

CONTRACT NO. ___/F19
E-DOC NO.:

**CONTRACT FOR
PROFESSIONAL ARCHITECTURAL DESIGN SERVICES
FOR
ANNE FRANK ELEMENTARY SCHOOL – ADDITION AND MAJOR RENOVATION
FOR THE CAPITAL IMPROVEMENT PROGRAM**

BETWEEN

SCHOOL DISTRICT OF PHILADELPHIA

AND

TABLE OF CONTENTS

	PAGE
Section 1. Incorporation of Background; Definitions; General Rules of Construction	2
1.1 Incorporation of Background	2
1.2 Definitions	2
1.3 General Rules of Construction	6
Section 2. Term of Contract	6
2.1 Term.....	6
Section 3. Architectural Designer’s Services and Responsibilities	6
3.1 Status of Architectural Designer	6
3.2 Architectural Designer’s Representations, Warranties and Commitments	6
3.3 Basic Services and Additional Services	9
3.4 Standard of Performance	9
3.5 Labor, Materials, Supplies and Equipment	11
3.6 Revisions to Work and Documents	11
3.7 Cooperation with the Other School District Consultants	11
3.8 Project Meetings	11
3.9 Project Minutes, Reports, Correspondence and Communications	12
3.10 Coordination and Safety of Onsite Activities	12
3.11 Subletting and Assignment	12
3.12 Legal Costs	14
3.13 Claims Services and Cooperation with Litigation	14
3.14 Changes	15
3.15 Force Majeure	16
3.16 Print and Electronic Media Copies	16
3.17 Ownership and Use of Documents	17
3.18 Findings Confidential	18
3.19 Special Publication Rights	19
3.20 No Responsibility for Hazardous Materials	19
3.21 Deliverables	19
3.22 Safety Responsibilities	19
3.23 Stormwater Management Fees and Charges	20
Section 4. Scope of Services	21
4.1 Schedule	21
4.2 Statement of Services	22
Section 5. School District’s Services and Responsibilities	41
5.1 Land Surveys and Site Legal Information	41
5.2 Site Surface and Subsurface Information	41
5.3 Site Laboratory and Environmental Test Information	41
5.4 Furnished Equipment and Furniture Plan	42
5.5 Other Services Required for Design	42
5.6 Time for Furnishing Information and Reliance on Information	42

	PAGE
5.7 Information Required by Governmental Authorities	42
5.8 Required Documents and Fees for Construction, Use and Occupancy	42
5.9 Review and Changes to Documents and Information	42
5.10 No Waiver by Review, Approval, Acceptance or Payment	42
5.11 Purpose of Review and Approval	42
Section 6. Compensation and Payment	43
6.1 Compensation	43
6.2 Payment	44
6.3 Applications for Payment and Subconsultant Payment Confirmation	45
6.4 Withholding or Reducing of Payments	46
6.5 Final Payment	47
6.6 Basic Services	47
6.7 Additional Services	47
6.8 Reimbursable Expenses	48
6.9 Release	48
6.10 Non-Authorization of Funds	48
6.11 Unavailability of Funds	48
6.12 Crossing Fiscal Years	49
6.13 Audits; Records and Payments	49
Section 7. Contract Management	51
7.1 Contract Administrators	51
Section 8. Employment Practices	51
8.1 Key Personnel	51
8.2 Subconsultants	52
8.3 Equal Opportunity	52
8.4 Non-Discrimination	54
Section 9. Indemnification	56
9.1 Indemnification	56
Section 10. Insurance	58
10.1 Insurance	58
10.2 Evidence of Insurance Coverage	60
10.3 Notice of Claim or Lawsuit	60
10.4 Self-Insurance	61
Section 11. Confidentiality	61
11.1 Confidential and Proprietary Information	61
11.2 Non-Disclosure	62
11.3 School District Data	62
11.4 Exclusions	62
11.5 Remedy for Breach	63

	PAGE
Section 12. Disputes	63
12.1 Escalation	63
12.2 Tolling	63
Section 13. Project Stoppage, Suspension or Abandonment	63
13.1 Stoppage or Abandonment	63
13.2 Suspension for Convenience	64
Section 14. Termination	64
14.1 Termination for Convenience	64
14.2 Termination for Default	65
14.3 Termination Duties	66
14.4 Consent to Use of Another Architectural Designer upon Termination for Default	67
14.5 Additional Remedies of the School District	67
14.6 Concurrent Pursuit of Remedies; No Waiver or Duty to Exercise	68
Section 15. Certification Regarding Debarment, Suspension and Ineligibility	68
15.1 Certification	68
15.2 Explanation	68
15.3 Notice	69
15.4 Remedies	69
15.5 Compensation	69
15.6 Survival	69
Section 16. Miscellaneous Provisions	69
16.1 Notices	69
16.2 Governing Law	70
16.3 Forum; Consent to Jurisdiction	70
16.4 Contract Documents; Order of Precedence	70
16.5 School District Liability; Responsibility or Risk of Loss	70
16.6 Compliance with Laws and Regulations	71
16.7 Publicity	71
16.8 General Publication Rights	71
16.9 Conflict of Interest	71
16.10 School District Officers and Employees Not to Benefit	72
16.11 Non-Solicitation	72
16.12 Assignment of Architectural Designer’s Employees	72
16.13 Background Checks (Criminal, Child Abuse and FBI)	72
16.14 Successors and Assigns	73
16.15 Examination of Records	73
16.16 Survival	74
16.17 Taxes	74
16.18 Tax Compliance	75

	PAGE
16.19 Authority to Execute Contract	78
16.20 No Third Party Beneficiaries	78
16.21 No Waiver	79
16.22 Counterparts	79
16.23 Contract Drafted by All Parties	79
16.24 Severability and Partial Invalidity	79
16.25 Entire Contract	79

Exhibits:

Exhibit A	Board of Education Action Item dated _____, 2018
Exhibit B	Request for Proposals (RFP) to provide Professional Architectural Design Services for Anne Frank Elementary School – Addition and Major Renovation and Scope Determination Report for Anne Frank Elementary School Addition and Major Renovation dated October 10, 2018 (RFP Exhibit “A”) and Addendum No. _ (if any)
Exhibit C	Architectural Designer Proposal (as modified hereby) to provide Professional Architectural Design Services for Anne Frank Elementary School Addition and Major Renovation dated _____, 2018 (incorporated by reference into this Contract)
Exhibit D	Architectural Designer Proposal, Key Personnel List of Architectural Designer and its Subconsultants
Exhibit E	Architectural Designer Fee Proposal, Project Construction Value and Key Team Members (Hourly Rates) and Subconsultants Personnel (Hourly Rates)
Exhibit F	Architectural Designer Proposal, M/WBE Participation Plan

Professional Design Services Contract
(Frank Addition & Major Renovation Project)

Approved by Board Action Item #A-
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Contract No. ___/F19

Dated: _____, 2018

SCHOOL DISTRICT OF PHILADELPHIA
SCHOOL REFORM COMMISSION

This Contract for Professional Design Services (the “Contract”) is made as of this ___ day of _____, 2018 by and between the SCHOOL DISTRICT OF PHILADELPHIA (hereinafter called “the School District”), acting through its Board of Education, located at 440 North Broad Street, Philadelphia, Pennsylvania 19130-4015 and _____ (hereinafter called “Architectural Designer” or “_____”) located at _____.

BACKGROUND

The School District currently serves about 142,300 students enrolled in School District schools, which include pre-kindergarten, elementary, middle, high school and alternative schools. Various management structures are used to manage the education program in School District schools, including for-profit and non-profit organizations in addition to School District staff. The Board of Education (“Board”) is the governing body of the School District pursuant to PSC, 24 P.S.C. §21-2102 and 3-301.

In its Request for Proposals to provide Professional Architectural Design Services for Anne Frank Elementary School – Addition and Major Renovation (hereinafter referred to as “RFP for Design Services for Frank Addition & Major Renovation” or “RFP”), the School District requested proposals from professional qualified firms to provide professional design services for an addition and major renovation project at the Anne Frank Elementary School (hereinafter referred to as the “Frank Addition & Major Renovation Project” or “Project”).

_____ () firms, including _____, responded to the RFP for Design Services with a Proposal.

On _____, 2018, the Board, by Action Item #A-___, authorized the School District to execute, deliver, and perform a Contract for Professional Design Services for the Frank Addition & Major Renovation Project with _____ (“Architectural Designer”) for the contract period commencing on _____, 2018 through construction project completion. A copy of the Board Action Item is attached as Exhibit A, and incorporated by reference into this Contract.

The School District and the Architectural Designer desire that the Architectural Designer perform, on time and on-budget, professional architectural and engineering design services for the Frank Addition & Major Renovation Project, under the direction and management of the School District. The Architectural Designer will perform, on-time and on-budget, the professional architectural and engineering design services for the Frank Addition & Major

Renovation Project, and will assume the responsibilities, duties and liabilities provided herein, and will work in concert with the School District and others in connection with the Capital Improvement Program and the School District Master Plan, in strict accordance with the attached Board Action Item; and the School District's Request for Proposals ("RFP") to provide Professional Architectural Design Services for Anne Frank Elementary School – Addition and Major Renovation (referred to as "RFP for Design Services for Frank Addition & Major Renovation") and the Scope Determination Report for Anne Frank Elementary School Addition and Major Renovation dated October 10, 2018 (RFP, Exhibit "A"), and Addendum No. _ (if any), attached collectively as Exhibit B and incorporated by reference into this Contract; and the Architectural Designer's Proposal (as modified hereby) to provide Professional Architectural Design Services for Anne Frank Elementary School Addition and Major Renovation dated _____, 2018, referred to as Exhibit C and incorporated by reference into this Contract; and on the terms and conditions hereinafter set forth.

NOW, THEREFORE, IN CONSIDERATION of the foregoing Background and the mutual covenants, promises, and agreements set forth herein, the School District and the Architectural Designer, intending to be legally bound, agree as follows:

Section 1. Incorporation of Background; Definitions; General Rules of Construction.

1.1 **Incorporation of Background.** The above Background is incorporated by reference into this Contract.

1.2 **Definitions.** Except as expressly provided otherwise in this Contract or in Exhibits A-F, capitalized terms shall have the meanings specified in this Paragraph 1.2. Such meanings shall be applicable to both the singular and plural of the term defined. Whenever the context requires, words used in the singular shall be construed to mean or include the plural and vice versa; and pronouns of any gender shall be deemed to include and designate the masculine, feminine, and neuter genders. "Or" shall include "and/or".

(a) **Additional Services** – has the meaning attributed thereto in Paragraph 6.7, *Additional Services*.

(b) **Applicable Law** – means and includes all federal, state and local statutes, ordinances, resolutions and regulations, including the rules and regulations of any government authority, School District rules, regulations and policies applicable to the School District, the Architectural Designer and the Work, and includes all applicable case law, court orders, injunctions and consent decrees.

(c) **Architectural Designer** – means the qualified professional consulting services firm performing professional architectural and engineering design services and other disciplines for the Frank Addition & Major Renovation Project pursuant to this Contract.

(d) **Basic Services** – has the meaning attributed thereto in Paragraph 6.6, *Basic Services*.

(e) **Board or Board of Education** – means the School District's Board of

Education appointed pursuant to 24 P.S. §21-2101 and §3-301, or any successor body.

(f) **Capital Improvement Program or CIP or Capital Program** – means the amended 6-year Capital Improvement Program (FY19 through FY24) approved by the SRC on May 24, 2018, and any additions, deletions, changes, adjustments, and annual updates approved by the Board.

(g) **City or Local** – means the City of Philadelphia and its legislative, executive, and administrative branches of government.

(h) **Commencement FY** – has the meaning attributed thereto in Paragraph 6.12, *Crossing Fiscal Years*.

(i) **Construction Management Firm**– means the qualified professional consulting services firm performing professional construction management services during the design and construction of the Frank Addition & Major Renovation Project under the School District’s Capital Improvement Program pursuant to its Contract with the School District.

(j) **Contract** – means this professional services contract for professional architectural and engineering design services and other disciplines for the Frank Addition & Major Renovation Project, including all exhibits or documents attached hereto and/or incorporated herein, as amended from time to time by written amendment executed by both parties, and all modifications or revisions made in accordance with the terms hereof.

(k) **Contract Administrator** – means a Contract Administrator designated by a party pursuant to Paragraph 7.1, *Contract Administrators*.

(l) **Contract Documents** – has the meaning attributed thereto in Paragraph 16.4, *Contract Documents; Order of Precedence*.

(m) **Contract Modification** – has the meaning attributed thereto in Paragraph 3.14, *Changes*.

(n) **Contractor or Prime Contractor or Construction Contractor** – means the construction contractor performing construction work, including general construction work, heating, ventilating and air conditioning (HVAC) work, plumbing work, and electrical work, for the Frank Addition & Major Renovation Project under the School District’s Capital Improvement Program, pursuant to a single construction contract or separate multiple construction contracts with the School District, under the bidding and contracts requirements of the Public School Code, 24 P.S. §7-751(a.2).

(o) **Deliverables** – means all required submittals, work product, materials, documents, drawings, magnetic media and reports, including all underlying information, data and research, to be provided by the Architectural Designer at regular review points and at the completion of the work as expressly noted herein or as may be required by the Architectural Designer.

(p) **Effective Date** – means the date first written above.

(q) **Federal** – means the United States of America and its legislative, executive, and administrative branches of government.

(r) **Force Majeure Condition** – means a force majeure event or condition described in Paragraph 3.15, *Force Majeure*.

(s) **Key Personnel** – means those job titles and the persons assigned to those positions in accordance with the provisions of Paragraph 3.2.13 and Paragraph 8.1, *Key Personnel* of this Contract and any persons that the Architectural Designer shall invoice the School District for in performance of required services.

(t) **MBE/WBE** – means minority-owned business enterprise and women-owned business enterprise as certified or qualified by the School District Office of Small Business Development or certified by the City of Philadelphia’s current Office of Economic Opportunity or former Minority Business Enterprise Council, or certified by the Southeastern Pennsylvania Transportation Authority’s DBE Program Office, or certified by any other certifying agency designated by the School District in its discretion.

(u) **Notice to Proceed** – means written authorization by the Contract Administrator for the School District to commence its respective services.

(v) **OSHA** – means the Occupational Health and Safety Act of 1970.

(w) **PDE** – means the Department of Education of the Commonwealth of Pennsylvania or the Pennsylvania Department of Education.

(x) **Phase Submission Checklist** – means the document prepared by the School District and distributed to the Architectural Designer for the Project, and as possibly modified by modifications, and is incorporated by reference as part of the Contract.

(y) **Project** – or **Frank Addition & Major Renovation Project** means the addition and major renovation to Frank Elementary School.

(z) **Project Schedule** – means the schedule developed and included in the approved Scope for the Project, together with all modifications.

(aa) **Proposal** – means the Proposal dated _____, 2018 submitted by the Architectural Designer in response to the RFP, together with all subsequent modifications and supporting materials submitted by the Architectural Designer to the School District in response to the RFP.

(bb) **Request for Information** or **RFI** – means Request for Information.

(cc) **Request for Proposals** or **RFP** – means the Request for Proposals to provide Professional Architectural Design Services for Anne Frank Elementary School – Addition and Major Renovation (referred to herein as “RFP for Design Services for Frank Addition and Major Renovation”) and the Scope Determination Report for Anne Frank Elementary School

Addition and Major Renovation dated October 10, 2018 (RFP, Exhibit “A”) issued by the School District, including all Addenda thereto issued, if any.

(dd) **School District** – means the School District of Philadelphia.

(ee) **Scope or Scope of Work or SOW** – means the overall plan, including scope or scope of work, schedule, phase submission checklist, and budget, for the Project, together with all modifications, provided by the School District and agreed to by the School District, including, but not limited to, the scope of work items described in the Scope Determination Report for Anne Frank Elementary School Addition and Major Renovation dated October 10, 2018 (RFP, Exhibit “A”) (hereafter called “Scope Determination Report”).

(ff) **Services** – mean, collectively, those necessary to complete the Work, including without limitation those services, and such additional services as may be directed by the School District, to be provided by the Architectural Designer in accordance with the terms and conditions of this Contract and set forth in the Construction Documents, including any Project Schedule, Work Schedule, Deliverables, supplements, modifications, or amendments hereto, and any work functions necessary in order to complete such Services.

(gg) **SRC or School Reform Commission** – means the predecessor governing body of the School District appointed pursuant to 24 P.S. §6-696.

(hh) **State** – means the Commonwealth of Pennsylvania and its legislative, executive, and administrative branches of government.

(ii) **Subcontractor or Subconsultant** – means any person, firm, partnership, corporation, other entity, or combination thereof, or their respective duly authorized representative(s), who has or will enter into a contract or consulting agreement with the Architectural Designer to perform any Services covered by this Contract.

(jj) **Subcontract** – means a contract or consulting agreement entered into by the Architectural Designer with a Subcontractor or Subconsultant in order to perform, directly or indirectly, its Services under this Contract.

(kk) **Term** – means the Term specified in Paragraph 2.1.

(ll) **Termination Notice** – means a notice given by the School District of its intent to terminate and its termination of this Contract. The termination procedure is set forth in Section 14, *Termination*.

(mm) **Work** – means the Scope of Services set forth in Section 4 of this Contract.

(nn) **Work Schedule** – means that schedule submitted to and approved by the School District for the completion of those tasks necessary to complete the Work, as may be amended from time to time subject to the written approval of the School District.

*(oo) _____ – means _____, a

corporation duly organized and existing under the laws of the [State/Commonwealth] of _____, and licensed and authorized to do business under the laws of the Commonwealth of Pennsylvania, with offices at _____.

[Since definition list is alphabetical, clause must be inserted and put in alphabetical order.]

1.3 **General Rules of Construction.** Except as expressly stated otherwise, all references to “Paragraph(s)” or “Section(s)” in this Contract are references to Paragraphs and Sections of this Contract or the Exhibits attached to this Contract; and all references to Exhibit(s) are references to the Exhibits attached hereto. The table of contents and headings used in this Contract are for reference and convenience only, do not in any way define, limit, describe, or amplify the provisions of this Contract or the scope or intent of its provisions, are not a part of this Contract, and will not enter into the interpretation of this Contract. All references to “days” in this Contract mean calendar days unless otherwise stated. The term “business day” means Monday through Friday, excluding holidays observed by the School District.

Section 2. Term of Contract.

2.1 **Term.** The term of this Contract shall commence upon written authorization by the School District and continue in full force and effect until the completion of all required services in the Scope of Work and this Contract, unless sooner terminated by the School District pursuant to the terms of this Contract.

Section 3. Architectural Designer’s Services and Responsibilities.

3.1 **Status of Architectural Designer.** The Architectural Designer is an authorized representative of the School District on the Project, and shall have the powers, duties and responsibilities that are delegated by the School District to the Architectural Designer under this Contract. Neither the Architectural Designer nor any of its agents, employees or Subconsultants constitute employees of the School District, and these persons shall have no right to receive any School District employee benefits, or any other privileges available to School District employees.

3.2 **Architectural Designer’s Representations, Warranties and Commitments.** The Architectural Designer hereby represents, warrants and commits to the School District, which representations, warranties and commitments shall survive the execution and delivery of this Contract, that:

3.2.1 The Architectural Designer has the power and authority to enter into and perform this Contract.

3.2.2 This Contract, when executed and delivered, shall be a valid and binding obligation of the Architectural Designer enforceable in accordance with its terms.

3.2.3 The Architectural Designer is financially solvent and possesses sufficient working capital to perform the services set forth in this Contract, on-time and on-budget, and is current in the payment of taxes and other indebtedness to the City of Philadelphia and the Commonwealth of Pennsylvania.

3.2.4 The Architectural Designer is ready, willing and able and has sufficient experience and competence to perform all of the responsibilities and duties set forth in this Contract, on-time and on-budget.

3.2.5 The Architectural Designer is authorized to do business in the Commonwealth of Pennsylvania and is properly licensed or registered by all necessary governmental and public and quasi-public authorities having jurisdiction over it, the services required hereunder.

3.2.6 The Architectural Designer is a firm experienced and skilled in performing architectural and engineering design services for school projects of comparable size and complexity to the School District's capital projects and utilizing a variety of different types of architectural and engineering design and delivery methods.

3.2.7 The Architectural Designer has the necessary skills, experience, expertise and ability to deliver multiple projects and to utilize various delivery methods in a fast paced urban school construction environment, and to deliver this Project on time and within the budget, and to meet the Project Schedule and Project Budget in a fast paced construction environment.

3.2.8 The Architectural Designer will visit the site of the Project and familiarize itself with the local conditions under which the services required hereunder are to be performed.

3.2.9 The architectural, mechanical, electrical and plumbing ("MEP") engineering, civil engineering, structural engineering, and other disciplines and features of the Architectural Designer's architectural and engineering design work shall be reviewed and approved by architects, mechanical, electrical and plumbing ("MEP") engineers, civil engineers, or structural engineers licensed or registered to practice in the particular professional field involved in the Commonwealth of Pennsylvania.

3.2.10 The Architectural Designer shall provide and maintain sufficient organization, personnel and management to carry out the requirements of this Contract, on-time and on-budget. The Architectural Designer shall assign to this Contract personnel having the necessary competency, qualifications, experience, skill and knowledge required to perform the respective services. The School District reserves the right to direct the Architectural Designer to remove any personnel from the Services provided under this Contract upon material reason therefore given in writing. If removal of personnel is for cause, any costs of such removal shall be borne by the Architectural Designer.

3.2.11 The Architectural Designer shall provide teams of qualified design or engineering personnel with experience related to architectural, MEP engineering, civil engineering, or structural engineering requirements on educational institutional projects of similar scope and size as the Project, and the qualifications of the design or engineering personnel shall include the appropriate education, training, licenses, and registrations required in order to provide comprehensive architectural and engineering design services.

3.2.12 Architectural Designer's and its Subconsultants' Key Personnel. The Key Personnel of the Architectural Designer and its Subconsultants are listed in the Architectural Designer's Proposal (Exhibit C). The Key Personnel List is attached as Exhibit D and incorporated by reference into this Contract. The Key Personnel of the Architectural Designer and its

Subconsultants, all of whose resumes have been provided, shall perform those architectural and engineering and other disciplines design, contract preparation and construction administration services of the Architectural Designer required under this Contract. These persons shall devote their time as necessary to the Project to ensure the Architectural Designer's full and timely performance of this Contract, on-time and on-budget. The Architectural Designer shall not remove, reassign, replace, or substitute any listed Key Personnel, without the prior written notice to and consent of the School District, which consent shall not be unreasonably withheld. In the event that these persons become unavailable to serve on the Project, the Architectural Designer shall obtain the School District's prior approval of any selected substitute personnel, which approval shall not be unreasonably withheld.

3.2.13 **Architectural Designer's Subconsultants.** The Architectural Designer shall engage the Subconsultants, which have been approved by the School District, to perform architectural and engineering design and other disciplines and other services required of the Architectural Designer under this Contract, on-time and on-budget, and shall require each of its Subconsultants to place his licensed architect or design professional stamp (with seal, name and dated signature) on any drawings, specifications and other design and construction documents prepared by his licensed architects or design professionals in accordance with the Pennsylvania Architect Licensure Law, 63 P.S. §§34.12, or his licensed engineering stamp (with name, seal, and dated signature) on any plans, plats, specifications and reports prepared by his licensed engineers in accordance with the Pennsylvania Engineer, Land Surveyor and Geologist Registration Law, 63 P.S. §§148-158.2. The Architectural Designer shall not employ, contract with, or use the services of any person or firm, as a subconsultant or otherwise, without the prior written approval of the School District, which approval shall not be unreasonably withheld.

3.2.14 The Architectural Designer shall coordinate the activities of all its consultants and all other members of its architectural and engineering design team. The Architectural Designer shall be responsible for all actions of its Subconsultants and other team members in accordance with Paragraphs 3.4, *Standard of Performance*, 3.5, *Labor, Materials, Supplies and Equipment*, and 3.11, *Subletting and Assignment*, of this Contract.

3.2.15 Any written commitment, warranty or representation by the Architectural Designer within the scope of this Contract shall be binding upon the Architectural Designer, whether or not incorporated into this Contract. Failure of the Architectural Designer to fulfill any such commitment, warranty or representation, or if any commitment, warranty or representation was untrue in any material respect when made, shall constitute a default under Section 14 (*Termination*). The commitments, warranties and representations of the Architectural Designer within the meaning of this Paragraph 3.2.15 shall include, without limitation, the following:

(a) fees, costs and rates committed to remain in force over specified period(s) of time;

(b) any representation or warranty made by the Architectural Designer in a proposal as to the Services to be performed under this Contract, the qualifications, licenses, registrations, credentials, training, experience, and capabilities of the Architectural Designer and its personnel, and the licenses, registrations, capabilities, and experience of its Subconsultants;

(c) any representation or warranty made by the Architectural Designer concerning the characteristics of items of services described in this Paragraph 3.2.15 made in any

literature, descriptions, or documents accompanying or referred to in a proposal;

(d) any modification of, or affirmation, or representation as to the characteristics of items of services described in this Paragraph 3.2.15 which is made by the Architectural Designer in writing during the course of discussions whether or not incorporated into a formal amendment to the proposal in question; and

(e) any commitment, warranty or representation by the Architectural Designer in a proposal, supporting documents, or other writing issued during the course of the proposal review as to services to be performed, or any other similar matter, regardless of the fact that the duration of such commitment, warranty or representation may exceed the term of this Contract.

3.3 **Basic Services and Additional Services.** The Scope of Services and other requirements of this Contract constitute Basic Services, for which compensation will be paid under Paragraph 6.1 herein, but are not intended to have the effect of excluding services which are not specifically mentioned, but which are normally basic services required for performance of the obligations of the Architectural Designer under this Contract. The Architectural Designer shall furnish all other services that are necessary or required to fulfill the objectives of this Contract, for which Additional Services the Architectural Designer will be compensated under Paragraph 6.7 of this Contract. The services and responsibilities delineated in this Contract are intended to substantively define the role of the Architectural Designer, but may not include all of the services required of the Architectural Designer under this Contract.

3.4 **Standard of Performance.** The Architectural Designer shall exercise a high degree of professional skill, care, diligence and competence in the rendition of its Services under this Contract in accordance with the professional standards prevailing in the metropolitan Philadelphia area for the provision of architectural and engineering design consulting services such as those provided in this Contract. The Architectural Designer's attention is directed to the fact that the Services are urgently needed by the School District. The Architectural Designer's Services under this Contract shall be performed as expeditiously as is consistent with said professional standards and sound professional practices. The Architectural Designer shall use its best efforts to assure timely and satisfactory completion of its Services in accordance with the Project Schedule and Project Budget. The Architectural Designer shall at all times act in the best interest of the School District, consistent with the professional obligations assumed by it in entering into this Contract. The Architectural Designer shall perform all Services under this Contract in accordance with the terms and conditions of this Contract and to the reasonable satisfaction of the School District. The Architectural Designer shall design to cost when performing its Services under this Contract.

3.4.1 All Services to be performed by the Architectural Designer that require the exercise of professional skills or judgment shall be accomplished by professionals licensed or registered to practice in the applicable professional discipline in the Commonwealth of Pennsylvania. The Architectural Designer shall remain responsible for the professional and technical accuracy of all Services or Deliverables furnished under this Contract.

3.4.2 Nothing in the Pennsylvania Architects Licensure Law, 63 P.S. §§34.1-34.22, nor the Pennsylvania Engineer, Land Surveyor and Geologist Registration Law, 63 P.S. §§148-158.2, shall prohibit the Architectural Designer from performing engineering design

services as may be incidental to its architectural design services under this Contract.

3.4.3 The Architectural Designer and its Subconsultants shall follow the School District's standard specification and drawing formats during the preparation of Project Construction Documents. All architectural and engineering design work of the Architectural Designer and its Subconsultants shall be done in consultation with, or under the direction of, representatives of the School District's Director of Capital Programs. In accordance with the Pennsylvania Architects Licensure Law, 63 P.S. §§34.12, all drawings, specifications, design and construction documents issued as Project Construction Documents shall contain the seal, stamp, name, and dated signature of a licensed or registered architect or design professional who is licensed in Pennsylvania and who is a principal owner or partner in the Architectural Designer's firm or the firm of the Architectural Designer Subconsultant. In accordance with the Pennsylvania Engineer, Land Surveyor and Geologist Registration Law, 63 P.S. §§148-158.2, all plans, specifications, plats and reports issued as Project Construction Documents shall be stamped (with the name, seal, and dated signature) by a licensed engineer who is licensed in Pennsylvania and who is a principal owner or partner in the Architectural Designer's firm.

3.4.4 When the Scope of Services of this Contract requires the Architectural Designer to prepare designs, plans, specifications, plats, drawings, documents, reports, procedures, manuals or other assigned Project(s)-related items of a similar nature, the Architectural Designer understands that such items must receive the School District's review and approval prior to their use in the Project. All Deliverables shall be prepared in a form and content satisfactory to the School District, and shall be delivered in a timely manner consistent with the approved Scope for the Project and all modifications thereto, Work Schedule, Project Schedule, and Cost Guidelines.

3.4.5 In the event the Architectural Designer fails to comply with the standards specified in Paragraph 3.4 of this Contract, the Architectural Designer shall perform again, at its own expense, any and all of the Services or Work that is required to be re-performed as a direct or indirect result of such failure. Notwithstanding any review, approval, acceptance, or payment for any and all of the Services by the School District, the Architectural Designer shall remain responsible for the professional and technical accuracy of all of the Services and Deliverables, as defined herein and furnished under this Contract. This provision shall in no way be considered as limiting the rights of the School District against the Architectural Designer either under this Contract, in law or in equity.

3.4.6 With the exception of information, data, test results and other materials provided to the Architectural Designer by others, upon which the Architectural Designer is entitled to rely for accuracy and completeness under this Contract, the Architectural Designer shall be responsible for the professional quality, technical accuracy, completeness and coordination of all designs, plans, specifications, plats, drawings, specifications, reports, and other services furnished by the Architectural Designer and its Subconsultants under this Contract. Without any additional compensation, the Architectural Designer shall diligently and expeditiously correct any errors, deficiencies or omissions in the Services or Work and shall remain liable in accordance with this Contract and Applicable Law for all damages to the School District caused by the Architectural Designer or its Subconsultants or the Services or Work. Any designs, plans, specifications, plats, drawings and specifications furnished by the Architectural Designer or its Subconsultants found to be defective, solely as a result of the errors, omissions or negligence of the Architectural Designer or its Subconsultants, shall be promptly corrected by the Architectural Designer or its Subconsultants, at no cost to the School District.

3.5 **Labor, Materials, Supplies and Equipment.** The Architectural Designer shall furnish all personnel, labor, materials, supplies, equipment, tools, and instruments necessary for the proper provision of the Services described in this Contract, on-time and on-budget, including but not limited to, telephone, fax machine, and similar items, at its facility. The Architectural Designer shall furnish the personnel and a sufficient amount of materials, supplies, equipment, tools, and instruments to perform the required Services, on-time and on-budget, in a complete, accurate, and timely manner consistent with the School District's interests or the requests of the School District and the requirements of this Contract. The Architectural Designer shall be responsible for the means, methods, techniques, sequences, and procedures to perform the Services required under this Contract. The Architectural Designer shall perform the required Services in such a manner as to not create a risk of harm to the School District, its agents, representatives, and employees, the general public, and the environment. The Architectural Designer shall perform the Services required under this Contract using qualified, licensed, or registered personnel at all times.

3.6 **Revisions to Work and Documents.** The Architectural Designer shall make revisions in designs, plans, plats, drawings, specifications, reports, or other documents produced for the Project, at no additional cost to the School District, at all Design Phases, including the Schematic Design Phase, Design Development Phase, Construction Documents Phase, and Bid Documents Phase. The Architectural Designer shall also make revisions in designs, plans, plats, drawings, specifications, reports, or other documents produced for the Project, at no additional cost to the School District, whenever such revisions are required by reason of the documents for the Project being inconsistent with the approvals or instructions previously given by the School District, or such revisions are due to causes solely within the control of the Architectural Designer. The School District has the right to inspect the Work of the Architectural Designer and its Subconsultants in progress at any reasonable location and at any reasonable time. The Architectural Designer shall revise its Work, at no cost to the School District, in accordance with the written directives of the School District's designated representatives, provided such directives are not inconsistent with previous approvals or instructions. The Architectural Designer shall revise the Construction Bid Documents for the Project, at no additional cost to the School District, if the bids for the Prime Contract of the Project exceed the Construction Budget for the Project by more than eight percent (8%).

3.7 **Cooperation with Other School District Consultants.** The Architectural Designer shall perform its Services on the Project in full cooperation with the Construction Management Firm and other School District Consultants. The School District shall require the Construction Management Firm and other School District Consultants to perform its services in full cooperation with the Architectural Designer. The Architectural Designer shall send to the Construction Management Firm and other School District Consultants copies of all notices and communications sent to the School District or received by the Architectural Designer from parties other than the School District and the Construction Management Firm or other School District Consultants relating to the Project. The School District shall require the Construction Management Firm and other School District Consultants to send to the Architectural Designer copies of all notices and communications sent to the School District or received by the Construction Management Firm or other School District Consultants from parties other than the School District and the Architectural Designer relating to the Project.

3.8 **Project Meetings.** The Architectural Designer shall prepare for and conduct progress meetings on the Project with School District representatives from the Office of Capital Programs.

The Architectural Designer shall participate in community meetings and present design deliverables to the community.

3.9 **Project Minutes, Reports, Correspondence and Communications.** The Architectural Designer shall prepare and distribute minutes of meetings, progress reports, and any other reports, correspondence and communications on the Project to School District representatives of the Office of Capital Programs, the Architectural Designer's Subconsultants, the Construction Contractors and any other Project participants, in an electronic format designated by the School District. Upon request or as required by this Contract, the Architectural Designer shall provide the School District with oral or written reports of its activities, on a monthly basis or more often as needed or required.

3.10 **Coordination and Safety of Onsite Activities.** The Architectural Designer shall cooperate and coordinate with all other School District consultants, contractors, and vendors and with School District personnel and consultants whose services for the School District relate to the Architectural Designer's Services, or requires them to perform activities in support of or in conjunction with the Architectural Designer's Services; and the Architectural Designer shall conduct its operations so that it does not interfere with such other School District consultants, contractors, and vendors and School District personnel and consultants. Any difference or conflict that may arise between the Architectural Designer and other School District consultants, contractors, or vendors, or between the Architectural Designer and School District personnel or consultants, shall be decided solely by the School District. If requested by the School District in writing, the Architectural Designer shall suspend any part of its Services, or modify its Services, if necessary to facilitate the services of other School District consultants, contractors, or vendors or School District personnel or consultants. In the event of such suspension or modification, the Architectural Designer shall have the right to submit a claim for an extension of time equivalent to the period of any delay caused by compliance with the School District's request. Any such claim(s) of the Architectural Designer shall be submitted and resolved in accordance with Paragraph 3.14 (*Changes*). While on the premises of the School District or of any governmental or other entity other than the School District, the Architectural Designer shall comply with all rules and regulations of the School District or such other entity, including all safety and security requirements.

3.11 **Subletting and Assignment.**

3.11.1 The Architectural Designer shall not subcontract any Services hereunder without the School District's prior written consent, other than to the Subconsultants which have been approved by the School District under Paragraph 3.2.13 herein, nor permit any of its Subconsultants to do so. If the Architectural Designer subcontracts any Services hereunder without the School District's prior written consent, said subcontracting shall be deemed a material breach of this Contract, thereby giving the School District the right to immediately terminate this Contract with no further obligation whatsoever on the part of the School District.

3.11.2 All Subcontracts between the Architectural Designer and its Subconsultants must be in writing, and shall include at least a detailed description of the Services to be performed, and the agreed-upon compensation schedule. All Subcontracts must contain all contract provisions and certificates as are required by the School District and any State funding agency. In the event of non-performance by a Subconsultant under this Contract, the Architectural Designer shall be

responsible to perform these Services, on-time and on-budget. All terms and conditions under this Contract applying to the Architectural Designer shall apply equally to its Subconsultants. The Architectural Designer agrees that all Subcontracts made pursuant to this Contract shall be made expressly subject to all of the terms and conditions of this Contract. The Architectural Designer shall ensure that it legally binds all Subconsultants to the same terms and conditions as the Architectural Designer under this Contract.

3.11.3 The Architectural Designer shall submit to the School District copies of all Subcontracts prior to execution by the Architectural Designer with the Architectural Designer's written request for the School District's consent. The Architectural Designer shall not enter into any Subcontract without first obtaining the School District's written consent to the proposed subconsultant and the proposed subcontract, which consent the School District may grant, withhold, condition or deny in its sole discretion. In the event the School District does not consent to a proposed subconsultant, the Architectural Designer shall immediately replace the proposed subconsultant with one to which the School District does consent; and if the School District does not consent to a proposed subcontract, the Architectural Designer shall revise the subcontract as required by the School District. In no event shall the Compensation or time of performance be increased on account of the School District's exercise of any of its rights under this Paragraph 3.11.3. The School District's consent to or approval of any Subcontract or Subconsultant shall not create any obligation of the School District to any Subconsultant or in any way relieve the Architectural Designer of its responsibility for the performance of Subconsultants and their consultants.

3.11.4 The Architectural Designer shall be fully responsible and liable for the performance of all Services, on-time and on-budget, required under this Contract in accordance with the Contract Documents, whether performed by the Architectural Designer's own personnel, by Subconsultants of the Architectural Designer, or by consultants of the Subconsultants.

3.11.5 The School District shall have no obligation to any Subconsultant. The Subconsultants shall have no recourse to the School District for any payment or for performance under their Subcontracts. No Architectural Designer, nor its Subconsultants, or any other person or entity employed by any of them, shall have any right or claim against the School District for any costs or damages arising from their performance of any of the Services, or for any monies due and owing to the Architectural Designer for the performance of any of the Services. The Architectural Designer shall incorporate this requirement in all Subcontracts with Subconsultants.

3.11.6 The Architectural Designer shall not assign or otherwise transfer all or any part of its rights, duties or obligations under this Contract, in whole or in part, except with the prior written consent of the School District; any assignment or transfer (including, but not limited to, assignment of any Subcontract) without such written consent shall be null and void. The absence of such provision or written consent shall void the attempted assignment or transfer, and the attempted assignment or transfer shall be of no effect as to the Services, the Work, the Project or this Contract.

3.11.7 In no event shall the School District's consent to any assignment or transfer by the Architectural Designer of any rights, duties or obligations under this Contract relieve the Architectural Designer from its obligations hereunder or change the terms of this Contract. The Architectural Designer accepts full responsibility for and guarantees the

performance of any and all assignees and transferees (including Subconsultants) of the Architectural Designer. The Architectural Designer shall not transfer or assign any contract funds or monies or claims due or to become due hereunder, in whole or in part, without the School District's prior written approval. The attempted transfer or assignment of any contract funds or monies which are due or which become due to the Architectural Designer, in whole or in part, or any interest therein, without such prior written approval, shall have no effect upon the School District.

3.11.8 Any assignment shall be in writing and shall contain an express assumption by the assignee of all liability accrued or thereafter accruing under this Contract. For purposes of this Paragraph 3.11 (*Subletting and Assignment*), an assignment includes the acquisition of the Architectural Designer, or a controlling interest therein, through an asset sale or a corporate or other merger, the appointment of a receiver or bankruptcy trustee for the Architectural Designer, and the transfer of this Contract or the Architectural Designer in any bankruptcy or other insolvency-related proceeding. A receiver or trustee of or for the Architectural Designer in any federal or state bankruptcy, insolvency or other proceeding concerning the Architectural Designer shall comply with the requirements set forth in this Contract, including but not limited to this Paragraph 3.11 (*Subletting and Assignment*).

3.12 **Legal Costs.** The Architectural Designer shall be responsible for all legal costs that must be incurred for it to properly perform the requirements of this Contract, on-time and on-budget, including but not limited to, legal costs necessitated to obtain all its own governmental approvals (City, State and Federal) and all its own zoning approvals, and legal costs that must be incurred to defend, indemnify, and hold the School District harmless from and against any claims, causes of action, lawsuits, or actions which are brought against the School District or the Architectural Designer by any governmental entity or any third party as a result of any act, failure to act, error, or omission by the Architectural Designer or its Subconsultants in connection with this Contract according to the indemnity in Section 9, *Indemnification*, of this Contract.

3.13 **Claims Services and Cooperation With Litigation.**

3.13.1 During the duration of the Project, the Architectural Designer shall provide any services which may be required to review and evaluate claims relating to the Work on the Project or the execution or progress of construction, or the interpretation of the Construction Documents submitted in connection with the Work on the Project, so long as the Architectural Designer is qualified to provide such interpretation and it relates to aspects of the Project for which the Architectural Designer is responsible. Such services shall be rendered by the Architectural Designer, on-time and on-budget, without additional fee or compensation, unless they require participation or involvement in litigation or arbitration to which the Architectural Designer is not a party. The Architectural Designer shall provide any services that may be required to review and evaluate claims (whether submitted pre-litigation or during litigation) relating to the provision of the Services, without additional fee or compensation, unless they require participation or involvement in litigation or arbitration to which the Architectural Designer is not a party. During the duration of the Project, at no additional cost to the School District, except where the Architectural Designer is not a party, the Architectural Designer shall assist the School District in the investigation and defense of any claims which arise from the designs, plans, plats, drawings, specifications, reports, or other documents prepared by the Architectural Designer or its Subconsultants or which result solely from the breach of contract, errors, omissions or negligence of the Architectural Designer or its Subconsultants. At no additional cost to the School District, except where the Architectural

Designer is not a party, the Architectural Designer shall assist the School District in the investigation and defense of any claims (whether submitted pre-litigation or during litigation) which arise from the provision of the Services, or which result solely from the Architectural Designer's breach of contract, errors, omissions or negligence.

3.13.2 Notice of Claims. If the Architectural Designer receives notice of a legal claim against it in connection with or in any way related to this Contract, the Architectural Designer shall (a) submit appropriate written notice of such claim to its insurance carrier within the time frame required for submission of claims by the applicable insurance policy and, (b) within five (5) business days of receipt of notice of the claim, give notice of such claim to the School District.

3.14 Changes.

3.14.1 At any time during the term of this Contract, the School District or the Architectural Designer may, without invalidating this Contract, make changes in any of the Services required under this Contract, within the general scope of this Contract as set forth in Section 3 (*Architectural Designer's Services and Responsibilities*), including, without limitation, requiring additional or different services, and changes in the time of performance; provided, however, as follows: (i) All such changes shall be made in accordance with the terms and conditions of this Paragraph 3.14 and the other provisions of this Contract, and shall be by Contract Modification, which shall be a written order or request that is accepted and agreed to by both the School District and the Architectural Designer, as evidenced by the signatures of both the School District's Contract Administrator and the Architectural Designer's Contract Administrator. (ii) If any such change causes an increase or decrease in the prices of services or the time required for the performance of this Contract, the Architectural Designer shall notify the School District at the earliest reasonable opportunity, and an equitable adjustment of this Contract amount or time of performance will be made, and will be incorporated as part of the Contract Modification, subject to the following condition: In no event shall the School District be liable to the Architectural Designer for additional compensation for any alleged change to the Services for which the School District has not agreed to and signed a Contract Modification. A Contract Modification shall set forth this Contract of the Architectural Designer and the School District on all of the following: (i) a change in the Services; (ii) the amount of adjustment in the Compensation, if any; and (iii) any adjustment in the time of performance. Any Contract Modification that increases the Compensation set forth in Paragraph 6.1.1 must be approved in writing by the School District's Director of Capital Programs to become effective.

3.14.2 All changes in the Services pursuant to this Paragraph 3.14 shall be performed, on-time and on-budget, under applicable provisions of this Contract, and the Architectural Designer shall proceed to perform the change in accordance with the time of performance provided in the Contract Modification, or if none is provided, shall proceed promptly to avoid adverse impact to the Services.

3.14.3 Assignment of School District's Right to File Direct Claims against the Prime Contractor for Architectural Designer's Damages. The Architectural Designer agrees that in no event shall the School District be liable to the Architectural Designer for payment of additional compensation for any direct, indirect or impact damages, including but not limited to costs of acceleration or for loss of revenue, overhead or profit, or for any delay damages, costs or expenses,

including but not limited to attorneys' fees, court costs and legal expenses of whatever kind or nature, arising from any changes in any of the Architectural Designer's Services required under this Contract, including, without limitation, additional or different services, or changes in the time of performance, that are caused by or attributed to the fault, negligence, breach of contract, or willful act or omission of the Prime Contractor or any of its subcontractors or consultants on the Project, or the delay, disruption, interference or hindrance of the Prime Contractor or any of its subcontractors or consultants in construction on the Project. Instead, as its sole right and remedy with respect to such fault, negligence, breach of contract, willful act or omission, or such delay, disruption, interference or hindrance, of the Prime Contractor or any of its subcontractors or consultants, the Architectural Designer shall be entitled to make, assert, file or bring a direct claim, action, cause of action or lawsuit against the Prime Contractor or any of its subcontractors or consultants, as an assignee of the School District, pursuant to this Paragraph 3.14.3. For **the sole and only purposes** of making, asserting, filing or bringing direct claims, actions, causes of actions or lawsuits against the Prime Contractor or any of its subcontractors or consultants, the School District hereby assigns to the Architectural Designer the School District's right under the Prime Contract to make, assert, file or bring direct claims, actions, causes of action or lawsuits against the Prime Contractor or any of its subcontractors or consultants for any additional compensation, damages, losses, costs and expenses of the Architectural Designer that are caused by or attributed to the fault, negligence, breach of contract, or willful act or omission of the Prime Contractor or any of its subcontractors or consultants on the Project, or the delay, disruption, interference or hindrance of the Prime Contractor or any of its subcontractors or consultants in construction on the Project.

3.15 **Force Majeure.** In the event that either party is unable to perform any of its obligations under this Contract because of reasons beyond its reasonable control, including but not limited to natural disaster, any act of God, war, civil disturbance, court order, labor dispute, change in governmental regulations, delay or failure by third parties to provide critical goods or services, delay in obtaining Project site access due to problems or delays in the land acquisition process that are not caused by the School District, delay in obtaining Project site access due to failure or refusal of adjoining property owner to give necessary permission for required construction work or necessary entry onto adjoining property to perform required construction work, or delay or failure of governmental or regulatory authorities having jurisdiction over the Project to give necessary or required approvals or documents for Project site access, construction work, or remediation of known, unknown, differing, or unforeseen Project site conditions or environmental hazards or conditions, (hereinafter referred to as a "Force Majeure Condition"), the party that has been so affected shall immediately give notice to the other party; and shall exercise every commercially reasonable effort to resume performance as quickly as possible. The Architectural Designer shall not be in default under Paragraph 14.2, *Termination for Default*, if any event of default as provided therein is the result of a Force Majeure Condition and its occurrence is without the fault or negligence of the Architectural Designer. The School District shall not be liable to the Architectural Designer for any failure to perform any of its obligations under this Contract if such failure is the result of a Force Majeure Condition. Neither party shall be entitled to compensation for the other party's delays or nonperformance resulting from Force Majeure Conditions.

3.16 **Print and Electronic Media Copies.**

3.16.1 **Design Phase Submissions:** The Architectural Designer shall promptly provide to the School District one (1) complete set of all Record Documents on electronic media acceptable to the School District (e.g., CD-ROM, AutoCAD and PDF format) and four (4) sets of

prints to the School District for all Design Phase submissions.

3.16.2 Advertisement for Bid: In addition to an electronic media copy of the approved Construction Documents, the Architectural Designer shall submit:

- (a) A full set of prints of the Drawings in PDF format; and
- (b) A full set of single sided copies of the Specifications in MS Word, including the Table of Contents, list of Drawings and Summary of Work.

3.16.3 Project Completion: The Architectural Designer shall submit:

- (a) A scanned copy on electronic media in PDF Format of the “as-built” Drawings submitted by the Contractor(s); and
- (b) A complete set of the Contract Drawings on electronic media in AutoCAD format, conformed to include revisions by addenda, bulletins or other changes to the Drawings prepared by the Architectural Designer.

3.17 **Ownership and Use of Documents.** Paragraphs 3.17.1, 3.17.2, 3.17.3 and 3.17.4 **only** apply if the Architectural Designer is an architect. Paragraph 3.17.5 does **not** apply if the Architectural Designer is an architect. Paragraphs 3.17.6, 3.17.7 and 3.17.8 apply to **all** Architectural Designers.

3.17.1 Architectural Designer’s Reserved Rights and School District’s Granted Rights. The Designs, Drawings, Specifications and other documents prepared by the Architectural Designer for the Project are instruments of the Architectural Designer’s service for use solely with respect to the Project and shall remain the property of the Architectural Designer, whether the Project for which they are made is executed or not. Unless otherwise provided, the Architectural Designer shall be deemed the author of these documents and shall retain all common law, statutory and other reserved rights, including the copyright. The School District shall have the right to retain copies, including reproducible copies, of the Architectural Designer’s Designs, Drawings, Specifications and other documents for information and reference in connection with the School District’s use and occupancy of the Project. The Architectural Designer’s Designs, Drawings, Specifications or other documents shall not be used by the School District or others on other projects unless by Contract in writing and with appropriate compensation to the Architectural Designer. If the Architectural Designer is in default of this Contract, title to and exclusive use of the Architectural Designer’s Designs, Drawings, Specifications and all related documents shall vest in the School District, but the School District shall indemnify and hold harmless the Architectural Designer and its officers and employees from any liability arising from the use or reuse of such documents without the assistance of the Architectural Designer, including costs of litigation, reasonable attorneys’ fees and time spent by the Architectural Designer and its Subconsultants attending depositions and court proceedings.

3.17.2 School District’s Rights to Use for the Project. It is expressly understood and agreed that the School District shall have the right to utilize the Architectural Designer’s Designs, Drawings, Specifications and other documents in the event the School District extends or makes an addition to the Project, corrects any deficiencies, makes any renovations or repairs to the Project,

completes the Project after any prior termination thereof due to the Architectural Designer's default of this Contract, or for future Project design use other than the construction of another building, at no additional cost to the School District. The School District agrees to indemnify and hold harmless the Architectural Designer and its officers and employees from any liability arising from the use or reuse of such documents without the assistance of the Architectural Designer, including costs of litigation, reasonable attorneys' fees and time spent by the Architectural Designer and its Subconsultants attending depositions and court proceedings.

3.17.3 Restrictions on Architectural Designer's Use. Except as provided in Paragraph 3.19 of this Contract, the Architectural Designer shall not, without the prior written consent of the School District, use or allow to be used the Designs, Drawings, Specifications or other documents uniquely developed specifically for the Project pursuant to this Contract, or any documents, drawings or specifications substantially similar thereto for any project other than the Project.

3.17.4 No Publication by Submission or Distribution. Submission or distribution of documents to meet official regulatory requirements or for other purposes in connection with the Project is not to be construed as publication in derogation of the Architectural Designer's reserved rights.

3.17.5 Ownership of Documents, Data and Files. All documents in any form, data studies, computer files of any type, database records, and reports that are produced by the Architectural Designer under this Contract are to be the property of the School District, and shall remain the property of the School District, except as otherwise delineated in Paragraph 3.17.1.

3.17.6 Risk of Loss. During the performance of the Services herein provided for, the Architectural Designer shall be responsible for any loss or damage to the documents, data, records, reports, and files that are produced by the Architectural Designer under this Contract while they are in its possession, and any such documents, data, records, reports, and files lost or damaged shall be restored at the expense of the Architectural Designer.

3.17.7 Review and Access. Full access to the Work during the Architectural Designer's preparation of the documents, data, records, reports, and files shall be available to the School District and other public agencies interested in this Work during normal business upon reasonable notice. For additional requirements pertaining to review and access to records, reports, and documents, see Paragraph 6.13, *Audits; Records and Payments*, Paragraph 16.8, *General Publication Rights*, and Paragraph 16.15, *Examination of Records*.

3.17.8 Termination or Expiration. Upon termination or expiration of this Contract, the Architectural Designer shall deliver copies of those records, data, information and other documents, delivery of which is required by this Contract, to the School District. Said copies of records, data, information and documents shall remain the property of the School District.

3.18 **Findings Confidential.** Information developed and obtained by the Architectural Designer is considered confidential by the School District. The Architectural Designer agrees to refer all inquiries by outside parties to the School District. The Architectural Designer further agrees that it will not publish any articles, newsletters, marketing materials or other informational materials for public release or its own benefit regarding the Project, or any information developed

or obtained during the performance of Services for the Project, without the express written approval of the School District. Employee newsletters and professional experience statements are not subject to this Paragraph 3.18. For additional requirements pertaining to confidentiality, publicity, and publication, see Paragraph 3.19, *Special Publication Rights*, Section 11, *Confidentiality*, Paragraph 16.7, *Publicity*, and Paragraph 16.8, *General Publication Rights*.

3.19 **Special Publication Rights.** Paragraph 3.19 **only** applies if the Architectural Designer is an architect. The Architectural Designer shall have the right to include representations of the design of the Project, including photographs of the exterior and interior, among its promotional and professional materials and for publication and teaching purposes. The Architectural Designer's promotional and professional materials, as well as its publication and teaching materials, shall not include any information designated by the School District as proprietary or confidential, unless the School District has given its prior written consent to such inclusions, which consent shall not be unreasonably withheld. The School District shall provide professional credit for the Architectural Designer on the construction sign and in the promotional materials for the Project. For additional requirements pertaining to publication, see Paragraph 16.8, *General Publication Rights*.

3.20 **No Responsibility for Hazardous Materials.** Unless otherwise provided in this Contract, the Architectural Designer and its Consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the Project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl ("PCB") or other toxic substances; provided, however, the Architectural Designer shall report to the School District the presence and location of any hazardous material that it notices or that an Architectural Designer of similar skill and expertise should have noticed. Nothing in this Contract shall impose liability on the Architectural Designer for claims, lawsuits, expenses or damages arising from or in any manner related to the exposure to or the handling, manufacture or disposal of asbestos, asbestos products, or hazardous waste in any of its various forms, as defined by the United States Environmental Protection Agency.

3.21 **Deliverables.** The Architectural Designer shall provide the Deliverables identified in Section 4, *Scope of Services*, of this Contract, on-time and on-budget, in strict conformity with the Scope for the Project and all modifications thereto, and the Project Schedule, and the Work Schedule. Partial or incomplete Deliverables may be accepted for review only when required for a specific and well-defined purpose and when consented to in advance by the School District. Such partial or incomplete Deliverables may not be considered as satisfying the specific submittal requirements as set forth herein. Partial or incomplete Deliverables shall in no way relieve the Architectural Designer of its schedule or cost commitments hereunder.

3.22 **Safety Responsibilities.** Although the Architectural Designer does not have direct safety responsibilities on the Project, it is expressly understood that the requirements of safety in conduct of the work to be performed hereunder shall be fundamental to the execution of the Architectural Designer's work. The Architectural Designer shall perform its work with due regard to the safety of persons and property. It is a condition of this Contract, and the Architectural Designer agrees, that the Architectural Designer shall not require its employees employed in the performance of this Contract to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous to personal health and safety, as determined under any applicable OSHA regulations. Applicable safety laws, rules and regulations, and codes shall be observed by the Architectural Designer and its Subconsultants. It is the responsibility of the Architectural Designer to ensure that

the work of its employees and Subconsultants required hereunder is performed in a safe and workmanlike manner and in compliance with general safety standards for the performance of such work. The Architectural Designer must ensure that all its personnel are able to adhere to applicable safety laws, rules and regulations, and codes. Safety deficiencies shall be brought to the attention of the School District and the Construction Management Firm.

3.22.1 The Architectural Designer's personnel shall wear a hard-hat, long pants, shirts and proper footwear while on the Project site. Appropriate eye protection is required when there is a potential for a foreign object to enter an employee's eye. All School District Projects shall have a 100% physical fall protection requirement for working at heights of six feet or more above a lower level. The Architectural Designer is expected to fully comply with the Project physical fall protection requirement. The Architectural Designer's personnel shall complete a Project Safety Orientation. The Architectural Designer's personnel shall comply with identification badge requirements. The Architectural Designer's personnel are prohibited from use and possession of alcoholic beverages, drugs (other than prescription), carrying weapons or ammunition onto the Project jobsite. The School District's Project Manager and the Construction Management Firm shall be notified in writing within 24 hours of occurrence if any Architectural Designer personnel are injured on the Project.

3.23 **Stormwater Management Fees and Charges.** The Architectural Designer shall pay the current Miscellaneous Stormwater Management fees and charges set forth in the current version of the Philadelphia Water Department Regulations, Chapter 3 Rates and Charges, Section 308.0 Miscellaneous Stormwater Management Charges. The Architectural Designer shall pay the current Stormwater Plan Review Fees for all development or redevelopment plans submitted to the Philadelphia Water Department under Chapter 6 Stormwater of the Philadelphia Water Department Regulations for stormwater management approvals.

3.23.1 Review time shall be based on the City of Philadelphia's tabulation of actual hours expended by the Philadelphia Water Department employees or consultants reviewing the plans associated with a particular development or redevelopment project for compliance with Chapter 6 Stormwater of the Philadelphia Water Department Regulations.

3.23.2 The Philadelphia Water Department shall refund any fees specified in this Paragraph if a plan submittal is not approved or denied within 21 days for conceptual site plans and within 45 days for technical site plans.

3.23.3 The words "development", "redevelopment" and "new development" shall have the following meanings as specified in Chapter 6 Stormwater of the Philadelphia Water Department.

(a) Development means any human-induced change to improved or unimproved real estate, whether public or private, including but not limited to land development, construction, installation, or expansion of a building or other structure, land division, street construction, and site alteration such as embankments, dredging, grubbing, grading, paving, parking or storage facilities, excavation, filling, stockpiling, or clearing. Development encompasses both new development and redevelopment. Development includes the entire development site, even when the project is performed in stages.

(b) Redevelopment means any development on a site that requires demolition or removal of existing structures or impervious surfaces and replacement with new impervious surfaces. Redevelopment includes replacement of impervious surfaces that have been removed on or after January 1, 1970, with new impervious surfaces. Maintenance activities such as top-layer grinding and re-paving are not considered redevelopment. Interior remodeling projects are not considered redevelopment.

(c) New Development means any development project that does not meet the definition of redevelopment or any development project at a site where structures or impervious surfaces were removed before January 1, 1970.

Section 4. Scope of Services.

4.1 Schedule.

4.1.1 **Mobilization.** The Architectural Designer shall commence its Services immediately upon receipt of the written Notice to Proceed issued by the School District.

4.1.2 **Work Schedule.** Schedule information for the Architectural Designer's Services will be described in the Work Schedule and the Project Schedule of the Scope and all modifications thereto for the Project as appropriate. The Architectural Designer's Services must be provided within the time schedule provided in the Scope and all modifications thereto for the Project. The Architectural Designer shall refine schedules for the Project utilizing scheduling software approved by the School District.

4.1.2.1 We anticipate a construction start of February 1, 2020 and a construction completion of August 1, 2021.

4.1.2.2 The Project Schedule shall be included in the Scope and all modifications thereto for the Project. The Project Schedule shall include conceptual milestone dates for all activities described in the Project scope of work.

4.1.2.3 The Architectural Designer shall submit updated Project Schedules to the School District, upon request, for updating of the program and master schedule. The Project Schedule submission shall include any reports, graphic, or electronic copies as required by the School District.

4.1.2.4 In order to facilitate overall planning and scheduling of the CIP program, certain standardized requirements, including activity WBS and codes, will be utilized in preparing CMP schedules. These codes will be provided prior to beginning work on the schedule.

4.1.2.5 Design schedules shall be prepared using Microsoft Project 2013 or later. Schedules shall be cost loaded to reflect the approved schedule of values.

4.1.3 **Time is of the Essence.** Time is of the essence in the CIP and on the Project. The Architectural Designer shall commence its Services immediately upon Notice to Proceed and shall diligently prosecute the Work to completion. The Architectural Designer shall

use its best efforts to complete the Work on or ahead of the Work Schedule and the schedule described in the Scope and all modifications thereto for the Project.

4.2 **Statement of Services.** The Architectural Designer shall perform various architectural and engineering design services and other disciplines for the Project, in strict accordance with the **Project Intent & Scope of Work** section and the **Phases of Service** section of the RFP, and the Scope Determination Report (RFP, Exhibit “A”), which are attached as part of Exhibit B and incorporated by reference into this Contract; and the Proposal as outlined in the approved Scope incorporated by reference into this Contract; and on the terms and conditions set forth in this Contract, within the time deadlines set forth in Paragraph 4.1, *Schedule*, of this Contract and within budget requirements. The Architectural Designer shall provide these architectural and engineering design services and other disciplines through design, construction administration and post-construction activities. The Architectural Designer shall place strict emphasis on design quality, schedule, and budget. The Architectural Designer shall employ competent personnel as required to properly perform these architectural and engineering design services and other disciplines in a timely and professionally competent manner as per the RFP and in accordance with Paragraph 3.4, *Standard of Performance*.

4.2.1 The Architectural Designer shall report directly to the assigned School District representative within the School District’s Office of Capital Programs. The School District’s Office of Capital Programs shall directly administer the work of the Architectural Designer, emphasizing on-time and on-budget performance.

4.2.2 The Architectural Designer shall submit, for review by the School District’s Office of Capital Programs, work as designated in the Scope (furnished to the Architectural Designer at the time of assignment of the Project) at the completion of Schematic Design Services, Design Development Services, 100% Construction Document Services, and 100% Bid Document Services.

4.2.3 **Standards for Services.** Services provided by the Architectural Designer shall meet the standards established by the School District. These standards shall include the Architectural Designer’s submittals of phase submissions to the School District for its review. The Architectural Designer shall include a mandatory electronic filing with the School District of the Phase Submission Checklist with each phase submission. The website address for obtaining a hard copy of the Phase Submission Checklist has either been included in the RFP or can be obtained from the assigned School District representative for the Project. All relevant elements of the Phase Submission Checklist must be completed by the Architectural Designer. Models and renderings shall not be required for this Work of the Architectural Designer as a Basic Service and are Additional Services.

4.2.3.1 **School District Standards Requirements.**

(1) The Architectural Designer shall review the School District’s Design Standards during the design of the Project. The Design Standards are a guideline and shall be considered to be minimum requirements. The Design Standards have been developed to assist design professionals in developing an enhanced learning environment for School District of Philadelphia’s students. The Design Standards specify requirements for schools of various enrollment sizes and various educational and functional spaces. The Design Standards include

specifications for quality of finishes, requested features and types of systems that will be standard in new and renovated schools.

(2) The Educational Standards, Building Standards, and Technology Standards for the Project will be provided by the School District to the Architectural Designer during the Schematic Design Phase of the Project.

4.2.3.2 Code and Regulatory Compliance.

(1) The Architectural Designer shall be responsible for all research, documentation and filings for approvals required of regulatory agencies for the Project. Typical regulatory agency approvals required for the Project are listed in the **Phases of Service** section of the RFP. The Design developed by the Architectural Designer and its Subconsultants for the Project shall be in compliance with all required codes and regulations, and the Design Documents for the Project shall clearly indicate the code requirements that affect the Design and the method in which the Design complies with the code and regulatory requirements. When code and regulatory requirements are vague, or are subject to interpretation, or conflict with other code and regulatory requirements, the Architectural Designer shall be responsible for obtaining and documenting interpretations and decisions from the proper regulatory agencies in a timely manner so that the interpretations and decisions will not adversely affect the progress of the Design.

(2) A number of approvals may require presentations made to public commissions. The Architectural Designer shall properly prepare for presentations made to public commissions, including practice sessions of the presentations made to School District representatives.

(3) The Architectural Designer shall schedule consultations and meetings with regulatory agencies as soon as possible in the design process.

(4) Required changes to Designs that result from reviews by regulatory agencies shall not be considered as grounds for extension of time to the Project Schedule or modification to the Architectural Designer's compensation for the design.

4.2.4 Summary of Design Services. An overview of deliverables and Phases of Services and deliverables are listed in the **Phases of Service** section of the RFP, which is attached as part of Exhibit B and is incorporated by reference into this Contract. A summary of the design services that may be required for the Project are as follows:

(1) Survey existing school facility, including electrical, IT, mechanical and plumbing infrastructure, to confirm scope of work.

(2) Confirm program for the Project and perform design/planning charrette with School District administrators, staff and others as required. Present three (3) space plan options as required.

(3) Attend and document design and public meetings with the School District's Office of Capital Programs staff, community development teams, and other School District personnel, including the Construction Management Firm. Participate and make

presentations at community meetings.

- (4) Make presentations at completion of Schematic Design Phase.
- (5) Prepare initial design schedule and update schedule monthly.
- (6) If Project includes work to an existing building, confirm Building Assessment, preliminary Design Concept and Program of Requirements.
- (7) Prepare final Program of Requirements.
- (8) Provide confirmation of initial estimate.
- (9) Submit to the School District's Office of Capital Programs progress drawings, specifications, Submittal Review Form and supporting documentation at various stages throughout the design process: Planning Phase, Schematic Design Phase, Design Development Phase, and Construction Documents Phase. Minimum submittal requirements at each phase shall be as enumerated in the Phase Submission Checklist included with the Scope. Schematic Development submission must document schemes of proposed location of new building addition on the site, floor plans and elevations with proposed material ideas. Design Development submission must document selection and sizing of all building and construction components, finish board and renderings, and updated specifications and detailed construction cost estimate. Construction Documentation submission must provide all project details with final specifications, phasing plan and detailed construction cost estimate. Bid Documentation submission must provide a completed set that can be used for regulatory approvals, bidding and construction.
- (10) Prepare detailed cost estimates at Schematic Design Phase, Design Development Phase, Construction Documents Phase, and Bid Documents Phase. Each phase will include a meeting to reconcile the estimates prepared by the Architectural Designer, the School District's Office of Capital Programs, and/or the Construction Management Firm. All cost estimates at all Phases shall be in CSI Masterformat. The cost estimate cover sheet included in the RFP shall accompany each detailed cost estimate.
- (11) Perform detailed building energy model at the Schematic Design Phase and the Design Development Phase. The model shall support an analysis of alternative energy conservation measures.
- (12) Participate in Value Engineering (scope to budget analysis).
- (13) Prepare monthly design status reports using a format specified by the School District.
- (14) Participate in constructability and value engineering meetings at each phase and document meeting minutes during each phase.
- (15) Research, document, initiate the effort in obtaining all required approvals, and file approvals required of regulatory agencies for the Project.

(16) Determine all required permits for construction, utilities, soils conservation, etc.

(17) Apply for preliminary building permits and attend hearings if required. Prepare and submit all required permit applications, including full participation during all City, State and Federal government agency reviews and prerequisite approvals.

(18) Prepare Project phasing plans.

(19) Do Budget reconciliation at all phases of design.

(20) Attend and document Construction Contractor pre-bid meetings, answer bid RFIs and issue addenda.

(21) Perform Bidding and Construction Administration, including meeting documentation and dissemination of minutes for all construction meetings.

(22) Assist the assigned School District representative and the Construction Management Firm in Construction Contractor bid evaluations.

(23) Document meeting minutes during design and construction activities. Disseminate meeting minutes to Project participants.

(24) Attend and document Pre-Construction meetings.

(25) Review and take appropriate action on all submittals and shop drawings.

(26) Review and take appropriate action on Applications for Payment.

(27) Monitor and document Change Management process (including RFIs, Design Bulletins, Field Instructions, Requests for Change, Change Orders and Construction Change Directives) using a format specified by the School District.

(28) Monitor and review the Construction Contractor submittal process using a format specified by the School District.

(29) Assist in the development of Quality Assurance plans for the Project.

(30) Attend and document bi-weekly Construction Progress meetings with the School District's Office of Capital Programs, school staff representative, and Construction Contractors.

(31) Attend and document monthly Project Core Meetings. These meetings shall include the Architectural Designer, Construction Management Firm, School Building representatives, School District and School District representatives. Agenda shall be any issues important for the progress of the Project identified by the attendees.

- (32) Assist in the coordination of overall site logistics.
- (33) Enter Project correspondence into a format specified by the School District.
- (34) Review final as-builts.
- (35) Conduct substantial completion and punch-list inspections with the representatives of the School District's Office of Capital Programs. Participate in final inspections with the representatives of the School District's Office of Capital Programs.
- (36) Participate in O&M training sessions with the representatives of the School District's Office of Capital Programs and the Construction Contractors.
- (37) Participate in all closeout activities, including commissioning and start-up of major building systems and equipment. Attend and document Turnover meeting with the School District and the Construction Contractors.
- (38) Participate in the System Checkout, Startup and Testing or Commissioning program as required by each specific Prime Contract.
- (39) Perform Construction Administration Services. Construction Administration Services shall include (as dictated by the needs of the Project) submittal review and approvals, construction site observation, response to Requests for Information (RFIs), issuance of Proposal Requests, review of Proposals, providing of recommendations for modifications, and assisting the School District's Office of Capital Programs Construction Unit. In general, for projects constructed by Contractors, the Architectural Designer shall be expected to provide Construction Administration consistent with industry standards.
- (40) Participate in one (1)-year post construction and warranty reviews.
- (41) Retain licensed electrician to survey existing panels, circuitry and breakers to confirm circuitry routing for terminal equipment and remaining capacity of panel boards to serve new and upgraded equipment, as Reimbursable Services.

4.2.5 The Architectural Designer shall perform the detailed design services set forth below on the Project as identified in the approved Scope and all modifications thereto, on-time and on-budget:

I. **Background/Operations.**

The School District may assign a Construction Management Firm on the Project during the Pre-Construction Phases of the Project. The Construction Management Firm will act as one of the representatives of the School District on the Project. The following describes the Construction Management Firm's services and responsibilities on the Project.

1. The Construction Management Firm's services, duties and responsibilities

during the Pre-Construction Phases of the Project will include, but not be limited to, the following: (a) performing and preparing detailed constructability reviews at completion of Schematic Design Phase drawings, completion of the Design Development Phase drawings, completion of the Construction Documents Phase drawings, and completion of the Bid Documents Phase drawings; (b) preparing construction cost (pre-bid) estimates at completion of the Design Development Phase drawings, and Construction Documents Phase drawings; (c) reviewing and providing a final construction cost (pre-bid) estimate at the completion of the Construction Documents Phase drawings; (d) supporting the Architectural Designer's efforts in obtaining required approvals; (e) determining required permits and ensuring the Contractor obtains appropriate permits; (f) developing the Project specific front end construction specifications to be included with the School District standard front end construction specifications; and (g) providing procurement support services including assisting in the issuance of addenda, and assisting the School District Project Manager in contractor bid evaluations. The School District shall furnish the Architectural Designer with a copy of any written agreement between the School District and the Construction Management Firm.

2. The School District shall provide site inspection, coordination and contract administration services for the Project during the Construction Period through the School District's Office of Capital Programs Construction Unit. The services, duties and responsibilities of the School District's Office of Capital Programs Construction Unit during the Construction Period of the Project will include, but not be limited to, the following: (a) performing field oversight and coordination services on the Project; (b) safety monitoring services; and (c) building commissioning services.

II. **Pre-Design and Design Phases.**

The School District may request to review Drawings, Specifications or other documents of the Architectural Designer during the phases of Project design.

A. **Architectural Designer's Services During Planning Phase.**

1. The Architectural Designer shall meet and consult with the School District's Office of Capital Programs on a regular basis as needed during the Scope Assessment/Validation Phase.

2. The Architectural Designer shall visit the Project site and shall review the Scope with the representative of the School District's Office of Capital Programs, and the Construction Management Firm. The Architectural Designer shall confirm the accuracy of background drawings and shall survey existing conditions and report them graphically using AutoCAD 2014 or later edition.

3. The Architectural Designer shall review in detail the Scope developed by the representative of the School District's Office of Capital Programs and incorporated into the RFP, School District standards and Department of Education of the Commonwealth of Pennsylvania (PDE) standards. The Architectural Designer shall validate the Project drawings and sketches, included in the Scope, offer suggested changes, and formulate a final concept for design.

4. The Architectural Designer, together with representatives of the School

District's Office of Capital Programs and the Construction Management Firm, shall meet with officials of the City Department of Licenses and Inspections (L&I Department) or any other governmental agency, if necessary, regarding the applicability of pertinent zoning, handicapped, School District and PDE standards and building codes and regulations to the Project.

5. Plan-Con. The School District coordinates Plan-Con approvals through the PDE. The Architectural Designer shall work with and furnish data and information to the School District for Plan-Con, and shall attend review meetings at the PDE related to the Plan-Con process with the School District. The Architectural Designer shall assist the School District in developing sections of the Plan-Con Workbook appropriate to the Project and required for submission to the PDE. Plan-Con pertains to the justification, educational planning, site selection process and design analysis of the Project. Based upon the Scope for the Project and the Project drawings and sketches developed and prepared by the School District's Office of Capital Programs, the Architectural Designer shall develop and compile the following information relative to the planned Project construction work: (a) educational activities: goals, planned usage, number of users, grouping of users, relationships to other activities and special requirements; (b) space and capacity calculations relative to the new building; and (c) conceptual design documents of selected design. The School District will develop all additional information necessary for the Plan-Con submission. The Architectural Designer shall prepare the Plan-Con documents for submission to the PDE.

6. The Architectural Designer shall consult with the School District regarding School District provided materials, supplies, and equipment (including but not limited to bulk procurements) for the Project, and not-in-contract (NIC) materials, supplies, and equipment, and materials, supplies and equipment that are being provided by others and are not in the Project work. The Architectural Designer shall coordinate its design activities in the event there are School District provided materials, supplies, and equipment (including but not limited to bulk procurements) for the Project, and NIC materials, supplies, and equipment, and materials, supplies and equipment that are being provided by others and are not in the Project work.

7. The Architectural Designer shall submit required documents, including the Order of Magnitude Cost Estimate and Outline Specifications, to the School District's Office of Capital Programs for review at completion of this Phase. Included with this submission shall be a filled out copy (in electronic format) of the Phase Submission Checklist provided by the School District's Office of Capital Programs.

B. Architectural Designer's Services During Schematic Design Phase.

1. Once the Order of Magnitude Cost Estimate and Outline Specifications have addressed all of the School District's comments and the Order of Magnitude Cost Estimate and Outline Specifications have been approved by the School District, the Architectural Designer can begin the Schematic Design Phase process.

2. The Architectural Designer shall meet and consult with the School District and the Construction Management Firm on a regular basis as needed during the Schematic Design Phase. The Architectural Designer shall document meeting minutes during the Schematic Design Phase.

3. Based upon the approved (by School District's Office of Capital Programs)

Phase Submission Checklist submitted by the Architectural Designer at the completion of the Pre-Design Services Phase, the Architectural Designer shall prepare, for the School District's approval, the Schematic Design Documents consisting of Drawings, Outline Specifications, Cost Estimate and other documents, including color-rendered elevations, site and floor plans, building sections, sketches, models and perspectives, illustrating the scale and relationship of the Project components. The Architectural Designer shall design to cost in the Schematic Design Documents. The Schematic Design Documents shall include the maintenance of life safety systems and conditions in the existing school buildings. The Schematic Design Documents shall include all School District provided materials, supplies, and equipment (including but not limited to bulk procurements) for the Project, and not-in-contract (NIC) materials, supplies, and equipment, and materials, supplies and equipment that are being provided by others and are not in the Project work. The Schematic Design Documents shall follow the School District's standard specification and drawing formats. The Schematic Design Documents shall comply with the Design Guidelines, the Scope and all modifications thereto, and all applicable federal, state and local laws, statutes, ordinances, codes, orders, rules and regulations, except those related to the educational aspects of the Project, in effect at the time of the development of the design of the Project.

4. The Architectural Designer shall review the School District's and the Construction Management Firm's recommendations regarding the design aspects of the Project, and shall resolve any design issues, to the satisfaction of the School District's Office of Capital Programs.

5. The Architectural Designer, together with the Construction Management Firm and the School District's Office of Capital Programs, shall meet with representatives of the State and City building and educational departments as required for the purpose of reviewing the Schematic Design. If variances are required, the Architectural Designer shall assist the School District by preparation and filing of documents required for the variances.

6. The Architectural Designer shall make presentations on the Project for any required public or private group or agency that is necessary for the orderly progress of the work.

7. The Architectural Designer shall provide material and color selections of all work incorporated into the building as part of the construction cost and furniture and equipment layouts as required to confirm the spatial configuration of the Schematic Design. Services required in connection with the selection, procurement or installation of moveable furniture, furnishings and related equipment for the Project shall only be provided as an additional service for which the Architectural Designer, if authorized, shall be compensated under Paragraph 6.7 of the Contract.

8. The Architectural Designer shall develop the Schematic Design Documents within the limits of the established Project Construction Budget. At no additional cost to the School District, the Architectural Designer shall revise the Project Schematic Design and the Schematic Design Documents as necessary to keep the Project costs within the approved budgetary limits.

9. The Architectural Designer shall assist the School District's Subsidies personnel in maximizing potential PDE subsidies.

10. The Architectural Designer shall review the Capital Program's Project preliminary cost estimate, and shall prepare and submit a detailed Construction Cost Estimate to the School District and the Construction Management Firm for their review and recommendations at

100% Schematic Design Phase. The Architectural Designer shall revise this cost estimate based upon the School District's recommendations for corrective actions. It is expressly understood that this cost estimate is solely for the purpose of aiding the School District in making feasibility decisions, and is not to be interpreted in any way as a guarantee of costs by the Architectural Designer. The Architectural Designer shall participate in value engineering sessions as required by the School District in order to ensure that the Estimated Construction Cost stays within the Project Construction Budget. The Architectural Designer shall revise the Schematic Design if it is over the Project Construction Budget (not including the Owner's contingency), at its sole cost and expense.

11. The Architectural Designer shall coordinate its design activities in the event there are School District provided materials, supplies, and equipment (including but not limited to bulk procurements) for the Project, and NIC materials, supplies, and equipment, and materials, supplies and equipment that are being provided by others and are not in the Project work.

12. The Architectural Designer shall submit required documents to the School District's Office of Capital Programs for review at the completion of this Phase. Included with this submission shall be a filled out copy (in electronic format) of the Phase Submission Checklist Document provided by the School District's Office of Capital Programs.

13. The Schematic Design Documents submission must include the updated Cost Estimate and all other required documents for the Project, or the Schematics Design Documents submission shall be deemed an incomplete or incorrect submission and the School District shall have the right to withhold or reduce Architectural Designer payments. The Schematic Design Documents submission must be submitted no later than the date listed for the submission in the latest or updated Project Schedule, or the Schematic Design Documents submission shall be deemed a late submission and the School District shall have the right to withhold or reduce Architectural Designer payments.

C. **Architectural Designer's Services During Design Development Phase.**

1. Once the Schematic Design Documents have addressed all of the School District's comments and the Schematic Design Documents and Cost Estimate have been approved by the School District, the Architectural Designer can begin the Design Development Phase process.

2. The Architectural Designer shall meet and consult with the School District and the Construction Management Firm on a regular basis as needed during the Design Development Phase. The Architectural Designer shall document meeting minutes during the Design Development Phase.

3. Based on the approved Schematic Design Documents, and any adjustments authorized by the School District in the program or Project Construction Budget, the Architectural Designer shall prepare, for the School District's approval, the Design Development Documents for the Project. The Design Development Phase shall include the completion of all design for the Project. The Design Development Documents shall include evidence that every component of the Project has been designed into the Project and sized. The Design Development Documents submission shall include all Drawings, Cost Estimates, Specifications, and Commissioning Checklists.

4. The Architectural Designer shall review the School District's and the Construction Management Firm's recommendations regarding the design aspects of the Project, and

shall resolve any design issues, to the satisfaction of the School District's Office of Capital Programs.

5. The Architectural Designer, the School District's representatives, and the Construction Management Firm shall meet with representatives of the appropriate State and City departments, including building and education departments, for the purposes of reviewing the Design Development Documents and obtaining their necessary approvals of the Project. The Architectural Designer shall prepare and submit any documents as may be required to obtain approvals.

6. The Architectural Designer, together with the School District's representatives and the Construction Management Firm, shall make presentations on the Project to any public or private group or agency that is necessary for the orderly progress of the work. The Architectural Designer shall file the necessary documents and secure the necessary variances and/or approvals of the governmental authorities having jurisdiction over the Project. The Architectural Designer shall attend a reasonable number of hearings as required by the School District.

7. The Architectural Designer shall consult with the School District regarding the technology systems, food services systems, telecommunications systems, and other special systems that are required for the Project, including requirements and monetary costs. The Architectural Designer shall include all documentation for all technology systems, food services systems, telecommunications systems, and other special systems that are required for the Project, including requirements and monetary costs, in the Design Development Documents.

8. The Architectural Designer shall prepare and submit a detailed Construction Cost Estimate to the School District and the Construction Management Firm (if the Construction Management Firm is assigned to the Project) for their review and recommendations at the completion of the Design Development Phase. The Architectural Designer shall revise this cost estimate based upon the School District's recommendations for corrective actions.

9. The Architectural Designer shall participate in value engineering sessions as required by the School District in order to ensure that the Estimated Construction Cost stays within the Project Construction Budget. If the Design Development Documents exceed the Project Construction Budget, it shall be the responsibility of the Architectural Designer to redesign, at its sole cost and expense.

10. The Architectural Designer shall coordinate its work during the Design Development Phase with the School District's Subsidies personnel.

11. The Architectural Designer shall submit the approved Design Development Documents to the PDE.

12. The Architectural Designer shall coordinate its design activities in the event there are School District provided materials, supplies, and equipment (including but not limited to bulk procurements) for the Project, and NIC materials, supplies, and equipment, and materials, supplies and equipment that are being provided by others and are not in the Project work.

13. The Design Development Documents submission must include the updated Cost Estimate and all other required documents for the Project, or the Design Development Documents submission shall be deemed an incomplete or incorrect submission and the School District

shall have the right to withhold or reduce Architectural Designer payments. The Design Development Documents submission must be submitted no later than the date listed for the submission in the latest or updated Project Schedule, or the Design Development Documents submission shall be deemed a late submission and the School District shall have the right to withhold or reduce Architectural Designer payments.

14. The Architectural Designer shall submit required documents to the School District's Office of Capital Programs for review at the completion of this Phase. Included with this submission shall be a filled out copy (in electronic format) of the Phase Submission Checklist provided by the School District's Office of Capital Programs.

D. Architectural Designer's Services During Construction Documents Phase.

1. Once the Design Development Documents have addressed all of the School District's comments and the Design Development Documents and Cost Estimate have been approved by the School District, the Architectural Designer can begin the Construction Documents Phase process.

2. The Architectural Designer shall meet and consult with the School District and the Construction Management Firm on a regular basis as needed during the Construction Documents Phase. The Architectural Designer shall document meeting minutes during the Construction Documents Phase.

3. Based on the approved Design Development Documents and any further adjustments in the scope or quality of the Project or in the Project Construction Budget authorized by the School District, the Architectural Designer shall prepare, for the School District's approval, the Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction of the entire Project. The Construction Documents, as may be supplemented from time to time, shall include all drawings and specifications required to construct the Project in its entirety and to obtain all local permits and approvals normally necessary to complete the construction of the Project. The Architectural Designer shall design to cost in the Construction Documents. The Construction Documents shall include the maintenance of life safety systems and conditions in the existing school buildings. The Construction Documents shall include all School District provided materials, supplies, and equipment (including but not limited to bulk procurements) for the Project, and not-in-contract (NIC) materials, supplies, and equipment, and materials, supplies and equipment that are being provided by others and are not in the Project work. The Construction Documents shall follow the School District's standard specification and drawing formats. The Construction Documents shall comply with the Design Guidelines the Scope and all modifications thereto, and all applicable federal, state and local laws, statutes, ordinances, codes, orders, rules and regulations.

4. The Architectural Designer shall review the School District's and the Construction Management Firm's recommendations regarding the Drawings and Specifications, and shall resolve any issues, to the satisfaction of the School District's Office of Capital Programs.

5. The Architectural Designer shall keep the School District and the Construction Management Firm informed of any changes in requirements or in construction materials, systems and equipment as the Construction Documents are being developed, so that the Construction Cost

Estimate and Project Construction Budget can be adjusted accordingly. The Architectural Designer shall also review projected costs, and shall consider, among other factors, the general availability of local construction services in all trades, materials and equipment and any other factors which could adversely impact the Project.

6. The Architectural Designer shall assist the School District in the development of the Prime Contract, and shall review and make recommendations upon matters for which it is qualified and upon those aspects of the Project for which it has responsibility under this Contract.

7. The School District shall obtain the necessary approvals of the PDE for the Project. The Architectural Designer shall secure all prerequisites required by the City L&I Department to obtain a building permit for the Project, including any required variances. The Architectural Designer shall file the necessary documents and secure the necessary approvals of other governmental authorities having jurisdiction over the Project. The Architectural Designer shall attend a reasonable number of hearings as required by the School District. The School District or the Construction Management Firm shall determine the required permits and ensure that the appropriate permits are obtained, with assistance from the Architectural Designer. The City has approved a waiver of the construction permit fees imposed under the City Administrative Code and levied by the City L&I Department for School District capital projects. The Architectural Designer shall assist the School District and the Construction Management Firm in completing and filing the required Waiver of Permit Fees applications with the City L&I Department, Permit Services Division, in order to obtain the City's waivers of the building permit fees and the zoning permit fees for the Project.

8. The Architectural Designer shall prepare and submit a detailed Construction Cost Estimate to the School District and the Construction Management Firm for their review and recommendations at the completion of the Construction Documents Phase. The Architectural Designer shall revise this cost estimate based upon the School District's recommendations for corrective actions.

9. The Construction Documents submission must include the updated Cost Estimate, a complete set of Drawings and a complete set of Specifications for the Project, or the Construction Documents submission shall be deemed an incomplete or incorrect submission, and the School District shall have the right to withhold or reduce Architectural Designer payments. The Construction Documents submission must be submitted no later than the date listed for the submission in the latest or updated Project Schedule, or the Construction Documents submission shall be deemed a late submission and the School District shall have the right to withhold or reduce Architectural Designer payments.

10. The Architectural Designer shall participate in value engineering sessions as required by the School District in order to ensure that the Estimated Construction Cost stays within the Project Construction Budget. If the Construction Documents exceed the Project Construction Budget, it shall be the responsibility of the Architectural Designer to redesign, at its sole cost and expense.

11. The Architectural Designer shall coordinate its work during the Construction Documents Phase with the School District's Subsidies personnel.

12. The Architectural Designer shall coordinate its design activities in the event

there are School District provided materials, supplies, and equipment (including but not limited to bulk procurements) for the Project, and NIC materials, supplies, and equipment, and materials, supplies and equipment that are being provided by others and are not in the Project work.

13. The Architectural Designer shall submit required documents to the School District's Office of Capital Programs for review once documents reach 100% completion. Included with this submission shall be a filled out copy (in electronic format) of the Phase Submission Checklist provided by the School District's Office of Capital Programs.

E. Architectural Designer's Services During Bid Documents Phase.

1. The Architectural Designer shall assist the School District and the Construction Management Firm in the preparation of the Bid Documents for the construction of the Project. The Bid Documents shall consist of Drawings and Specifications setting forth in detail the requirements for the construction of the entire Project. The Bid Documents, as may be supplemented from time to time, shall include all drawings and specifications required to construct the Project in its entirety, and to obtain all local permits and approvals normally necessary to complete the construction of the Project. The Bid Documents shall include and address all comments provided to the Architectural Designer, the School District and the Construction Management Firm at the Construction Documents Phase submission, the maintenance of life safety systems and conditions in the existing school building. The Bid Documents shall include all School District provided materials, supplies, and equipment (including but not limited to bulk procurements) for the Project, and not-in-contract (NIC) materials, supplies, and equipment, and materials, supplies and equipment that are being provided by others and are not in the Project work. The Bid Documents shall follow the School District's standard specification and drawing formats. The Bid Documents shall comply with the Design Guidelines, the Scope and all modifications thereto, and all applicable federal, state and local laws, statutes, ordinances, codes, orders, rules and regulations.

F. Architectural Designer's Services During Pre-Bid Phase.

1. The Architectural Designer shall assist the School District and the Construction Management Firm in preparing lists of qualified and interested bidders on the Project.

2. The Architectural Designer shall review the Project Schedule and the Prime Contract's primary network schedule with the School District and the Construction Management Firm, and shall comment on the schedule accordingly.

3. The Architectural Designer shall promptly obtain and examine questions received from prospective bidders, confer with the School District and the Construction Management Firm regarding appropriate responses to prospective bidders' questions, answer all prospective bidders' questions in the form of an addendum, and send all responses to prospective bidders' questions, in the form of an addendum, distribute the addendum to the School District for posting to the website.. The Architectural Designer, upon request, shall render to the School District and the Construction Management Firm written interpretations and clarifications of those Bid Documents and Construction Documents for which it has responsibility.

4. The Architectural Designer shall prepare necessary addenda to the Construction Documents, and shall submit the addenda to the School District and the Construction

Management Firm for their review and recommendations. The results of these reviews shall be provided by the School District and the Construction Management Firm to the Architectural Designer as notations on the addenda. The Architectural Designer shall revise the addenda based on these recommendations. The School District shall distribute the addenda to all potential bidders on the Project. The Architectural Designer shall advise the School District and the Construction Management Firm of the estimated costs for all addenda and of the effect of the addenda on the Project Construction Budget and Project Master Schedule. The Architectural Designer shall revise or correct the Drawings and Specifications, if necessary, to comply with the issued addenda after the receipt of bids.

5. The Architectural Designer shall attend and participate in pre-bid conferences with potential bidders on the Project. The Architectural Designer shall assist the School District and the Construction Management Firm in responding to questions raised by prospective bidders at the pre-bid conferences. The Architectural Designer shall point out to potential bidders the materials, supplies, and equipment that should not be included in the bids for the Prime Contract, *i.e.*, the School District provided materials, supplies, and equipment (including but not limited to bulk procurements) for the Project, not-in-contract (NIC) materials, supplies, and equipment, and materials, supplies and equipment that are being provided by others and are not in the Project work.

G. Architectural Designer's Services During Bid and Post-Bid Phases.

1. Following the School District's approval of the Bid Documents, the final Construction Cost Estimate, and final Construction Schedule, the Architectural Designer shall assist the School District in obtaining bids on the Project and in preparing the Prime Contract. The Architectural Designer shall assist the School District in receiving bids on the Project.

2. The Architectural Designer shall attend bid evaluation meetings and bid openings on the Project.

3. The Architectural Designer shall attend and participate in post-award conferences with successful bidders on the Project, as required.

4. The Architectural Designer shall review the School District's Subsidies' application to the PDE for the Project, and shall make recommendations as necessary to the School District.

III. Construction and Post-Construction Period Services.

A. Construction Period.

1. The Construction Period of the Project will commence with the execution of the Prime Contract by the School District and end thirty (30) calendar days after Construction Completion, except as otherwise provided herein.

B. Architectural Designer's Services During Construction Period.

1. The Architectural Designer shall be considered a representative of the School District in dealing with the Project Construction Contractors and all consultants and subcontractors,

with regard to construction activities at the Project site during the Construction Period. The Architectural Designer shall have the authority to act on behalf of the School District only to the extent provided in this Contract, unless otherwise modified by written instrument.

2. The Architectural Designer shall advise and consult with the School District, on an as-needed basis, during the Construction Period. The Architectural Designer shall cooperate with and shall assist the School District whenever necessary to reach conclusions or decisions pertaining to the construction activities on the Project. However, by providing this assistance, the Architectural Designer is not acting in a manner so as to assume responsibility or liability, in whole or in part, for all or any part of the Project construction.

3. The Architectural Designer shall attend and participate in pre-construction, construction, and Project meetings scheduled by the School District at the Project site during the Construction Period and any other meetings scheduled during the Construction Period. The Architectural Designer shall document meeting minutes during construction activities during the Construction Period.

4. The Architectural Designer shall consult with the School District, on an as-needed basis, regarding any proposed substitutions of materials and equipment specified in the Construction Documents made during the Construction Period, and shall provide recommendations to the School District regarding these proposed substitutions. The School District shall require the Prime Contractor to pay for the Architectural Designer's exhaustive investigations into their proposed substitutions of materials or equipment.

5. The Architectural Designer shall at all times have access to the work at the Project site whenever it is in preparation or progress. The Architectural Designer shall have the right to review the Project records and documents, upon request to the School District, and at all reasonable times and places, for the duration of the Project.

6. The Architectural Designer shall review and evaluate the Prime Contractor's detailed construction schedules, including schedules of shop drawing submittals, and shall make recommendations as necessary to the School District.

7. The Architectural Designer shall point out to the Project participants the School District provided materials, supplies, and equipment (including but not limited to bulk procurements) for the Project, not-in-contract (NIC) materials, supplies, and equipment, and materials, supplies and equipment that are being provided by others and are not in the Project work. The Architectural Designer shall coordinate its activities in the event there are School District provided materials, supplies, and equipment (including but not limited to bulk procurements) for the Project, and NIC materials, supplies, and equipment, and materials, supplies and equipment that are being provided by others and are not in the Project work.

8. The Architectural Designer shall visit the Project site, on a weekly basis or as otherwise agreed by the School District and the Architectural Designer in writing, to become generally familiar with the progress and quality of the work completed on the Project and to determine in general if the work on the Project is being performed in a manner indicating that such work when completed will be in accordance with the Construction Documents. However, the Architectural Designer shall not be required to make exhaustive or continuous on-site inspections to check the

quality or quantity of the work on the Project. The Architectural Designer shall promptly advise the School District in writing whenever it observes any work not being performed in accordance with the Construction Documents during its Project site visits. On the basis of its on-site observations as an Architectural Designer, the Architectural Designer shall keep the School District informed of the progress and quality of the work on the Project. The Architectural Designer shall exercise reasonable care and diligence in discovering and reporting to the School District any apparent defects or deficiencies in the work on the Project about which the Architectural Designer reasonably is aware. The Architectural Designer shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions or programs in connection with the work on the Project, since these are the Prime Contractor's responsibility under the Prime Contract. The Architectural Designer shall not have control over or charge of acts or omissions of the Prime Contractor, its subcontractors, or their agents or employees, or of any other persons performing services or portions of the work, other than the Architectural Designer's agents, employees or consultants.

9. The Architectural Designer shall have the authority, after notification to the School District, to reject work which does not conform to the Construction Documents. Whenever the Architectural Designer considers it necessary or advisable for the implementation of the intent of the Construction Documents, the Architectural Designer shall have the authority, upon written authorization from the School District, to require additional inspections or testings of the work in accordance with the provisions of the Construction Documents, whether or not such work has been fabricated, installed or completed. However, neither this authority of the Architectural Designer nor a decision made in good faith, either to exercise or not to exercise such authority, shall give rise to a duty or responsibility of the Architectural Designer to the Prime Contractor, its subcontractors, material and equipment suppliers, their agents or employees, or other persons performing portions of the work.

10. Upon written request of the School District, the Project Architectural Designer shall render written interpretations and clarifications of the Construction Documents as are necessary for the proper execution or progress of the work. All the Architectural Designer's interpretations and clarifications shall be consistent with the intent of and reasonably inferable from the Construction Documents, and shall be in writing or in the form of drawings. The Architectural Designer shall answer all RFIs concerning the meaning of the Construction Documents and the performance thereunder by the participants on the Project, orally or in writing, within a reasonable time period based on the professional standards prevailing in the metropolitan Philadelphia area for the provision of such services. The Architectural Designer shall provide this information with reasonable promptness (within seven (7) days) so as not to delay the progress of the work on the Project. The Architectural Designer shall forward this information to the School District for distribution to all participants on the Project.

11. During the Construction Period, the Architectural Designer's decision on matters relating to artistic effect shall be final if consistent with the intent of the Construction Documents, subject to the reasonable approval of the School District.

12. The Architectural Designer shall review, comment upon, approve or take other appropriate action upon the Prime Contractor's shop drawings, product data, samples and similar submittals within fourteen (14) working days after their receipt from the School District. The Architectural Designer shall review these submittals to determine their compliance with the

requirements of the Construction Documents. The Architectural Designer is not reviewing these submittals to determine the accuracy and completeness of details, such as dimensions and quantities, or to substantiate instructions or installation or performance of equipment or systems provided by the Prime Contractor. The Architectural Designer's review of these submittals does not constitute review or approval of safety precautions or, unless otherwise specifically stated by the Architectural Designer, of construction means, methods, techniques, sequences or procedures. The Architectural Designer's review or approval of a specific item or a particular submittal does not indicate that the Architectural Designer has reviewed the entire assembly of which the item is a component or other portions of the Project of which the product depicted forms only a part. When professional certification of performance characteristics of materials, systems or equipment is required by the Construction Documents, the Architectural Designer is entitled to rely upon such certification to establish that the materials, systems or equipment will meet the performance criteria required by the Construction Documents, unless the Architectural Designer knows such certification is inaccurate.

13. The Architectural Designer shall assist the School District to identify necessary or desirable changes in the work on the Project. The Architectural Designer shall evaluate requests for changes proposed by the Prime Contractor, and shall make recommendations regarding these proposed changes to the School District. The Architectural Designer shall review and state its concurrence or non-concurrence with requests for proposals submitted by the Prime Contractor. The School District shall require the Prime Contractor to pay for the Architectural Designer's exhaustive investigations, as determined by the School District under the circumstances, into their proposed requests for changes.

14. The Architectural Designer shall assist the School District in obtaining supporting documentation and data for proposed change orders on the Project. The Architectural Designer shall review proposed change orders and the recommendations thereto of the School District, and shall approve and execute or take other appropriate action on these proposed change orders.

15. The Architectural Designer shall review the pay requests of the Prime Contractor with the School District and based on its observations of the work at the Project site, shall, to the best of the knowledge, information and belief of the Architectural Designer, advise the School District whether payment is appropriate based upon the quality of the work and its conformity with the Construction Documents.

16. The Architectural Designer shall review the School District's Subsidies' application to the PDE for the Project and shall make recommendations as necessary to the School District.

17. Substantial Completion. The Architectural Designer shall consult with the School District to determine when the Project or a designated portion has reached the point of Substantial Completion. Substantial Completion is the stage in the progress of the construction and services required by the Construction Documents when the Project or a designated portion thereof is sufficiently complete in accordance with the Construction Documents so that the School District can occupy or utilize the Project for its intended use. The Architectural Designer and the School District shall jointly inspect the work and prepare appropriate punchlists of incomplete, defective or unsatisfactory work items, and shall develop a schedule for completion or correction by the Prime Contractor. The Architectural Designer shall certify the date of Substantial Completion of the Project

or a designated portion thereof and shall prepare and issue the appropriate Certificate of Substantial Completion. The Architectural Designer shall assist the School District in the “commissioning” program; “commissioning” defined as “the process of ensuring that systems are installed, functionally tested, and capable of being operated and maintained to perform in conformity with their design, the specifications in the construction contract documents, and for the purpose intended”.

18. The Architectural Designer shall assist the School District’s representative during the Prime Contractor’s checkout of utilities, mechanical systems, laboratory systems and equipment for readiness and their initial start-up and testing by the Prime Contractor. The Architectural Designer shall forward to the School District warranties and similar submittals required by the Prime Contract.

19. Construction Completion. Following correction of all items listed on the punchlists developed at the time of Substantial Completion, the Architectural Designer and the School District shall jointly inspect the entire Project or a designated portion thereof. The Architectural Designer and the School District shall corroborate that all items of unsatisfactory construction have been satisfactorily corrected. The Architectural Designer shall certify the date of Construction Completion of the entire Project and shall prepare and issue the appropriate Certificate of Construction Completion. Construction Completion is the stage in the progress of the Project when the Project has been finally completed in accordance with the terms and conditions of the Construction Documents.

20. The Architectural Designer shall review the School District’s recommendations for final payment to the Prime Contractor and shall approve such final payments or take other appropriate action. Upon approval of such final payment, the Architectural Designer shall prepare and issue the appropriate Certificate of Final Payment. Thereafter, the School District shall make such final payment to the Prime Contractor.

21. The Prime Contractor will maintain at the Project site a separate set of record drawings and specifications for its Prime Contract, upon which a continuing and current record will be made of all necessary field modifications made to its work. These drawings will accurately reflect a record of the conditions in the field, including all modifications required by either field changes or approved change orders, and the Architectural Designer shall be entitled to rely upon the accuracy and completeness of said drawings. The Architectural Designer shall receive the record drawings of the Prime Contractor, and shall scan the drawings and submit an electronic copy in PDF format to the School District. The Architectural Designer shall also prepare and deliver a complete set of the contract drawings in AutoCAD format on electronic media, conformed to include revisions by addenda, bulletins or other changes to the record drawings prepared by the Prime Contractor. The School District shall require the Prime Contractor to indemnify and hold harmless the Architectural Designer and its officers and employees from any liability arising from any deficiencies in the Prime Contractor’s record drawings

C. Architectural Designer’s Services During Post-Construction Period.

1. The Architectural Designer shall make post-completion warranty site visits to review Project conditions as needed during the one (1)-year warranty period, and shall prepare and submit to the School District a written report concerning observed Project conditions for each

site visit.

4.2.6 Limits On Authority and Responsibility.

(1) The Architectural Designer is not authorized to change, enlarge, relax, alter or release any requirement of any of the Construction Documents or the Prime Contract, or to approve or accept any construction work that is not performed in accordance with the Construction Documents.

(2) Nothing contained in this Contract shall be construed to mean that the Architectural Designer assumes any of the contractual construction management duties, responsibilities, or liabilities of the Construction Management Firm in its contract for construction management services with the School District, or any of the customary construction management duties, responsibilities, or liabilities of a Construction Management Firm on a construction project.

(3) Nothing contained in this Contract shall be construed to mean that the Architectural Designer assumes any of the contractual construction duties, responsibilities, or liabilities of the Construction Contractors in their contracts for construction work with the School District, or any of the customary construction duties, responsibilities, or liabilities of a construction contractor on a construction project.

(4) Notwithstanding the provisions of Paragraph 3.22, *Safety Responsibilities*, and any other provisions contained in this Contract, the Architectural Designer is not acting in any manner so as to assume responsibility, in whole or in part, for noncompliance of any Construction Contractors and their subcontractors with applicable federal, state, and local safety laws, statutes, ordinances, codes, rules, regulations, orders and decrees, including but not limited to, OSHA, or with safety standards and regulations established by the School District for the Project, including but not limited to standards and regulations set forth in the Safety Manual established for the School District of Philadelphia, or with federal, state, and local health laws, regulations and building codes, or for any accidents arising out of or in connection with safety precautions and safety programs in connection with the construction work on School District construction projects which caused death, personal injury or property damage and which were caused by any Construction Contractors or their subcontractors. Nothing contained in this Contract shall be construed to mean that the Architectural Designer is acting in a manner so as to assume the Construction Contractors' and their subcontractors' responsibilities or liabilities, in whole or in part, for safety precautions and safety programs in connection with construction work on School District construction projects. Nothing contained in the Safety Manual established for the School District of Philadelphia shall be construed to mean that the School District or the Architectural Designer are responsible for the jobsite safety of the construction means, methods, techniques, sequences, or procedures utilized by the Construction Contractors and their subcontractors in connection with construction work on School District construction projects. The Construction Contractors and their subcontractors are fully and solely responsible for the jobsite safety of the construction means, methods, techniques, sequences, and procedures utilized by the Construction Contractors and their subcontractors in connection with construction work on the Project. The Construction Contractors and their subcontractors are responsible for maintaining and supervising all safety precautions and programs in connection with construction work on School District construction projects, and for any violations of the safety precautions and programs in connection with construction work on School District construction projects. The Construction Contractors

and their subcontractors are also responsible for complying with all applicable laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the safety of persons or property, or their protection from damage, injury or loss, in connection with construction work on School District construction projects, and for taking all necessary precautions to protect the safety and health of their employees and others on the jobsites of School District construction projects, including compliance with all applicable federal, state and local safety and health laws, regulations, and building codes, and for adhering to and enforcing the safety regulations set forth in the Construction Documents and in the Safety Manual established for the School District of Philadelphia.

IV. **Standards of Design.** All design work shall comply with the standards as established by the School District. These include “Educational Standards” and “Building Design Criteria and Technical Standards”. Any deviations require a written variance by the School District.

Section 5. School District’s Services and Responsibilities.

The School District, at its sole discretion, may elect to furnish, or direct and authorize the Architectural Designer to provide as reimbursable services (with no additional markup), the following analyses, investigations, surveys and reports:

5.1 **Land Surveys and Site Legal Information.** The School District may furnish, or authorize the Architectural Designer to provide a certified land survey of the assigned Project(s) site(s) describing physical characteristics, legal limitations and utility locations for the site(s) and a written legal description of the site(s). The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; adjacent drainage; right-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site(s); locations, dimensions and complete data pertaining to existing buildings, other improvements and trees; and full information concerning available utility services and including inverts and depths. All information on the survey shall be referenced to a Project benchmark. The School District shall make available to the Architectural Designer documentation pertinent to the assigned Project(s), including site plans and soil analyses.

5.2 **Site Surface and Subsurface Information.** The School District may furnish, or direct and authorize the Architectural Designer to retain, the services of geotechnical consultants, soil consultants or other consultants when such services are reasonably required by the scope of the assigned Project(s). Such services shall include, but are not limited to, test borings, test pits, determinations of soil bearing values, percolation tests, soil reports, subsurface investigations, air and water pollution tests, evaluations of hazardous materials and hazardous materials storage, ground corrosion and resistivity tests, including necessary operations for determining or anticipating subsoil, air and water conditions, with reports and appropriate professional recommendations. The Architectural Designer shall review and confirm the sufficiency of the tests and information furnished to the Architectural Designer, by or on behalf of the School District pursuant to this Paragraph 5.2, based upon conditions then known to exist, but such review shall not constitute confirmation of their accuracy.

5.3 **Site Laboratory and Environmental Test Information.** The School District may furnish, or direct and authorize the Architectural Designer to provide structural, mechanical, chemical,

air and water pollution tests, tests for hazardous materials, and other laboratory and environmental tests, inspections and reports required by the Construction Documents and/or recommended by the Architectural Designer.

5.4 **Furnished Equipment and Furniture Plan.** The School District shall furnish a list of School District furnished equipment and furniture for inclusion in the Architectural Designer's design of the Project.

5.5 **Other Services Required for Design.** The School District will reimburse the Architectural Designer for the cost of other services approved in advance that are necessary to perform required design services, such as equipment lifts, roofing cores, chimney inspections, selective demolition, invasive investigations or destructive testing

5.6 **Time for Furnishing Information and Reliance on Information.** The services, information, and documents required by the above paragraphs, or otherwise to be furnished by the School District or other consultants employed by the School District, shall be furnished with reasonable promptness at the School District's expense, and the Architectural Designer shall be entitled to rely upon the accuracy and completeness thereof.

5.7 **Information Required by Governmental Authorities.** The School District may furnish, or direct and authorize the Architectural Designer to provide, any special surveys, environmental studies and submissions required for approval of governmental authorities or others having jurisdiction over the assigned Project(s).

5.8 **Required Documents and Fees for Construction, Use and Occupancy.** The City Administrative Board has approved a waiver of the construction permit fees imposed under Section A902.2 of the City Administrative Code and levied by the City Department of Licenses and Inspections ("L&I Department") for School District capital projects, effective prospectively from October 12, 1999. In accordance with the City Administrative Board Rule No. 4, no permit fee is to be paid by the School District to the City for the following permits: zoning, building, fire service, plumbing, electrical, and other similar construction permits. With assistance from the Architectural Designer, the School District shall complete and file the required Waiver of Permit Fees applications for the zoning and building permits with the City L&I Department, Permit Services Division, in order to obtain City waivers of the zoning and building permit fees for the Project.

5.9 **Review and Changes to Documents and Information.** The School District shall review all architectural and engineering Designs, Project Drawings, Specifications, Construction Documents, Bid Documents, and other information prepared and submitted by the Architectural Designer to the School District under this Contract, and shall advise the Architectural Designer of any suggested changes, comments or recommendations thereto in a timely manner so as to cause no delay to the Architectural Designer.

5.10 **No Waiver by Review, Approval, Acceptance or Payment.** Neither the School District's review, approval or acceptance of, nor payment for, any of the services required under this Contract shall be construed to operate as a waiver of any rights under this Contract or of any cause of action arising out of the performance of this Contract.

5.11 **Purpose of Review and Approval.** Notwithstanding anything to the contrary

contained in this Contract, the School District’s review and approval of any and all documents or other matters required herein shall be for the purpose of providing the Architectural Designer with information as to the School District’s objectives, goals and educational requirements with respect to the Project and not for the purpose of determining the accuracy and completeness of such documents.

Section 6. Compensation and Payment.

6.1 **Compensation.** The School District’s Board, by Action Item #A-___, has authorized an expenditure of funds not to exceed the total amount of _____ Dollars (\$_____) as the Compensation in total for the performance of professional architectural and engineering design services for the Frank Addition & Major Renovation Project. Pursuant to the attached RFP to provide Professional Architectural Design Services for Anne Frank Elementary School – Addition and Major Renovation, the School District agrees to pay the Architectural Designer Project Compensation up to that amount authorized by the Board, as Compensation for the Services performed and Reimbursable Expenses incurred by the Architectural Designer under this Contract during the Term of this Contract specified in Section 2, *Term of Contract*.

6.1.1 **Phase Compensation Limits.** Partial or progress payments of the total fee for services rendered shall be subject to phase limits specified in Section 6.2.1 below, regardless of the method of compensation, whether Percentage of Construction Cost, Hourly Rates or Lump Sum.

6.1.2 **Basic Services: Percentage of Construction Cost Method.** The School District’s payment of Project compensation to the Architectural Designer on the Project shall be determined by the School District by using the percentage of construction cost method set forth in Paragraph 6.1.2 herein. The Architectural Designer’s Final Fee shall be adjusted based on the actual low construction bid amount(s) for the Project awarded by the Board. The rate of the percentage of construction cost on the Project shall be determined as follows:

<u>Project Construction Value</u>	<u>Proposed Fee</u>
\$19,948,163	____%

The Architectural Designer’s percentage of construction cost on the Project shall be all-inclusive. The Architectural Designer shall be entitled to payment on the Project for the authorized Reimbursable Expenses provided in Paragraph 6.8 herein.

6.1.3 **Additional Services: Hourly Rates Method.** The School District’s payment for identified and approved Additional Services on the Project shall be determined by the School District by using the hourly billable wage rates of the Key Personnel of the Architectural Designer and its Subconsultants that are listed in the Architectural Designer’s Fee Proposal, attached as Exhibit E to this Contract and incorporated by reference into this Contract, and shall not exceed the hourly billable wage rates listed in the attached Exhibit E to this Contract. These hourly billable wage rates shall be fully loaded, and shall include all labor, benefits, taxes, insurances, fees, overhead costs, administrative costs, reimbursable costs, and profit costs, and

shall be firm and fixed priced for the entire duration of this Contract. These hourly billable wage rates shall be all-inclusive wage rates for all personnel listed as Key Personnel on the Architectural Designer’s Key Personnel Team List and all personnel of its Subconsultants listed on the Subconsultants Personnel Lists. Charges for Principals of the Architectural Designer and its Subconsultants shall be for minimal hours only. The Architectural Designer shall be entitled to payment on the Project for the authorized Reimbursable Expenses provided in Paragraph 6.8 at actual cost only, without additional markup. **Only one (1) hourly wage rate for each position of Key Personnel for the duration of the Contract shall be permitted and accepted. Ranges for positions of Key Personnel shall not be used. However, if ranges for positions of Key Personnel are used, the lower rate shall become the contract rate.**

6.2 **Payment.** Payments for Services on the Project shall be made as outlined below:

6.2.1 **Basic Services:**

6.2.1.1 Percentage of Construction Cost Method. The School District agrees to pay the Architectural Designer for Basic Services actually performed on the Project according to the following Project phase time schedule:

<u>Project Phase</u>	<u>Payment Amount</u>
<u>Phase I:</u> through to preparation of Project bid documents	55% of fee based on detailed cost estimates of Project; cost estimates shall be reviewed and accepted by the School District before billings can be processed
<u>Phase II:</u> at Project bid opening	10% of fee based on the lowest responsible bid (total to 65% of the adjusted fee)
<u>Phase III:</u> at completion of all Project shop drawings and submittals	10% of fee based on the lowest responsible bid (total to 75% of the adjusted fee)
<u>Phase IV:</u> at Project construction completion through Project commissioning program completion and resolution of all project change orders	25% balance of the adjusted fee

6.2.2 **Additional Services:**

6.2.2.1 Hourly Rates Method. The School District agrees to pay the Architectural Designer its staffing related costs for Additional Services actually performed on the Project, up to the approved amount for the authorized and identified Additional Services in accordance with the hourly billable wage rates for its Key Personnel that are set forth on the Architectural Designer’s Key Personnel Team List and its Subconsultants’ personnel that are set forth on the Subconsultants Personnel Lists, which are attached collectively as Exhibit D and incorporated by reference into this Contract.

6.2.2.2 Lump Sum for Additional Services. The School District and the

Architectural Designer may alternatively agree on a lump sum or fixed amount for authorized and identified Additional Services.

6.3 Applications for Payment and Subconsultant Payment Confirmation.

6.3.1 The Architectural Designer shall submit monthly Applications for Payment or Professional Services Invoices for payment of Services actually performed and approved Reimbursable Expenses actually incurred during the previous calendar month to the School District administrator named in Paragraph 7.1 of this Contract.

6.3.2 Applications for Payment or Professional Services Invoices for Services shall be limited to the persons listed on the Architectural Designer's Key Personnel Team List and the Subconsultants Personnel Lists, and at the hourly billable wage rates indicated on the Architectural Designer's Key Personnel Team List and the Subconsultants Personnel Lists. Any revisions to key personnel or additional key personnel added to the Services and their hourly billable wage rate must be approved by the School District before the Architectural Designer's submission of Applications for Payment or Professional Services Invoices for their time expended on the Services. The School District shall not make payment to the Architectural Designer for Services performed by persons not listed on the Architectural Designer's Key Personnel Team List and the Subconsultants Personnel Lists, or additional key personnel added to the Services that have not been approved in advance by the School District. The School District shall also not make payment to the Architectural Designer for Services performed by persons or additional key personnel whose hourly billable wage rates have not been approved in advance by the School District.

6.3.3 All Applications for Payment or Professional Services Invoices must be submitted on the form provided by the School District, and shall, at a minimum, include the following: (1) amount of payment applied for; (2) if payment is determined by the percentage of construction cost method, the description of all Services actually performed for which payment is sought and the rate of the percentage of construction cost; (3) if payment is determined by the hourly rates method or the negotiated fixed fee method, an itemized description of all Services actually performed during the previous calendar month for which payment is sought and their associated costs and total charges based upon the hourly billable wage rates of the Architectural Designer's Key Team Members and its Subconsultants Personnel, attached as Exhibit D and incorporated by reference into this Contract; (4) the total charges; (5) whether the Services performed were Basic or Additional Services; and (6) School District SCS number (where applicable) and Contract number, and shall attach such supporting evidentiary documents as the School District may require.

6.3.4 The Architectural Designer shall submit one (1) monthly Application for Payment or Professional Services Invoice and one (1) monthly written summary of Project activities.

6.3.5 Applications for Payment or Professional Services Invoices shall be exclusive of state or local sales, use or gross receipts taxes, and federal excise taxes. The School District's Pennsylvania Sales Tax Blanket Exemption Number is 76-51500-1; its Federal I.D. Number is 23-600-4102; and its Federal Excise Tax Number is 23-63-0021-K.

6.3.6 Payment shall be made by the School District within thirty (30) working days after its receipt and approval of the Architectural Designer's Application for Payment or Professional Services Invoice and written summary of Project activities.

6.3.7 No payment shall be due to the Architectural Designer before the School District's receipt of a properly itemized Application for Payment or Professional Services Invoice, together with written summary of Project activities, from the Architectural Designer.

6.3.8 The Architectural Designer's Federal Tax Identification Number is _____.

6.3.9 All amounts paid shall be subject to audit by the School District pursuant to Paragraph 6.13, and all Applications for Payment or Professional Services Invoices must be approved by the School District's Accounting Services or Auditing Services Department as a condition of payment.

6.3.10 Subconsultant Payment Confirmation. The Architectural Designer shall pay each Subconsultant performing Services promptly, after receipt of payment from the School District, out of the amount paid to the Architectural Designer on account of the Services of such Subconsultant the amount to which such Subconsultant is entitled. Together with each monthly Application for Payment or Professional Services Invoice, exclusive of the first monthly Application for Payment or Professional Services Invoice, the Architectural Designer shall submit, to the School District administrator named in Paragraph 7.1 of this Contract, a written release or affidavit or payment confirmation from each Subconsultant that such Subconsultant has received from the Architectural Designer full payment of the amount to which such Subconsultant was entitled to receive from the Architectural Designer the previous calendar month. No payment shall be due to the Architectural Designer by the School District before the School District's receipt of all required Subconsultant Payment Confirmations from the Architectural Designer.

6.4 Withholding or Reducing of Payments.

6.4.1 Withholding of Payments. Notwithstanding any other payment terms or conditions to the contrary, the School District reserves the right to withhold promised payments for the Architectural Designer's substantial failure to perform as agreed. Substantial failure to perform includes, but is not limited to, incomplete or incorrect or late submission of documents required under this Contract. However, before withholding payment under this Contract, the School District shall notify the Architectural Designer in writing of such failure and grant the Architectural Designer the opportunity to remedy same within fourteen (14) working days of said written notice. The School District may extend such remedial period, at its sole discretion, if there is evidence of the Architectural Designer's good faith effort to remedy the failure. The School District will pay pro rata for the Architectural Designer's partial performance, provided such performance is acceptable to the School District and is rendered satisfactorily.

6.4.2 Reducing of Payments. Notwithstanding any other payment terms or conditions to the contrary, the School District reserves the right to reduce promised payments for the Architectural Designer's incomplete or incorrect or late submission of documents required under this Contract. However, before reducing payment under this Contract, the School District shall notify the Architectural Designer in writing of such failure and grant the Architectural

Designer the opportunity to remedy same within fourteen (14) working days of said written notice. The School District may extend such remedial period, at its sole discretion, if there is evidence of the Architectural Designer's good faith effort to remedy the failure. The School District, at its sole discretion, may accept an incomplete or incorrect or late submission of required documents from the Architectural Designer. If the School District decides, at its sole discretion, to accept an incomplete or incorrect or late submission of required documents from the Architectural Designer, then the School District will pay the Architectural Designer a pro rata amount of the fee for the incomplete or incorrect or late submission.

6.5 **Final Payment.** Final payment, including any unpaid balances and unpaid Reimbursable Expenses to date, shall not be issued to the Architectural Designer until the Architectural Designer has satisfactorily completed all Services on the Project, and the School District has received all deliverables required under this Contract, and has approved all deliverables required under this Contract as being in compliance with the Contract requirements.

6.6 **Basic Services.** All services that the Architectural Designer is required to perform for the Project under this Contract shall constitute Basic Services for which compensation will be paid under Section 6.1 herein.

6.7 **Additional Services.** The Architectural Designer shall not be compensated as Additional Services if the delay, disruption, interference or hindrance in construction on the Project is due (1) to the fault, negligence, failure to act, error, omission or breach of contract of the Architectural Designer, or (2) to a Force Majeure Condition as provided in Paragraph 3.15, or (3) to actions, inactions, errors, omissions, negligence, breach of contract, or willful act or omission caused by or attributed to the Prime Contractor(s) or any of its (their) subcontractors or consultants.

6.7.1 Minor changes or necessary corrections to the Architectural Designer's Work shall not constitute Additional Services. Changes or corrections to the Architectural Designer's Work, requested by the School District and made after the School District's previous final approval of such Work, shall constitute Additional Services.

6.7.2 All Additional Services of the Architectural Designer must be approved in advance by the School District's designated representative.

6.7.3 **Assignment of School District's Right to File Direct Claims against the Prime Contractor for the Architectural Designer's Additional Services.** The Architectural Designer agrees that in no event shall the School District be liable to the Architectural Designer for payment of compensation for Additional Services for any of the Architectural Designer's Services that are caused by or attributed to the fault, negligence, breach of contract, or willful act or omission of the Prime Contractor or any of its subcontractors or consultants on the Project, or the delay, disruption, interference or hindrance of the Prime Contractor or any of its subcontractors or consultants in construction on the Project. Instead, as its sole right and remedy with respect to such fault, negligence, breach of contract, willful act or omission, or such delay, disruption, interference or hindrance, of the Prime Contractor or any of its subcontractors or consultants, the Architectural Designer shall be entitled to make, assert, file or bring a direct claim, action, cause of action or lawsuit against the Prime Contractor or any of its subcontractors or consultants, as an assignee of the School District, pursuant to this Paragraph 6.7.3. For **the sole and only purposes** of making, asserting, filing or bringing direct claims, actions, causes of actions or lawsuits against the Prime

Contractor or any of its subcontractors or consultants, the School District hereby assigns to the Architectural Designer the School District's right under the Prime Contract to make, assert, file or bring direct claims, actions, causes of action or lawsuits against the Prime Contractor or any of its subcontractors or consultants for additional compensation due to the Architectural Designer for the Architectural Designer Services that is caused by or attributed to the fault, negligence, breach of contract, or willful act or omission of the Prime Contractor or any of its subcontractors or consultants on the Project, or the delay, disruption, interference or hindrance of the Prime Contractor or any of its subcontractors or consultants in construction on the Project.

6.8 **Reimbursable Expenses.** The School District agrees to pay the Architectural Designer, as Reimbursable Expenses at 100% of their actual costs, without additional markup, for:

6.8.1. Analyses, investigations, surveys and reports described in Section 5 above as Reimbursable Services.

6.8.2. Reproduction of bidding documents, special presentation documents required for public meetings (such as zoning board), and testing services.

6.8.3. Services of licensed electrician described in RFP, Section 9.0 **Phases of Service**, as Reimbursable Services.

6.8.4 The Architectural Designer shall not be entitled to any other Reimbursable Expenses, except with the prior written consent of the School District.

6.8.5. Normal printing of documents for the School District's approvals or the School District Consultant (s)' use, or its Subconsultant(s)' use, travel expenses, and meals shall not be paid as Reimbursable Expenses.

6.8.6. The cost of normal progress prints requested by the School District for its review or record shall not be considered a Reimbursable Expense.

6.9 **Release.** Prior to final payment, the Architectural Designer shall furnish to the School District a release of all claims against the School District.

6.10 **Non-Authorization of Funds.** The Architectural Designer acknowledges that payments under this Contract may not exceed the amount that the School District's Auditing Services Department certifies as available for this Contract. During the Initial Term and an Additional Term of this Contract, the School District reserves the right to fund the balance of the Compensation in varying amounts from time to time as funds become available, not to exceed in total the maximum amount stated in this Contract. The Architectural Designer agrees that the School District shall not be obligated to fund this Contract except out of funds certified by the School District's Auditing Services Department as currently available, even if those funds are less than the maximum amount stated in this Contract. If at any time sufficient funds are not certified as available, the School District may, at its sole discretion, exercise its options described in Paragraph 6.11, *Unavailability of Funds*.

6.11 **Unavailability of Funds.** In the event the School District, in its sole discretion, does not or cannot obtain or continue the funding for this Contract from any source or sources at

an aggregate level sufficient to allow for payment for the Services required under this Contract, the School District may, in its sole discretion, exercise one of the following alternatives:

(a) Terminate this Contract effective upon a date specified in a Termination Notice pursuant to Section 14, *Termination*; or

(b) Continue this Contract by reducing, through written notice to the Architectural Designer, the scope of the Services required under this Contract and the amount of the Compensation, consistent with the nature, amount, and circumstances of the loss of funding; or

(c) Suspend the Services until such time as sufficient funds are available; provided, that in the event of such suspension, but only upon the availability of sufficient funds, the Architectural Designer shall resume the Services within thirty (30) calendar days following the School District's written notice to resume.

Any reduction of this Contract pursuant to this Paragraph shall not affect any obligations or liabilities of either party accruing prior to such reduction. The School District shall not face any liability or penalty as a result of such reduction of this Contract. In the event of termination or suspension pursuant to this Paragraph, the Architectural Designer shall have the rights and obligations set forth in Paragraph 13.2, *Suspension for Convenience* and Paragraph 14.1, *Termination for Convenience*.

6.12 **Crossing Fiscal Years.** If the School District will pay any portion of the compensation set forth in this Section 6 in any School District fiscal year (the School District's fiscal year runs July 1 - June 30) subsequent to the fiscal year in which the Initial Term or an Additional Term of this Contract commences (in either case, "Commencement FY"), the Architectural Designer understands and agrees that the portion of the compensation under this Contract payable with School District funds that may accrue hereunder in a subsequent fiscal year remains subject to legally mandated budget authorization by the Board of the School District under Applicable Law. If for any reason funds for that portion of the compensation that may accrue hereunder in a subsequent fiscal year are not continued in any subsequent School District fiscal year, this Contract and the School District's liability under this Contract shall automatically terminate at the end of the fiscal year of the then current Commencement FY; provided, however, that the Architectural Designer shall be compensated in accordance with the terms of this Contract for Services that have been provided and accepted by the School District prior to the end of the fiscal year of the then current Commencement FY. Payments to the Architectural Designer pursuant to this Contract shall not exceed the amount authorized for this Contract plus any other amounts properly available for obligation for this Contract. If such funding is not available in a timely manner, the School District shall have the right to terminate this Contract. In the event of termination or suspension pursuant to this Paragraph, the Architectural Designer shall have the rights and obligations set forth in Paragraph 13.2, *Suspension for Convenience* and Paragraph 14.1, *Termination for Convenience*.

6.13 **Audits; Records and Payments.**

6.13.1 **Audits.** From time to time during the term of this Contract and for a period of six (6) years after the expiration or termination of this Contract (*see* 24 P.S. §5-518), the School

District (including, without limitation, the Auditing Services Department), the Controller of the City, the Commonwealth of Pennsylvania (including, without limitation, its Auditor General and the Pennsylvania Department of Education), or a department, agency or instrumentality of the United States of America if the School District funds this Contract with federal funds, or any of their authorized representatives (each, for the purposes of this Paragraph, an “Auditor”) may audit any and all aspects of the Architectural Designer’s performance under this Contract, including but not limited to its billings and applications for payment or invoices and payments received. If requested by an Auditor or the School District, the Architectural Designer shall submit to the Auditor and the School District, for review or inspection, all vouchers and applications or invoices presented for payment pursuant to this Contract, all cancelled checks, Materials, invoices, vouchers, reports, work product, work papers, books, records and accounts (whether in electronic, paper, or other form or medium) upon which the vouchers or applications or invoices are based, and any and all documentation and justification in support of expenditures or fees incurred pursuant to this Contract.

6.13.2 Inspection. The Architectural Designer acknowledges and agrees that any Auditor may inspect or review all of its Work and all of its sites, locations and facilities related to its performance under this Contract. Inspection and review of Work and Materials shall take place at the offices of the Architectural Designer in the City, or in another location with the Auditor’s consent. The Architectural Designer shall cooperate with all School District, City, Commonwealth of Pennsylvania and federal inspections and reviews conducted in accordance with the provisions of this Contract. The scope of such inspection and review of the Work and Materials, sites, locations and facilities, including, without limitation, programs, lies in the sole discretion of the Auditor. Such inspection or review may include, without limitation, meetings with persons receiving services under this Contract, review of staffing ratios and job descriptions, and meetings with any of the Architectural Designer’s staff members who either directly or indirectly participate or participated in carrying out any of the Work, including preparing, delivering or installing any Materials.

6.13.3 Availability of Records. The Architectural Designer shall make available, within the School District or in the City or at the Architectural Designer’s offices during regular business hours, at reasonable times during the term of this Contract and for the period set forth above in this Paragraph 6.13, all records (whether in electronic, paper, or other form or medium) pertaining to this Contract for the purpose of inspection, audit or reproduction by any Auditor. The Architectural Designer shall provide such records without unreasonable delay when requested by an Auditor.

6.13.4 Retention of Records. The Architectural Designer shall retain all records, books of account and documentation pertaining to this Contract, including applications for payment, invoices, payments, or the documentation thereof under this Contract, for the greater of the period required by Applicable Law or six (6) years following expiration or termination of this Contract; however, if any litigation, claim or audit commences prior to expiration of said six (6) year period, then the Architectural Designer shall retain the records until all litigation, claims or audit findings have been completely terminated or resolved, without right of further appeal. The Architectural Designer shall include this Paragraph 6.13 in all Subcontracts for Services required by this Contract.

Section 7. Contract Management.

7.1 **Contract Administrators.** The Architectural Designer and the School District shall each designate a qualified Contract Administrator prior to the Architectural Designer’s commencement of the Services. The Contract Administrators shall be in charge of the work covered by this Contract and the principal points of contact with respect to administration of this Contract and the parties’ overall relationship, and resolution of disputes arising hereunder. Either party may designate a successor Contract Administrator at any time by giving notice to the other party.

7.1.1 The Architectural Designer’s initial Contract Administrator shall be:

Telephone number: _____
Facsimile number: _____
Email address: _____

7.1.2 The School District’s initial Contract Administrator shall be:

Leigh Clark, Director of Capital Programs
or Nicole Ward, Design Manager of Capital Programs
The School District of Philadelphia
Office of Capital Programs
440 North Broad Street, Suite 371
Philadelphia, PA 19130-4015
Telephone number: (215) 400-4730
Facsimile number: (215) 400-4731
Email address: lclark@philasd.org or nward@philasd.org

Section 8. Employment Practices.

8.1 **Key Personnel.** Upon Contract award, the Architectural Designer and its Subconsultants shall assign the Key Personnel to perform the design, contract preparation and construction administration services of the Architectural Designer required under this Contract that are listed in the Architectural Designer’s Proposal (Exhibit C) and the attached Exhibit D to this Contract. The Architectural Designer and its Subconsultants shall not reassign or replace any Key Personnel listed above, without the School District’s prior written consent, which shall not be unreasonably withheld. All Key Personnel must participate in the Project in their respective roles, and failure of any Key Personnel to do so may be grounds for termination of this Contract pursuant to Section 14, *Termination*. The School District reserves the right to direct the Architectural Designer to remove any personnel from the Services provided under this Contract upon material reason therefore given in writing, and to review and approve the replacement of Key Personnel. If removal is for cause, any cost of such removal shall be borne by the Architectural Designer.

8.2 **Subconsultants.** Subconsultants of the Architectural Designer shall look only to the Architectural Designer for payment, satisfaction, or legal redress in the event of any dispute arising out of this Contract, and hereby waive any claim or cause of action against the School District arising out of a Subcontract or other transaction with the Architectural Designer. The School District shall have no obligation to pay nor to see to the payment of any monies to any Subconsultant of the Architectural Designer, except as may otherwise be required by law. Nothing contained in Paragraph 6.3, *Applications for Payment and Subconsultant Payment Confirmation*, shall give rise to any duty on the part of the School District to pay or to see to the payment of any monies to any Subconsultant of the Architectural Designer. The School District of Philadelphia is a “first class school district” under the Pennsylvania Intergovernmental Cooperation Authority Act for Cities of the First Class (known as “PICA Act”), Act of June 5, 1991, P.L. 9, No. 6 (53 P.S. § 12720.104), and therefore the prompt payment provisions of the Award and Execution of Public Contracts Law, Act of December 12, 1994, P.L. 1042, No. 142 (73 P.S. §§1626.8(c)(2)&(4)) (repealed), and the prompt payment provisions of the Commonwealth Procurement Code, General Procurement Provisions, Act of May 15, 1998, P.L. 358, No. 57 (62 Pa.C.S.A. §3938(b)(2)&(4)), do not apply to the School District of Philadelphia and its contracts for construction, reconstruction, alteration, repair, improvement, or demolition of its buildings or improvements of any kind to its real properties. Neither the Architectural Designer nor its Subconsultants can make, assert or file a claim, cause of action or lawsuit against the School District of Philadelphia for violation of the prompt payment provisions of the Award and Execution of Public Contracts Law (repealed), or the prompt payment provisions of the Commonwealth Procurement Code, General Procurement Provisions. The School District of Philadelphia is also a “school district” and a “political subdivision” of the Commonwealth of Pennsylvania, and therefore the Contractor and Subcontractor Payment Act, Act of February 17, 1994, P.L. 73, No. 7 (73 P.S. §501 et seq.), does not apply to the School District of Philadelphia and its contracts for work or improvements on its real properties. Neither the Architectural Designer nor its Subconsultants can make, assert or file a claim, cause of action or lawsuit against the School District of Philadelphia for violation of the Contractor and Subcontractor Payment Act.

8.3 **Equal Opportunity.**

8.3.1 The School District is an Equal Opportunity Employer and demands no less of companies with which it does business. The School District will not do business with companies or persons who unlawfully discriminate on the basis of age, race, color, sex, sexual orientation, handicap, disability, religious creed, ancestry, national origin, Vietnam-era or any other veteran status, or any other impermissible ground in their hiring, promotion, subcontracting, or procurement practices. By submitting any proposal to contract or entering into any contract with the School District, the Architectural Designer represents and certifies that it is an Equal Opportunity Employer; conducts its business affairs without improper regard to age, race, color, sex, sexual orientation, handicap, disability, religious creed, ancestry, national origin, Vietnam-era or any other veteran status, or other impermissible ground; and has not been debarred, suspended, or declared ineligible to contract by any public or private agency or entity because of its discriminatory practices. The certifications in Paragraph 8.3 herein are material representations of fact upon which reliance was placed when this transaction was entered into. If it is later discovered or determined that the Architectural Designer knowingly rendered an erroneous certification, the School District may pursue available remedies, including termination of this contract, suspension or debarment.

8.3.2 All parties hereto agree that in the performance of this Contract there shall

be no discrimination against any employee or other person on account of age, race, color, sex, sexual orientation, handicap, religious creed, ancestry or national origin, disabled or Vietnam-era or any other veteran status. The School District, upon receipt of evidence of such discrimination by the Architectural Designer or its agents, employees, representatives, or Subconsultants, shall have the right, at its sole discretion, to terminate this Contract. The Architectural Designer agrees to include this Paragraph 8.3, with appropriate adjustments for the identity of the parties, in any Subcontracts that are entered into for Services to be performed under this Contract.

8.3.3 The Architectural Designer shall not discriminate nor permit discrimination against any person because of race, color, religious creed, age, sex, national origin, ancestry, handicap, disability, sexual orientation, union membership, disabled or Vietnam-era or any other veteran status, or limited English proficiency in the performance of this Contract, including, but not limited to, preparation, manufacture, fabrication, installation, erection and delivery of all supplies and equipment. In the event of receipt of such evidence of such discrimination by the Architectural Designer or its agents, employees or representatives, the School District shall have the right to terminate this Contract. In the event of the continued refusal on the part of the Architectural Designer to comply with this anti-discrimination provision, the Architectural Designer may be removed from the list of approved bidders of the School District. The Architectural Designer agrees to include this Paragraph 8.3, with appropriate adjustments for the identity of the parties, in all Subcontracts which are entered into for work to be performed pursuant to this Contract.

8.3.4 The Architectural Designer shall ensure that minority-owned business enterprises (“MBEs”) and women-owned business enterprises (“WBEs”) have the maximum opportunity to participate in the performance of this engagement, and shall make a good-faith effort to achieve the goals. [The Architectural Designer represents and certifies that it is a minority-owned business enterprise (MBE) firm or a woman-owned business enterprise (WBE) firm or a dual minority-owned and woman-owned business enterprise (M/WBE) firm.] The Architectural Designer [further] represents and certifies that it will employ the services of [a] Subconsultant[s], as necessary, to achieve combined minority-owned business enterprise (MBE) and woman-owned business enterprise (WBE) participation goals in the range of 15% - 20% of the total amount of services provided in the performance of this School District Contract. [The Architectural Designer [further] represents and certifies that it is a minority-owned business enterprise (MBE) or a woman-owned business enterprise (WBE) or a dual minority owned and woman-owned business enterprise (M/WBE) firm and that it will perform 100% of the total amount of services provided in the performance of this School District Contract, as set forth in the Proposal, M/WBE Participation Plan.] The Architectural Designer [further] represents and certifies that it will use the following MBE and WBE firms as Subconsultants under this Contract in the percentages listed as set forth in the Proposal, M/WBE Participation Plan: (1) _____ (MBE) – ___%; (2) _____ (WBE) – ___%. The Architectural Designer’s Proposal, M/WBE Participation Plan, is attached as Exhibit E and incorporated by reference into this Contract. The Architectural Designer’s Proposal, M/WBE Participation Plan, shall be enforceable as any other contractual term or condition of this Contract. Sanction for breach of the Architectural Designer’s Proposal, M/WBE Participation Plan, may include suspension, cancellation of this Contract and/or debarment from future contracting opportunities within the School District.

8.3.5 The Architectural Designer shall **not** replace or substitute the MBE/WBE firms identified in Paragraph 8.3.4 and the Architectural Designer's Proposal, M/WBE Participation Plan, without the prior written notice to and approval of the School District. The Architectural Designer shall **not** increase or decrease the contract MBE/WBE percentages, or change the scopes of work, or increase or decrease the dollars amounts, if applicable, for the MBE/WBE firms identified in Paragraph 8.3.4 and the Architectural Designer's Proposal, M/WBE Participation Plan, without the prior written notice to and approval of the School District. The Architectural Designer shall promptly submit a revised M/WBE Participation Plan, for School District approval, **before** the Architectural Designer: (a) replaces or substitutes the MBE/WBE firms identified in Paragraph 8.3.4 and the Architectural Designer's Proposal, M/WBE Participation Plan; or (b) increases or decreases the contract MBE/WBE percentages for the MBE/WBE firms identified in Paragraph 8.3.4 and the Architectural Designer's Proposal, M/WBE Participation Plan; or (c) changes the scopes of work for the MBE/WBE firms identified in Paragraph 8.3.4 and the Architectural Designer's Proposal, M/WBE Participation Plan; or (d) increases or decreases the dollars amounts, if applicable, for the MBE/WBE firms identified in Paragraph 8.3.4 and the Architectural Designer's Proposal, M/WBE Participation Plan.

8.4 **Non-Discrimination.**

8.4.1 **Non-Discrimination in Hiring.** The Architectural Designer agrees that it will comply with provisions of the Philadelphia Fair Practices Ordinance administered by the Human Relations Commission of the City of Philadelphia, the Pennsylvania Human Relations Act. No. 222, October 27, 1955, as amended, 43 P.S. Section 951 et seq.; Title 7 of the Civil Rights Act of 1964, 42 U.S.C. Section 2000 et seq., and all pertinent regulations adopted pursuant to the foregoing in providing equal employment opportunities in connection with all work performed by it pursuant to this Contract. The Architectural Designer, therefore, agrees:

(1) That it will not discriminate nor permit discrimination by its agents, servants or employees against any employee or applicant for employment with regard to hiring, tenure or employment, promotion, or any other terms, conditions or privileges of employment because of race, color, religion, age, national origin, sex, ancestry, handicap or disability and will move aggressively as is hereinafter set forth to prevent same.

(i) In all publications or advertisements for employees to work at the job site covered by this Contract placed by or on behalf of the Architectural Designer, the Architectural Designer will state that all qualified applicants will receive consideration for employment without regard to race, color, religion, age, national origin, sex, ancestry, handicap or disability.

(ii) The Architectural Designer will notify each labor union or workers' representative from whom it seeks workers of the Architectural Designer's commitment as set forth in its proposal, and request that each union or workers' representative include minority group members and women among its referrals.

(iii) The Architectural Designer will hire minority and female workers for the skilled and unskilled jobs required to perform this Contract in proportion to their availability in the relevant labor pools in the

Philadelphia Metropolitan Statistical Area, or to their availability in its qualified applicant pool, whichever is greater.

(iv) The Architectural Designer will post in conspicuous places available to its employees and to applicants for employment, a notice of fair practices to be provided by the Philadelphia Human Relations Commission.

(v) The Architectural Designer will maintain a work environment free of harassment, intimidation and coercion, and will ensure that all on-site supervisory personnel are aware of and carry out the Architectural Designer's obligation to maintain such a working environment.

(2) That it will identify on each certified payroll form submitted to the School District those of its employees who are minority group members and those who are female. As used here, "minority" means African American, Hispanic, Asian, or Native American. The School District shall at all times have access to work site and to the Architectural Designer's employment records to assure compliance with this subsection.

(3) That it will maintain on forms to be supplied by the School District, the name, race, sex, national origin, skill or craft, address, telephone number, and source of referral of each applicant for employment, which record shall show which applicants were hired.

(4) That in the event apprentices are hired in any skilled craft area, the Architectural Designer will endeavor to hire equal numbers of culturally diverse male and female trainees in each skill area.

8.4.2 Non-Discrimination in Contracting. It is the policy of the School District that business concerns owned and controlled by minority group members and women shall have full and fair opportunity to participate in performance of contracts let by the School District. Participation of minority-owned and women-owned business enterprises must be meaningful and substantial in all phases of this Contract. The Architectural Designer represents and agrees that it will use the minority-owned and women-owned business enterprises for the services and in the percentages listed in Paragraph 8.3.4 herein. The representations and agreements in Paragraph 8.4 herein are material representations of fact upon which reliance was placed when this transaction was entered into. If it is later discovered or determined that the Architectural Designer has not made a good faith effort to comply with the listed M/WBE percentages in Paragraph 8.3.4 herein, within the School District's sole judgment, the School District may pursue available remedies, including suspension or debarment of the Architectural Designer from future School District work as non-responsible.

8.4.3 Liability of Subcontractors. Any Subconsultant of the Architectural Designer shall have the same responsibilities and obligations as the Architectural Designer to comply with the provisions of this Paragraph 8.4 and shall be subject to the same penalties for failure to comply as set forth in Paragraph 8.4.4.

8.4.4 Penalties for Failure to Comply.

(1) It is hereby agreed that failure to comply and demonstrate a good

faith effort to comply with the foregoing requirements shall constitute a substantial breach of this Contract.

(2) In the event that the School District determines, after investigation, that the Architectural Designer or any Subconsultant has failed to comply with any provision of this Paragraph 8.4 and to demonstrate a good faith effort to comply, the School District may, in its sole discretion, invoke the termination provisions of this Contract or move to disqualify, suspend, or debar the Architectural Designer or any Subconsultant pursuant to Board Policy No. 621.

(3) The Architectural Designer or any Subconsultant, as the case may be, shall be given written notice of any determination of non-compliance and opportunity to achieve compliance within a time period to be specified in the notice.

(4) In the event the School District, after a hearing, determines to terminate the Contract, entered into under this Contract, for non-compliance with and failure to demonstrate a good faith effort to comply with the requirements of this Paragraph 8.4, all obligation on the School District's part to perform this Contract shall cease except for the obligation to pay the Architectural Designer the sums due.

Section 9. Indemnification.

9.1 Indemnification.

9.1.1 The Architectural Designer agrees to assume liability for and does specifically agree to indemnify, save, protect, and hold harmless the School District, its officers, employees, agents and members of the School Reform Commission and the Board of Education, from and against any and all liability, losses, claims, suits, actions, costs, damages and expenses (including, but not limited to, attorneys' fees, court costs and legal expenses of whatever kind or nature) imposed on or asserted against the School District, and arising out of or in any way related to or resulting from the Architectural Designer's carrying out the provisions of this Contract, including, but not limited to, any claim for actual or alleged loss of life, bodily injury, personal injury, or damage to property, alleged to have been caused, in whole or in part, by the negligent acts, errors, omissions, breaches of contract, intentional acts or omissions, or employment discrimination of the Architectural Designer, its officers, agents, employees, servants, or Subconsultants acting pursuant to this Contract; or arising out of this Contract with the School District and related to any claim whatsoever brought by or against any agent, servant, employee, or Subconsultant of the Architectural Designer for any alleged negligence or condition caused or contributed to, in whole or in part, by the School District; and from any claim for license fees or taxes for which the Architectural Designer is or may become responsible. The Architectural Designer agrees that in the event that any employee of the Architectural Designer makes any claim or files a lawsuit against the School District for any alleged injury on School District property or in connection with services being performed by the Architectural Designer under this Contract that the Architectural Designer shall fully defend, indemnify and hold harmless the School District for all damages, losses and expenses which may result therefrom (including attorneys' fees, court costs and legal expenses of whatever kind or nature). This indemnity provision is expressly intended to waive the statutory immunity afforded to the Architectural Designer as an employer pursuant to §481(b) of the Pennsylvania Workers' Compensation Act, 77 P.S. §481(b), and to

permit the School District to seek contribution or indemnity from the Architectural Designer in the event that the School District is sued by an employee of the Architectural Designer. The parties further intend that this waiver satisfy the judicial requirements applicable to an express waiver as articulated by the Superior Court of Pennsylvania in Bester v. Essex Crane Rental Corp. v. Russell Construction Co., 619 A.2d 304 (Pa.Super. 1993).

9.1.2 This indemnity provision is intended, *inter alia*, to protect the School District, its commission members, board directors, officers, agents, representatives and employees from all claims that are asserted by employees, agents, or workers of any contractors or consultants who are injured on or by School District real property, on, by or as a result of School District personal property, or who assert an employment claim of any kind (including claims relating to the termination of employment) regardless of when the claim is made, from the commencement to the completion of this Contract, whether the death, injury, damage or loss to persons and/or property, or the economic loss, damage or expense, or employment discrimination, is due to School District negligence, in whole or in part, and is not limited to death, injury, damage or loss to persons or property, or economic loss, damage or expense, or employment discrimination, which occur in actual performance of this Contract, nor is this indemnity provision limited by the Pennsylvania Workers' Compensation Act. This indemnity provision shall not be construed to negate, abridge or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or persons described in this Contract, and is independent of whether or not the Architectural Designer has insurance.

9.1.3 In the event the School District receives notice of a claim based upon the Architectural Designer's services, omission or breach, the School District will promptly notify the Architectural Designer in writing of such claim and will require and permit the Architectural Designer to assume the defense of the School District, its officers, employees, agents, and members of the School Reform Commission and the Board of Education, whenever and wherever under the circumstances indicated in Paragraph 9.1 herein, claims, suits or actions are brought against the School District, its officers, employees, agents, and members of the School Reform Commission and the Board of Education. The Architectural Designer shall require all insurance policies in any way related to the work and secured and maintained by the Architectural Designer and all tiers of its Subconsultants to include clauses stating each underwriter will waive all rights of recovery, under subrogation and otherwise, against the School District.

9.1.4 This Paragraph 9.1 (*Indemnification*) shall apply, particularly, but not exclusively, to the claims of the Architectural Designer and its officers, agents, representatives and employees, or the claims of any of its Subconsultants and their officers, agents, representatives and employees, against the School District, its officers, employees and agents, and the members of the School Reform Commission and the Board of Education. Any violation of any of the provisions of this Paragraph 9.1 (*Indemnification*) by the Architectural Designer shall be deemed a material breach of this Contract. The Architectural Designer and its officers, agents, representatives and employees, and all of its Subconsultants and their officers, agents, representatives and employees, shall have no claim against the School District, its officers, agents, representatives and employees, and the members of the School Reform Commission and the Board of Education, for the acts, failures to act or negligence of the School District, directly or indirectly, or its officers, employees and members of the School Reform Commission and the Board of Education; and should this exculpatory clause be declared invalid by law, such invalidity shall in no manner affect or invalidate any or all other foregoing provisions in this Paragraph 9.1 (*Indemnification*).

Section 10. Insurance.

10.1 **Insurance.** Unless otherwise approved by the School District's Office of Risk Management in writing, prior to commencing Services under this Contract, the Architectural Designer (including but not limited to Architects or Engineers) shall, at its sole cost and expense, procure and maintain in full force and effect, covering the performance of the Services required under this Contract, the types and minimum limits of insurance specified below. All insurance shall be procured solely from reputable insurers who are financially responsible and authorized to do business on an admitted basis in the Commonwealth of Pennsylvania or otherwise acceptable to the School District Office of Risk Management. All insurance must be procured through an insurance carrier or carriers, each of which shall have at least an A- (Excellent)/**FSC-XI** rating from A.M. Best. All insurance required herein, except the Professional Liability Insurance, shall be written on an "occurrence" basis and not a "claims-made" basis. **IN NO EVENT SHALL THE ARCHITECTURAL DESIGNER COMMENCE PERFORMING ANY PART OF THE SERVICES UNTIL THE REQUIRED PROOF OF INSURANCE HAS BEEN DELIVERED TO THE SCHOOL DISTRICT.** The insurance shall provide for at least thirty (30) calendar days' prior written notice to be given to the School District in the event that the Architectural Designer or its insurer or insurers materially change, cancel, or non-renew any insurance policy. The Architectural Designer shall advise the School District immediately upon receiving any notice of cancellation or nonrenewal of the required insurance. The Architectural Designer shall ensure that the School District of Philadelphia, its commission members, board directors, officers, employees and agents shall be named as Additional Insureds on the General Liability Insurance policy and the Architectural Designer shall ensure that its insurer or insurers so endorse said policy. The Architectural Designer shall procure and maintain an endorsement or endorsements stating that: (i) the coverage afforded the School District and its commission members, board directors, officers, employees and agents, as additional insureds, shall be primary to any other coverage available to them, and (ii) no act or omission of the School District commission members, board directors, officers, employees and agents shall invalidate the coverage, other than an act or omission that would constitute willful misconduct or gross negligence. The Architectural Designer shall require its Subconsultants under this Contract to maintain the required levels of insurance.

(a) WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY INSURANCE

- (1) Workers' Compensation: Statutory Limits.
- (2) Employers' Liability: \$500,000 Each Accident - Bodily Injury by Accident; \$500,000 Each Employee - Bodily Injury by Disease; and \$500,000 Policy Limit - Bodily Injury by Disease.
- (3) Other states insurance coverage and Pennsylvania endorsement.

(b) COMMERCIAL GENERAL LIABILITY INSURANCE

- (1) Limit of Liability: \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability; \$1,000,000 personal and advertising injury; \$2,000,000 general aggregate and \$2,000,000 aggregate for products and completed operations. The School District may require higher limits of liability or aggregate coverages at any

time during the term of the Contract, if, in the School District's sole discretion, the potential risk so warrants it.

- (2) Coverage: Premises operations; blanket contractual liability; personal injury liability; products and completed operations; independent contractors; employees and volunteers as additional insureds; cross liability; and broad form property damage (including completed operations).

(c) AUTOMOBILE LIABILITY INSURANCE

- (1) Limit of Liability: \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability.
- (2) Coverage: Owned, non-owned, and hired vehicles when any motor vehicle is used in connection with the Services required under this Contract.

(d) ARCHITECTS AND ENGINEERS PROFESSIONAL LIABILITY INSURANCE

- (1) Limit of Liability: \$2,000,000 with a deductible not to exceed \$50,000.
- (2) Coverage: Architectural errors and omissions, including liability assumed under this Contract.
- (3) Architects and Engineers Professional Liability Insurance may be written on a claims-made basis provided that coverage for occurrences arising out of the performance of the Services required under this Contract shall be maintained in full force and effect for a retroactive date prior to work and an extending reporting period of three (3) years after completion of work.

(e) EXCESS UMBRELLA INSURANCE

- (1) Limit of Liability: at least \$3,000,000.00 combined single limit and at least \$3,000,000.00 aggregate limit with an additional insured endorsement for the School District on the liability policy.
- (2) Coverage: Limits in excess of underlying limits in underlying primary insurance policies and broader coverage than combined scope of underlying primary insurance policies and all aspects of this Contract (including general liability, automobile liability, workers' compensation, employer liability, and professional liability).

(f) VALUABLE PAPERS AND RECORDS COVERAGE

- (1) The Architectural Designer shall also purchase valuable paper and records coverage for plans, specifications, drawings, reports, maps, books, blueprints and other printed documents in an amount sufficient to cover the cost of recreating or reconstructing valuable papers related to the Project.

10.2 **Evidence of Insurance Coverage.** Certificates of Insurance evidencing the required coverages and Endorsements must specifically reference the School District Contract number for which they are being submitted, and the Architectural Designer shall attach a copy of each insurance certificate and Endorsement to this Contract. The originals of the Certificate(s) of Insurance and Endorsements providing proof of insurance shall be submitted to the School District's Contract Administrator at the following address set forth in Paragraph 16.1, *Notices*:

The School District of Philadelphia
Office of Risk Management
440 North Broad Street, Suite 325
Philadelphia, PA 19130-4015
Attn.: Riccardo Zucaro, Director of Risk Management
(Fax No.: 215-400-4591)

with a copy to:

The School District of Philadelphia
Office of Capital Programs
440 North Broad Street, Suite 371
Philadelphia, PA 19130-4015
Attn.: Gerald Thompson, Contracts Manager
(Fax No.: 215-400-4731)

Both submissions must be made at least ten (10) calendar days before Services are begun and again at least ten (10) calendar days before an Additional Term. The ten (10) calendar day requirement for advance documentation of coverage may be waived in situations where such waiver will, in the sole judgment of the School District Director of Risk Management, benefit the School District; but under no circumstances shall the Architectural Designer actually begin Services (or continue Services, in the case of an Additional Term) without providing the required evidence of insurance. The Endorsement adding the School District of Philadelphia as an additional insured must specifically reference the School District Contract number and be submitted to the School District Director of Risk Management and School District's Contract Administrator at the above addresses. The School District reserves the right to require the Architectural Designer to furnish certified copies of the original policies of all insurance required under this Contract at any time upon (10) calendar days' written notice to the Architectural Designer.

10.3 **Notice of Claim or Lawsuit.** The Architectural Designer shall advise the School District in writing, within ten (10) calendar days upon notification of a claim or lawsuit based upon the Architectural Designer's services, omission or breach, that it will abide fully by Paragraph 9.1 (*Indemnification*) and Section 10 (*Insurance*) of this Contract, and that the applicable insurance carrier(s) has (have) been advised to defend, indemnify, and hold harmless the School District in accordance with the provisions of Paragraph 9.1 (*Indemnification*) and Section 10 (*Insurance*) of this Contract. The Architectural Designer shall not decline to provide the School District with full protection and coverage under Paragraph 9.1 (*Indemnification*) and Section 10 (*Insurance*) of this Contract because some other contractor or consultant may, in whole or in part, be responsible for the occurrence, death, injury, damage, or loss to persons or property, or economic loss, damage, or expense, or because the School District may be a co-insured or an additional insured on some

other contractor's or consultant's policy of insurance. The Architectural Designer agrees that any violation of this Paragraph 10.3 of Section 10 (*Insurance*) shall be deemed a material breach of this Contract.

10.4 **Self-Insurance.** The Architectural Designer may not self-insure any of the coverages required under this Contract without the prior written approval of the School District Director of Risk Management. In the event that the Architectural Designer desires to self-insure any of the coverages listed above, it shall submit to the School District's Contract Administrator and School District Director of Risk Management, prior to the commencement of Services hereunder, a certified copy of the Architectural Designer's most recent audited financial statement, and such other evidence of its qualifications to act as a self-insurer (e.g., State approval) as may be requested by the School District's Contract Administrator or School District Director of Risk Management. In the event such approval is granted, it is understood and agreed that the School District, its commission members, board directors, officers, employees and agents shall be entitled to receive the same coverages and benefits under the Architectural Designer's self-insurance program that they would have received had the insurance requirements been satisfied by a reputable insurance carrier authorized to do business in the Commonwealth of Pennsylvania or otherwise acceptable to the School District Director of Risk Management. If at the time of commencement of this Contract, the Architectural Designer self-insures its professional liability or workers' compensation and employers' liability coverage, the Architectural Designer may, in lieu of the foregoing, furnish to the School District Director of Risk Management and School District a current copy of the State certification form for self-insurance or a current copy of the State Insurance Commissioner's letter of approval, whichever is appropriate. The insurance (including self-insurance) requirements set forth herein are not intended and shall not be construed to modify, limit, or reduce the indemnifications made in this Contract by the Architectural Designer to the School District, or to limit the Architectural Designer's liability under this Contract to the limits of the policies of insurance (or self-insurance) required to be maintained by the Architectural Designer hereunder.

Section 11. Confidentiality.

11.1 **Confidential and Proprietary Information.** The Architectural Designer acknowledges that it will be exposed to confidential and proprietary information of the School District and that such confidential and proprietary information will be contained in papers, records, documents and materials belonging to the School District or stored on equipment owned and operated by the School District. The Architectural Designer shall keep in strictest confidence all information relating to this Contract and all information that may be acquired in connection with or as a result of this Contract, which the School District designates as confidential or proprietary. The School District hereby designates the School District Data listed in Paragraph 11.3 as "Confidential and Proprietary Information". During the term of this Contract and at any time thereafter, without the prior written consent of the School District, the Architectural Designer shall not publish, disclose or use any such information which has been designated by the School District as proprietary or confidential, or which from the surrounding circumstances in good conscience ought to be treated by the Architectural Designer as proprietary or confidential, or any other information subject to a third party's proprietary right, such as a copyrighted or trademarked work. The term "Confidential or Proprietary Information" is not meant to include any information that is in the public domain. Notwithstanding any other terms or conditions to the contrary, the

Architectural Designer shall return to the School District all of the Confidential and Proprietary Information designated by the School District in Paragraphs 11.1 and 11.3 at the termination or expiration of this Contract.

11.2 **Non-Disclosure.** The Architectural Designer and its employees, agents, Subconsultants, and any person or entity acting on its behalf (i) will maintain in strict confidentiality all of the “School District Data,” as defined and set forth in Paragraph 11.3; (ii) will not, without the School District’s written permission, divulge, disclose, communicate, or distribute any of the School District Data to any person or entity except as may be strictly necessary to perform this Contract; (iii) will not, without the School District’s written permission, in any way use any of the School District Data for their businesses or other advantage or gain (except as may be necessary to perform this Contract), including, without limitation, any use of the School District Data in any presentation, demonstration, or proposal to perform services, to the School District or to others, that may be conducted or created as part of their business activities or otherwise; (iv) will use the School District Data solely and exclusively in accordance with the terms of this Contract in order to carry out its obligations and exercise its rights under this Contract; (v) will afford the School District Data at least the same level of protection against unauthorized disclosure or use as the Architectural Designer uses to protect its own trade secrets, proprietary information, and other confidential information (but will in no event exercise less than reasonable care and protection); and (vi) will, immediately upon termination or expiration of this Contract, return all School District Data to the School District, destroy any and all copies of any School District Data that are in their possession, whether on paper or in electronic or other form, and if requested by the School District in writing, will certify in writing that there has been full compliance with this Paragraph 11.2.

11.3 **School District Data.** Except as provided otherwise in Paragraph 11.4, the School District Data shall include any and all of the following, whether in electronic, microfilm, microfiche, video, paper, or other form, and any copies or reproductions thereof:

- (a) financial data, records, and information related to the Project; and
- (b) any Data provided by the School District to the Architectural Designer in connection with the Services provided by the Architectural Designer; and
- (c) any and all other records, documents, computer software (whether owned by the School District or licensed or otherwise furnished to the School District by third parties), and data furnished by the School District to the Architectural Designer in relation to the Services required under this Contract; and
- (d) all records, documents, data, information, programs, and items of Services created by the Architectural Designer for the School District as part of the Services required under this Contract.

11.4 **Exclusions.** School District Data shall not include any information or data which:

- (a) was known to the Architectural Designer prior to the commencement of its performance of this Contract, free of any obligation to keep it confidential, or is proprietary to the Architectural Designer; or

(b) was generally known to the public at the time of receipt by the Architectural Designer, or becomes generally known to the public through no act or omission of the School District; or

(c) was independently developed by the Architectural Designer without knowledge or use of any Data of the School District; or

(d) is required to be disclosed by law or judicial process.

11.5 **Remedy for Breach.** In the event of any actual or threatened breach of any of the provisions of this Section 11 by the Architectural Designer, and in addition to any other remedies that may be available to the School District in law or equity, the School District shall be entitled to a restraining order, preliminary injunction, permanent injunction, or other appropriate relief to specifically enforce the terms of this Section 11. The parties agree that a breach of the terms of this Section 11 by the Architectural Designer would cause the School District injury not compensable in monetary damages alone, and that the remedies provided herein are appropriate and reasonable.

Section 12. Disputes.

12.1 **Escalation.** The parties agree to exercise every reasonable effort to resolve disputes that may arise under this Contract through informal negotiation and cooperation. If the parties are unable to resolve any dispute arising under this Contract, then a party claiming that a dispute has arisen in connection with this Contract or its subject matter will give prompt notice to the other party describing the dispute in reasonable detail. Promptly after receipt of the Dispute Notice, the parties will negotiate in good faith to resolve the Dispute. Either party may escalate the Dispute negotiations to higher level personnel, by notice to the other party, as specified below:

School District	Architectural Designer	Time After Dispute Notice
Project Designer or Project Manager	Project Architectural Designer	15 days
Design Manager or Contracts Manager	Project Manager	15 days
Director, Capital Programs	Principal in Charge	15 days

12.2 **Tolling.** All limitations periods and the running of laches are tolled during the pendency of dispute resolution.

Section 13. Project Stoppage, Suspension or Abandonment.

13.1 **Stoppage or Abandonment.** The School District may order the Architectural Designer, in writing, to stop or abandon all or any part of its Services for the Project, for the convenience of the School District, or for work stoppages beyond the control of the School District

or the Architectural Designer. Any increased costs incurred as a result of the stoppage or abandonment of the Project shall be an equitable amount determined by the School District and the Architectural Designer in view of all the facts and circumstances. If, however, the Project is abandoned, the School District shall pay the Architectural Designer for all Services performed and Reimbursable Expenses incurred to the date of abandonment in accordance with Paragraph 14.1, *Termination for Convenience*, of this Contract.

13.2 **Suspension for Convenience.** The School District shall have the right, at any time during the term of this Contract, to suspend all or any part of the Services, for the convenience of the School District, for the period of time that the School District, in its sole discretion, determines to be in the best interest of the School District, upon thirty (30) days' prior written notice to the Architectural Designer (except that in the event of a public emergency, as determined by the School District, no such period of notice shall be required.).

13.2.1 If a suspension of the Services pursuant to this Paragraph 13.2 is for greater than thirty (30) days, the Architectural Designer shall have the right to submit a claim to the School District for the payment of costs for all Services performed and Reimbursable Expenses incurred in accordance with the provisions of this Contract prior to the effective date of the suspension.

13.2.2 The Architectural Designer shall be entitled to a one-day extension of the time of performance provided in this Contract for each day that it is suspended pursuant to this Paragraph 13.2.

13.2.3 The School District shall have the right, during the period of any suspension pursuant to this Paragraph 13.2, to terminate this Contract as provided in this Section 14, in Section 6, and elsewhere in this Contract.

Section 14. Termination.

14.1 Termination for Convenience.

14.1.1 Termination for Convenience. The School District shall have the right to terminate this Contract, in whole or in part, for the convenience of the School District, at any time, upon thirty (30) calendar days' prior written notice to the Architectural Designer. Such termination for convenience shall be, at the School District's sole discretion, and without penalty, cost, or liability to the School District.

14.1.2 Effect of Termination for Convenience or Similar Grounds.

(a) The Architectural Designer shall be entitled to payment from the School District for any Services satisfactorily performed and Reimbursable Expenses incurred in accordance with the provisions of this Contract prior to the effective date of termination.

(b) The School District shall incur no liability beyond such stated amount for any Services that are terminated under Paragraph 14.1, *Termination for Convenience*, Paragraph 6.11, *Unavailability of Funds*, or Paragraph 6.12, *Crossing Fiscal Years*. Without limiting the generality of the foregoing, in no event shall the Architectural Designer be entitled to

receive, or to submit any claim for, any of the following costs directly or indirectly caused by the termination: (i) field or home office overhead; or (ii) costs caused by or related to loss of productivity or loss of profit related to the Services and this Contract, or to any other Contract or services that the Architectural Designer performed or could have performed but was prevented from performing because of the termination or its commitment to the Services.

(c) In the event the School District partially terminates this Contract pursuant to this Paragraph 14.1.1, the Architectural Designer shall continue to perform this Contract in accordance with its terms with respect to all Services not terminated. The School District shall pay the Architectural Designer in accordance with this Contract for Services that are not terminated.

14.2 **Termination for Default.**

14.2.1 Event of Default. Each of the following constitutes an Event of Default by the Architectural Designer under this Contract.

(a) The Architectural Designer's failure to comply with any material provision, term, or condition of this Contract;

(b) the appointment of a receiver, trustee or custodian to take possession of all or substantially all the assets of the Architectural Designer for the benefit of creditors, or any action taken or suffered by the Architectural Designer under any federal or state insolvency, bankruptcy, reorganization, moratorium or other debtor relief act or statute, including the Architectural Designer's filing for bankruptcy, and the filing of an involuntary petition against the Architectural Designer under the federal bankruptcy code or any similar state or federal law which remains undismissed for a period of forty-five (45) days;

(c) material misrepresentation or material falseness or inaccuracy of any representation or commitment of the Architectural Designer contained in this Contract, or in any other document submitted to the School District by the Architectural Designer in relation to the Services, the RFP, or the Proposal, or otherwise by the Architectural Designer directly or indirectly to the School District in connection with the School District's decision to execute, deliver and perform this Contract;

(d) failure of the Architectural Designer to provide, within five (5) business days, assurance reasonably acceptable to the School District that it can perform the Work in conformity with the terms of the Contract if (1) the School District has a reasonable basis to believe at any time during the term of the Contract that the Architectural Designer will not be able to perform the Work, and (2) the School District demands in writing assurance of the Architectural Designer's performance;

(e) misappropriation by the Architectural Designer of any funds provided under this Contract or failure by the Architectural Designer to notify the School District upon discovery of any misappropriation;

(f) indictment of or other issuance of formal criminal charges against the Architectural Designer or any of its directors, employees or agents or any of the directors,

employees or agents of a Subcontractor or any criminal offense or any other violation of Applicable Law directly or indirectly relating to this Contract or the Work or Services required under this Contract, or which adversely affects the Architectural Designer's performance of this Contract in accordance with its terms, whether or not a court of law or other tribunal ultimately accepts a verdict or plea of guilty or no contest regarding the charged offense;

(g) disregard laws, ordinances, rules, regulations or orders of any public authority having jurisdiction over the capital project(s) or the Services;

(h) debarment or suspension of the Architectural Designer or any director, agent, or employee or any person controlling, under common control with, or controlled by, the Architectural Designer under a federal, state or local law, rule or regulation;

(i) failure by the Architectural Designer to comply with any term, covenant or condition set forth in Paragraph 16.18, *Tax Compliance*, or the breach of any of the Architectural Designer's representations and warranties set forth in Paragraph 3.2, *Architectural Designer's Representations, Warranties and Commitments*.

14.2.2 Notice and Cure. If the Architectural Designer commits or permits an Event of Default, the School District shall notify the Architectural Designer in writing of its determination that an Event of Default has occurred, and shall specify in reasonable detail the nature of the Default. Except for the breaches set forth in subparagraphs (b) through (i) of this Paragraph 14.2, the Architectural Designer shall have ten (10) business days from receipt of that notice to correct the Event of Default. If the Event of Default is not cured within that time period, the School District may terminate this Contract by providing the Architectural Designer with written notice of Termination for Default. The School District may extend such time period, at its sole discretion, if there is evidence of the Architectural Designer's good faith effort to cure the Event of Default within such time period. No notice from the School District or period of cure shall be required before invoking the remedies described in Paragraph 14.5, *Additional Remedies of the School District*, of this Contract if: (1) the Architectural Designer has temporarily or permanently ceased performing the Work; (2) an emergency has occurred relating to the Work, and that emergency requires immediate exercise of the School District's rights or remedies, as determined by the School District in its sole discretion; (3) the School District has previously notified the Architectural Designer more than once in the preceding twelve (12) month period of any Event of Default under this Contract; (4) an Event of Default occurs as described in Paragraphs 14.2.1(e), (f), or (h); or (5) the Architectural Designer breaches any of its obligations under Paragraphs 16.13, *Background Checks (Criminal, Child Abuse and FBI)*, or 8.4, *Non-Discrimination*. Nothing set forth in this Paragraph shall limit the School District's rights under Paragraph 14.5, *Additional Remedies of the School District*.

14.3 **Termination Duties**. Upon receipt of a Termination Notice from the School District, the Architectural Designer shall take immediate action toward the orderly discontinuation of Services under this Contract. The Architectural Designer shall exercise due care and caution to protect and secure completed Work. Upon expiration or termination of this Contract, the Architectural Designer shall be responsible for taking all actions necessary to accomplish an orderly discontinuation of performance of Services, and for collecting, assembling, and transmitting to the School District, at the Architectural Designer's sole expense, all designs, drawings, specifications, materials, reports, data, and other documentation which were obtained,

prepared or developed as part of the Services required under this Contract. Designs, drawings, specifications, materials, reports, data and documentation shall be clearly labeled and indexed, to the satisfaction of the School District, and delivered to the School District by the Architectural Designer, within thirty (30) calendar days after receipt of a Termination Notice from the School District, or in such shorter period as the School District may specify in its Termination Notice.

14.4 Consent to Use of Another Architectural Designer upon Termination for Default. In the event of termination under this Contract due to the default of the Architectural Designer, the Architectural Designer consents to the School District's selection of another Architectural Designer of the School District's choice to assist the School District in any way in completing the Project. The Architectural Designer further agrees to cooperate and provide any information requested by the School District in connection with the completion of the Project. The Architectural Designer authorizes the making of any reasonable changes to the design of the Project by the School District and such other Architectural Designer as the School District may desire. In the event that another Architectural Designer is selected or changes are made to the design of the Project, the School District agrees to indemnify and hold harmless the Architectural Designer and its officers and employees from any liability arising from use and changes to the design and design documents, including costs of litigation, reasonable attorneys' fees and time spent by the Architectural Designer and its Subconsultants attending depositions and court proceedings.

14.5 Additional Remedies of the School District. In the event the Architectural Designer commits or permits an event of default, the School District may, in its sole discretion, exercise one or more of the following remedies in addition to or in lieu of the termination remedy provided in Paragraph 14.1:

(a) terminate this Contract in part only, in which case the Architectural Designer shall be obligated to perform this Contract to the extent not terminated; or

(b) perform (or cause a third party to perform) the Services and this Contract, in whole or in part, including, without limitation, obtaining or paying for any required insurance or performing other acts capable of performance by the School District. The Architectural Designer shall be liable to the School District for all sums paid by the School District and all expenses incurred by the School District (or a third party) pursuant to this Paragraph 14.5, together with interest at the statutory legal rate of 6% permitted in the Commonwealth of Pennsylvania thereon from the date of the School District's incurring of such costs. The School District shall not in any event be liable for inconvenience, expense, or other damage incurred by the Architectural Designer by reason of such performance or paying such costs or expenses, and the obligations of the Architectural Designer under this Contract shall not be altered or affected in any manner by the School District's exercise of its rights under this Section 14; or

(c) withhold, or offset against, any funds payable to or for the benefit of the Architectural Designer; or

(d) collect, foreclose or realize upon any bond, collateral, security or insurance provided by or on behalf of the Architectural Designer; or

(e) exercise any other right or remedy it has or may have at law, in equity, or under this Contract; and,

(f) in addition to, and not in lieu of, the foregoing remedies, the School District shall have the right to stop the Services or any portion thereof in the event the Architectural Designer fails to remedy any defects in any of the Services, or commits or permits any other event of default, following written notice by the School District, or fails to carry out any portion of the Services in accordance with this Contract, by issuing its written Stop Work Order, which shall be signed by the Director of Capital Programs. Any Stop Work Order shall state in reasonable detail the cause(s) for its issuance. Upon receiving a stop work order, the Architectural Designer shall immediately cease working on that portion of the Services specified in the Stop Work Order until the School District notifies the Architectural Designer in writing that the cause for the Stop Work Order has been eliminated, and directs the Architectural Designer in writing to resume the Services. The Architectural Designer shall resume the Services immediately upon receipt of such written notice from the School District.

14.5.1 Specific Performance. The Architectural Designer's Work represents unique services not otherwise readily available to the School District. Accordingly, the Architectural Designer acknowledges that, in addition to all other remedies, the School District shall have the right to enforce the terms of this Contract by a decree of specific performance or an injunction, or both, restraining a violation, or attempted or threatened violation, of any term, covenant or condition set forth in this Contract.

14.6 **Concurrent Pursuit of Remedies; No Waiver or Duty to Exercise.** The School District may exercise any or all of the remedies set forth in this Section 14, each of which may be pursued separately or in connection with such other remedies as the School District, in its sole discretion, shall determine. No extension or indulgence granted to the Architectural Designer shall operate as a waiver of any of the School District's rights in connection with this Contract. The rights and remedies of the School District as described in this Section 14 and elsewhere in this Contract shall not be exclusive and are in addition to any other rights or remedies available to the School District under this Contract, at law, or in equity. Nothing contained in this Section 14 shall create a duty on the part of the School District to exercise any rights granted to it hereby for the benefit of the School District, or for the benefit of the Architectural Designer, or any person or entity other than the School District.

Section 15. Certification Regarding Debarment, Suspension and Ineligibility.

15.1 **Certification.** By signing this Contract, in addition to binding itself to the terms and conditions of this Contract, the Architectural Designer hereby certifies for itself, its principals and including, without limitation, its Subcontractors, if any, that none of them, nor any other person controlling, controlled by, or under common control with, the Architectural Designer, are presently debarred, suspended, proposed for debarment, declared ineligible for contracts, bids, requests for proposals or contract awards, or voluntarily excluded from performing the services under this Contract by any Federal government or Commonwealth of Pennsylvania or City department or agency or any school district.

15.2 **Explanation.** In the event the Architectural Designer is unable to certify to any of the statements in the above certification, the Architectural Designer shall provide **an immediate written explanation** to the School District administrator named in Paragraph 7.1 of this Contract.

15.3 **Notice.** The Architectural Designer shall provide **immediate written notice** to the School District administrator named in Paragraph 7.1 of this Contract if at any time, during the term of this Contract, the Architectural Designer learns that the above certification was erroneous when the Architectural Designer signed this Contract or subsequently became erroneous by reason of changed circumstances.

15.4 **Remedies.** If the Architectural Designer is unable to certify to any statements in the above certification, or has falsely certified, then in that event the School District, at its sole discretion, may immediately terminate this Contract without any liability or obligation of the School District to the Architectural Designer, and the Architectural Designer shall reimburse the School District for any and all reasonable costs incurred by the School District as a result of any investigation by the Federal government or the Commonwealth of Pennsylvania or the City concerning the Architectural Designer's compliance with the terms and conditions of this Contract that results in the debarment or suspension of the Architectural Designer.

15.5 **Compensation.** If the compensation paid to the Architectural Designer is derived from Federal government or Commonwealth of Pennsylvania grant funds, the Architectural Designer must bill the School District for any outstanding compensation owed to the Architectural Designer within thirty (30) days after the ending date of this Contract, as set forth in Section 2 (*Term of Contract*). In the event the Architectural Designer does not bill the School District for the balance of any compensation within said 30-day time period, the School District, in its sole discretion, reserves the right to withhold payment of the balance of the compensation to the Architectural Designer because of the unavailability of federal government or Commonwealth of Pennsylvania funds, in which event the School District shall not be liable to the Architectural Designer for the balance of the compensation.

15.6 **Survival.** This Section 15 shall survive termination of this Contract.

Section 16. Miscellaneous Provisions.

16.1 **Notices.** Any notice or communication required or permitted to be given under this Contract shall be given in writing, and shall be personally delivered by hand with receipt obtained, by a national overnight express carrier (e.g., Federal Express, Express Mail), by facsimile (with copy by registered or certified United States mail, return receipt requested, postage prepaid), or by registered or certified United States mail, return receipt requested, postage prepaid, addressed as follows:

IF TO SCHOOL DISTRICT:

Attn.: Leigh Clark, Director of Capital Programs or
Nicole Ward, Design Manager of Capital Programs
The School District of Philadelphia
Office of Capital Programs
440 North Broad Street, Suite 371
Philadelphia, PA 19130-4015
Telephone number: (215) 400-4730

Facsimile number: (215) 400-4731

IF TO ARCHITECTURAL DESIGNER:

Attn.: _____

Telephone number: _____

Facsimile number: _____

If mailed, such notice or communication shall be deemed to have been given on actual receipt by the intended recipient.

16.2 **Governing Law.** This Contract and all disputes arising under this Contract shall be governed, construed, and decided in accordance with the substantive laws of the Commonwealth of Pennsylvania.

16.3 **Forum; Consent to Jurisdiction.** The parties agree that when any dispute between the parties cannot be amicably resolved and resort is made to legal action, any lawsuit, action, claim, or legal proceeding involving, directly or indirectly, any matter arising out of or related to this Contract, or the relationship created or evidenced thereby, shall be brought exclusively in a federal or state court of competent jurisdiction in and only in Philadelphia County, Pennsylvania. It is the express intent of the parties that jurisdiction over any lawsuit, action, claim, or legal proceeding shall lie exclusively in this forum. The parties further agree not to raise any objection, as to forum or venue, to any lawsuit, action, claim, or legal proceeding which is brought in this forum, and the parties expressly consent to the jurisdiction and venue of this forum.

16.4 **Contract Documents; Order of Precedence.** The Contract Documents shall consist of the following: this Contract, Exhibits A-F to this Contract, and the Proposal (as modified hereby). In the event of conflict or variance between the body of this Contract (Sections 1-16) and any other document comprising the Contract Documents, this Contract shall govern. Conflicts and variances among the documents comprising the Contract Documents shall be resolved by giving precedence in the following order: This Contract, the Exhibits, and the Proposal.

16.5 **School District Liability, Responsibility or Risk of Loss.** Notwithstanding any other provisions of this Contract or any Addenda or Exhibits to the contrary, the School District, its officers, employees and agents and members of the School Reform Commission and the Board of Education retain their statutory governmental, official and any other immunity as provided pursuant to the Applicable Law, including 42 Pa C.S.A. §§8501 and 8541 et seq., and do not waive the defenses of governmental and official immunity derived from such laws. The Architectural Designer acknowledges that the School District:

- (a) Is a local agency, as defined in 42 Pa. C.S.A. §8501, §8541, and,
- (b) Does not waive, for itself or for its officers, employees, or agents, or for the members of the School Reform Commission and Board of Education, the defenses of statutory governmental or official immunity or any other

defenses or immunities available to it or any of them.

The School District does not waive for itself or for its officers, employees, agents, or for the members of the School Reform Commission and Board of Education, any other defenses or immunities available to it or any of them.

16.6 **Compliance with Laws and Regulations.** All services performed and documents prepared by the Architectural Designer shall strictly conform to all federal, state, and local laws, statutes, codes, and ordinances and the applicable rules, regulations, policies, methods and procedures of the School District and all governmental bodies, boards, bureaus, offices, commissions, and other agencies.

16.7 **Publicity.** Neither the School District nor the Architectural Designer shall publicize this Contract or the Services, or attribute any comments or views about this Contract or the Services to employees or agents or officials of the other party, by press conference, press release, advertising or public relations materials without the prior written consent of the other party, which consent shall not be unreasonably withheld; provided, however, that nothing in this Paragraph 16.7 shall be construed to prohibit either party from making any disclosure relating to this Contract or Services that is required under federal or state securities laws or state or local election laws, or to prohibit either party from publicizing, with reasonable prior notice to the other party, the fact that this Contract has been entered into, the subject matter of this Contract, or the amount of this Contract. Except as may be required for its performance of this Contract, or as mutually agreed by the School District and the Architectural Designer, the Architectural Designer shall refer all press and public inquiries regarding the Project to the School District's designated representative during the term of this Contract. At any time thereafter, the Architectural Designer may respond to press and public inquiries regarding the concept and design of the Project following notice to the School District's designated representative. During the term of this Contract, the Architectural Designer shall provide reasonable assistance to the School District in public relations activities, and shall prepare appropriate information for, and when requested, attend public meetings regarding the Project.

16.8 **General Publication Rights.** The Architectural Designer agrees with regard to publication of reports, studies, or other works developed in the course of this Contract as a result thereof, that the publication will not contain information supplied to the Architectural Designer by the School District which is confidential, or which identifies students, employees, or officers of the School District by name without first obtaining their written consent. The School District shall be allowed to review and suggest revisions to any proposed publication in which it is named for thirty (30) calendar days prior to submission for publication. Title to and the right to determine the disposition of any copyrights and copyrightable materials first produced by the Architectural Designer as a result of performance of this Contract shall remain with the Architectural Designer.

16.9 **Conflict of Interest.**

16.9.1 **Disclosure of Conflict of Interest.** The Architectural Designer represents, warrants and covenants that it has no public or private interest which does or may conflict in any manner with the performance of the Work and that neither it, nor any of its directors, officers, members, partners, employees or Subconsultants, has or shall during the Term acquire, directly or indirectly, any such interest. The Architectural Designer shall promptly and fully disclose to the

School District's Contract Administrator all interests which may constitute such a conflict.

16.9.2 **Improper Gift; Improper Relationship.** The Architectural Designer represents, warrants and covenants that it has not directly or indirectly offered or given and shall not directly or indirectly offer or give any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal or minimal value to any School District employee who participated in the decision to authorize or enter into this Contract. The Architectural Designer warrants that, to its knowledge, neither a School District employee or officer who participated in the decision to enter into this Contract, nor any member of the employee's immediate family, receives more than \$1,000 per year from the Architectural Designer, has a direct or indirect investment worth \$1,000 or more in the Architectural Designer or is a director, officer, partner, trustee or employee of the Architectural Designer.

16.10 **School District Officers and Employees Not to Benefit.** The Architectural Designer shall not make any payment or give anything of more than nominal value to any School District official or employee except in accordance with Applicable Law and School District policy. The Architectural Designer shall comply with the School District Vendor Code of Ethics, and also, to the extent applicable, with the School District's Code of Ethics for School District officers and employees. The Architectural Designer shall disclose to the School District, with each invoice submitted, the name(s) of each School District official(s) or employee(s) who receive payment from the Architectural Designer, the amount such official or employee receives and the services rendered by the official or employee in consideration of the payment. Any fees or compensation paid by the Architectural Designer to the School District officials or employees in violation of School District policy and Applicable Law shall be recoverable from the Architectural Designer as damages.

16.11 **Non-Solicitation.** Neither party shall solicit the employment of any employee of the other party who has been assigned responsibilities under this Contract for the period of twelve (12) months following termination of responsibilities of each such employee. The School District agrees that it will not, directly or indirectly, for any reason, either during the term of this Contract or for a period of twelve (12) months after the termination of this Contract, without regard to the reason for termination, engage, utilize, or employ any employee or subconsultant of the Architectural Designer.

16.12 **Assignment of Architectural Designer's Employees.** The Architectural Designer agrees not to assign any person dismissed from School District employment to perform services under this Contract. The Architectural Designer further agrees to reassign immediately any person the School District finds unacceptable or incapable of performing contractual requirements.

16.13 **Background Checks (Criminal, Child Abuse and FBI).**

16.13.1 In accordance with 24 P.S. §1-111, as amended, and 23 Pa. C.S.A. §§6303, 6344 and 6354-6358, as amended, before starting any Services under this Contract, the Architectural Designer shall submit to the School District, for inspection and copying, the originals of a current (*i.e.*, processed by the Commonwealth of Pennsylvania within one (1) year prior to the Architectural Designer's starting Services) criminal history record information report and child abuse history official clearance statement for the Architectural Designer, if the Architectural Designer is an individual, and for each of the Architectural Designer's and any of its

Subconsultant's employees, officers, agents, servants, or Subconsultants who will have direct contact with children while performing any of the Services under this Contract. In accordance with 24 P.S. §1-111, as amended, before starting any Services under this Contract, the Architectural Designer shall also submit to the School District, for inspection and copying, the original of a current report of the Federal Bureau of Investigation federal criminal history record information for the Architectural Designer, if the Architectural Designer is an individual, and for each of the Architectural Designer's and any of its Subconsultant's employees, officers, agents, servants, or Subconsultants who will have direct contact with children while performing any of the Services under this Contract. Commonwealth Board of Education regulations define "direct contact"; *see* 22 Pa. Code § 8.1.

16.13.2 Arrests; Convictions. The Architectural Designer shall comply and shall ensure that its officers, employees, agents and Subconsultants comply with the requirements of 24 P.S. §1-111(j), which mandates, among other things, reporting within seventy-two (72) hours by any officer, employee or agent of the Architectural Designer or of any Subconsultant of an arrest or conviction for an offense listed in 24 P.S. §1-111(e). The Architectural Designer shall report to the School District, in a prompt and timely manner, all notices and reports required, and all checks conducted, under 24 P.S. §1-111(j).

16.13.3 Report of Child Abuse. The Architectural Designer shall comply and shall ensure that its officers, employees, agents and Subconsultants comply with the requirements of 62 Pa. C.S.A. §6344.3(g), which mandates, among other things, written notice by any officer, employee or agent of the Architectural Designer or of any Subconsultant within seventy-two (72) hours after having received notification of being named as a perpetrator in a founded or indicated report of child abuse. The Architectural Designer shall report to the School District, in a prompt and timely manner, all notices required under 62 Pa. C.S.A. §6344.3(g).

16.13.4 The Architectural Designer's failure to comply with any requirement of 24 P.S. §1-111, as amended, and 23 Pa. C.S.A. §§6344 and 6354 through-6358 shall be deemed a material breach of this Contract, thereby giving the School District the right, at its sole discretion, to immediately terminate this Contract with no further obligation or responsibility on the part of the School District.

16.14 Successors and Assigns. The School District and the Architectural Designer, respectively, bind themselves, their heirs, executors, administrators, successors, permitted assigns and legal representatives to the other party to this Contract, and to the heirs, executors, administrators, successors, permitted assigns and legal representatives of such other party with respect to all covenants of this Contract. The parties hereto bind themselves, their heirs, executors, administrators, successors, permitted assigns and legal representatives for the faithful performance of this Contract.

16.15 Examination of Records. The Architectural Designer agrees, upon request and without expense to the School District, to make available its books and records concerning charges, fees and costs under this Contract, in the administrative offices of the School District, for inspection by appropriate School District agents. The Architectural Designer agrees that the School District shall, until the expiration of three (3) years after final payment under this Contract or five (5) years after termination of this Contract, whichever is later, have access to and the right to examine and copy directly pertinent books, documents, papers and records of the Architectural

Designer directly related to this Contract which have not been previously delivered to the School District. The period of access and examination for records shall continue during any litigation and until the settlement of claims arising out of the performance of this Contract.

16.16 **Survival.** Any and all provisions set forth in this Contract which, by its or their nature, would reasonably be expected to be performed after the termination of this Contract shall survive and be enforceable after such termination, including, without limitation, the following:

- (a) Any and all liabilities, actual or contingent, which shall have arisen in connection with this Contract;
- (b) The Architectural Designer's representations and covenants set forth herein;
- (c) Section 6, *Compensation and Payment*;
- (d) Section 9, *Indemnification*;
- (e) Section 11, *Confidentiality*;
- (f) Section 12, *Disputes*;
- (g) Section 14, *Termination*;
- (h) Section 15, *Certification regarding Debarment, Suspension and Ineligibility*;
- (i) Paragraph 16.2, *Governing Law*;
- (j) Paragraph 16.3, *Forum; Consent To Jurisdiction*; and
- (k) Paragraph 16.4, *Contract Documents; Order of Precedence*.

16.17 **Taxes.**

16.17.1 **City of Philadelphia Taxes.** The Architectural Designer may incur liability for payment of one or more of the following taxes levied by the City of Philadelphia; (a) Mercantile License Tax; (b) Net Profits Tax; (c) City Wage Tax; and (d) Business Privilege Tax. The Architectural Designer, if not already paying any such taxes, shall promptly apply to the City of Philadelphia, Department of Revenue, for a tax account number and shall file the appropriate business tax returns as provided by law.

16.17.2 **Sales and Use Tax.** The Architectural Designer agrees to execute all documents requested by the School District or its representative, and to provide prompt access to the School District or its representative, to all documents of the Architectural Designer and its Subconsultants related to the Services performed on the Project, to assist the School District in making a claim or filing a petition for a refund of sales and/or use tax. The Architectural Designer hereby assigns to the School District all of its right, title and interest in any sales or use tax paid or reimbursed by the School District that may be refunded as a result of any documentation, services, labor, supplies, tools, materials, or equipment purchased in connection with this Contract. The Architectural Designer authorizes the School District, in its own name or the name of the Architectural Designer, to file a claim for a refund of any sales or use tax subject to this assignment. Likewise, the School District hereby assigns to the Architectural Designer all of its right, title and interest in any sales or use tax paid by the Architectural Designer and not reimbursed by the School District that may be refunded as a result of any documentation, services, labor, supplies, tools, materials, or equipment purchased in connection with this Contract, and agrees to file, or at the School District's option, cooperate in the Architectural Designer's filing of, a claim for a refund of any sales or use tax subject to this assignment.

16.17.3 School District Tax Exemption. Notwithstanding any other provision of this Contract or the Exhibits to the contrary, the School District represents that it is a tax-exempt organization and is therefore not subject to taxes arising out of this Contract or the Architectural Designer's performance under this Contract. In the event, however, that the Architectural Designer is assessed or levied any taxes, fees, or similar charges related to this Contract or the Architectural Designer's performance hereunder (except income or corporate taxes assessed against or levied on the Architectural Designer), the School District agrees to cooperate fully with the Architectural Designer, at School District expense, in any administrative actions or legal proceedings with the appropriate taxing authorities. If a final judgment is entered against the Architectural Designer relating to the payment of such taxes, fees, or charges, the School District agrees to indemnify the Architectural Designer for the amount thereof, including any penalties incurred in such review or contest. In no event shall the Architectural Designer be exposed to any liability for the payment or nonpayment of any such taxes, charges, or fees.

16.18 Tax Compliance. It is the policy of the School District to ensure that firms, businesses and other legal entities receiving School District contracts are current in their payment of City of Philadelphia ("City") taxes and School District taxes or other indebtedness owed to the City or the School District, including but not limited to taxes collected by the City on behalf of the School District, at the time of contract award. Pursuant to SRC Resolution SRC-2 dated February 21, 2013, the School District's SRC has adopted a Tax Compliance of Vendors Policy which provides that generally, the SRC will not authorize the award of a School District contract to a firm, business or other legal entity that is delinquent in its payment of City or School District taxes or other indebtedness owed to the City and/or the School District at the time of contract award.

16.18.1 All firms, businesses and other legal entities (hereafter called "Contractor") receiving a School District contract shall comply with all of the terms and conditions of the Tax Compliance of Vendors Policy.

16.18.2 Tax Indebtedness Representation, Warranty and Covenant.

(A) The Contractor represents, warrants and covenants to the School District that the Contractor and any other person controlling, controlled by, or under common control with the Contractor are not currently indebted to the City or the Commonwealth of Pennsylvania for or on account of any delinquent taxes (including, but not limited to, taxes collected by the City on behalf of the School District) for which no written settlement agreement or payment plan with the City, or the Commonwealth of Pennsylvania, as the case may be, has been executed and delivered.

(B) The Contractor further represents, warrants and covenants to the School District that the Contractor and any other person controlling, controlled by, or under common control with the Contractor will not at any time during the term of this Contract (including any extensions or renewals thereof) be indebted to the City or the Commonwealth of Pennsylvania for or on account of any delinquent taxes (including, but not limited to, taxes collected by the City on behalf of the School District), liens, judgments, fees or other debts for which no written settlement agreement or payment plan with the City of Philadelphia, or the Commonwealth of Pennsylvania, as the case may be, has been executed and delivered.

16.18.3 Proof of Tax Compliance.

(A) During the duration of any School District contract, the Contractor shall provide proof of its tax compliance in the form of a “Certificate of Tax Clearance” to the School District, at the School District’s written request, in the sole discretion of the School District.

16.18.4 Satisfactory Arrangement, Settlement Agreement or Payment Plan with City.

(A) The Contractor agrees to provide written proof to the School District of any satisfactory arrangement, settlement agreement or payment plan with the City to become compliant in the payment of City or School District taxes or other indebtedness owed to the City or the School District.

(B) The Contractor shall continue to comply with said City satisfactory arrangement, settlement agreement or payment plan during the duration of any School District contract.

16.18.5 Agreement to Set off or Offset for Delinquent Tax or other Indebtedness.

(A) The Contractor agrees that the School District may set off or offset the amount of any City or School District tax or taxes or other indebtedness owed to the City or the School District against any School District payment or payments due under any School District contract.

(B) In addition to any other rights or remedies available to the School District at law or in equity, the Contractor acknowledges and agrees that the School District may set off or offset the amount of any City or School District tax or taxes or other indebtedness owed to the City or the School District against any School District payment or payments due under any School District contract if the Contractor breaches the tax indebtedness representation, warranty and covenant, and such breach is not resolved, to the School District’s satisfaction, within a reasonable time frame specified by the School District in writing.

16.18.6 Agreement to Withholding of Contract Payment.

(A) The Contractor agrees that the School District may withhold payment or payments due to the Contractor under any School District contract if the Contractor is delinquent in its payment of City or School District tax or taxes or other indebtedness owed to the City or the School District.

(B) The Contractor agrees that the School District may withhold payment or payments due to the Contractor under any School District contract if the Contractor is delinquent in its payment of City or School District tax or taxes or other indebtedness owed to the City or the School District, and the Contractor has not entered into a satisfactory arrangement, settlement agreement or payment plan with the City to become compliant in the payment of City or School District tax or taxes or other indebtedness owed to the City or the School District.

(C) The Contractor agrees that the School District may withhold payment or payments due to the Contractor under any School District contract if the Contractor is in default of any satisfactory arrangement, settlement agreement or payment plan with the City.

(D) In addition to any other rights or remedies available to the School District at law or in equity, the Contractor acknowledges and agrees that the School District may withhold payment or payments due to the Contractor under any School District contract if the Contractor breaches the tax indebtedness representation, warranty and covenant, and such breach is not resolved, to the School District's satisfaction, within a reasonable time frame specified by the School District in writing.

(E) The Contractor agrees that the School District may continue withholding payment or payments due to the Contractor under any School District contract until the City Revenue Department notifies the School District that the Contractor is tax compliant.

16.18.7 Good Faith Contest.

(A) The Contractor shall be permitted to, in good faith, contest the amount of any Commonwealth of Pennsylvania, City or School District tax or taxes or other indebtedness owed to the Commonwealth of Pennsylvania, the City or the School District.

(B) The Contractor shall diligently and expeditiously proceed to resolve the matter with the City, or the Commonwealth of Pennsylvania, as the case may be, in order to reach a satisfactory settlement agreement or payment plan with the City, or the Commonwealth of Pennsylvania, as the case may be.

(C) The Contractor shall expeditiously pay all uncontested obligations.

16.18.8 Termination of Contract.

(A) Termination for Convenience. The School District, at its sole discretion, may terminate any School District contract for its convenience, at any time, upon fourteen (14) days prior written notice to the Contractor of the School District's intention to terminate said contract ("Termination Notice"), and without penalty, cost or liability to the School District, provided the Contractor is:

(i) delinquent in the payment of Commonwealth of Pennsylvania, City or School District tax or taxes or other indebtedness owed to the Commonwealth of Pennsylvania, the City or the School District; and

(ii) the Contractor has not contested the amount of the Commonwealth of Pennsylvania, City or School District tax or taxes or other indebtedness owed to the Commonwealth of Pennsylvania, the City or the School District; and

(iii) the Contractor has not entered into or executed any satisfactory arrangement, settlement agreement or payment plan with the Commonwealth of Pennsylvania or the City, as the case may be, to become compliant in the payment of Commonwealth of Pennsylvania, City or School District tax or taxes or other indebtedness owed

to the Commonwealth of Pennsylvania, City or the School District; or

(iv) the Contractor is in default of any satisfactory arrangement, settlement agreement or payment plan with the Commonwealth of Pennsylvania or the City, as the case may be, to become compliant in the payment of Commonwealth of Pennsylvania, City or School District tax or taxes or other indebtedness owed to the Commonwealth of Pennsylvania, City or the School District.

(B) Termination for Default. The School District may terminate any School District contract for default by giving the Contractor a Termination Notice provided:

(i) the Contractor is delinquent in the payment of Commonwealth of Pennsylvania, City or School District tax or taxes or other indebtedness owed to the Commonwealth of Pennsylvania, the City or the School District; and

(ii) the Contractor has not contested the amount of the Commonwealth of Pennsylvania, City or School District tax or taxes or other indebtedness owed to the Commonwealth of Pennsylvania, the City or the School District; and

(iii) the School District has requested in writing that the Contractor enter into or execute a satisfactory arrangement, settlement agreement or payment plan with the Commonwealth of Pennsylvania or the City, as the case may be, to become compliant in the payment of Commonwealth of Pennsylvania, City or School District tax or taxes or other indebtedness owed to the Commonwealth of Pennsylvania, City or the School District, and the Contractor has willfully or in bad faith refused or declined to comply with said School District request; or

(iv) the School District has requested in writing that the Contractor cure its default of any satisfactory arrangement, settlement agreement or payment plan with the Commonwealth of Pennsylvania or the City, as the case may be, to become compliant in the payment of Commonwealth of Pennsylvania, City or School District tax or taxes or other indebtedness owed to the Commonwealth of Pennsylvania, City or the School District, and the Contractor has willfully or in bad faith refused or declined to comply with said School District request.

The Contractor shall be liable for all excess costs and other damages resulting from said termination for default.

16.19 Authority to Execute Contract. The Architectural Designer and the School District each represents and warrants that it has caused this Contract to be duly authorized, executed, and delivered by and through persons authorized to execute this Contract on its behalf.

16.20 No Third Party Beneficiaries. Nothing in this Contract, express or implied, is intended or shall be construed to confer upon or give to any person, firm, corporation, or legal entity, other than the Architectural Designer and the School District, any rights, remedies, or other benefits under or by reason of this Contract. Nothing contained in this Contract shall be deemed to create any contractual relationship with, or to give a cause of action in favor of, any third party against either the School District or the Architectural Designer. Nothing contained in this Contract

is intended to benefit any third party. The Architectural Designer's Subconsultants, the Construction Management Firm, and the Prime Contractor and its subcontractors and consultants are not intended third-party beneficiaries of this Contract.

16.21 No Waiver.

16.21.1 No delay or omission by either party hereto to exercise any right or power occurring upon any noncompliance or default by the other party with respect to any of the terms of this Contract shall impair any such right or power or be construed to be a waiver thereof. A waiver by either of the parties hereto of any of the covenants, conditions, or agreements to be observed by the other shall not be construed to be a waiver of any succeeding breach thereof, or of any other covenant, condition, or agreement herein contained. Unless stated otherwise, all remedies provided for in this Contract shall be cumulative and in addition to, and not in lieu of, any other remedies available to either party at law, in equity, or otherwise.

16.21.2 No term or provision hereof shall be deemed waived by the parties, unless such waiver or consent shall be in writing signed by both parties. No breach shall be excused, unless the agreement to excuse that breach is in writing signed by the non-breaching party.

16.22 **Counterparts.** This Contract may be executed in counterparts, each of which shall be deemed an original, and all of which shall constitute one instrument; provided, that this Contract shall be effective and binding on the parties upon, but only upon, the execution by each party of one copy hereof.

16.23 **Contract Drafted by All Parties.** This Contract is the result of arms-length negotiations between the parties, and shall be deemed to have been drafted by both parties, and any ambiguities in this Contract shall accordingly not be construed against either party.

16.24 Severability and Partial Invalidity.

16.24.1 The provisions of this Contract shall be severable. If any provision of this Contract, or the application thereof, for any reason or circumstance, is to any extent held to be invalid or unenforceable, the remaining provisions of this Contract (as well as the application of all provision(s) that were held to be invalid or unenforceable to persons or entities other than those as to which they were held invalid or unenforceable) shall not be affected or impaired thereby; and each provision of this Contract shall be valid and enforceable to the fullest extent permitted by law.

16.24.2 If any of the provisions of this Contract are determined to be invalid, then such invalidity shall not affect or impair the validity of the other remaining provisions, which shall be considered severable, and shall remain in full force and effect.

16.25 **Entire Contract.** This Contract, which includes all Exhibits referred to herein, contains the entire and integrated contract between the parties with respect to the subject matter hereof; supersedes all prior negotiations, representations, contracts, and undertakings, either written or oral, between the parties with respect to such subject matter; and cannot be changed, modified or amended except by contract in writing signed by both parties. No amendment or modification changing its scope or terms shall have any force or effect, unless it is in writing and

signed by both parties. This Contract shall not be superseded by any provision of the documents for construction.

IN WITNESS WHEREOF, the parties hereto, intending to be legally bound, have executed this Contract as of the Effective Date.

SCHOOL DISTRICT OF PHILADELPHIA

By: _____
Name: _____
Title: _____

By: _____
Name: WILLIAM R. HITE, JR., Ed.D.
Title: Superintendent

Examined and Approved:

Dawn Renee Chism
Attorney for
SCHOOL DISTRICT OF PHILADELPHIA