



City of Hyattsville - RFP

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REQUESTS FOR PROPOSALS

The City of Hyattsville, Maryland, invites sealed responses to this Request for Proposal (RFP)

BACKGROUND AND OBJECTIVE

City of Hyattsville Seeking Licensed Psychologists to Support Police Department's New Mental Wellness Check-in Initiative

The mental wellness of the officers and dispatchers of the City of Hyattsville Police Department (HCPD) is of great importance to this community. HCPD officers and dispatchers must regularly make reasonable, safe, community-minded, and culturally sensitive decisions in the midst of emotionally charged and potentially dangerous situations that can result in immediate and/or long-term trauma for all involved. For these professionals to protect the safety and wellbeing of our residents, we must ensure that people in these important positions are emotionally well and mentally healthy.

The HCPD Mental Wellness Check-In Initiative is one component of a new, overarching HCPD Mental Health and Wellness Program that includes required and optional training and educational opportunities for officers and dispatchers that are designed to support them as they support members of the community experiencing a behavioral health crisis, as well as in their personal lives as they navigate the unique stressors that come with being a first responder.

In December 2020, HCPD conducted a survey in which 10 out of 12 dispatchers and 34 of the approximately 43 officers at HCPD completed the 14-question mental health survey. Key indicators regarding the need and desire for additional mental health training and support services were evident from the responses to several questions. Eighty-six percent of the participants said they feel it is their responsibility to report their concern if they thought a colleague might need mental health support, but 52% said they do not feel they have a way to do so without causing that colleague professional harm.

When asked if they thought it would be a positive or a negative if HCPD began requiring every officer and dispatcher to meet with a talk therapist once a quarter for a mental wellness check-in, 61% said they thought it was a positive idea and 21% said it did not matter to them either way. Only eight of the 44 participants said they saw it as a negative. In response to these and other survey answers, we are launching the HCPD Mental Wellness Check-In Initiative for officers and dispatchers.

The HCPD Mental Wellness Check-In Initiative is designed to remove the stigma of *choosing* to see a therapist and guarantees HCPD personnel receive mental health support for free. The one-on-one, quarterly, *required*, virtual meetings will be with contracted, racially diverse, licensed clinical psychologists who have experience working with law enforcement personnel, or who work for a behavioral health agency in which the primary client base is first responders. This Mental Wellness Check-in Initiative will not be used for fitness-for-duty assessments. These confidential, 50-minute sessions will include clinical and psycho-educational coaching, and when needed, talk therapy. Discussions would only be reported if someone is deemed a danger to themselves or to others. Practitioners will be expected to meet quarterly with a total of 50 to 60 sworn officers and civilian dispatchers (depending on staffing levels).

If additional funds become available beyond the City-budgeted program funding, this program will be expanded to

include the five sworn police officers at the Town of Brentwood, and arrangements may be made with the contracted agency to provide additional sessions to participants who wish to meet more regularly with their assigned program clinician.

The quarterly check-in sessions will take place in October/November 2021, and January/February, April/May and July/August 2022.

Applicants to this RFP must meet the following criteria:

1. A licensed psychologist or an agency that employs licensed psychologists certified to practice in Maryland.
2. An agency which primarily serves law enforcement first responders OR a licensed psychologist who works independently with a client base that is at least 50% first responders and/or is currently contracted to work with a first responder agency.
3. Independent licensed psychologists must be willing to work as a sub-contractor under a lead clinical agency.
4. Agency must be able to provide clinicians who are racially diverse to meet the department's racially diverse population.
5. Agency must be able to provide a digital scheduling tool so each participant can schedule their own 50-minute sessions.
6. Agency must be able to provide secure, confidential video meeting tools needed to host sessions on a secure video platform.
7. Agency must be able to provide one point of contact who will collaborate with the City of Hyattsville Police Department to coordinate all logistics required to set up the program and ensure it operates as described in the Scope of Proposal.
8. Agency must be able to provide written support material for distribution to participants as needed.
9. Agency's point of contact must be able to coordinate with HCPD-designated contacts to oversee the administration of surveys during each session and provide the raw data quarterly.
10. Agency's point of contact must be able to report to the HCPD representative the names of individuals who do not attend their quarterly session.
11. Agency's point of contact must be able to meet quarterly with the designated HCPD representative to assess the program's efficacy and advise on any immediate, necessary changes.
12. Agency must be able to support the creation of a final report written by HCPD staff and support team through written anecdotal observations and additional information as appropriate and in accordance with all HIPAA laws.

We encourage all licensed psychologists who meet the above criteria to submit a proposal, particularly those who are certified by the American Board of Professional Psychology.

RFP Solicitation Schedule:

The purpose of this solicitation is for the City of Hyattsville to select at least one (1) RFP Respondent (hereafter Contractor) that provides the best price and responsiveness as selected by City Staff. The Contractors selected will work according to all Federal, State, and local requirements and using industry accepted best practices to work toward optimal outcomes in this pilot project.

The City will select at least one (1) Contractor for this RFP according to the following proposed schedule.

RFP Solicitation Schedule:

Posting of Solicitation: August 25, 2021

Pre-proposal questions Deadline: 3:00 PM August 30, 2021

City's response to questions will be posted on City website: September 1, 2021
Proposals Due: 12:00 PM September 13, 2021
Proposals Opened: 3:00 PM September 13, 2021
Council Review and Approval: October 4, 2021

These durations and dates are for information purposes only and the owner reserves the right to revise any of the durations and to terminate and/or to not initiate any and/or all the solicitation steps.

RECORDS & REPORTS

The City will require the vendor to maintain an original set of records on work performed including daily reports, delivery tickets, testing reports, certifications, and any other documents as may be required in performance of this work. The City will be provided a duplicate set of records, but upon request may require the vendor to provide specific records for the purpose of confirming City records or use in litigation.

SCOPE OF PROPOSAL

The City of Hyattsville Police Department (HCPD) Mental Wellness Check-In Initiative is designed to provide required, one-on-one, quarterly virtual meetings with contracted licensed clinical psychologists who have experience working with law enforcement personnel, or who work for a behavioral health agency in which the primary client base is first responders. This Mental Wellness Check-in Initiative will not be used for fitness-for-duty assessments. These confidential, 50-minute sessions will include clinical and psycho-educational coaching, and when needed, talk therapy. Discussions will not be recorded. Any notes taken by clinicians will be solely for the purpose of follow-up with a client from one session to the next, or for reporting survey data to the HCPD Mental Health Programs Manager. Per mandated reporter and HIPAA regulations, discussions would only be reported to HCPD leadership if a participant is deemed a danger to themselves or to others. When needed, program psychologists will coordinate with the HCPD Mental Health Programs Manager to provide participants with vetted lists of mental health practitioners available through the City's health insurance plans for more frequent mental health support sessions. Check-in Initiative practitioners must follow-up with the participant to ensure the officer or dispatcher has made an appointment with a local practitioner and is following through with attending an appointment.

Check-in Initiative practitioners will be expected to meet quarterly with a total of 50 to 60 sworn officers and civilian dispatchers (depending on staffing levels). The quarterly check-in sessions will take place during routine business hours, over a four (4) week period in October/November 2021, and January/February, April/May and July/August 2022.

Practitioners will be required to provide insight with HCPD staff in the development of simple surveys to be conducted during every session. Participants' names are to never be connected to survey responses. Survey responses will provide data for an ongoing assessment of the program, and provide content for a comprehensive program analysis report for publication at the conclusion of the four quarters.

AMERICANS WITH DISABILITIES ACT (ADA) ACKNOWLEDGEMENT

The Contractor, in performance of this public project, or where there is an ADA component involved, acknowledges that it is acting on behalf of the City and warrants to the best of its professional information, knowledge, and belief that its design, product, and/or completed infrastructure, will conform to, and comply with,

the applicable provisions of the Americans with Disabilities Act.

COMPENSATION FOR SERVICES (FEE)

The City intends to enter a service contract(s) for one year with annual renewals not to exceed five years. Compensation for the services rendered, will be based upon a contract, and will be based on a per hour rate or flat fee for rendered services.

EVALUATION AND SELECTION PROCEDURES

Evaluation of proposals will be conducted by City staff and final selection of the contractor will be based on a scoring system.

GENERAL CONDITIONS FOR PROPOSALS

Failure to read the RFP and comply with its instructions will be at the Contractor's own risk. Corrections and/or modifications received after the closing time specified in this RFP will not be accepted. The proposal must be signed by a designated representative or officer authorized to bind the Contractor contractually. Submission of a signed proposal to the City will be interpreted to indicate the Contractor's willingness to comply with all terms and conditions set forth herein.

SUBMISSION OF PROPOSALS

The Proposals will be received by the City Clerk, **no later than 12:00 PM on September 13, 2021**, and shall be mailed or hand delivered to:

**The City of Hyattsville
4310 Gallatin Street
3rd Floor Administrative Offices
Hyattsville, Maryland 20781
Attn: Laura Reams, City Clerk**

For additional information regarding the services specified in this request for qualifications, **contact Adrienne Augustus, HCPD Mental Health Programs Manager, at aaugustus@hyattsville.org**. Questions specific to this solicitation will be accepted until 3:00 PM on August 30, 2021. Responses will be posted on the City's website on September 1.

PROPOSAL DOCUMENTS

A vendor responding to this RFP for "**Licensed Psychologists to Support Police Mental Wellness Check-in Initiative**" must submit the Proposal Documents included at the end of this document. Failure to comply with these requirements may result in a disqualification of the vendor. The City will base the selection of a Vendor on documentation submitted in the Proposal Documents.

Applicants must submit **six (6) total copies of their Proposal. These copies must adhere to the following format: four (4) bound, one (1) unbound and one (1) digital pdf copy of the proposal on a thumb drive.** Each Contractor will be evaluated, rated and/or ranked, based on information provided in their Proposal.

OPENING OF PROPOSALS

The Proposals will be publicly opened and read on **September 13, 2021, at 3:00 PM** during a virtual zoom meeting that can be accessed on the City's website <http://www.hyattsville.org>. The City of Hyattsville is still adhering to COVID-19 social distancing criteria, and City Hall is currently not accessible for public meetings.

The City reserves the right to reject any and all RFP submissions and further reserves the right to re-issue the RFP.

PRICE TO REMAIN VALID

All Proposals must be valid for a period of **120 days** from the due date of the RFP.

AMENDMENT OR CANCELLATION OF THE RFP

The City of Hyattsville reserves the right to cancel, amend, modify or otherwise change this application process at any time if it deems to be in the best interest of the City of Hyattsville to do so.

PROPOSAL MODIFICATIONS

No additions or changes to any Proposals will be allowed after the application due date, unless such modification is specifically requested by the City of Hyattsville. The City, at its option, may seek retraction and/or clarification by an applicant regarding any discrepancy or contradiction found during its review of applications.

SUSPENSION AND/OR DEBARMENT

Developers, Contractors, Companies or Sub-Contractors which are either suspended or debarred from performing work by the State of Maryland or within Prince George's County, Maryland, are prohibited from submitting an application under this Program. A Contractor that submits a proposal that is found to have been suspended and/or debarred from conducting business within Prince George's County, Maryland, such developer will be reported to the State's Attorney General and Comptroller's Office.

PRESENTATION OF SUPPORTING EVIDENCE

Contractors responding to this solicitation must be prepared to provide substantiation of any experience, performance, ability and/or financial sureties claimed in their Proposal that the City of Hyattsville deems to be necessary or appropriate.

ERRONEOUS DISBURSEMENT OF FUNDS

The City of Hyattsville reserves the right to correct any inaccurate awards of monies under this Program made to an applicant. This may include, in extreme circumstances, revoking an award of funds made under this program to an applicant subsequently awarding those funds to another applicant.

PROPOSAL PREPARATION COSTS

Contractors are responsible for all costs and expenses incurred in the preparation of a Proposal to respond to this solicitation.

THIS SOLICITATION IS NOT A CONTRACT

This solicitation is not a contract and will not be interpreted as such.

SUB-CONTRACTORS

The Contractor submitting a proposal certifies and warrants that all payments of fees charged by any sub-Contractors pursuant to that contract are the sole responsibility of the Contractor.

SEQUENCING AND SCHEDULING

Upon acceptance of the Proposal and execution of a contract, the Contractor shall begin work within 10 calendar days of the date of the notice to proceed.

The City shall facilitate the Contractor's work by providing reasonable access to all work areas. The City shall facilitate the Contractor's services program by providing access to the project premises during both regular business hours and, as is necessary, at other times so that the Contractor can conduct both regular, scheduled maintenance and any special service(s).

LIQUIDATED DAMAGES

There will be no liquidated damages for this RFP.

LEGAL TERMS

It is the policy of the City of Hyattsville that all legal disputes are heard in a court of law in Prince George's County, Maryland, and that each party is responsible to pay for the cost of their own legal fees.

The City of Hyattsville will not agree to terms that are not consistent with this policy.

END OF RFP

PROPOSAL DOCUMENTS

In order to qualify for this Project, Contractors must submit all information requested in the following pages.

CONTRACTOR INFORMATION

Proposals must adhere to the format of these Proposal forms and content of this RFP. Proposals will not be evaluated unless all parts of the Proposal form are submitted in a complete package. The information set forth is the minimum required in order to qualify for consideration.

Firm Name

Address

City, State, Zip

Contact Person

Phone Number

Email Address

PROPOSAL FORM PRICE AUTHORIZATION

By signing this Proposal form, such action certifies that the Contractor has personal knowledge of the following: That said Contractor has examined the RFP and specifications, carefully prepared the Proposal form, and has checked the same in detail before submitting said Proposal; and that said Contractor, or the agents, officers, or employees thereof, have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive Proposing in connection with this Proposal. That all of said work will be performed at the Contractor's own proper cost and expense. The Contractor will furnish all necessary materials and labor in the manner provided in the applicable specifications, and at the time stated in the contract.

The undersigned, being a reputable Contractor and having submitted the necessary pre-qualification forms, hereby submits in good faith and in full accordance with all specifications, attached or integral, his/her Proposal:

Name of Contractor _____

Authorized Signature _____

Name and Title of Signatory _____

Date _____

Type of Organization (circle One): Corporation Partnership Proprietorship

SEAL:

(If corporation)

INSURANCE REQUIREMENT

Submit a certificate of Insurance from your insurance agent or insurance company that evidences your company's ability to obtain the following minimum insurance requirements. Attach and label as Exhibit 1.

1. Workers Compensation

Coverage Statutory

A:

Coverage \$500,000 Bodily Injury by Accident for Each Accident

B:

\$500,000 Bodily Injury by Disease for Policy Limit

\$500,000 Bodily Injury by Disease for Each Employee

2. Commercial Auto Liability Insurance for All Owners, Non-Owned and Hired Autos.

\$1,000,00 Combined Single Limit for Bodily Injury and Property Damage
0 Liability

3. Commercial General Liability Insurance

\$2,000,00 General Aggregate

0

\$1,000,00 Products/Completed Operations Aggregate

0

\$1,000,00 Personal and Advertising Injury Limit

0

\$1,000,00 Combined Single Limit Bodily Injury & Property Damage -

0 Each Occurrence

\$50,000 Fire Legal Limit

\$5,000 Medical Payment

4. Umbrella/Access Liability Insurance

\$2,000,000 Each Occurrence

COMPANY BACKGROUND

Company Name

Main Office Location

Year Founded

Project Manager Name

Project Manager Phone

Project Manager Email

Years of Experience

Has the company/sole practitioner ever operated under another name? If yes, what name?

Do you have the materials and staff available to start within two weeks of notice to proceed? Or are you a sole practitioner, prepared to sub-contract with a larger agency and began work within two weeks of notice to proceed?

If no to the previous question, how long would it take to have the equipment and staff available?

Has the company ever done work with the City of Hyattsville? If yes, when and what type of work.

REFERENCES

Complete and submit the following for three (3) projects of similar nature as the project specified. Make copies and/or attach additional pages as needed.

Name of Project	
Owner of Project	
Address of Project	
Contact Person	
Phone Number	
Email address	
Description of work	
Comments	

Attachment (A) - City of Hyattsville Sample Contract Form
AGREEMENT

THIS AGREEMENT is made this _____ day of _____, 20____, by and between **THE CITY OF HYATTSVILLE**, a municipal corporation of the State of Maryland, hereinafter referred to as the “City,” and **VENDOR NAME** hereinafter referred to as “Contractor”.

RECITALS

WHEREAS, the Hyattsville City Council authorized the City Administrator to enter into a contract regarding community outreach and project design to re-imagine Magruder Park (hereinafter, the “Project”).

WHEREAS, the Contractor and the City pursuant to that authorization are entering into this Agreement for the above Project pursuant to a response to a site visit and the City’s oral Request for Proposal (hereinafter, the “RFP”), all of Contractor’s Proposal responses which are hereby incorporated herein, in exchange for a fee schedule as Proposal and other valuable consideration.

TERMS

NOW, THEREFORE, in consideration of the mutual covenants and obligations contained herein and other good and valuable consideration, the sufficiency of which is hereby mutually acknowledged, the City and Contractor agree as follows:

ARTICLE I. SCOPE OF SERVICES

The Project shall include all work outlined in the recitals above, in the drawing for the Project and related documents, as well as all other work as reasonably required by the City.

ARTICLE II. PERIOD OF PERFORMANCE

Contractor agrees to commence work immediately upon execution of the Contract and shall perform all other services required by this Agreement or by the City as expeditiously as is consistent with good professional skill and best industry practice. Time is critical factor in the successful execution of the terms of this Agreement.

ARTICLE III. FEE FOR SERVICES

In exchange for these good and valuable services the Contractor will receive a fee as follows: xxxxx

ARTICLE IV. THE CONTRACT DOCUMENTS

This Agreement and the following enumerated documents form the entire Contract between the parties. Where there is a conflict between any of the contract documents and this Agreement, the language of this Agreement shall govern. The documents identified below are as fully a part of the Contract as if hereto attached. They constitute the entire understanding of the parties and supersede any prior proposals or agreements:

- A. Request for Proposal
- B. Contractor's Response

ARTICLE V. CONTRACTOR SERVICES

As directed by the City, Contractor shall:

- A. Be responsible for the preparation, technical completeness and sufficiency of all submitted proposals.
- B. Comply with the Prince George's County Code, the City of Hyattsville Code and Charter, The City of Hyattsville Specifications and Standards for Public Works Construction, when applicable, and all pertinent Federal, State, and County laws and regulations.
- C. Attend hearing/conferences with City or persons designated by City as necessary for the successful completion of this Agreement.
- D. Be responsible directly to the City Administrator or their designee, who is the City's agent and duly authorized representative to whom Contractor shall ordinarily direct communication and submit documents for approval and from whom Contractor shall receive directions concerning the subject of this Agreement and approval of any documents in writing. Any revisions requiring additional compensation to Contractor shall not be commenced without the City's written authorization approved by the City Administrator.

ARTICLE VI. CITY'S RESPONSIBILITY

The City shall provide information regarding its requirements, including related budgetary information. However,

the Contractor shall notify the City in writing of any information or requirements provided by the City, which the Contractor believes to be inappropriate.

ARTICLE VII. COOPERATION

The Contractor agrees to perform its services under this Contract in such manner and at such times so that City and/or any Contractor who has work to perform, or contracts to execute, can do so without unreasonable delay. Contractor further agrees to coordinate its work under this Agreement with any and all other Contractors deemed necessary by the City.

ARTICLE VIII. OWNERSHIP OF DOCUMENTS

City shall have unlimited rights in the ownership of all drawings, designs, specifications, notes and other work developed in the performance of the Agreement, including the right to use same on any other City Project without additional cost to City, and with respect thereto Contractor agrees to and does hereby grant to City an exclusive royalty-free license to all data which he or she may cover by copyright and to all designs as to which he or she may assert any rights or establish any claim under the patent or copyright laws. The City's rights in ownership of documents under this Article shall include any and all electronic files generated by Contractor in the performance of its duties pursuant to this Agreement.

A. In the case of future reuse of the documents, City reserves the right to negotiate with Contractor for the acceptance of any professional liability.

ARTICLE IX. SPECIAL PROVISIONS

A. Contractor may not assign or transfer any interest in this Agreement except with City's written approval.

B. City may waive specific minor provisions of the Agreement on Contractor's request in the interest of expediting the contract. Waiver shall not constitute a waiver of any liability ensuing there from.

C. Except as otherwise provided in the contract documents, the City Administrator, shall decide all

disputes after consultation with Contractor, and any other appropriate parties. The City Administrator's decision shall be reduced to writing and delivered to Contractor and such dispute resolution shall not be considered a Change pursuant to this contract unless the dispute resolution modifies either the services rendered or the total fee for services as provided herein.

D. The City Administrator's decision shall be final and conclusive.

E. Until a dispute is finally resolved, Contractor shall proceed to meet the terms of this Agreement and comply with City Administrator's orders.

F. Contractor shall not hire or pay any employee of the City or any department, commission agency or branch thereof.

ARTICLE X. TERMINATION

A. This Agreement may be terminated by the City at the City's convenience upon not less than thirty (30) days written notice to the Contractor.

B. In the event of termination, which is not the fault of Contractor, the City shall pay to Contractor the compensation properly due for services properly performed or goods properly delivered prior to the effective date of the termination and for reasonable reimbursable expenses properly incurred prior to the termination. The City shall not be liable for any damages, costs or expenses for lost profit, overhead or discontinuation of contract or equitable adjustment in the event of termination by the City.

C. In the event the Contractor, through any cause fails to perform any of the terms, covenants or provisions of this Agreement on his part to be performed, or if Contractor for any cause, fails to make progress in work hereunder in a reasonable manner, or if the conduct of Contractor impairs or prejudices the interest of the City, or if Contractor violates any of the terms, covenants, or provisions of this Agreement, the City shall have the right to terminate this Agreement for cause by giving notice in writing of the termination and date of such termination to Contractor. The City shall have the sole discretion to permit the Contractor to remedy the cause of the contemplated termination without waiving the City's right to terminate the Agreement. All drawings, specifications, electronic files and other documents relating to the design of the good, scope of the service or supervision of work, not in the public domain, shall be surrendered forthwith by Contractor to the City as required

by the City. The City may take over work to be done under this Agreement and prosecute the work to completion, or procure the good or service, by contract or otherwise, and Contractor shall be liable to the City for all reasonable cost in excess of what the City would have paid the Contractor had there been no termination. The City shall not be liable for any damages, costs or expenses for lost profit, overhead or discontinuation of contract or equitable adjustments in the event of such termination.

ARTICLE XI. APPLICABLE LAW

The laws of the State of Maryland, excluding conflicts of law rules, shall govern this Agreement as if this Agreement were made and performed entirely within the State of Maryland. Any suit to enforce the terms hereof or for damages or other relief as a consequence of the breach or alleged breach hereof shall be brought exclusively in the courts of the State of Maryland in Prince George's County, and the parties expressly consent to the jurisdiction thereof and waive any right which they have or may have to bring such elsewhere.

ARTICLE XII. CHANGES

- A. The City Administrator may, at any time, by written order designated or indicated to be a change order, make any change in the work within the general scope of this Agreement, provided any change is co-signed by the City Treasurer, or in his or her absence, the Mayor.
- B. Any other written order from City, which causes any change, shall be treated as a change order under this clause, provided that Contractor gives City written notice stating the date, circumstance, and source of the order and the City consents to regard the order as a change order.
- C. Except as herein provided, no order, statement, or conduct of the City shall be treated as a change under this clause or entitle Contractor to an equitable adjustment hereunder.
- D. If any change under this clause causes an increase or decrease in the cost of, or the time required for, the performance of any part of this Agreement, whether or not changed by any order, an equitable adjustment shall be made and the Agreement modified in writing accordingly. If Contractor intends to assert a claim for an equitable adjustment under this clause, Contractor shall, within thirty (30) days after receipt of a written change

order under (A) above, or the furnishing of written notice under (B) above, submit to the City Administrator a written statement setting forth the general nature and monetary extent of such claim, unless this period is extended by the City Administrator. The statement of claim hereunder may be included in the notice under (B) above.

E. The amount of any adjustment to the contract sum under this clause shall be a negotiated fixed fee.

F. No claim by Contractor for an equitable adjustment hereunder shall be allowed if asserted after final payment under this Agreement or if made later than thirty (30) days after receipt as required herein.

ARTICLE XIII. SUCCESSORS AND ASSIGNS

The parties each binds itself, its partners, successors, assigns and legal representatives to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither party shall assign, sublet or transfer his interest, including but not limited to the proceeds thereof, in this Agreement, without the written consent of the other party.

ARTICLE XIV. INSURANCE

A. All Contractors shall obtain and maintain liability insurance coverage. The Contractor shall, within ten (10) days of the execution of this Agreement, file with the City Administrator, the Certificate from an insurance company authorized to do business in the State of Maryland and satisfactory to the City showing issuance of liability insurance in the amount of at least One Million Dollars (\$1,000,000.00) coverage with a deductible no greater than Ten Thousand Dollars (\$10,000.00). Contractor shall be fully and completely responsible to pay the deductible. Unless waived in writing by the City, the Certificate shall bear an endorsement in words exactly as follows:

The insurance company certifies that the insurance covered by this certificate has been endorsed as follows: "The insurance company agrees that the coverage shall not be canceled, changed, allowed to lapse, or allowed to expire until thirty (30) days after notice to: City Administrator, 4310 Gallatin Street, Hyattsville, Maryland 20781 (City's Representative)."

B. In addition, Contractor shall, throughout the term of this Agreement, maintain comprehensive general liability insurance in the following amounts and shall submit an insurance certificate as proof of coverage prior to

final Agreement approval:

1. Personal injury liability insurance with a limit of \$1,000,000.00 for each occurrence and \$1,000,000.00 aggregate, where insurance aggregates apply; and
2. Property damage liability insurance with limits of \$1,000,000.00 for each occurrence and \$5,000,000.00 aggregate, where aggregates apply.

C. Comprehensive general liability insurance shall include completed operations and contractual liability coverage. The Certificates of Insurance evidencing this insurance shall provide that the City shall be given at least thirty (30) days prior written notice of the cancellation of, intention not to renew, or material change in coverage.

D. Contractor shall comply with the requirements and benefits established by the State of Maryland for the provision of Workers' Compensation insurance and shall submit an insurance certificate as proof of coverage prior to beginning work under this Agreement.

E. Contractor shall obtain both performance and Restoration bonds, acceptable to the City prior to commencing any public works construction project.

ARTICLE XV. INDEMNIFICATION

Contractor hereby acknowledges and agrees that it shall be responsible for and indemnify, defend, and hold the City harmless against any claim for loss, personal injury and/or damage that may be suffered as a result of their own negligence or willful misconduct in the performance of the services herein contracted for or for any failure to perform the obligations of this Agreement, including, but not limited to, attorney's fees and any other costs incurred by the City, in defending any such claim. Contractor further agrees to notify the City in writing within ten (10) days of receipt of any claim or notice of claim made by third parties against the Contractor or any sub-Contractor regarding the services and work provided to the City pursuant to this Contract. Contractor shall provide the City copies of all claims, notice of claims and all pleadings as the matter progresses. This Article shall survive termination of the Contract.

ARTICLE XVI. ADA COMPLIANCE

In performance of this Agreement for public works construction projects, or where there is an ADA component involved, the Contractor acknowledges that it is acting on behalf of the City and warrants to the best of its professional information, knowledge, and belief that its design, product or completed infrastructure, will conform to, and comply with, the applicable provisions of the Americans with Disabilities Act. The Contractor hereby indemnifies and holds harmless the City from damages and costs arising from any claim that the Contractor's has failed to conform to the applicable provisions of the Americans with Disabilities Act.

ARTICLE XVII. CERTIFICATIONS OF CONTRACTOR

The Contractor and the individual executing this Agreement on the Contractor's behalf warrants it has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for it, to solicit or secure this Agreement, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of this Agreement.

ARTICLE XVIII. SET-OFF

In the event that the Contractor shall owe an obligation of any type whatsoever to the City at any time during the term hereof, or after the termination of the relationship created hereunder, the City shall have the right to offset any amount so owed the Contractor against any compensation due to the Contractor for the provision of Construction, Goods or Services covered by the terms of this Agreement.

ARTICLE XIX. MISCELLANEOUS

A. This Agreement is subject to audit by the City, and the Contractor agrees to make all of its records relating to the goods or services provided to the City available to the City upon request and to maintain those records for six (6) years following the date of substantial completion of this Agreement; or a longer period, if reasonably requested by the City.

B. If any term or provision of this Agreement shall be held invalid or unenforceable to any extent, the remainder of this Agreement shall not be affected thereby, and each term and provision of this Agreement shall

be enforced to the fullest extent permitted by law.

C. The person executing this Agreement on behalf of the Contractor hereby covenants, represents and warrants that he/she is duly authorized to execute and deliver this Agreement on behalf of the Contractor.

D. All representations, warranties, covenants, conditions and agreements contained herein which either are expressed as surviving the expiration and termination of this Agreement or, by their nature, are to be performed or observed, in whole or in part, after the termination or expiration of this Agreement shall survive the termination or expiration of this Agreement. This Agreement is entered into as of the day and year first written above.

E. This Agreement represents the entire and integrated Agreement between the City and Contractor and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by the duly authorized representatives of the City and the Contractor.

F. The recitals above are hereby incorporated into this Agreement.

CONTRACTOR

By: _____

Date: _____

THE MAYOR AND/OR CITY COUNCIL OF HYATTSVILLE

By: _____

Date: _____