Drg.16

CITY OF POMPANO BEACH Broward County, Florida

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, FLORIDA, APPROVING AND AUTHORIZING THE PROPER CITY OFFICIALS TO EXECUTE A REINSTATEMENT AND THIRD AMENDMENT TO THE CONSULTANT AGREEMENT BETWEEN THE CITY OF POMPANO BEACH AND CRAVEN, THOMPSON & ASSOCIATES, INC. FOR CONTINUING CONTRACT **ENGINEERING** FOR **SERVICES FOR UNDERGROUND UTILITIES**; PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, FLORIDA:

SECTION 1. That a Reinstatement and Third Amendment between the City of Pompano Beach and Craven, Thompson & Associates, Inc. for continuing contract for engineering services for underground utilities, a copy of which agreement is attached hereto and incorporated by reference as if set forth in full, is hereby approved.

SECTION 2. That the proper City officials are hereby authorized to execute said agreement between the City of Pompano Beach and Craven, Thompson & Associates, Inc.

SECTION 3. This Resolution shall become effective upon passage.

PASSED AND ADOPTED this 21st day of September, 2015.

AMAR FISHER, MAYOR

ATTEST:

ASCELETA HAMMOND, CITY CLERK

REINSTATEMENT AND THIRD AMENDMENT

THIS IS A REINSTATEMENT AND THIRD AMENDMENT dated the day of september 2015, between:

CITY OF POMPANO BEACH, a municipal corporation of the State of Florida, whose address is 100 West Atlantic Boulevard, Pompano Beach, Florida 33060, hereinafter referred to as "CITY,"

and

CRAVEN, THOMPSON & ASSOCIATES, INC., a Florida corporation, with offices located at 3563 NW 53rd Street, Fort Lauderdale, Florida 33309, hereinafter referred to as "CONSULTANT."

WHEREAS, CONSULTANT entered into a Consultant Agreement with CITY offering to provide a Continuing Contract for Engineering Services for Underground Utilities, on September 14, 2012, (Original Agreement) and approved by Resolution No. 2012-343; and

WHEREAS, the parties entered into a Reinstatement and First Amendment on October 11, 2013, approved by City Resolution No. 2014-21; and

WHEREAS, the parties entered into a Second Amendment on September 16, 2014, approved by City Resolution No. 2014-310; and

WHEREAS, the Original Agreement, as extended, has lapsed without renewal; and

WHEREAS, the parties desire to reinstate and to extend the term of the Original Agreement through September 13, 2016.

WITNESSETH:

IN CONSIDERATION of the mutual terms, conditions, promises, covenants and payments herein set forth CITY and CONSULTANT agree as follows:

1. Each "WHEREAS" clause set forth above is true and correct and herein incorporated by this reference.

2. The original Agreement between CITY and CONSULTANT, dated September 14, 2012, and subsequently amended on October 11, 2013 and September 16, 2014, copies of which are attached hereto and made a part hereof as Exhibit "A," shall remain in full force and effect except as specifically amended hereinbelow.

3. The parties hereto agree to extend the Original Agreement for one (1) additional one-year period, ending September 13, 2016.

4. This Agreement shall bind the parties and their respective executors, administrators, successors and assign and shall be fully effective as though the reinstatement and amendment had been originally included in the Original Agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

"CITY":

Witnesses:	CITY OF POMPANO BEACH
Betty J. Manes Shalley R. Boutholomew	By: LAMAR FISHER, MAYOR By: LAMAR FISHER, MAYOR DENNIS W. BEACH, CITY MANAGER
Attest: Usella Hond ASCELETA HAMMOND, CITY CLERK	(SEAL)
Approved by:	

MARK E. BERMAN, CLYY ATTORNEY

STATE OF FLORIDA COUNTY OF BROWARD

L:agr/engr/2015-1584

, 2015 by LAMA	acknowledged before me this acknowledged before me this acknowledged before me this acknowledged day of the Fisher as Mayor, DENNIS W. BEACH as City City Clerk of the City of Pompano Beach, Florida, a pal corporation, who is personally known to me.
NOTARY'S SEAL:	NOTARY PUBLIC, STATE OF FLORIDA
KRYSTAL AARON NOTARY PUBLIC STATE OF FLORIDA Comm# EE874865 Expires 2/14/2017	(Name of Acknowledger Typed, Printed or Stamped) Commission Number
<u>"CO</u>	NSULTANT":
Witnesses: -Venniter MacDonald Jany Jayler TAmy TAylor	CRAVEN, THOMPSON & ASSOCIATES, INC. By: Signature Patrick J. Gibney, P.E. Typed, Stamped or Printed Name Vice President, Engineering Title
Patrick J. Gibney, P.E. as Vice Preside	ledged before me this <u>10th</u> day of <u>September</u> , 2015 by ent, <u>Engineering</u> of CRAVEN, THOMPSON AND ration. He/She is <u>personally known</u> to me or who has (type
of identification) as identification. NOTARY'S SEAL: ************************************	NOTARY PUBLIC, STATE OF FLORIDA PATRICA D. JOYCE (Name of Acknowledger Typed, Printed or Stamped) P# 013030 Commission Number

11. July 30

CITY OF POMPANO BEACH Broward County, Florida

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, FLORIDA, APPROVING AND AUTHORIZING THE PROPER CITY OFFICIALS TO EXECUTE A SECOND AMENDMENT TO THE CONSULTANT AGREEMENT BETWEEN THE CITY OF POMPANO BEACH AND CRAVEN, THOMPSON & ASSOCIATES, INC. FOR CONTINUING CONTRACT FOR ENGINEERING SERVICES FOR UNDERGROUND UTILITIES; PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, FLORIDA:

SECTION 1. That a Second Amendment between the City of Pompano Beach and Craven, Thompson & Associates, Inc. for continuing contract for engineering services for underground utilities, a copy of which agreement is attached hereto and incorporated by reference as if set forth in full, is hereby approved.

SECTION 2. That the proper City officials are hereby authorized to execute said amendment between the City of Pompano Beach and Craven, Thompson & Associates, Inc.

SECTION 3. This Resolution shall become effective upon passage.

PASSED AND ADOPTED this 9th day of September , 2014

LAMAR FISHER, MAYOR

ATTEST:

MARY L. CHAMBERS, CITY CLERK

SECOND AMENDMENT

THIS IS THE SECOND	AMENDMENT dated the	16th	day of
September	2014, between:		

CITY OF POMPANO BEACH, a municipal corporation of the State of Florida, whose address is 100 West Atlantic Boulevard, Pompano Beach, Florida 33060, hereinafter referred to as "CITY,"

and

CRAVEN, THOMPSON & ASSOCIATES, INC., a Florida corporation, with offices located at 3563 NW 53rd Street, Fort Lauderdale, Florida 33309, hereinafter referred to as "CONSULTANT."

WHEREAS, CONSULTANT entered into a Consultant Agreement with CITY offering to provide a Continuing Contract for Engineering Services for Underground Utilities, on September 14, 2012, (Original Agreement) and approved by Resolution No. 2012-343; and

WHEREAS, the parties entered into a Reinstatement and Extension Amendment to the original Agreement on October 11, 2013, approved by City Resolution No. 2014-21; and

WHEREAS, the CITY and CONSULTANT have agreed to extend the term of the Original Agreement for an additional year.

WITNESSETH:

IN CONSIDERATION of the mutual terms, conditions, promises, covenants and payments herein set forth CITY and CONSULTANT agree as follows:

1. Each "WHEREAS" clause set forth above is true and correct and herein incorporated by this reference.

- 2. The original Agreement between CITY and CONSULTANT, dated September 14, 2012, as extended and amended by agreement dated October 11, 2013, copies of which are attached hereto and made a part hereof as Exhibit "A," shall remain in full force and effect except as specifically amended hereinbelow.
- 3. The parties hereto agree to extend the Original Agreement as amended for one (1) additional one-year period, ending September 14, 2015.
- 4. This Agreement shall bind the parties and their respective executors, administrators, successors and assigns.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

"CITY":

Witnesses:

CITY OF POMPANO BEACH

Lally Streeter

By:

DENNIS W. BEACH, CITY MANAGER

Attest:

MARY L. CHAMBERS, CITY CLERK

(SEAL)

Approved by:

GORDON B. LINN, CITY ATTORNEY

STATE OF FLORIDA

COUNTY OF BROWARD

September , 2014 by LAMA Manager, and MARY L. CHAMBERS as	acknowledged before me this <u>16th</u> day of AR FISHER as Mayor, DENNIS W. BEACH as City City Clerk of the City of Pompano Beach, Florida, a pal corporation, who is personally known to me.
	White dur
NOTARY'S SEAL:	NOTARY PUBLIC, STATE OF FLORIDA
	Krystal Aaron
KRYSTAL AARON NOTARY PUBLIC STATE OF FLORIDA	(Name of Acknowledger Typed, Printed or Stamped)
CE 1818 Expires 2/14/2017	Commission Number
"CC	ONSULTANT":
Witnesses:	CRAVEN, THOMPSON & ASSOCIATES, INC.
	1/0
Souragen Macaro	By: Signature
Clarifa, Mantroana	•
Jerryes microsades	THOMAS M. McDONALD Typed, Stamped or Printed Name
	•
	President Title
STATE OF FLORIDA COUNTY OF BROWARD	
• •	cknowledged before me this 21st day of McDonald as President
of CRAVEN, THOMPSON AND ASSOC	IATES, INC., on behalf of the corporation. He/She is
personally known to me or who has produc	tification) as identification.
(type of lucin	At N On
RICIA D. JOSEPH	Lavucia O Joyce
NOTARY'S SEAL: WINTERICIA D. JOHNSON COMMISSION COMMISS	NOTARY PUBLIC, STATE OF FLORIDA
* A See See See See See See See See See S	Patricia D. Joyce
者。 #FF 073030 <i>る</i> 書	(Name of Acknowledger Typed, Printed or
Abbit Chocked Into Apple Chocked	Stamped) FF73030
GL/ds STATE CHILD	Commission Number
L:/agr/eng/2014-1387 8/20/14	

CITY OF POMPANO BEACH Broward County, Florida

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, FLORIDA, APPROVING AND AUTHORIZING THE PROPER CITY OFFICIALS TO EXECUTE A REINSTATEMENT AND FIRST AMENDMENT BETWEEN THE CITY OF POMPANO BEACH AND CRAVEN, THOMPSON & ASSOCIATES, INC. FOR CONTINUING CONTRACT FOR ENGINEERING SERVICES FOR UNDERGROUND UTILITIES; PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, FLORIDA:

SECTION 1. That a Reinstatement and First Amendment between the City of Pompano Beach and Craven, Thompson & Associates, Inc. for continuing contract for engineering services for underground utilities, a copy of which agreement is attached hereto and incorporated by reference as if set forth in full, is hereby approved.

SECTION 2. That the proper City officials are hereby authorized to execute said agreement between the City of Pompano Beach and Craven, Thompson & Associates, Inc.

SECTION 3. This Resolution shall become effective upon passage.

PASSED AND ADOPTED this 8th day of October , 2013.

LAMAR FISHER, MAYOR

ATTEST:

MARY L. THAMBERS, CITY CLERK

GBL/jrm 9/18/13 1:reso/2013-446

REINSTATEMENT AND FIRST AMENDMENT

	THIS IS A	REINSTATEMENT	AND FIRST	AMENDMENT	dated the	11th	
day of	October	2013,	between:				

CITY OF POMPANO BEACH, a municipal corporation of the State of Florida, whose address is 100 West Atlantic Boulevard, Pompano Beach, Florida 33060, hereinafter referred to as "CITY,"

and

CRAVEN, THOMPSON & ASSOCIATES, INC., a Florida corporation, with offices located at 3563 NW 53rd Street, Fort Lauderdale, Florida 33309, hereinafter referred to as "CONSULTANT."

WHEREAS, CONSULTANT entered into a Consultant Agreement with CITY offering to provide a Continuing Contract for Engineering Services for Underground Utilities, (Original Agreement) a copy of said Original Agreement adopted by Resolution No. 2012-343 is attached hereto and made apart hereof; and

WHEREAS, the Original Agreement was for one (1) year with four (4) possible additional one-year renewals; and

WHEREAS, a period of time greater than one year has lapsed without renewal of the Original Agreement; and

WHEREAS, the parties desire to reinstate and to extend the term of the Original Agreement for an additional year and to include additional language to the Original Agreement.

WITNESSETH:

IN CONSIDERATION of the mutual terms, conditions, promises, covenants and payments herein set forth CITY and CONSULTANT agree as follows:

- 1. Each "WHEREAS" clause set forth above is true and correct and herein incorporated by this reference.
- 2. The original Agreement between CITY and CONSULTANT, dated September 14, 2012, by Resolution No. 2012-343, a copy of which is attached hereto and made a part hereof as Exhibit "A," shall remain in full force and effect except as specifically amended hereinbelow.
- 3. The parties hereto agree to extend the Original Agreement for one (1) additional one-year period, ending September 14, 2014.
 - 4. The Original Agreement is amended by adding additional language as follows:

ARTICLE 28 – PUBLIC RECORDS

- A. The City of Pompano Beach is a public agency subject to Chapter 119, Florida Statutes. The CONSULTANT shall comply with Florida's Public Records Law. Specifically, the CONSULTANT shall:
- (1) Keep and maintain public records that ordinarily and necessarily would be required by the city in order to perform the service; and
- (2) Provide the public with access to such public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed that provided in Chapter 199, Fla. Stat., or as otherwise provided by law; and
- (3) Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law; and
- (4) Meet all requirements for retaining public records and transfer to the City, at no cost, all public records in possession of the CONSULTANT upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be

provided to the city in a format that is compatible with the information technology systems of the City.

- B. The failure of CONSULTANT to comply with the provisions set forth in this section shall constitute a Default and Breach of this Agreement and the city shall enforce the Default in accordance with the provisions set forth in the Agreement or as provided by law.
- 5. This Agreement shall bind the parties and their respective executors, administrators, successors and assign and shall be fully effective as though the reinstatement and amendment had been originally included in the Original Agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

"CITY":

Witnesses:

CITY OF POMPANO BEACH

 \mathcal{L}

Shalley R. Bartholomew

DENNIS W REACH CITY MANAGER

Attest:

MARY L. CHAMBERS, CITY CLERK

(SEAL)

Approved by:

GORDON B. LINN, CITY ATTORNEY

STATE OF FLORIDA COUNTY OF BROWARD

2013 by LAMAR FISHER as Mayor, DENNIS	ged before me this 11th day of October W. BEACH as City Manager, and MARY L. CHAMBERS as a municipal corporation, on behalf of the municipal corporation,
NOTARY'S SEAL:	NOTARY PUBLIC, STATE OF FLORIDA
KRYSTAL AARON NOTARY PUBLIC STATE OF FLORIDA Comm# EE874865 Expires 2/14/2017	Krystal Aaron (Name of Acknowledger Typed, Printed or Stamped) Commission Number
<u>"CO</u>	DNSULTANT":
Witnesses:	CRAVEN, THOMPSON & ASSOCIATES, INC.
Lay Cayler	By:Signature
Jerrye, Man Dexale	THOMAS M. McDONALD Typed, Stamped or Printed Name
	PRESIDENT Title
STATE OF FLORIDA COUNTY OF BROWARD	
(type of identification) as identification.	ged before me this 23rd day of September of on behalf of the corporation. He is personally known to me or NOTARY PUBLIC, STATE OF FLORIDA
NOTARY'S SEAL: SSION E 23, 20, 20, 20, 20, 20, 20, 20, 20, 20, 20	PATRICIA D. JOYCE (Name of Acknowledger Typed, Printed or Stamped) DD942281 Commission Number
GBL/jrm 9/17/13 L:agr/eng/2013-1594	

CITY OF POMPANO BEACH Broward County, Florida

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, FLORIDA, APPROVING AND AUTHORIZING THE PROPER CITY OFFICIALS TO EXECUTE A CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES BETWEEN THE CITY OF POMPANO BEACH AND CRAVEN, THOMPSON & ASSOCIATES, INC. FOR CONTINUING CONTRACT FOR ENGINEERING SERVICES FOR UNDERGROUND UTILITIES; PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, FLORIDA:

SECTION 1. That an agreement between the City of Pompano Beach and Craven, Thompson & Associates, Inc. for continuing contract for engineering services for underground utilities, a copy of which agreement is attached hereto and incorporated by reference as if set forth in full, is hereby approved.

SECTION 2. That the proper City officials are hereby authorized to execute said agreement between the City of Pompano Beach and Craven, Thompson & Associates, Inc.

SECTION 3. This Resolution shall become effective upon passage.

PASSED AND ADOPTED this 11th day of September, 2012.

LAMAD FISHER, MAYOR

ATTEST:

MARY L. CHAMBERS, CITY CLERK

GBL/jrm 8/14/12 1:reso/2012-396 Exhibit B

CITY OF POMPANO BEACH, FLORIDA

CONSULTANT AGREEMENT

with



CONTINUING CONTRACT FOR ENGINEERING SERVICES for

Underground Utilities

CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES

WHEREAS, the Consultant is able and prepared to provide such services as City requires under the terms and conditions set forth herein; and

WHEREAS, the City Commission has approved the recommendation that Consultant be employed by the City and authorized the negotiation of contractual terms.

NOW, THEREFORE, in consideration of the mutual promises herein, the City and the Consultant agree as follows:

ARTICLE 1 - SERVICES/CONSULTANT AND CITY REPRESENTATIVES

The Consultant's responsibility under this Contract is to provide professional consulting services as more specifically set forth in RLI H-47-12 as set forth in Exhibit A and incorporated herein in its entirety.

The Consultant's representative shall be _____Robert D. Cole, III, P.E.

The CITY's representative shall be City Engineer or designee.

ARTICLE 2 - SCHEDULE/PERIOD OF SERVICE

The CONSULTANT shall adhere to the schedule given in each work authorization after receiving the "Notice to Proceed."

Reports and other items shall be delivered or completed in accordance with the detailed schedule set forth in individual Work Authorizations or Task Orders as negotiated.

The Term of this Agreement shall be for an initial period of one (1) year from the date of execution by both the City and the Consultant. Thereafter, the term may be extended for an additional four one (1) year renewals upon the written consent of both the City and the Consultant.

ARTICLE 3 – PAYMENTS TO CONSULTANT

- A. City agrees to pay Consultant in consideration for its services described herein. It is the intention of the parties hereby to ensure that unless otherwise directed by the City in writing, Consultant will continue to provide services as specified in Exhibit A for the term of this Contract.
- B. <u>Price Formula</u>. City agrees to pay Consultant as negotiated on a Task Order or Work Authorization basis. Each task order or work authorization shall specifically identify the scope of the work to be performed and the fees for said services.

- C. Fee Determination. Each individual Task Order or Work Authorization may be negotiated for fees to be earned by Time and Materials with a Not to Exceed Amount. Lump Sum, or a combination of both methods for subtasks contained therein. The total amount to be paid by the City under a Task Order or Work Authorization shall not exceed specified amounts for all services and materials including "out of pocket" expenses as specified in Paragraph E below and also including any approved subcontracts unless otherwise agreed in writing by both parties. The Consultant shall notify the City's Representative in writing when 90% of the "not to exceed amount" for the total Task Order or Work Authorization has been reached. The Consultant will bill the City on a monthly basis, or as otherwise provided. Time and Materials billing will be made at the amounts set forth in Exhibit B for services rendered toward the completion of the Scope of Work. Where incremental billings for partially completed items are permitted, the total billings shall not exceed the estimated percentage of completion as of the billing date. It is acknowledged and agreed to by the Consultant that the dollar limitation set forth in this section is a limitation upon and describes the maximum extent of City's obligation to pay Consultant, but does not include a limitation upon Consultant's duty to perform all services set forth in Exhibit A for the total compensation in the amount or less than the guaranteed maximum stated above.
- D. Invoices received by the City from the Consultant pursuant to this Contract will be reviewed and approved in writing by the City's Representative, indicating that services have been rendered in conformity with the Contract, and then will be sent to the City's Finance Department for payment. All invoices shall contain a detailed breakdown of the services provided for which payment is being requested. Invoices shall be paid in accordance with the Florida State Statutes governing this process. In addition to detailed invoices, upon request of the City's representative, Consultant will provide City with detailed periodic Status Reports on the project.
- E. "Out-of-pocket" expenses shall be reimbursed up to an amount not to exceed amounts included in each Work Authorization or Task Order. All requests for payment of "out-of-pocket" expenses eligible for reimbursement under the terms of this Contract shall include copies of paid receipts, invoices, or other documentation acceptable to the City's Representative and to the Finance Department. Such documentation shall be sufficient to establish that the expense was actually incurred and necessary in the performance of the Scope of Work described in a Work Authorization and this Contract. All out-of- pocket, reimbursables and expenses shall be billed at actual amount paid by Consultant, with no markup.
- F. <u>Final Invoice</u>: In order for both parties herein to close their books and records, the Consultant will clearly state "<u>Final Invoice</u>" on the Consultant's final/last billing to the City. This final invoice shall also certify that all services provided by Consultant have been properly performed and all charges and costs have been invoiced to the City. Because this account will thereupon be closed, any and other further charges not properly included on this final invoice are waived by the Consultant.

ARTICLE 4 - TRUTH-IN-NEGOTIATION CERTIFICATE

Signature of this Contract by the Consultant shall also act as the execution of a truth in negotiation certificate, certifying that the wage rates, overhead charges, and other costs used to determine the compensation provided for this Contract are accurate, complete and current as of the date of the Contract and no higher than those charged the Consultant's most favored customer for the same or substantially similar service. Should the City determine that said rates and costs were significantly increased due to incomplete, non-current or inaccurate representation, then said rates shall be adjusted accordingly.

ARTICLE 5 – TERMINATION

This Contract may be cancelled by the Consultant, upon thirty (30) days prior written notice to the City's Representative, in the event of substantial failure by the City to perform in accordance with the terms of this Contract through no fault of the Consultant. It may also be terminated, in whole or in part, by the City, with or without cause, immediately upon written notice from the City's Representative or the City Manager to the Consultant. Unless the Consultant is in breach of its Contract, the Consultant shall be paid for services rendered to the City's satisfaction through the date of termination. Ten Dollars (\$10.00) paid to the Consultant, the adequacy of which is acknowledged, is given as specific and independent consideration of the City's right to terminate this Contract for convenience. Termination for cause by the City shall include, but not be limited to, failure to suitably perform the work, failure to continuously perform the work in a manner calculated to meet or accomplish the objectives of the City as set forth herein, or multiple breach of the provisions of this Contract notwithstanding whether any such breach was previously waived or cured. After receipt of a Termination Notice and except as otherwise directed by the City the Consultant shall:

- A. Stop work on the date and to the extent specified.
- B. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
- C. Transfer all work documents in process, completed work, and other materials related to the terminated work to the City.
 - D. Continue and complete all parts of the work that have not been terminated.

ARTICLE 6 - PERSONNEL

The Consultant is, and shall be, in the performance of all work services and activities under this Contract, an independent Contractor, and not an employee, agent, or servant of the City. All persons engaged in any of the work or services performed pursuant to this Contract shall at all times, and in all places, be subject to the Consultant's sole direction, supervision, and control and shall not in any manner be deemed to be employees of the City. The Consultant shall exercise control over the means and manner in which it and its employees perform the work. This contract does not create a partnership or joint venture between the parties.

The Consultant represents that it has, or will secure at its own expense, all necessary personnel required to perform the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the City, nor shall such personnel be subject to any withholding for tax, Social Security or other purposes by the City, nor be entitled to any benefits of the City including, but not limited to, sick leave, pension benefits, vacation, medical benefits, life insurance, workers or unemployment compensation benefits, or the like from the City.

All of the services required hereunder shall be performed by the Consultant or under its supervision, and all personnel engaged in performing the services shall be fully qualified and, if required, authorized or permitted under state and local law to perform such services.

Any changes or substitutions in the Consultant's key personnel, as may be listed in Article 1, must be made known to the City's Representative at the time substitution becomes effective.

The Consultant warrants that all services shall be performed by skilled and competent personnel to the highest professional standards in the field.

ARTICLE 7 - SUBCONTRACTING

Consultant may subcontract any services or work to be provided to City with the prior written approval of the City's Representative. The City reserves the right to accept the use of a subcontractor or to reject the selection of a particular subcontractor and to inspect all facilities of any subcontractors in order to make determination as to the capability of the subcontractor to perform properly under this Contract. The City's acceptance of a subcontractor shall not be unreasonably withheld. The Consultant is encouraged to seek small business enterprises and utilize businesses that are physically located in the City of Pompano Beach with a current Business Tax Receipt for participation in its subcontracting opportunities.

ARTICLE 8 – FEDERAL AND STATE TAX

The City is exempt from payment of Florida State Sales and Use Taxes. The City will provide the Consultant with the current state issued exemption certificate. The Consultant shall not be exempted from paying sales tax to its suppliers for materials used to fulfill contractual obligations with the City, nor is the Consultant authorized to use the City's Tax Exemption Number in securing such materials.

The Consultant shall be responsible for payment of its own and its share of its employees' payroll, payroll taxes, and benefits with respect to this Contract

ARTICLE 9 - AVAILABILITY OF FUNDS

The City's performance and obligation to pay under this contract is contingent upon appropriation for various projects, tasks and other professional services by the City as are normally approved.

ARTICLE 10 - INSURANCE REQUIREMENTS

The Consultant shall not commence work under this Contract until it has obtained all insurance required under this paragraph and such insurance has been approved by the Risk Manager of the City, nor shall the Consultant allow any Subcontractor to commence work on its sub-contract until the aforementioned approval is obtained.

CERTIFICATE OF INSURANCE, reflecting evidence of the required insurance, shall be filed with the Risk Manager prior to the commencement of the work. The Certificate shall contain a provision that coverage afforded under these policies will not be cancelled, will not expire and will not be materially modified until at least thirty (30) days prior written notice has been given to the City. Policies shall be issued by companies authorized to conduct business under the laws of the State of Florida and shall have adequate Policyholders and Financial ratings in the latest ratings of A. M. Best and be part of the **Florida Insurance Guarantee Association Act**.

Insurance shall be in force until all work required to be performed under the terms of the Contract is satisfactorily completed as evidenced by the formal acceptance by the City. In the event the Insurance Certificate provided indicates that the insurance shall terminate and lapse

during the period of this Contract, the Consultant shall furnish, at least ten (10) days prior to the expiration of the date of such insurance, a renewed Certificate of Insurance as proof that equal and like coverage for the balance of the period of the Contract and extension thereunder is in effect. The Consultant shall not continue to work pursuant to this Contract unless all required insurance remains in full force and effect.

Limits of Liability for required insurance are shown in Exhibit C.

The City of Pompano Beach must be named as an additional insured for the Automobile and Commercial General Liability Coverage.

For Professional Liability, if coverage is provided on a claims made basis, then coverage must be continued for the duration of this Contract and for not less than one (1) year thereafter, or in lieu of continuation, provide an "extended reporting clause" for one (1) year.

Consultant shall notify the City Risk Manager in writing within thirty (30) days of any claims filed or made against the Professional Liability Insurance Policy.

For Workers' Compensation Insurance, coverage shall be maintained during the life of this Contract to comply with statutory limits for all employees, and in the case of any work sublet, the Consultant shall require any Subcontractors similarly to provide Workers' Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the Consultant. The Consultant and his Subcontractors shall maintain during the life of this Contract Employer Liability Insurance.

ARTICLE 11 – INDEMNIFICATION

- 1. The Consultant agrees to indemnify and hold harmless the City, its officers, agents and employees against any loss, damage or expense (including all costs and reasonable attorneys' fees and appellate attorneys' fees) suffered by City from any claim, demand, judgment, decree, or cause of action of any kind or nature to the extent caused by any negligence, recklessness, or intentionally wrongful conduct of Consultant, or its agents, servants, or employees, in the performance of services in the performance of the contract.
- The Consultant agrees, to the fullest extent permitted by law, to indemnify and 2. hold harmless the City, its officers, agents and employees against any loss, damage, or expense (including all costs and reasonable attorneys' fees and appellate attorneys' fees) suffered by the City from (a) any breach by the Consultant of this Contract; (b) any misconduct by the Consultant; (c) any inaccuracy in or breach of any of the representations, warranties or covenants made by the Consultant herein; (d) any claims, suits, actions, damages or causes of action arising during the term of this Contract for any personal injury, loss of life or damage to property to the extent caused by any negligence, recklessness, or intentionally wrongful performance of this Contract by the Consultant and the Consultant's agents, employees, invitees. Such obligation to indemnify and hold harmless shall include all costs, expenses and liabilities incurred by the City in connection with any such claim, suit, action or cause of action. including the investigation thereof and the defense of any action or proceeding brought thereon and any order, judgment or decree which may be entered in any such action or proceeding or as a result thereof. Consultant acknowledges and agrees that City would not enter into this contract without this indemnification of City by Consultant, and that the City entering into this Contract shall constitute good and sufficient consideration for this indemnification. These provisions shall survive the expiration or earlier termination of this Contract. Nothing in this Contract shall be construed to affect in any way the City's rights, privileges, and immunities as set forth in Florida Statute § 768.28.

3. Twenty-five Dollars (\$25.00) of the amount paid to Consultant is given as separate, distinct and independent consideration for the Consultant's grant of this indemnity, the sufficiency and receipt of this consideration is acknowledged by the Consultant.

ARTICLE 12 - SUCCESSORS AND ASSIGNS

The City and the Consultant each binds itself and its partners, successors, executors, administrators and assigns to the other party of this Contract and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the City nor the Consultant shall assign, sublet, encumber, convey or transfer its interest in this Contract without prior written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the City, which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the City and the Consultant.

ARTICLE 13 ~ REMEDIES

The laws of the State of Fiorida shall govern this Contract. Any and all legal action between the parties arising out of the Contract will be held in Broward County. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

ARTICLE 14 - CONFLICT OF INTEREST

The Consultant represents that it has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required hereunder, as provided for in the Code of Ethics for Public Officers and Employees (Chapter 112, Part III, Florida Statutes). The Consultant further represents that no person having any interest shall be employed for said performance.

The Consultant shall promptly notify the City's representative, in writing, by certified mail, of a potential conflict(s) of interest for any prospective business association, interest or other circumstance, which may influence or appear to influence the Consultant's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the Consultant may undertake and request an opinion of the City as to whether the association, interest or circumstance would, in the opinion of the City, constitute a conflict of interest if entered into by the Consultant. The City agrees to notify the Consultant of its opinion by certified mail within thirty (30) days of receipt of notice by the Consultant. If, in the opinion of the City, the prospective business association, interest, or circumstance would not constitute a conflict of interest by the Consultant, the City shall so state in the notice and the Consultant shall at its option, enter into said association, interest or circumstance and it shall be deemed not a conflict of interest with respect to services provided to the City by the Consultant under the terms of this Contract.

ARTICLE 15 - EXCUSABLE DELAYS

The Consultant shall not be considered in default by reason of any failure in performance if such failure arises out of causes reasonably beyond the control of the Consultant

or its subcontractors and without their fault or negligence. Such causes include, but are not limited to, acts of God; natural or public health emergencies; freight embargoes; and abnormally severe and unusual weather conditions.

Upon the Consultant's request, the City shall consider the facts and extent of any failure to perform the work and, if the Consultant's failure to perform was without it, or its subcontractors fault or negligence, the Contract Schedule and/or any other affected provision of this Contract shall be revised accordingly; subject to the City's rights to change, terminate, or stop any or all of the work at any time.

ARTICLE 16 – DEBT

The Consultant shall not pledge the City's credit or attempt to make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien or any form of indebtedness. The Consultant further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Contract.

ARTICLE 17 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS

The Consultant shall deliver to the City's representatives for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the City under this Contract.

All written and oral information not in the public domain or not previously known, and all information and data obtained, developed, or supplied by the City or at its expense will be kept confidential by the Consultant and will not be disclosed to any other party, directly or indirectly, without the City's prior written consent unless required by a lawful order. All drawings, maps, sketches, programs, data base, reports and other data developed, or purchased, under this Contract for or at the City's expense shall be and remain the City's property and may be reproduced and reused at the discretion of the City.

The City and the Consultant shall comply with the provisions of Chapter 119, Florida Statutes (Public Records Law).

All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto, including but not limited to any representations made herein relating to disclosure or ownership of documents, shall survive the execution and delivery of this Contract and the consummation of the transactions contemplated thereby.

ARTICLE 18 - CONTINGENT FEES

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 person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Consultant, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Contract. Violation of this Article shall constitute a forfeiture of this Contract by Consultant.

ARTICLE 19 - ACCESS AND AUDITS

The Consultant shall maintain adequate records to justify all charges, expenses, and cost incurred in estimating and performing the work for at least three (3) years after completion of this Contract. The City shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the Consultant's place of business.

ARTICLE 20 -- NONDISCRIMINATION

The Consultant warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, and sexual orientation.

ARTICLE 21 - INTERPRETATION

The language of this Contract has been agreed to by both parties to express their mutual intent and no rule of strict construction shall be applied to either party hereto. The headings are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement. All personal pronouns used in this Agreement shall include the other gender, and the singular, the plural, and vice versa, unless the context otherwise requires.

ARTICLE 22 - AUTHORITY TO PRACTICE

The Consultant hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner. Proof of such licenses and approvals shall be submitted to the City's representative upon request.

ARTICLE 23 – SEVERABILITY

If any term or provision of this Contract, or the application thereof to any person or circumstances shall, to any extent be held invalid or unenforceable, to remainder of this Contract, or the application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Contract shall be deemed valid and enforceable to the extent permitted by law.

ARTICLE 24 - ENTIRETY OF CONTRACTUAL AGREEMENT

The City and the Consultant agree that this Contract, together with the Exhibits hereto, sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. It is further agreed that no modification, amendment or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and off equal dignity herewith. None of the provisions, terms and conditions contained in this Contract may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto in accordance with Article 25 – Modification of Work. In the event of any conflict or inconsistency between this Contract and the provisions in the incorporated Exhibits, the terms of this Contract shall supersede and prevail over the terms in the Exhibits.

ARTICLE 25 - MODIFICATION OF SCOPE OF WORK

The City reserves the right to make changes in the Scope of Work, including alterations, reductions therein or additions thereto. Upon receipt by the Consultant of the City's notification of a contemplated change, the Consultant shall, in writing: (1) provide a detailed estimate for the increase or decrease in cost due to the contemplated change; (2) notify the City of any estimated change in the completion date; and (3) advise the City if the contemplated change shall affect the Consultant's ability to meet the completion dates or schedules of this Contract.

If the City so instructs in writing, the Consultant shall suspend work on that portion of the Scope of Work affected by a contemplated change, pending the City's decision to proceed with the change.

If the City elects to make the change, the City shall initiate a Work Authorization or Task Order Amendment and the Consultant shall not commence work on any such change until such written amendment is signed by the Consultant and the City Manager, and if such amendment is in excess of \$25,000, it must also first be approved by the City Commission and signed by the appropriate City Official authorized by the City Commission

The City shall not be liable for payment of any additional or modified work, which is not authorized in the manner provided for by this Article.

ARTICLE 26 - NOTICE

All notices required in this Contract shall be sent by certified mail, return receipt requested, to the following:

FOR CITY:

City Manager
City of Pompano Beach
Post Office Drawer 1300
Pompano Beach, Florida 33061

FOR CONSULTANT:

Robert D. Cole, III, P.E., Executive Vice President
Craven Thompson & Associates, Inc.
3563 NW 53rd Street
Fort Lauderdale, FL 33309

ARTICLE 27 – OWNERSHIP OF DOCUMENTS

All finished or unfinished documents, data, reports, studies, surveys, drawings, maps, models and photographs prepared or provided by the Consultant in connection with this Contract shall become property of the City, whether the project for which they are made is completed or not, and shall be delivered by Consultant to City within ten (10) days of notice of termination. If applicable, City may withhold any payments then due to Consultant until Consultant complies with the provisions of this section.

"CITY"

Witnesses:	CITY OF POMPANO BEACH			
Chevitue Wodka Shelley R. Britholomus	By: LAMAR FISHER, MAYOR By: LAMAR B			
Attest: Many J. Chl. MARY L. CHAMBERS CITY CLERK	(SEAL)			
Approved As To Form: GORDON B. LINN CITY ATTORNEY				
STATE OF FLORIDA COUNTY OF BROWARD				
The foregoing instrument was acknowledged before me this 44 day of Schren Der, 2012 by LAMAR FISHER, as Mayor, DENNIS W. BEACH, as City Manager and MARY L. CHAMBERS, as City Clerk of the City of Pompano Beach, Florida, a municipal corporation, on behalf of the municipal corporation, who are personally known to me.				
NOTARY'S SEAL:	NOTARY PUBLIC, STATE OF FLORIDA			
ASCELETA HAMMONO Notary Public - State of Florida My Comm. Expires Jan 7, 2015 Commission # EE 27110	(Name of Acknowledger Typed, Printed or Stamped)			
Bonded Through National Notary Assn.	Commission Number			

"CONSULTANT"

"CRAVEN THOMPSON & ASSOCIATES, INC."

Witnesses:	_
Jany Jayler	Ву:
Signature /	Signature
TAMMY L. TAYLOR	ROBERT D. COLE, III, P.E.
Name Typed, Printed or Stamped	Name Typed, Printed or Stamped
	Title: Executive Vice President
	Address:3563 NW 53rd Street, Fort Lauderdale, FL 33309
STATE OF FLORIDA COUNTY OF BROWARD The foregoing instrument July , 2012 b of Craven Thompson & Associates, Inc.	was acknowledged before me this 31st day of by Robert D. Cole, III, P.E., on behalf He/she is personally known to me or who has produced (type of identification) as identification.
	Patricia D. Jonce
NOTARY'S SEAL:	NOTARY PUBLIČ, STATE OFFICIDA PATRICIA D. JOYCE
Office 23, 20, 28	(Name of Acknowledger Typed, Printed or Stamped)
*	DD942281
#DO 942201	Commission Number

EXHIBIT "A"

July 31, 2012

City of Pompano Beach 1201 NE 5th Avenue Pompano Beach, Florida 33060

RE: CONTINUING CONTRACT FOR ENGINEERING SERVICES FOR UNDERGROUND UTILITIES, RLI NO. H-47-12

To Whom It May Concern:

CREVEN IHOMPSON



& ASSOCIATES INC.

Engineers Planners Surveyors Landscape Architects The firm of Craven Thompson & Associates is very pleased to provide professional services to the City of Pompano Beach. These services will include:

- Civil Engineering
- Land Surveying
- Planning / Landscape Architecture
- Construction Services

As outlined in our Statement of Qualifications submitted to the City of Pompano, our sub-consultants are as follows:

- DeRose Design Consultants providing Structural and M.E.P. Services, if needed.
- The Chappell Group will provide Environmental Consulting, if needed.
- Dickey Consulting Services will provide Public Relations, if needed.
- Tierra South Florida, Inc. will provide Geotechnical Engineering, if needed.

If you have any questions, please do not hesitate to contact me at (954) 739-6400 or by email, rcole@craventhompson.com.

Sincerely,

CRAVEN THOMPSON & ASSOCIATES, INC.

BOBERT D. COLE, III, P.E., LEED AP ND

Executive Vice President

RDC/tg

EXHIBIT "B"

CRAVEN THOMPSON & ASSOCIATES, INC.

HOURLY FEE SCHEDULE*

Principal	\$220/Hour
Principal Engineer	\$180/Hour
Senior Supervising Engineer	
Principal Surveyor/Landscape Architect/Planner	
Senior Engineer/Senior Landscape Architect	
Landscape Architect/Senior Planner	
Professional Land Surveyor	\$110/Hour
Project Engineer/Surveyor/Planner/Biologist/Landscape Designer	\$105/Hour
Senior Field Representative	\$90/Hour
Senior CADD Technician	\$80/Hour
Field Representative	\$80/Hour
Clerical	
Survey Field Crew	\$115/Hour
Survey Field Crew with GPS Equipment	\$155/Hour
Expert Witness Testimony	
Court Appearances	\$300/Hour

^{*}These rates are good thru 12/10/12 - 12/10/13.

ExhibitC



CERTIFICATE OF LIABILITY INSURANCE

9/10/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER. IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(les) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s). CONTACT Angels Nervi-Saketkoo PHONE (954) 315-5000 FAX IAIC. Nol: (954) 315-5050 Corporate Insurance Advisors MAIL DOMESS: ANervieciafl.net 1401 E Broward Blvd Suite 103 HSURER(S) AFFORONG COVERAGE NAIC # Ft. Lauderdale FL 33301 WSYRERA: Hartford Insurance Co 29424 INSURED MSURER & Hanover Insurance Company 22292 Craven Thompson & Associates, Inc. MSURER C : 3563 NW 53rd Street MISURER D: WISURER E: Fort Lauderdale FL 33309 INSURER F COVERAGES CERTIFICATE NUMBER:15-16 REVISION NUMBER: THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. ADDL SUER POLICY EFF POLICY EXP TYPE OF INSURANCE POLICY NUMBER X COMMERCIAL GENERAL LIABILITY EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) 1,000,000 CLAIMS-MADE X OCCUR 300,000 Ā 211MM2P1507 19/1/2014 12/1/2015 10,000 MED EXP (Any one person) 1,000,000 PERSONAL & ADV INJURY 2,000,000 GENL AGGREGATE LIMIT APPLIES PER: GENERAL AGGREGATE POLICY X PRO LOC 2,000,000 PRODUCTS - COMPIOP AGG Employee Benefits 1,000,000 OTHER: COMBINED SINGLE LIMIT AUTOMOBILE LIABILITY 1,000,000 BODILY INJURY (Per person) ANY ALITO A SCHEDULED AUTOS NON-OWNED AUTOS ALL OWNED SODILY INJURY (Per accident) 21UUNZF1507 12/1/2014 | 12/1/2015 PROPERTY DAMAGE HIRED AUTOS Uninsured motorist property IIMREEL LA LIAR OCCUR **EACH OCCURRENCE** 5,000,000 EXCESS LIAM CLAIMS-MADE X AGGREGATE Α 5,000,000 DED X RETENTION & 21XXVEP1253 12/1/2014 12/1/2015 10.000 WORKERS COMPENSATION AND EMPLOYERS LIABILITY × STATUTE YIN ANY PROPRIETOR/PARTNEWEXECUTIVE OFFICEANIEMBER EXCLUDED? (Mandatory in NH) E.L. EACH ACCIDENT 1,000,000 A 21MEALSE36 1/1/2015 1/1/2016 E.L. DISEASE - EA EMPLOYEE S 1,000,000 yes, discribe under DESCRIPTION OF OPERATIONS below E.L. DISEASE - POLICY LIMIT \$ 1,000,000 Professional Lisbility 8 LHJAS9118000 3/30/2015 3/30/2016 \$2,000,000 Each Claim Deductible: \$50.000 \$4,000,000 DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 181, Additional Remerks Schodule, may be attached if more space le required) RE: Continuing Contract for Engineering Services for Underground Utilities - Reinstatement and Third Amendment. SEE DAVE #2 **CERTIFICATE HOLDER** CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. City of Pompano Beach 100 West Atlantic Boulevard Pompano Beach, FL 33060 AUTHORIZED REPRESENTATIVE Mark Schwartz/ANGELA Mark R. Schwart

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COMMENTS/REMARKS

City of Pompano Beach is an Additional Insured as respects General liability when required by written contract. *30 day notice of cancellation, except 10 day notice of cancellation for non-payment of premium.

APPROVED
RISK MANAGEMENT
ON:
BY:

09
10
13