

**BY-LAW NUMBER 30-14**

- of -

**THE CORPORATION OF THE COUNTY OF BRANT**

To authorize the execution of an agreement between the County of Brant and CIMA Canada Inc. for the provision of Professional Consulting Services for the “St. George Water and Wastewater Servicing Municipal Class Environmental Assessments” in the County of Brant

**WHEREAS** the County of Brant is desirous of entering into an agreement with CIMA Canada Inc. for the provision of Professional Consulting Services for the St. George Water and Wastewater Servicing Municipal Class Environmental Assessments.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE COUNTY OF BRANT HEREBY ENACTS** as follows:

1. **THAT** the Agreement between the Corporation of the County of Brant and CIMA Canada Inc., attached hereto, for the provision of Professional Consulting Services for the St. George Water and Wastewater Servicing Municipal Class Environmental Assessments, be approved.
2. **THAT** the Mayor and the Clerk be and they are hereby authorized to execute the said Agreement on behalf of the Corporation of the County of Brant and to affix the corporate seal thereto.

**READ** a first and second time, this 25<sup>th</sup> day of March, 2014.

**READ** a third time and finally passed in Council, this 25<sup>th</sup> day of March, 2014.

**THE CORPORATION OF THE COUNTY OF BRANT**

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Ron Eddy, Mayor

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Heather Boyd, Clerk

**AGREEMENT**  
**FOR**  
**PROFESSIONAL CONSULTING SERVICES**

**MEMORANDUM OF AGREEMENT** dated the                      day of                      A.D., 2014.

**- BETWEEN -**

**THE CORPORATION OF THE COUNTY OF BRANT**

Hereinafter called the 'Client'

THE PARTY OF THE FIRST PART

**- AND -**

**CIMA Canada Inc.**

Hereinafter called the 'Consultant'

THE PARTY OF THE SECOND PART

WHEREAS the Client intends to complete the "St. George Water and Wastewater Servicing Municipal Class Environmental Assessments" in County of Brant.

Hereinafter called the 'Project' and has requested the Consultant to furnish professional services in connection therewith;

**NOW THEREFORE WITNESSETH** that in consideration of the covenants contained herein, the Client and the Consultant mutually agree as follows:

## **ARTICLE 1 – GENERAL CONDITIONS**

### **1.01 Retainer**

The Client hereby retains the services of the Consultant in connection with the Project and the Consultant hereby agrees to provide the services described herein under the general direction and control of the Client.

In this Agreement the word Consultant shall mean professionals and other specialists engaged by the Client directly and whose names are party to this Agreement.

### **1.02 Services**

The services to be provided by the Consultant and by the Client for the Project are set forth in Article 2 and such services as changed, altered or added to under Section 1.08 are hereinafter called the 'Services'.

### **1.03 Compensation**

The Client shall pay the Consultant in accordance with the provisions set forth in Article 3. For purposes of this agreement, the basis of payment shall be as specified in Article 3.2.2.

### **1.04 Staff and Methods**

The Consultant shall perform the services under this agreement with that degree of care, skill and diligence normally provided in the performance of such services as contemplated by the agreement at the time such services are rendered and as required by the Professional Engineers Act (RSO 1990, Chapter P. 28) and regulations therein. The Consultant shall employ only competent staff who will be under the supervision of a senior member of the Consultant's staff.

### **1.05 Drawings, Documents and Digital Data**

Subject to Section 3.2.4 of Article 3, drawings, documents and digital data or copies thereof required for the Project shall be exchanged between the parties on a reciprocal basis. Drawings, documents or digital data collected or prepared by the Consultant for the Client, including record drawings, may be used by the Client for the project herein described and in the future as required. In accordance with Article 1.06, the client indemnifies the Consultant for unauthorized use of the documents and deliverables.

### **1.06 Intellectual Property**

All concepts, products or processes produced by or resulting from the Services rendered by the Consultant in connection with the Project, or which are otherwise developed or first reduced to practice by the Consultant in the performance of his Services, and which are patentable, capable of trademark or otherwise, shall be considered as Intellectual Property and remain the property of the Consultant.

The Client shall have permanent non-exclusive royalty-free license to use any concept, product or process, which is patentable, capable of trademark or otherwise produced by or resulting from the Services rendered by the Consultant in connection with the Project and for no other purpose or project.

**1.07 Records and Audit**

- (a) In order to provide data for the calculation of fees on a time basis, the Consultant shall keep a detailed record of the hours worked by staff employed for the Project.
- (b) The Client may inspect timesheets and record of expenses and disbursements of the Consultant during regular office hours with respect to any item which the Client is required to pay on a time scale or disbursement basis as a result of this Agreement.
- (c) The Consultant, when requested by the Client, shall provide copies of receipts with respect to any disbursement for which the Consultant claims payment under this Agreement.

**1.08 Changes and Alterations and Additional Services**

With the consent of the Consultant the Client may in writing at any time after the execution of the Agreement or the commencement of the Services delete, extend, increase, vary or otherwise alter the Services forming the subject of the Agreement, and if such action by the Client necessitates additional staff or services, the Consultant shall be paid in accordance with Section 3.2.2 for such additional staff employed directly thereon, together with such expenses and disbursements as allowed under Section 3.2.4. In the event that the client delays the project then the consultant shall have the right to renegotiate the agreement.

**1.09 Suspension or Termination**

Either party may at any time by notice in writing to the other party, suspend or terminate the Services or any portion thereof at any stage of the project. Upon receipt of such written notice, the Consultant shall perform no further Services other than those reasonably necessary to close out his Services. In such an event, the Consultant shall be entitled to payment in accordance with Section 3.2 for any of the Consultant's staff employed directly thereon together with such expenses and disbursements allowed under Section 3.2.

If the Consultant is practicing as an individual and dies before his Services have been completed, this Agreement shall terminate as of the date of his death, and the Client shall pay for the Services rendered and disbursements incurred by the Consultant to the date of such termination.

**1.10 Indemnification**

The Consultant shall indemnify and save harmless the Client from and against all claims, actions, losses, expenses, costs or damages of every nature and kind whatsoever which the Client, his employees, officers or agents may suffer, to the extent the Consultant is legally liable as a result of the negligent acts of the Consultant, his employees, officers or agents in the performance of this Agreement.

The Client agrees to hold harmless, indemnify and defend the Consultant from and against any and all claim, losses, damages, liability and costs of defense arising out of or in any way connected with the presence, discharge, release or escape of contaminants of any kind, excluding only such liability as may arise out of the negligent

acts of the Consultant in the performance of consulting services to the Client within this project.

**1.11 Insurance**

The Client will accept the insurance coverage amount specified in this clause section (a) as the aggregate limit of liability of the Consultant and its employees for the Client's damages.

(a) Comprehensive General Liability and Automobile Insurance

The Insurance Coverage shall be \$2,000,000.00 per occurrence and in the aggregate for general liability and \$2,000,000.00 for automobile insurance. When requested the Consultant shall provide the Client with proof of Comprehensive General Liability and Automobile Insurance (Inclusive Limits) for both owned and non-owned vehicles.

(b) Professional Liability Insurance

The Insurance Coverage shall be in the amount of \$1,000,000.00 per claim and in the aggregate. When requested, the Consultant shall provide to the Client proof of Professional Liability Insurance carried by the Consultant, and in accordance with the Professional Engineers Act (RSO 1990, Chapter P. 28) and regulations therein.

(c) Change in Coverage

If the Client requests to have the amount of coverage increased or to obtain other special insurance for this Project then the Consultant shall endeavour forthwith to obtain such increased or special insurance at the Client's expense as a disbursement allowed under Section 3.2.

It is understood and agreed that the coverage provided by these policies will not be changed or amended in any way nor cancelled by the Consultant until thirty (30) days after written notice of such change or cancellations has been personally delivered to the Client.

**1.12 Contracting for Construction**

Neither the Consultant nor any person, firm or corporation associated or affiliated with or subsidiary to the Consultant shall tender for the construction of the Project, or have an interest either directly or indirectly in the construction of the Project.

**1.13 Assignment**

Neither party may assign this Agreement without the prior consent in writing of the other.

**1.14 Previous Agreements**

This Agreement supersedes all previous agreements, arrangements or understandings between the parties whether written or oral in connection with or incidental to the Project.

**1.15 Approval by Other Authorities**

Unless otherwise provided in this Agreement, where the work of the Consultant is subject to the approval or review of an authority, department of government, or agency other than the Client, such applications for approval or review shall be the responsibility of the Consultant, but shall be submitted through the offices of the Client and unless authorized by the Client in writing, such applications for approval or review shall not be obtained by direct contact by the Consultant with such other authority, department of government or agency.

**1.16 Principals and Executives**

The use of Principals and Executives on a time basis by the Consultant will be in accordance with Section 1.23.1 (c).

**1.17 Sub-Consultants**

The Consultant may engage others as sub-consultants for specialized services provided that prior approval is obtained, in writing, from the Client and may add a mark-up of not more than five percent (5%) of the cost of such services to cover office administration costs when claiming reimbursement from the Client plus the cost of the additional insurance incurred by the Consultant for the specialized services.

**1.18 Inspection**

The client, or persons authorized by the Client, shall have the right, at all reasonable times, to inspect or otherwise review the Services performed, or being performed, under the Project and the premises where they are being performed.

**1.19 Publication**

The Consultant agrees to obtain the consent in writing of the Client before publishing or issuing any information regarding the Project.

**1.20 Confidential Data**

The Consultant shall not divulge any specific information identified as confidential, communicated to or acquired by him, or disclosed by the client in the course of carrying out the Services provided herein. These obligations of confidentiality shall not apply to information which is in the public domain, which is provided to the Consultant by a third party without obligation of confidentiality which is independently developed by the Consultant without access to the Client's information, or which is required to be disclosed by law or by court order. No such information shall be used by the Consultant on any other project without the approval in writing of the client.

**1.21 Dispute Resolution**

(a) If requested in writing by either the Client or the Consultant, the Client and the Consultant shall attempt to resolve any dispute between them arising out of or in connection with this Agreement by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. If a dispute cannot be settled within a period of ninety (90) calendar days with the mediator, the dispute shall be referred to and finally resolved by arbitration under the rules of the

province having jurisdiction or by an arbitrator appointed by the agreement of the parties.

- (b) No person shall be appointed to act as mediator or arbitrator who is in any way interested, financially or otherwise, in the conduct of the work on the Project or in the business or other affairs of either the Client or the Consultant.
- (c) The award of the arbitrator, including an award for costs if applicable, shall be final and binding upon the parties.
- (d) The provisions of The Arbitration's Act, R.S.O., 1991, Chapter 17, as amended shall apply.

**1.22 Time**

The Consultant shall perform the Services expeditiously to meet the requirements of the Client and shall complete any portion or portions of the Services in such order as the Client may require.

The Client shall give due consideration to all designs, drawings, plans, specifications, reports, tenders, proposals and other information submitted by the Consultant, and shall make any decisions which he is required to make in connection therewith within a reasonable time so as not to delay the work of the Consultant.

**1.23 Estimates, Schedules and Staff List**

**1.23.1 Preparation of Estimate of Fees, Schedule of Progress and Staff List**

When requested by the Client, and where payment is calculated on a time basis, the Consultant shall provide, for approval by the Client:

- (a) An estimate of the total fees to be paid for the Services.
- (b) A Schedule showing an estimate of the portion of the Services to be completed in each month and an estimate of the portion of the fee which will be payable for each such month.
- (c) A Staff list showing the number, classifications and hourly rate ranges for staff, Principals and Executives, for which the Consultant will seek payment on a time basis. The Consultant shall relate such information to the particular type of work that such staff is to perform, while employed on the Project. Such list shall designate the member of the Consultant's staff who is to be the liaison person between the Consultant and the Client.

**1.23.2 Subsequent Changes in the Estimate of Fees, Schedule of Progress and Staff List**

The Consultant will require prior written approval, from the Client for any of the following changes:

- (a) Any increase in the estimated fees beyond those approved under subsection 1.23.1 (a).
- (b) Any change in the schedule at progress which results in a longer period than provided in Subsection 1.23.1 (c).

- (c) Any change in the number, classification and hourly rate ranges of the staff provided under Subsection 1.23.1 (c).

**1.23.3 Monthly Reporting of Progress**

The Consultant shall provide the Client with a written report showing the portion of the Services completed in the preceding month.

**1.24 Additional Conditions**

Nil

## **ARTICLE 2 – SERVICES**

- 2.1** The range of services to be provided as part of this project will include, but are not limited to:
- As set out under RFP#3-13 “Request for Proposals for Consultant Services for St. George Water and Wastewater Servicing Municipal Class Environmental Assessments” as issued by the County and hereto attached as Appendix ‘A’.
  - As set out under “Proposal to Provide Consultant Services For St. George Water and Wastewater Servicing Municipal Class Environmental Assessments”, submitted by CIMA Canada Inc., January 21, 2014 and hereto attached as Appendix ‘B’

## **ARTICLE 3 – FEES AND DISBURSEMENTS**

### **3.1 Definitions**

For the purpose of this Agreement, the following definitions shall apply:

(a) **Cost of the Work:**

- (i) The “Cost of the Work” shall mean the total cost of the Project including all materials, equipment, sales taxes, labour and contractor’s overhead and profit, necessary to complete the work for which the Consultant prepares designs, drawings or specifications, for which he is responsible. Where sales taxes are not included in the cost of the work, the fee shall be adjusted upwards by the factor equivalent to the sales taxes. The adjusted fee may be computed to the nearest one-tenth of one percent (1/10%).
- (ii) Wherever the client furnishes labour or other service which is incorporated in the work, the current price of labour or other service when the work was executed shall be used to compute the Cost of the Work.
- (iii) Whenever used materials or equipment is furnished by or on behalf of the Client, the fair market value of such materials or equipment, as though it was purchased new, shall be used to compute the Cost of the Work.
- (iv) In computing the Cost of the Work, no deductions shall be made on account of any penalties or damages claimed by the Client from any contractor or on account of any other sum withheld from any contractor.
- (v) The Cost of the Work shall not include any fees and disbursements due to the Consultant, the Client’s engineering and office expenses, or cost of land.

(b) **SITE:**

Site includes the actual work site and other locations where the checking of materials, equipment and workmanship is carried out.

### **3.2 Basis of Payment (STRIKE OUT INAPPLICABLE PARAGRAPHS)**

#### **3.2.1 ~~Fees Calculated on a Percentage of Cost Basis~~**

~~The Client shall pay the Consultant fees to be calculated as a percentage of the Cost of the Work for normal projects as follows:-~~

~~**CALCULATION OF FEE**~~

~~TYPE OF SERVICE PERCENTAGE~~

**3.2.2 Fees Calculated on a Time Basis**

The Client shall pay the Consultant a fee, calculated on a time basis, for that part of the Services described in Article 2. Fees on a time basis for all staff shall be hourly rates based on job classifications as follows:

Schedule of Hourly Rates

| Role                                | Employee                      | Hourly Rate  |
|-------------------------------------|-------------------------------|--------------|
| Project Manager                     | Deborah Ross                  | \$190        |
| QA/QC Reviewer                      | Eric Tuson                    | \$180        |
| Lead Project Engineer               | Sandra Rodriguez              | \$140        |
| Senior Water Engineer               | Mike Elliott                  | \$150        |
| Senior Infrastructure Engineer      | Stuart Winchester             | \$180        |
| Senior Wastewater Engineer          | Troy Briggs                   | \$180        |
| Wastewater Engineer                 | Marina Khinich-Kreynin        | \$130        |
| Hydraulic System Modelling Engineer | Matt Fisher                   | \$120        |
| Electrical Engineer                 | Waqas Akhtar                  | \$120        |
| Engineering Support (EIT)           | Thomas Kowpak<br>Stacey Romas | \$90<br>\$90 |
| CAD                                 |                               | \$80         |
| Office Administration               |                               | \$55         |

For a project of over one (1) year duration, or for projects which become extended beyond one (1) year in duration, the consultant may from time to time seek approval from the client to adjust hourly rates and such approval shall not be unreasonably withheld.

The following upset limits shall apply to the fees for the services described in Article 2:

|                       |  |                     |
|-----------------------|--|---------------------|
| A                     | Project Initiation and General Stakeholder's Meetings.....                         | \$8,420.00          |
| B                     | Class Environmental Assessment for St. George<br>Water Supply System.....          | \$231,957.00        |
| C                     | Class Environmental Assessment for St. George<br>Wastewater Treatment System ..... | \$162,652.00        |
| <b>Subtotal</b> ..... |  | <b>\$403,029.00</b> |
| <b>HST</b> .....      |  | <b>\$52,394.00</b>  |
| <b>Total</b> .....    |  | <b>\$455,422.00</b> |

From time to time, the scope of services to be provided by the Consultant as described in Article 2 may be modified by the Client. Such modification may be expected to result in an increase in Consultant fees beyond the upset limits described above. In this event, agreement between the Client and the Consultant to amend the scope of services and the upset limits will be required.

Upset limits described above will not be exceeded without prior written authorization from the Client.

### **3.2.2.2 Time Expended**

All time expended on the assignment, whether in the Consultant's office, at the Client's premises, or elsewhere, and including travel time, shall be chargeable. This also includes, but is not limited to, stenographic and clerical staff engaged in the preparation of documents such as reports and specifications.

### **3.2.3 Lump-Sum Fee/Negotiated Fee**

#### **3.2.3.1 Lump-Sum Fee Basis**

- (a) ~~Fees for the scope of work covered under this Agreement will be on a Lump-Sum Fee Basis, inclusive for labour and reimbursable expenses.~~
- (b) ~~Monthly progress invoices will be based on the percentage of project completed or milestone achieved. Invoices for fees are due upon presentation. Accounts unpaid after 30 days are subject to monthly interest charges at a rate of \_\_\_% per annum. The Consultant reserves the right, without penalty, to discontinue services in the event of non-payment.~~
- (c) ~~If the project is abandoned or delayed for any reason beyond the Consultant's control, the Client shall pay a fee for services rendered to that date, plus the termination expenses reasonably incurred by the Consultant in winding down the project.~~
- (d) ~~GST will be added to the Lump-Sum fee.~~

### **3.2.4 Reimbursable Expenses**

~~In addition to the fee, the Consultant shall be reimbursed at cost plus an administrative charge of five percent (5%), plus the cost of additional insurance incurred by the Consultant, for all expenses properly incurred by him in connection with the project, including but not limited to: vehicle use charges, traveling and living expenses, long~~

distance telephone charges, facsimile transmission charges, printing and reproductions, progress photography, advertising for tenders, special delivery and express charges, overtime premium costs, and the cost of providing and maintaining site offices, supplies and equipment, chemical and physical tests.

Reimbursable expenses shall be subject to the upset limit as described in Article 3.2.2 (If applicable).

~~3.2.4.1 Information Technology and Reprographic (ITR) costs incurred by the Consultant shall be reimbursed at a standard charge rate of \$\_\_\_\_\_ per labour hour expended. The assessment shall include all information technology resources required for purposes of providing the services contemplated under this agreement, including: computer equipment/systems, computer software, computer supplies, networking (local and wide area), and labour associated with computer management, administration and support. Computer systems include all types of computers, such as: general purpose microcomputers, PC-CADD microcomputers, graphic design workstations, and notebooks. The ITR charge shall also include all regular in-house convenience copying and printing. Cost for reproducing specifications and drawing set shall not be included in this rate.~~

~~3.2.4.2 Telecommunication costs (COM) other than video conferencing incurred by the Consultant shall be reimbursed at a standard charge rate of \$\_\_\_\_\_ per labour hour expended. The assessment shall include in-house costs for use of telephone/telecommunication services (including maintenance and support) and facsimile transmissions.~~

### **3.3 Payment**

#### **3.3.1 Fees Calculated on a Time Basis**

The Consultant shall submit an invoice to the Client for all Services completed in the immediately preceding month. Interest at the annual rate of 12 percent (1 percent monthly) will be paid on the total outstanding unpaid balance commencing 30 days after the Client has received the Consultant's invoice.

#### **3.3.2 Fees Calculated on a Percentage of Cost Basis**

~~(a) Monthly Payment~~

~~The Consultant shall submit an invoice to the Client for that part of the design of the Project completed in the immediately preceding month calculated upon the basis of the Consultant's estimate of the cost of that part of the Project, and, if the Client agrees with such estimate and that such part has been completed, the Consultant will be paid the amount of the fee so invoiced. Interest at the annual rate of \_\_\_\_\_ percent (\_\_\_\_\_ percent monthly) will be paid on the total outstanding unpaid balance commencing 30 days after the Client has received the Consultants' invoice.~~

~~(b) On Award of Contract~~

~~Following the award of the contract for the construction of the Project, the Consultant shall recalculate his fee on the basis of the tender quantities and prices on which the contract for the construction of the Project was awarded, plus the estimated cost of materials and other services supplied by the Client and upon such recalculation, the amount paid to the Consultant shall be adjusted to equal the full amount of the recalculated fee including the repayment by the Consultant of any overpayment made to the Consultant.~~

~~(c) Delay of Award of Contract~~

~~In the event the contract for construction of the Project is not awarded within \_\_\_\_\_ months of the acceptance of the Design by the Client the final fee for design shall be determined as in paragraph (a) above, and paragraph (b) shall not apply.~~

~~Further services for the Project beyond the \_\_\_\_\_ months will be undertaken on a time basis.~~

~~(d) On Completion of the Work~~

~~Following Completion of the work, the Consultant shall recalculate his fee on the basis of the actual cost of the work and upon such recalculation the amount paid to the Consultant shall be adjusted to equal the full amount of the recalculated fee including the repayment by the Consultant of any overpayment to the Consultant.~~

**3.3.3 Lump Sum Fee/Negotiated Fee**

~~(a) Compensation~~

~~The Client will compensate the Consultant in accordance with the fees and charges for services as set out in the proposal or as otherwise mutually agreed. All fees and charges will be payable in Canadian funds unless noted otherwise. Invoices will be due and payable, as presented and without hold backs, by the Client upon receipt. Interest on overdue accounts will be charged at the rate of \_\_\_\_\_% per annum.~~

**SIGNED, SEALED AND DELIVERED**

In the presence of:

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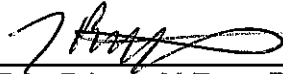
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**CIMA CANADA INC.**

The signatory shall have the authority to bind the corporation or company for purposes of this agreement



\_\_\_\_\_  
Deborah Ross, M.A.Sc., P.Eng.  
Vice President, Water and Wastewater



\_\_\_\_\_  
Troy Briggs, M.Eng., P.Eng.  
Partner, Manager, Wastewater Design

**THE CORPORATION OF THE COUNTY OF BRANT**

The signatory shall have the authority to bind the municipality or its agency for purposes of this agreement

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk