CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number: _____

Meeting Type: Regular

Meeting Date: Apr 14, 2016

Action Requested By: Police

Agenda Type: Resolution

Subject Matter:

Professional services contract between the City of Huntsville and Stanard & Associates, Inc.

Exact Wording for the Agenda:

Resolution authorizing the Mayor to enter into a professional services contract between the City of Huntsville and Stanard & Associates, Inc.

Note: If amendment, Please state title and number of the original

Item to be considered for: Action

Unanimous Consent Required: No

Briefly state why the action is required; why it is recommended; what council action will provide, allow and accomplish and; any other information that might be helpful.

Contract with Stanard & Associates, Incc. to develop written exam and assessment center process for promotion of Police Sergeant and Lieutenant.

Associated Cost: _____

Budgeted Item: Yes

MAYOR RECOMMENDS OR CONCURS: _____

Department Head: Mark McMurray

Date: Apr 7, 2016

ROUTING SLIP
CONTRACTS AND AGREEMENTS

Originating Department: **Police** Council Meeting Date: **4/14/2016**

Department Contact: **Jessica Winn** Phone # **(256) 427-7002**

Contract or Agreement: **Professional Services Contract with Stanard & Associates, Inc.**

Document Name:

City Obligation Amount: **$ 12,850**

Total Project Budget:

Uncommitted Account Balance:

Account Number:

Procurement Agreements

Select...	**Select...**

Grant-Funded Agreements

Select...	**Grant Name:**

Department	Signature	Date
1) Originating	Mark W. Munger	4/7/2016
2) Legal	Mary C. Cates	4-8-2016
3) Finance	M Sargent	4-8-16
4) Originating		
5) Copy Distribution		
a. Mayor's office (1 copies)		
b. Clerk-Treasurer (Original & 2 copies)		

Revised 04/15/2011

RESOLUTION NO. 16 - _____

BE IT RESOLVED by the City Council of the City of Huntsville, Alabama, that the Mayor be, and is hereby authorized to enter into an Agreement by and between the City of Huntsville and Stanard & Associates, Inc., on behalf of the City of Huntsville, a municipal corporation in the State of Alabama, which said agreement is substantially in words and figures similar to that certain document attached hereto and identified as "Professional Services Contract Between The City of Huntsville and Stanard & Associates, Inc." consisting of twelve (12) pages, and the date of April 14, 2016, appearing on the margin of the first page, together with the signature of the President or President Pro Tem of the City Council, and executed copy of said document being permanently kept on file in the office of the City Clerk-Treasurer of the City of Huntsville, Alabama.

ADOPTED this the 14th day of April, 2016.

_____
President of the City Council of
the City of Huntsville, Alabama

APPROVED this the 14th day of April, 2016.

_____
Mayor of the City of
Huntsville, Alabama

PROFESSIONAL SERVICES CONTRACT BETWEEN THE CITY OF HUNTSVILLE AND STANARD & ASSOCIATES, INC.

STATE OF ALABAMA)
)
COUNTY Of MADISON)

This Agreement is made this _____ of _____, 2016, between Stanard & Associates, Inc. (hereinafter referred to as "Stanard"), and the City of Huntsville, a municipal corporation in the State of Alabama (hereinafter referred to as "City").

RECITALS

WHEREAS, the City of Huntsville, Alabama incorporated has a requirement to develop revised written and practical examinations for the positions of Police Sergeant and Lieutenant; and

WHEREAS, Stanard & Associates, Inc. offers professional services to develop and administer these types of written and practical examinations and has previously provided similar professional services to the City of Huntsville;

WHEREAS, the City desires to retain Stanard to provide testing services for the positions of Police Sergeant and Lieutenant;

WITNESSETH

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, the parties do hereby agree as follows, to -wit:

1.0 <u>Development of Written Examinations</u>.

Stanard agrees to provide to the City the following services in the development of revised content valid, written job knowledge examinations,:

_____
President of the City Council

_____
Date

Step 1. Stanard will send materials needed for the City of Huntsville Subject Matter Expert (SME) panel (a panel of job experts composed of members from the Huntsville Police Department including members of the command staff) to review the content of the 2015 Sergeant and Lieutenant Promotional Written Exams to ensure that they are measuring important aspects of the jobs, and to determine

- if each question is current and job-related
- if the correct answers are still in fact, correct
- if the percentage of questions from each source is still appropriate

At this time, the SME Panel will also review the study guides to determine if new sources are needed. Concurrently, S&A will review test items associated with an outdated source on the Lieutenant's test and determine if edits or updates are needed.

Step 2. If applicable, Stanard's experienced test item writers will prepare replacement questions according to the SME specifications and based on edits needed to the updated Lieutenant source book.

Step 3. Stanard will update the 2015 Study Guides/Reading Lists for each rank.

Step 4. After any new test questions have been written and reviewed by its staff, Stanard will send any new or revised questions to the SME panel via password-protected email for review of the items prior to Stanard formatting the final versions of the exams.

Step 5. A representative from the City of Huntsville Human Resources Department will administer the examinations. Stanard will provide test booklets and scannable answer sheets.

Step 6. Stanard will respond in writing to and thoroughly address all challenges made to items by candidates taking the examination.

Step 7. Stanard shall score the exams and provide a written report of the results to the Human Resources Department point of contact designated by the City of Huntsville.

2.0 **<u>Development of Assessment Center Process</u>**. Stanard agrees to provide to the City the following services in the development of revised oral interview and in-basket examinations for the positions of sergeant and lieutenant, commencing on the effective date of this agreement and continuing for a period of one hundred twenty (120) days thereafter:

Step 1. Stanard will meet via web conference with the Subject Matter

Expert (SME) panel (a panel of job experts composed of members from the Huntsville Police Department (HPD) including members of HPD's command staff) to review and update the assessment center exercises so that the dates, names, etc. included in the exercises reflect current information. All other exercise content and evaluation guidelines will remain the same as they were during the 2015 promotional process administration.

Step 2. S&A will prepare all materials needed for assessors, candidates and administrators for all phases of the assessment center process.

Step 3. Stanard will work with the assessors chosen by the Huntsville Police Department (HPD) for this promotional process. Stanard anticipates a total of two assessment exercises (an in-basket, and a structured oral interview and/or role-play exercise) per rank. Stanard further anticipates having three assessors for each rank with the assessors being law enforcement professionals from other departments selected by HPD. Once the assessor list has been finalized, Stanard will conduct a thorough training session for each rank at a location in Huntsville designated by the City. The training will include (but not be limited to) the following components: 1) assessment philosophy and nature; 2) orientation and background of the Huntsville Police Department; 3) discussion and training on the assessment dimensions; 4) discussion and training on all exercises; 5) training on rating criteria for each exercise; 6) general training on rater observations; and 7) how to conduct summary and consensus meetings.

Step 4. A Stanard staff member will be present for the administration of the assessment phase process for each rank. The number of days needed is a function of the number of candidates eligible for this phase. Based on 18 candidates sitting for the assessment phase process, Stanard estimates 4 days for administration, although more or less time may be required if the number of candidates changes. Stanard will work with the City to secure the appropriate space, equipment, materials, etc. for the assessment exercises, even though the City is ultimately responsible for securing these things.

Step 5. Assessors will rate each candidate immediately following each exercise. After they have rated the candidate, the assessors will have a brief consensus discussion to determine the extent of rating agreement and clarify any aspect of a candidate's performance where there is disagreement. Additionally, if agreeable to the City, the assessors can indicate candidate strengths and developmental opportunities based on their assessment of candidate performance for use as feedback to candidates.

Step 6. Assessment exercise ratings will be collected, entered, checked and scored by Stanard. The results will be presented in the format desired by the City.

Stanard shall strive to eliminate any adverse impact of the police sergeant and lieutenant promotional process at every step in the process and in every phase of this agreement, and shall strive to provide a promotional process that it is completely job-related, consistent with business necessity, and complies with all applicable laws.

3.0 In consideration of the services rendered hereunder, the City shall pay to Stanard the sum of Two Thousand Dollars ($2,000.00) for services related to review and development of the written examinations and the sum of Five Thousand Nine Hundred Twenty-Five Dollars ($5,925.00) for services related to the review and development of the assessment center process for the rank of Police Sergeant and Four Thousand NineHundred Twenty-Five Dollars ($4,925.00) for services related to to the review and development of the assessment center process for the rank of Police Lieutenant . The total amount payable to Stanard is Twelve Thousand Eight Hundred Fifty Dollars ($12,850.00). The City shall also pay to Stanard Forty-five Dollars ($45.00) per each new written exam question developed by Stanard and One Hundred Seventy-five Dollars ($175.00) per hour for responding to challenges to the written examination. Any additional consulting by Stanard will be billed at a rate of One hundred seventy-five Dollars ($175.00) per hour for Bachelors and Masters-level staff and Two Hundred and Fifty Dollars ($250.00) per hour for Ph.D.-level staff. Six Thousand Four Hundred Twenty-five Dollars ($6,425.00) shall be due and payable within fifteen days of contract execution with the remainder being payable within thirty (30) days from the date of the final invoice from Stanard. Stanard may invoice the City upon final completion of the work. Additionally, the City agrees to reimburse Stanard at cost for any reasonable out-of-pocket travel expenses incurred by Stanard in the performance of the Work. It is anticipated that such expenses shall include costs for travel such as airfare, hotel and rental car. Stanard shall strive to obtain the lowest prices for these expenses. These expenses shall be reimbursable to the extent that they do not exceed Eight Thousand Dollars ($8,000.00).

4.0 In the performance of this work it is understood between the parties that Stanard and its employees, agents, subcontractors and consultants, if any, shall be acting as independent contractors and not as an employee of the City of Huntsville. Stanard shall have no authority to obligate the City to any indebtedness or other obligation.

5.0 All notices to be delivered hereunder shall be delivered to the other party by placing the same in the United States Mail, First Class postage prepaid, by prepaid overnight service through Federal Express, DHL or United Parcel Services or by hand delivery, to the addressee, addressed as follows:

Michael J. Thomason
Stanard and Associates, Inc.
309 West Washington Street
Suite 1000
Chicago, IL 60606

Byron Thomas
City of Huntsville

Director of Human Resources
P.O. Box 308
308 Fountain Circle
Huntsville, Alabama 35804

6.0 The contract between the City and Stanard consists of this written Agreement and any documents or drawings furnished by the City and referenced herein. This written Agreement constitutes the entire agreement between the City and Stanard with reference to the Scope of Work delineated within. Except to the extent specifically excluded herein, this Contract supersedes any bid or proposals documents and all prior written or oral communication, representation and negotiations, if any, between the City and Stanard.

7.0 This contract shall be effective on the date this Agreement is executed by the last party to execute it.

8.0 Nothing contained in this Contract shall create, or be interpreted to create, privity or any other contractual agreement between the City and person or entity other than Stanard.

9.0 This agreement may be terminated by either party without cause prior to the completion of the project upon thirty (30) days written notice of the intent to terminate to the other party. Notice to terminate shall be given to the City by written notification mailed to Mr. Byron Thomas, Director of Human Resources, City of Huntsville, Alabama at 308 Fountain Circle, Huntsville, Alabama 35801. Notice to terminate shall be given to Stanard by written notification mailed to Mr. Michael J. Thomason, Stanard and Associates, Inc., 309 West Washington Street, Suite 1000, Chicago, IL 60606. In the event of such termination without cause, Stanard shall be compensated for all services actually performed in a timely manner prior to receipt of the notice of termination provided however, that such compensation shall be conditioned upon Stanard providing in a timely manner to the City all documents developed and copies of the work product produced pursuant to the Contract which were performed in furtherance of the Scope or Work up to the receipt of the notice of termination. In such event, Stanard shall promptly submit the City its invoice for final payment.

10.0 This agreement may be terminated by either party upon seven (7) days written notice to the other should such other party fail substantially to perform in accordance with its material terms through no fault of the party initiating the termination.

11.0 The failure of the City to insist in one or more instances upon the performance of any term of this Contract is not a waiver of the City's right to future performance of such terms, and Stanard's obligations for future performance of such shall continue in effect.

12.0 If Stanard persistently fails or refuses to perform the work in accordance with this contract, the City may order Stanard to stop the work, or any described portion thereof,

until the cause for stoppage has been corrected, no longer exists, or the City orders that work be resumed. In such event, Stanard shall immediately obey such order.

13.0 Stanard shall carry insurance of the following kinds and amounts in addition to any other forms of insurance or bonds required under the terms of the contract specifications. Stanard shall procure and maintain for the duration of the job until final acceptance by the City, or as later indicated, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Stanard, it agents, representatives, employees or subcontractors.

A. MINIMUM SCOPE OF INSURANCE:

1. General Liability:

Insurance will be written on an occurrence basis. Claims-made coverage will be accepted only on an exception basis after the City's approval. General Liability Coverage and City's Contractors Protective Insurance should be written by the same insurance company.

Commercial General Liability

Products and Completed Operations
Contractual
Personal Injury
Broad Form Property Damage

2. Professional Liability:

Insurance may be written on a "claims-made" basis, providing coverage for negligent acts, errors or omissions in the performance of professional services. Coverage will be maintained for three years after completion of the professional services and Certificates of Insurance will be submitted to the City within reasonable economic terms. For purposes of this provision, reasonable economic terms shall mean that such coverage is carried by at least 25% of the firms within the discipline of concern in the United States. Such coverage shall be carried on a continuous basis including prior acts coverage to cover the subject project. The professional liability insurance shall contain contractual liability coverage.

3. Automobile Liability:

Business Automobile Liability providing coverage for all owned, hired and non-owned autos. Coverage for loading and unloading shall be provided under either automobile liability or general liability policy forms.

4. **Workers' Compensation Insurance:**

Statutory protection against bodily injury, sickness or disease or death sustained by employee in the scope of employment. Protection shall be provided by a commercial insurance company or a recognized self-insurance fund authorized before the State of Alabama Industrial Board of Relations. Waivers of subrogation in favor of the City shall be endorsed to Worker's Compensation coverage.

5. **Employers Liability Insurance:**

Covering common law claims of injured employees made in lieu of or in addition to a worker's compensation claim.

B. **MINIMUM LIMITS OF INSURANCE:**

1. **General Liability:**

Commercial General Liability on an "occurrence form" for bodily injury and property damage:

$ 2,000,000 General Aggregate Limit
$ 1,000,000 Products - Completed Operations Aggregate
$ 1,000,000 Personal & Advertising Injury
$ 1,000,000 Each Occurrence

2. **Professional Liability:**

Insurance may be made on a "claims-made" basis:

$ 100,000 Per Claim - Land Surveyors
$ 250,000 Per Claim - Other Professionals

3. **Automobile Liability:**

$ 500,000 Combined Single Limit per accident for bodily injury and property damage.

4. **Workers' Compensation:**

As Required by the State of Alabama Statute

5. Employers Liability:

$ 100,000 Bodily Injury by Accident or Disease
$ 500,000 Policy Limit by Disease

C. OTHER INSURANCE PROVISIONS:

The City is hereby authorized to adjust the requirements set forth in this document in the event it is determined that such adjustment is in the City's best interest. If the insurance requirements are not adjusted by the City prior to the City's release of specifications with regard to the project in question, then the minimum limits shall apply.

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverage's Only:

a. The City, its elected and appointed officials, employees, agents and specified volunteers are to be covered as Additional Insureds, as their interests may appear, as respects: liability arising out of activities performed by or on behalf of Stanard for products used by and completed operations of Stanard; or automobiles owned, leased, hired or borrowed by Stanard. Additional insured status shall be through ISO Additional Endorsement CG 20 10 11 85 or equivalent that is sufficient to provide the coverage required by this Agreement.

b. Stanard's insurance coverage shall be primary insurance as respects the City, its elected and appointed officials, employees, agents and specified volunteers, as their interests may appear. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents or specified volunteers shall be excess of Stanard's insurance and shall not contribute to it.

c. Stanard's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. All Coverages:

a. Stanard is responsible to pay all deductibles. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior

written notice by certified mail, return receipt requested, has been given to the City. Cancellation of coverage for non-payment of premium will require ten (10) days written notice to the City.

b. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officers, employees, agents or specified volunteers.

D. ACCEPTABILITY OF INSURERS:

Insurance is to be placed with insurers with an A. M. Best's rating of no less than **B+ V.**

E. VERIFICATION OF COVERAGE:

The City shall be indicated as a Certificate Holder and Stanard shall furnish the City with Certificates of Insurance reflecting the coverage required by this document. The A. M. Best Rating and deductibles, if applicable, shall be indicated on the Certificate of Insurance for each insurance policy. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

F. CONSULTANTS AND/OR SUBCONTRACTORS WORKING FOR THE CONTRACTOR:

Stanard shall include all subcontractors and/or consultants as insureds under its policies or shall furnish separate certificates and/or endorsements for each subcontractor and/or consultant.

G. HOLD HARMLESS AGREEMENT:

1. Other Than Professional Liability Exposures:

Stanard, to the fullest extent permitted by law, shall indemnify and hold harmless the City, its elected and appointed officials, employees, agents and specified volunteers against all claims, damages, losses and expenses, including, but not limited to, attorney's fees, arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense (1) is attributable to personal injury, including bodily injury sickness, disease or death, or to injury to or destruction of tangible property, including loss of use resulting therefrom, and (2) is caused by

any negligent act or omission of Stanard or any of their consultants, or anyone directly or indirectly employed by them or anyone for whose acts they are legally liable. Such obligation should 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 person described in this paragraph.

2. **Professional Liability:**
Stanard agrees that as respects negligent acts in the performance of professional services, to indemnify and hold harmless the City, its officers, agents, and employees from and against any and all claims, demands, losses and expenses including, but not limited to attorney's fees, of any kind or nature resulting from any negligent acts solely of Stanard or any subconsultants or anyone directly or indirectly employed by them or anyone for whose acts they are legally liable. Nothing contained in this agreement shall make S&A responsible to the City or any third-party for any claims, suits or expenses arising out of the negligent, intentional, reckless, or wrongful acts of the City or its agents, including its misuse of Stanard's work product.

14.0 This agreement shall be governed by the law of the State of Alabama. Proper venue of any action to enforce this agreement shall be in the Circuit Court of Madison County, Alabama or the United States District Court for the Northern District of Alabama, Northeastern Division.

15.0 The intent of this Contract is to require complete, correct and timely execution of the Work. Any Work that may be required, implied or inferred by the Contract Documents, or any one or more of them, as necessary to produce the intended result shall be provided by Stanard.

16.0 This Contract is intended to be an integral whole and shall be interpreted as internally consistent. What is required by any one Contract Document shall be considered as required by the Contract.

17.0 When a word, term or phrase is used in this Contract, it shall be interpreted or construed. First, as defined herein; second, if not defined, according to its generally accepted meaning within the Contractual industry; and third, if there is no generally accepted meaning in the Contractual industry, according to its common and customary usage.

18.0 The words "include," "includes," or "including," as used in this Contract, shall be deemed to be followed by the phrase, "without limitation."

19.0 The specification herein of any act, failure, refusal, omission, event, occurrence or condition as constituting a material breach of this Contract shall not imply that any other, non-specified act, failure, refusal, omission, event, occurrence or condition shall be deemed not to constitute a material breach of this Contract.

20.0 Words or terms used as nouns in this Contract shall be inclusive of their singular and plural forms, unless the context of their usage clearly requires a contrary meaning.

21.0 Time limitations contained herein, or provided for hereby, are of the essence of this Agreement.

22.0 The reports, drawings, specifications and other documents or things prepared by Stanard for the Project shall become and be the sole property of the City. Stanard shall be permitted to retain copies thereof for its records and for its future professional endeavors.

23.0 Stanard shall not assign its rights hereunder, excepting its right to payment, nor shall it delegate any of its duties hereunder without the written consent of the City. Subject to the provisions of the immediately preceding sentence, the City and Stanard, respectively, bind themselves, their successors, assigns and legal representatives to the other party to this Agreement and to the successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement.

24.0 Nothing contained herein shall create a contractual relationship with, or any rights in favor of, any third party.

25.0 The City may, at any time by written order, make changes within the general scope of this contract in any one or more of the following:

1. Description of the services to be performed;
2. Time of performance;
3. Place of Performance.

If any change causes an increase or decrease in the fixed sum amount or the time required for performance of any part of the work under this contract, whether or not changed by the order, or otherwise affects any other terms and conditions of this contract, the City shall make an equitable adjustment in the fixed sum amount or delivery schedule or other affected terms and shall modify the contract accordingly. Stanard must assert its right to an adjustment under this clause within 14 calendar days from the date of receipt of the written order.

26.0 Stanard shall obtain the City's written consent before placing any subcontract for furnishing any of the work called for in this contract. Consent by the City to any subcontract shall not constitute approval of the acceptability of any subcontract

terms or conditions, acceptability of any subcontract price or of any amount paid under any subcontract, nor relieve Stanard of any responsibility for performing this contract.

27.0 The Services will comply with any and all applicable federal, state, and local laws as the same exist and may be amended from time to time.

28.0 In consideration of the signing of this Agreement, the parties hereto for themselves, their agents, officials, employees, and servants agree not to discriminate in any manner on the basis of race, color, creed, age, sex, disability or national origin with reference to the subject matter of this contract, no matter how remote. This nondiscrimination provision shall be binding on the successors and assigns of the parties with reference to the subject matter of this Agreement

29.0 Stanard, including its officers, employees, agents, and any other personnel providing services through Stanard pursuant to this agreement agree to hold all materials and information both for any proposal and for any contract services with the City in the strictest confidence, and to take all necessary steps to assure and maintain the security of any information, test materials or other materials received, used, or developed pursuant to this contract.

IN WITNESS WHEREOF, the parties have executed this agreement on the day and year first above written.

Stanard and Associates, Inc.

Attest: _____

By: _____
Its: President

CITY OF HUNTSVILLE
a municipal corporation
in the State of Alabama

Attest:

_____
Kenneth Benion
Its: Clerk-Treasurer

By: _____
Tommy Battle
Its: Mayor