was prepared jointly by them and/or their respective attorneys.

### **6.3 Headings**

Headings used in this Agreement are for the convenience of reference only and shall not affect the construction of this Agreement

### **6.4 Severability**

If any of the provisions contained in this Agreement are held for any reason to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability will not affect any other provision, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

### **6.5 Dispute Resolution**

If negotiation in good faith fails to resolve a dispute within thirty (30) days of written notice of the dispute by either party, then the parties agree that, with the exception of claims that are subject to the applicable venue's small claims court jurisdiction, each dispute, claim or controversy arising from or related to this Agreement or the relationships which result from this Agreement shall be subject to mediation as a condition precedent to initiating legal or equitable actions by either party. Unless the parties agree otherwise, the mediation shall be in accordance with the Commercial Mediation Procedures of the American Arbitration Association then currently in effect. A request for mediation shall be filed in writing with the American Arbitration Association and the other party. No legal or equitable action may be instituted for a period of ninety (90) days from the filing of the request for mediation unless a longer period of time is provided by agreement of the parties. Cost of mediation shall be shared equally between the parties and shall be held in a location mutually agreed upon by the parties. The parties shall memorialize any agreement resulting from the mediation in a mediated settlement agreement, which agreement shall be enforceable as a settlement in any court having jurisdiction thereof.

During the pendency of any dispute, the parties shall continue diligently to fulfill their respective obligations

hereunder. Any dispute not resolved through mediation shall be subject to litigation in a court of competent jurisdiction in the state in which the project is located.

### **6.6 Equal Opportunity**

Consultant will, in the performance of this Agreement, comply with federal, state, and local laws, and all regulations and orders issued under any applicable law related to equal employment opportunity, non-discrimination, or employment generally.

Consultant certifies that it will not knowingly employ or contract with a non-legal resident of the United States to perform work under this Agreement, and verifies or attempts to verify employee eligibility of its employees through participation in the U.S. Department of Homeland Security and Social Security Administration's E-Verify system.

### **6.7 Governing Law**

This Agreement is to be governed by the laws of the jurisdiction in which the project is located. For locations outside of the United States, this Agreement shall be governed by the laws of the State of Nebraska.

### **6.8 Entire Agreement**

This Agreement, along with those documents specified, attached, or hereby cited together, and serially numbered Work Authorizations if used, constitute the entire Agreement between the parties hereto and no changes, modifications, extensions, terminations, or waivers of this Agreement, or other documents, or any of the provisions herein, or therein contained, shall be valid unless made in writing and signed by duly authorized representatives of both parties.

**SUPPLEMENTAL CONDITIONS FOR SURVEY, ENVIRONMENTAL OR GEOTECHNICAL SERVICES**

*Supplemental Condition is incorporated herein when the applicable box is checked.*

**S.1 Location of Underground Utilities**

It shall be the Client's responsibility to locate and physically mark all underground utilities and structures which lie within the work area prior to the start of subsurface investigations. If the Client elects not to assume this responsibility, Client shall notify Consultant and shall compensate Consultant for all costs associated with locating and physically marking said underground utilities and structures over and above the estimated project fee. Client shall indemnify and hold Consultant harmless from any damages and delays resulting from unmarked or improperly marked underground utilities and structures. For reasons of safety, Consultant will not begin work until this has been accomplished.

**S.2 Subsurface Investigations**

In soils, foundation, groundwater, and other subsurface investigations, the actual characteristics might vary significantly between successive test points and sample intervals and at locations other than where observations, exploration, and investigations have been made. Because of the inherent uncertainties in subsurface evaluations, changed or unanticipated underground conditions may occur that could affect Project cost and/or execution. These conditions and cost/execution effects are not the responsibility of the Consultant.

**S.3 Disposition of Samples and Equipment**

**S.3.1 Disposition of Samples**

No samples and/or materials will be kept by Consultant

longer than thirty (30) days after submission of the final report unless agreed otherwise.

**S.3.2 Hazardous or Potentially Hazardous Samples and Materials**

In the event that samples and/or materials contain or are suspected to contain substances or constituents hazardous or detrimental to health, safety, or the environment as defined by federal, state, or local statutes, regulations, or ordinances, Consultant will, after completion of testing, return such samples and materials to Client, or have the samples and materials disposed of in accordance with Client's directions and all applicable laws. Client agrees to pay all costs associated with the storage, transportation, and disposal of samples and materials. Client recognizes and agrees that Consultant at no time assumes title to said samples and materials, and shall have no responsibility as a handler, generator, operator, transporter, or disposer of said samples and materials.

**S.3.3 Contaminated Equipment**

All laboratory and field equipment contaminated in Consultant's performance of services will be cleaned at Client's expense. Contaminated consumables will be disposed of and replaced at Client's expense. Equipment (including tools) which cannot be reasonably decontaminated shall become the property and responsibility of Client. At Client's expense, such equipment shall be delivered to Client, or disposed of in the same manner specified in S.3.2 above. Client agrees to pay Consultant the fair market value of any such equipment which cannot reasonably be decontaminated and is delivered to Client pursuant to this Agreement.

# ATTACHMENT A

## Scope of Services

### JBS Connector Trail

#### **TASK 1. Design**

*a. Project Management*

Benesch Project Manager will serve as point of contact, maintain project schedule and budget, and be responsible for coordinating work. The PM will work closely with the Public Works Parks and Recreation Department to streamline the trail project delivery.

*b. Topographic Survey*

Benesch will complete a legal ownership research for the adjacent landowners along the proposed trail routes. Benesch will then perform the necessary topographic ground survey to confirm horizontal and vertical control, confirmation of section and property corners and general topographic survey within the ROW and easement areas along the proposed trail alignment. A topographic survey will be performed using the latest GPS technology. Natural topographic features and man-made features will be recorded by coordinates to the nearest one-tenth (0.1) of a foot. All such topographic features, which are pertinent to the design or are necessary to properly show the effect of the proposed work upon the adjoining property and/or improvements, will be recorded. Benesch shall provide a list of horizontal control points with coordinates, descriptions, station and offset. Horizontal control will be referenced to the Hall County LTE using known land survey monuments provided by the City of Grand Island. Vertical control will be completed by differential level circuit referenced to NAVD 88. Ties to control used for City of Grand Island projects in the area can be done for "design-fit" confirmation. Benesch will survey section corners in order to assemble the geometry to create the right-of-way drawings and confirm any locations already established by the City of Grand Island. Utilities will be drawn from surveying above ground features, including markings by utility companies resulting from the locate request. Information supplied by utility companies will be used to complete the placement of existing utilities on the plans. Locations from utility plans will be transferred into the topographic survey. Where available, above-ground features will be used to improve accuracy. Benesch will add a disclaimer to the drawings with respect to the undetermined location of underground utilities. Benesch will add additional information to the established base map from the City of Grand Island using any new topographic survey data.

*c. Conceptual Design*

Benesch will begin by utilizing the property ownership researched in the topographic survey to assist in the route selection. Benesch will utilize existing GIS data to do conceptual designs of the trail and lighting. Benesch will provide conceptual designs for alternative analysis to provide a mechanism to select the alternative with the best performance, most acceptance and reasonable cost. One preferred route will be moved forward for final design.

*d. Geotechnical Evaluation*

It is expected up to four (4) soil test borings will be taken with the project at locations within the proposed trail alignment area. The fee associated with these borings assumes the project site is easily accessible for truck-mounted drilling equipment and rights of access can be obtained from adjacent owners. If traffic control is required, it would be provided by the City. These test borings will be in accordance with schedules located in the most recent NDOT Geotechnical Policy and Procedures Manual.

The borings will be located along the trail alignment where cut of fill is expected for construction of the trail. Each boring will be drilled to a maximum depth of 10 feet below the existing ground surface. Shelby tube samples will be taken beneath the existing topsoil and Standard Penetration tests will be performed at 5-foot increments to the base of each boring. Laboratory testing will be performed to assist with classification and consistency of subgrade materials. Benesch shall prepare geotechnical recommendations for the primary purpose of developing geotechnical design criteria for use in designing the subgrade preparation and determination of the pavement section for the project. Benesch shall prepare and submit an electronic copy of the geotechnical report to the City Project Manager for review.

e. *Preliminary Design (50%+)*

Benesch will design the trail and lighting. Benesch shall prepare project base files and plan sheets following the standard layout appearance of City of Grand Island documents. Design is assumed to be at least 50% complete that gives the City a reliable cost assurance of the scope of the project. Plan sheets to be included in the Preliminary submittal include the following:

- Title Sheet
- Existing Topographic Conditions
- Preliminary Trail Plan and Profiles
- Details
- Preliminary Lighting Plan
- Preliminary Right-of-Way

f. *Cost Estimates*

Benesch shall prepare an updated total project cost estimate. This shall include Preliminary Engineering, ROW acquisition, Construction, and Construction Engineering on the appropriate forms. Cost Estimates will be provided at the conceptual, 50% design and 90-100% design.

g. *Row and Public Involvement*

Benesch will participate in ROW and public involvement meetings. Benesch will work closely with the City staff to provide project and easement information to the affected property owners. Benesch to utilize the City's Project Manager to assist with property owner communications.

h. *Final Design*

Benesch will finalize the plan/profile construction plans and specifications. Benesch shall prepare project base files and plan sheets following the standard layout appearance of City of Grand Island documents. Design and a reliable cost estimate of overall construction costs for this project. Benesch will develop a storm water pollution prevention plan and a Notice of Intent to discharge storm water from a construction site for submittal to the Nebraska Department of environmental Quality. Benesch will provide the easement exhibits and collaborate with City staff to obtain the remaining paperwork and signatures needed. Plan sheets to be included in the final submittal include the following:

- Title Sheet
- Existing Topographic Conditions
- Proposed Trail Plan and Profiles
- Details
- Lighting Plan
- Right-of-Way/Easements
- SWPPP

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*i. Bidding Phase*

Benesch will participate in the bidding phase. Benesch will provide project information and reply to contractor questions and provide addendum(s) if necessary.

Task 1 services would start upon NTP and is assumed to be Nov 2020. Completion of Task 1 is estimated at approximately March of 2021.

## **TASK 2. Construction Phase Services**

General Construction Project Management, Staking, Inspection, Material Testing and Closeout Services

*a. Project Management Tasks*

- i. Project Files
  - Set up, utilize and maintain appropriate project files related to the project with an electronic file system. Included in the files will be all project correspondence, change orders, meeting minutes, contracts, plans and specifications, traffic control plans (if applicable), RFIs, material certifications, test reports, inspector's Daily Reports and project schedule.
- ii. Shop Drawing Submittal Review
  - Responsible for logging in, reviewing, commenting and approving Contractor submitted Shop Drawings related to the project.
- iii. Schedule and conduct a pre-construction meeting.
- iv. Contractor Payments
  - Unless otherwise scheduled by the City's Project Manager or Contractor, monitor by infrequent site visits that the work associated with a payment request by the Contractor is accurate and complete. The generation of progress payments to the Contractor will be completed by the Contractor for approval by Benesch.
- v. Construction Contract Change Orders and Work Change Directives
  - Prepare Contract Change Orders (modifications) and Work Change Directives associated with the project for the City Project Manager's approval.
- vi. Correspondence
  - Provide the following correspondence for the City's records:
    - Weekly project-based construction testing results and status reports of construction progress by Monday morning the following week.
    - Contractor progress estimates.
    - Change Orders (Contract Modifications).

*b. Construction Staking Tasks*

- i. Stake limits of construction throughout project where deemed necessary to delineate restrictions on contractor operations.
- ii. Mark removals including pavement removal limits. Stake right-of-way and construction easements where deemed necessary to delineate restrictions on contractor operations.
- iii. Provide slope stakes for grading and paving.
- iv. Provide staking for electrical and lighting.

Other services mutually agreeable to all parties may be added upon request. Any damage to stakes by the contractor will be charged directly to the contractor.

*c. Project Inspection & Observation Tasks*

Benesch or their sub-consultant will observe and verify construction compliance with contract documents for critical items such as embankment, bedding, backfill, subgrade prep and paving with visual inspection and/or material testing before the work is "covered up". Limited observation will be provided during non-critical activities such as excavation, removals,

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reinforcing steel placement, forming, etc. This list is not inclusive of all tasks or inspections that will be completed by Benesch or their sub-consultant. Benesch will work closely with the City to adjust inspection hours as necessary to accommodate the Contractor's schedule and progress.

- i. Document pre-construction conditions of the project site with photos for comparison and any dispute resolution during and/or after construction.
- ii. Document all inspections in the field by photos, measurements, computations and/or observations as logged within the Inspector's Daily Reports (IDRs).
- iii. Prepare and keep detailed notes, records of quantities of pay items used in the work, test results, certifications, or basis of acceptance of these materials, and a record of the contractor's operations.
- iv. Coordinate with the Contractor to discuss work performed when not on-site for proper documentation and inclusion in the IDRs.
- v. Provide random/periodic review compliance of traffic control maintenance throughout the duration of the project, if necessary. Specifically, at the beginning, phase changes, storm events and end of the project. Benesch will report any known deficiencies but is not responsible for part/full time inspection unless approved by written request of the City Project Manager.
- vi. Verify that materials sources incorporated into the project are on the latest version of the City and/or NDOT Approved Products List.
- vii. Participate in Contractor led progress meetings every two weeks using agreed on agenda format.
- viii. Consult with the City Project Manager regarding project changes, utility conflicts, change authorizations and change orders.
- ix. Observe plan profiles are constructed accurately and conduct consultation with City Project Manager regarding deviations.
- x. Observe any manholes needing raised to grade per standard City details.
- xi. Randomly observe pavement sawing and removals throughout construction.
- xii. Observe backfilling of trenches, manholes, pipes, culverts and appurtenances and concrete placement.
- xiii. Observe concrete placement, erosion control installation and seeding placement. Inform and verify field modifications with the City's Project Manager prior to authorization of work.

*d. Material Testing Tasks*

Benesch or their sub-consultant will provide, perform, or otherwise coordinate material sampling and testing services in accordance with the City of Grand Island standard procedures. The following list identifies the testing assumed to be required along with the frequency expected and included in this scope of work. Additional testing may be provided in addition to or in place of those tests listed below. Benesch will notify and gain prior approval from the City if additional testing is required that may exceed the fee identified for these services.

- i. Grading Operations – Excavation and embankment construction will be tested to verify compliance with compaction requirements for each lift of material.
  - a. Assumes Testing Frequency of 1-Test/12-inch lift/10,000 square foot.
  - b. Assumes 10 tests for the length of the project.
  - c. This material testing is completed by the hour by a field engineer/technician.
- ii. Subgrade Operations – Subgrade construction will be tested to verify compliance with compaction requirements prior to paving.
  - a. Assumes Testing Frequency of 1-Test/300 feet/10-foot trail
  - b. Assumes 20 tests for the project.
  - c. This material testing is completed by the hour by a field engineer/technician.
- iii. Concrete Sampling - This will include taking concrete truck tickets, completing concrete air tests, fabricating concrete cylinders, delivery of concrete cylinders to the laboratory and compression testing.

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- a. Assumes Testing Frequency of 1-Test/300 lf or 1-Test/Pour/Day at 3-Cylinders/Test.(10 sets of 3 for paving)
- b. Assumes concrete tests on the project at 30 Cylinders.
- c. This material testing is completed by a per cylinder test method by a field engineer/technician.

*e. Project Closeout Tasks*

Upon notice of completion by the Contractor, Benesch will field measure and prepare final summaries for all applicable items of work. The City's Project Manager will review the project records prior to the submission of a final pay estimate for the project. Benesch will also prepare and submit the Final Pay Estimate and records associated with the project. The final records will be printed and submitted as an electronic version of all the project records. Tasks to be completed during the project closeout include:

- i. Document "punch list" items and follow-up on resolution of nonconforming work prior to authorizing final payment.
- ii. Prepare necessary correspondence to the Contractor related to punch list and project completion.
- iii. Conduct project walk through with the City and the Contractor to determine and document substantial completion.
- iv. Benesch will prepare the record drawings and will coordinate with the Construction Contractor for additional information or clarifications needed to complete the documents. These documents will have handwritten changes and clarifications in red pen. These documents will not be signed and sealed by an Engineer. An electronic AutoCAD base file will be provided with the plan submittal.
- v. Provide timely project closeout documentation upon final acceptance of the project.
- vi. Deliverables
  - Meeting minutes.
  - Inspector Daily Reports (IDR).
  - Project photo log.
  - Project material testing results.
  - Pressure testing and bacteriological testing records provided by the City and Contractor.
  - Documentation of punch list items and resolution with associated correspondence.
  - Declaration of substantial and final completion.
  - Record drawings.
  - Record AutoCAD base files.
  - An electronic submittal that includes all project documentation listed in this section of all project files.
- vii. Complete a project debriefing with City.

*f. Excluded Services*

- i. Additional Design services.
- ii. Daily Inspection and Enforcement of traffic control plans and maintenance.
- iii. Utility coordination for the Contractor.
- iv. Undertaking any of the responsibilities of the Contractor.
- v. Giving direction to the Contractor by dictating means, methods, techniques, sequence or procedures of construction.

**SCHEDULE**

Benesch shall provide the services stated above in accordance with a schedule set forth below:

Benesch will complete construction management and inspection services as listed in subsection one (1) above. The inspection duration for this contract shall be based on 40 Working Days, 8

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Weeks and Assumes Monday thru Friday Construction Days at 8 Hours/Day including field inspection, testing, bookwork/reports and travel per the City of Grand Island Contract with the Construction Contractor. Project close-out documents shall be completed within sixty (60) calendar days of final acceptance of the project by all parties.

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**Fee Estimate**  
**Engineering Design Services**  
**JBS Connector Trail - Grand Island, NE**

Description	Estimated Quantity	Unit Price	Amount
<b>Design</b>			
<b>a. Project Management</b>			
Senior Project Manager	24 hr.	\$ 177.00 /hr.	\$ 4,248.00
Progress Meetings	4 hr.	\$ 177.00 hr	\$ 708.00
<b>b. Topographic Survey</b>			
Senior Project Manager	4 hr	\$ 177.00 hr	\$ 708.00
Registered Land Surveyor (RLS)	16 hr	\$ 131.00 hr	\$ 2,096.00
Party Chief	24 hr	\$ 115.00 hr	\$ 2,760.00
Designer 1	24 hr	\$ 98.00 hr	\$ 2,352.00
Vehicle and field expenses			\$ 500.00
<b>c. Conceptual Design</b>			
Senior Project Manager	4 hr.	\$ 117.00 hr	\$ 468.00
Project Engineer I	8 hr	\$ 115.00 hr	\$ 920.00
Traffic Engineer	2 hr	\$ 177.00 hr.	\$ 354.00
ITE Lighting Sub Consultant			\$ 1,000.00
<b>d. Geotechnical Evaluation</b>			
Data Research (Project Scientist II)	10 hr.	\$ 82.00 ea.	\$ 820.00
Design Recommendations/Report (Design Engineer II)	24 hr.	\$ 108.00 ea.	\$ 2,592.00
Drilling, Testing, Expenses O'Malley Sub consultant			\$ 1,100.00
Vehicle and field & lab expenses			\$ 500.00
<b>e. Preliminary Design (50% +)</b>			
Senior Project Manager	8 hr.	\$ 177.00 /hr.	\$ 1,416.00
Project Engineer I	40 hr.	\$ 115.00 /hr.	\$ 4,600.00
Designer I	8 hr.	\$ 98.00 hr	\$ 784.00
ITE Lighting Sub Consultant			\$ 1,500.00
<b>f. Cost Estimates</b>			
Senior Project Manager	2 hr.	\$ 177.00 /hr.	\$ 354.00
Project Engineer I1	4 hr.	\$ 115.00 /hr.	\$ 460.00
Designer I	4 hr.	\$ 98.00 hr	\$ 392.00
<b>g. ROW and Public Involvement</b>			
Senior Project Manager	8 hr.	\$ 177.00 /hr.	\$ 1,416.00
Senio Surveyor (RLS)	8 hr.	\$ 131.00 /hr.	\$ 1,048.00
Designer I	8 hr.	\$ 98.00 hr	\$ 784.00
<b>h. Final Design</b>			
Senior Project Manager	4 hr.	\$ 177.00 /hr.	\$ 708.00
Project Engineer I	40 hr.	\$ 115.00 /hr.	\$ 4,600.00
Designer 1	40 hr.	\$ 98.00 hr	\$ 3,920.00
ITE Lighting Sub Consultant			\$ 5,000.00
<b>i. Bidding Phase</b>			
Senior Project Manager	8 hr.	\$ 177.00 /hr.	\$ 1,416.00
Project Engineer 1	4 hr.	\$ 115.00 hr	\$ 460.00
<b>Preliminary Design Services Not to Exceed :</b>	<b>330 hrs</b>		<b>\$ 49,984</b>

**Fee Estimate**  
**Construction Phase Services**  
**JBS Connector Trail- Grand Island, NE**

Task No.	Description	Estimated Quantity	Unit Price	Amount
2	<b>Construction Phase Services</b>			
	<b>a. Project Management</b>			
	Senior Project Manager	30.0 hr.	\$ 177.00 /hr.	\$ 5,310.00
	Sr. Field/Lab Technician	4.0 hr.	\$ 91.00 /hr.	\$ 364.00
	Progress Meetings (Assuming 4)	4.0 hr.	\$ 177.00 hr	\$ 708.00
	<b>b. Construction Staking</b>			
	Party Chief	30.0 hr	\$ 89.00 hr	\$ 2,670.00
	Vehicle	3 dy	\$ 65.00 dy	\$ 195.00
	<b>c. Project Inspection &amp; Observation</b>			
	Field Inspection (40 days)	320.0 hr.	\$ 98.00 hr	\$ 31,360.00
	Vehicle	40 dy	\$ 65.00 dy	\$ 2,600.00
	<b>d. Materials Laboratory Testing</b>			
	Soil Density and Moisture Content Determination	2.0 tst.	\$ 91.00 hr	\$ 182.00
	Standard Proctor Tes	4.0 tst.	\$ 91.00 hr	\$ 364.00
	Compaction Test (20 locations)	20.0 hr.	\$ 91.00 hr	\$ 1,820.00
	Concrete Testing Field Time	10.0 hr.	\$ 91.00 ea.	\$ 910.00
	Concrete Compression Test (includes cylinder)	30.0 cyl	\$ 28.00 ea.	\$ 840.00
	<b>e. Project Closeout</b>			
	Senior Project Manager	2.0 hr.	\$ 177.00 /hr.	\$ 354.00
	Project Engineer 1	4.0 hr.	\$ 115.00 /hr.	\$ 460.00
	Field Inspector	8.0 hr.	\$ 91.00 hr	\$ 728.00
		<b>Construction Services Not to Exceed :</b>	<b>438</b>	



**2020 EMPLOYMENT CLASSIFICATION AND RATE SCHEDULE**

<u>CLASSIFICATION</u>	<u>BILLABLE RATE</u>
Project Manager I	\$142.00
Project Manager II	\$163.00
Senior Project Manager	\$177.00
Project Principal	\$230.00
Project Engineer I	\$115.00
Project Engineer II	\$126.00
Senior Project Engineer	\$149.00
Construction Representative I	\$75.00
Construction Representative II	\$91.00
Construction Representative III	\$112.00
Inspector I	\$67.00
Inspector II	\$75.00
Inspector III	\$82.00
Designer I	\$98.00
Designer II	\$108.00
Technologist I	\$63.00
Technologist II	\$75.00
Senior Technologist	\$112.00
Technical Specialist I	\$91.00
Technical Specialist II	\$112.00
Senior Technical Specialist	\$126.00
Intern	\$61.00
Field/Lab Technician I	\$55.00
Field/Lab Technician II	\$63.00
Field/Lab Technician III	\$75.00
Senior Field/Lab Technician	\$91.00
Instrument Operator	\$61.00
Party Chief	\$89.00
Surveyor (RLS)	\$97.00
Senior Surveyor (RLS)	\$131.00
Scientist I	\$63.00
Scientist II	\$75.00

Project Scientist I (Environmental)	\$91.00
Project Scientist II (Environmental)	\$112.00
Project Scientist III (Environmental)	\$119.00
Senior Project Scientist	\$133.00
Project Scientist I (Geotechnical)	\$75.00
Project Scientist II (Geotechnical)	\$82.00
Marketing Assistant	\$55.00
Marketing Coordinator	\$75.00
Marketing Manager	\$112.00
Office Assistant	\$55.00
Project Assistant I	\$55.00
Project Assistant II	\$65.00
Division Administrative Assistant I	\$55.00
Division Administrative Assistant II	\$63.00

RESOLUTION 2020-293

WHEREAS, the City of Grand Island issued a Request for Qualifications (RFQ) for JBS Trail Expansion; and

WHEREAS, four (4) request for qualifications were received; and

WHEREAS, Alfred Benesch & Company from Grand Island, Nebraska, submitted a proposal for such project in accordance with the Request for Qualifications; and

WHEREAS, a contract amount of \$98,849.00 has been negotiated for design services, preparing construction documents and provide construction management; and

WHEREAS, such project will be funded through the JBS Parks Donation.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA, that the proposal from Alfred Benesch & Company from Grand Island, Nebraska for JBS Trail Expansion is hereby approved at a cost of \$98,849.00.00.

- - -

Adopted by the City Council of the City of Grand Island, Nebraska, November 10, 2020.

\_\_\_\_\_  
Roger G. Steele, Mayor

Attest:

\_\_\_\_\_  
RaNae Edwards, City Clerk

Approved as to Form	☒ _____
November 6, 2020	☒ City Attorney