

**AGREEMENT FOR REIMBURSEMENT OF PROFESSIONAL SERVICES
ASSOCIATED WITH REAL PROPERTY TRANSACTIONS
FOR DOWNTOWN REDMOND LINK EXTENSION**

This Reimbursement Agreement (this "Agreement") is entered into by and between the CITY OF REDMOND, a Washington municipal corporation ("City") and the CENTRAL PUGET SOUND REGIONAL TRANSIT AUTHORITY, a regional transit authority of the State of Washington ("Sound Transit"). Each party is sometimes referred to individually in this Agreement as a "Party" and together as the "Parties."

RECITALS:

- A. The City is a non-charter municipal code city incorporated under the laws of the State of Washington, with authority to enact laws and enter into agreements to promote the health, safety, and welfare of its citizens and other lawful purposes.
- B. Sound Transit is a regional transit authority created pursuant to Chs. 81.104 and 81.112 RCW with all powers necessary to implement a high capacity transit system within its boundaries in King, Pierce, and Snohomish Counties.
- C. Sound Transit is implementing the Downtown Redmond Link Extension, an approximately 3.4-mile light rail extension from Redmond Technology Station (currently called Overlake Transit Center) to downtown Redmond with stations in southeast Redmond and downtown Redmond (the "Project").
- D. On September 27, 2018 the Sound Transit Board of Directors adopted Resolution No. R2018-32 selecting the route, profiles, and station locations for the Project. In order to construct and operate the Project, Sound Transit requires certain property interests from the City and will also convey certain property interests to the City.
- E. Sound Transit and the City now desire to enter into this Agreement to facilitate the real property conveyances of Sound Transit or City-owned property required for the Project, including the schedule for completing the real property transactions and reimbursement to the City up to the amount stated herein for professional services associated with the real property transactions for the Project.

AGREEMENT:

Now, therefore, in consideration of the mutual promises and covenants contained herein, the Parties agree as follows:

Agreement for Reimbursement of Real Estate Related Services

1. **Purpose.** The purpose of this Agreement is to establish roles and responsibilities with regard to Sound Transit's acquisition of certain real property interests needed for the Project and a process for Sound Transit to reimburse the City for its use of real estate-related professional services.

2. **Property Acquisition and Schedule.**
 - a. Sound Transit has identified certain real property interests owned by the City required for the Project. Sound Transit also shall convey certain real property interests to the City in connection with utility relocation and street realignment necessitated by the Project. The real property interests are described on Exhibit A, attached hereto and incorporated by this reference (the "Real Property Matrix"). After obtaining the requisite legislative or administrative approvals, the Parties shall convey the property interests described in the Real Property Matrix, executing such conveyance documents as may be necessary to accomplish the transactions described in the Real Property Matrix.

 - b. The Parties acknowledge the importance of completing the real property transactions in a timely manner in order to complete the Project and begin light rail operations on time. The Parties will work in good faith toward meeting the target dates identified in the schedule attached as Exhibit B and incorporated by this reference (the "Schedule"). The Parties will regularly review staffing plans and levels of effort with the intent to maintain adequate staffing for the timely completion of the real property transactions contemplated in this Agreement.

3. **Designated Representatives Authority and Responsibilities.** Each Party shall have a designated representative (the "Designated Representative") who shall serve as a single point of contact for the real property transactions contemplated in this Agreement. The Designated Representatives shall participate in interagency meetings and coordinate involvement by their respective staff and consultants. Each Party's Designated Representative is identified below. A Party may change its Designated Representative by providing written notice to the other Party during the term of this Agreement.

City of Redmond

Terry Marpert
Real Property – Finance Department
PO Box 97010
MS 3NFN
Redmond, WA 98073-9710
(425) 556-2428
tmarpert@redmond.gov

Sound Transit

Rhonda Thomsen
Real Property Project Manager
401 S. Jackson St.
Seattle, WA 98104
(206) 398-5455
rhonda.thomsen@soundtransit.org

Agreement for Reimbursement of Real Estate Related Services

4. Cooperation and Good Faith Efforts. The Parties will incorporate the following principles of cooperation in the execution of this Agreement and the Project:
- a. Support an open and transparent decision-making process.
 - b. Recognize the constraints and obligations of each Party's regulatory framework.
 - c. Provide for a proactive and collaborative working relationship to increase Project benefits and understand each other's goals and strive to support those goals wherever practicable.
 - d. Commit the Parties to work in good faith to deliver the Project within scope, schedule, and budget.

The Parties understand and agree that completing the activities described in this Agreement depends upon timely and open communication and cooperation between the Parties. In this regard, communication of issues, changes, or problems that arise with any aspect of the work should occur as early as possible in the process, and not wait for explicit due dates or deadlines. Each Party agrees to work cooperatively and in good faith toward resolution of any such issues.

5. Reimbursement for Professional Services.
- a. Sound Transit shall reimburse the City up to the amounts shown on the attached Exhibit C for its use of on-call real estate services, appraisal, survey, and outside legal counsel services (the "Consultant Services") to complete the transactions described on the Real Property Matrix. Reimbursement shall be for actual expenses incurred and shall not include City staff time associated with directing such Consultant Services. The City shall submit invoices no more frequently than monthly with a description of the services provided by the consultant, the time spent by the consultant, and the consultant's hourly rate or flat fee amount.
 - b. Sound Transit's reimbursement shall be retroactive to March 12, 2018.
6. Invoicing. The City shall submit its invoices with the required documentation (described above) via email to AccountsPayable@SoundTransit.org or via mail to:
- Sound Transit
Accounts Payable
401 South Jackson St.
Seattle, WA 98104-2826

Sound Transit shall pay invoices accompanied by appropriate documentation within 30 calendar days of receipt. If Sound Transit determines that an invoice lacks sufficient documentation to support payment, Sound Transit will notify the City of its determination and request that the City provide additional documentation. Sound Transit may withhold payment of the invoice until supporting documentation is provided; however, such approval will not be unreasonably withheld.

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7. **Audits.** Sound Transit and the City shall maintain accounts and records, including contract and financial records that sufficiently and properly reflect costs incurred for work performed under this Agreement so as to ensure proper accounting for all monies paid to the City by Sound Transit. These records will be maintained for a period of six (6) years after termination or expiration of this Agreement unless permission to destroy the records is granted by the Office of the Archivist pursuant to RCW Chapter 40.14 and agreed to by the City and Sound Transit.

8. **Suspension and Termination.** If the City has not received payment from Sound Transit as provided in Section 6, the City may suspend performance of all or any part of the associated work after giving Sound Transit thirty days' notice of the City's intent to do so. Such suspension will remain in effect until payment is made in full, at which time the suspension will be lifted.
 - a. Either Party may terminate this Agreement for cause in the event that the other Party fails to fulfill its material obligations under this Agreement in a timely manner or breaches any material provision of this Agreement and the dispute resolution process described below and has failed to reach resolution within the timelines described therein. The Party wishing to terminate this Agreement for cause shall provide the other Party with notice of its intent to terminate and shall give the other Party an opportunity to correct the failure to perform or breach within thirty (30) days of the notice or within such longer period as may be necessary in the event that correction cannot reasonably be accomplished within thirty (30) days. If the failure or breach is not corrected or cured, this Agreement may be terminated by the aggrieved party by giving ninety (90) days' notice to the other Party.
 - b. This Agreement will also terminate with the mutual consent of both parties.
 - c. Except as provided in this Section, a termination by either Party will not extinguish or release either Party from liability for costs or obligations existing as of the date of termination. Any costs incurred prior to proper notification of termination will be borne by the Parties in accordance with the terms of this Agreement.

9. **Dispute Resolution**
 - a. The Parties agree to work cooperatively and in good faith to resolve issues. Neither party shall take or join any action in any judicial or administrative forum to challenge actions of the other party associated with this Agreement or the Project, except as set forth herein.
 - b. The Parties will use their best efforts to prevent and resolve potential sources of conflict at the lowest level possible.
 - c. Any disputes or questions of interpretation of this Agreement or the performance of either Party under this Agreement that may arise between Sound Transit and the City will be governed under the dispute resolution provisions in this Section. The Parties agree that cooperation and communication are essential to resolving issues efficiently.
 - d. Either Party may refer a dispute to the dispute resolution process by providing written notice of such referral to the other Party's Designated Representative. The Parties

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agree to use their best efforts to resolve disputes arising out of or related to this Agreement or Project using good faith negotiations by engaging in the following dispute resolution process should any such disputes arise:

- i. Level One - Sound Transit's Designated Representative and the City's Designated Representative shall meet to discuss and attempt to resolve the dispute in a timely manner. If they cannot resolve the dispute within fourteen (14) days after referral of that dispute to Level One, either party may refer the dispute to Level Two.
 - ii. Level Two - Sound Transit's Director of Real Estate, and the City's Public Works Director or Finance Director, depending on the dispute, shall meet to discuss and attempt to resolve the dispute, in a timely manner. If they cannot resolve the dispute within fourteen (14) days after referral of that dispute to Level Two, either party may refer the dispute to Level Three.
 - iii. Level Three - Sound Transit's Chief Executive Officer or designee and the City's Mayor or Designee shall meet to discuss and attempt to resolve the dispute in a timely manner.
- e. Except as otherwise specified in this Agreement, in the event the dispute is not resolved at Level Three within fourteen days after referral of that dispute to Level Three, the Parties may file suit, seek any available legal remedy, or agree to alternative dispute resolution methods such as mediation. At all times prior to resolution of the dispute, the Parties shall continue to perform any undisputed obligations and make any undisputed required payments under this Agreement in the same manner and under the same terms as existed prior to the dispute. Notwithstanding anything in this Agreement to the contrary, neither party has an obligation to agree to refer the dispute to mediation nor other form of dispute resolution following completion of Level Three of the process described herein. Such agreement may be withheld for any reason or no reason.

10. Duration of Agreement. This Agreement will take effect upon the last date of signature by the Parties as set forth below. This Agreement will remain in effect until the Project contemplated by this Agreement is completed and all required real property conveyances have been executed and recorded, unless this Agreement is suspended or terminated pursuant to Section 6.

11. Assignment and Beneficiaries. Neither Party may assign all or any portion of this Agreement without the express written consent of the other Party. There are no third-party beneficiaries to this Agreement.

12. Notices

- a. Unless otherwise provided herein, all notices and communications concerning this Agreement will be in writing and addressed to the Designated Representative.
- b. Unless otherwise provided herein, all notices will be either: (i) delivered in person, (ii) deposited postage prepaid in the certified mails of the United States, return receipt

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requested, (iii) delivered by a nationally recognized overnight or same-day courier service that obtains receipts, or (iv) delivered electronically to the other party's Designated Representative as listed herein; however, notice under Section 11, Suspension and Termination, must be delivered in person or by certified mail, return receipt requested.

13. **Federal Provisions.** Sound Transit's design and construction of the Project may become subject to a financial assistance contract between Sound Transit and the FTA. Both Parties recognize that changes to this Agreement may be necessary to comply with FTA funding requirements.

14. **General Provisions**

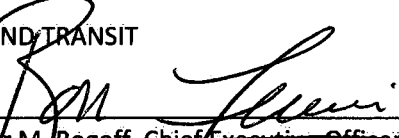
- a. The Parties shall not unreasonably withhold requests for information, approvals, or consents provided for in this Agreement; provided, however, that approvals or consents required to be given by vote of the Sound Transit Board or Redmond City Council are recognized to be legislative actions. The Parties agree to take further actions and execute further documents, either jointly or within their respective powers and authority, to implement the intent of this Agreement provided, however, that where such actions or documents must be first approved by vote of the Sound Transit Board or Redmond City Council, such actions are recognized to be legislative actions. The City and Sound Transit agree to work cooperatively with each other to achieve the mutually agreeable goals as set forth in this Agreement.
- b. No joint venture or partnership is formed as a result of this Agreement. No employees, agents or subcontractors of one party will be deemed, or represent themselves to be, employees of any other party.
- c. Neither Party shall be relieved of its obligations to comply promptly with any provision of this Agreement by reason of any failure by the other Party to enforce prompt compliance, and such failure to enforce will not constitute a waiver of rights or acquiescence in the other Party's conduct.
- d. Each Party shall be responsible for its own costs, including legal fees, incurred in negotiating or finalizing this Agreement. If either Party brings any claim or lawsuit arising from this Agreement, each Party shall pay all its legal costs and attorney's fees and expenses incurred in defending or bringing such claim or lawsuit, including all appeals, in addition to any other recovery or award provided by law.
- e. This Agreement may be amended only by a written instrument executed by each of the Parties hereto. The Designated Representatives may by mutual agreement amend the Exhibits and such amendments will be binding upon the parties without the need for formal approval by the Sound Transit Board and the Redmond City Council, as long as the amendments are generally consistent with this Agreement and do not exceed the authority granted by the Sound Transit Board and City Council.
- f. This Agreement may be executed in counterparts, each of which will be deemed an original, and all counterparts together will constitute but one and the same instrument.

Agreement for Reimbursement of Real Estate Related Services

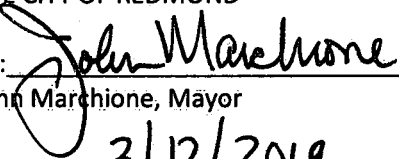
- g. In case any term of this Agreement is held to be invalid, illegal, or unenforceable in whole or in part, neither the validity of the remaining part of such term nor the validity of the remaining terms of this Agreement will in any way be affected thereby.

IN WITNESS WHEREOF, each of the Parties has executed this Agreement by having its authorized representative affix his/her name in the appropriate space below:

SOUND TRANSIT

By: 
Peter M. Rogoff, Chief Executive Officer
EXECUTIVE DIRECTOR, DELTA
Date: 7/24/2019

THE CITY OF REDMOND

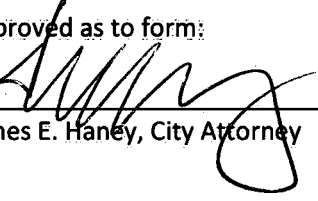
By: 
John Marchione, Mayor
Date: 3/12/2019

Authorized by City Council
Motion on December 4, 2018.

Approved as to form:

By: 
Joanna Valeri, Senior Legal Counsel

Approved as to form:

By: 
James E. Haney, City Attorney

Exhibits

- A. Real Property Matrix
- B. Schedule
- C. Reimbursement Amounts

Agreement for Reimbursement of Real Estate Related Services

Exhibit A

Real Property Matrix

Downtown Redmond Link Extension (DRLE)															
Task Item #	Description of Property Right	ROW Number	Tax Parcel Number	Existing Easement Recording No. (Releases and Modifications Only)	Acquisition Category (New, Release, Modification, or Vacation)	Grantor/Grantee	ST Drafts Legal Description & Map	COR Review of Legal Description	COR Review of Appraisal	Responsible Party for Drafting Conveyance Document	Agreement Reached on Document	Needed By	Comments	Current Task / Status	Reference Drawings
1	Waterline Easement Replacement	RL102 RL103 RL103.1	1425059068 1425059125 7503110050		Release and New	MS/ST/COR									RAP-01 RAP-02 RAP-20
2	Waterline Easement	RL104	7503110040	N/A	New	MS/ST/COR							Addition to existing utility easement		RAP-02
3	Waterline Easement	RL104	7503110040	N/A	New	MS/ST/COR							Addition to existing utility easement		RAP-02
4	Sewer and Water Easement	RL106	7503110010	N/A	New	MS/ST/COR							Addition to existing utility easement		RAP-03
5	Sewer and Water Easement	RL106	7503110010	N/A	New	MS/ST/COR							Addition to existing utility easement		RAP-04
6	Partial Fee	RL122-1		N/A	New	COR/ST							Requires 4,000 SF replacement property, per KC Forward Thrust grant funding.	11/20/18 Appraisal In Process	RAP-06
7	Temporary Construction Easement	RL122-2	2182500050	N/A	New	COR/ST									
8	Soil Nail Easement	RL122-3		N/A	New	COR/ST									
9	Noise Wall & Drainage Easement	RL122-4		N/A	New	COR/ST									
10	Wall Footing Easement	RL122-5		N/A	New	COR/ST									
11	Vegetative Clear Zone Easement	RL122-6		N/A	New	COR/ST									
12	RL122 Replacement Property (per KC Forward Thrust)	RL155		N/A	New	ST/COR							City provided preferred location on RL155 for replacement property.		
13	Adjustments/add-ons to existing utility easements	RL126	3882300090	N/A	New	Property owner / ST / COR									RAP-07
14	Adjustments/add-ons to existing utility easements	RL127	3882300100	N/A	New	ST/COR							ST is purchasing entire parcel (from others)		RAP-07
15	Adjustments/add-ons to existing utility easements	RL132 RL133	9435300059, 943530TR-8	N/A	New	Property owner / ST / COR									RAP-07
16	Temporary Construction Easement	RL140-1	9435300077	N/A	New	COR/ST							WSDOT Approval Required and proceeds must be placed into transportation fund.	11/20/18 Appraisal In Process	RAP-08
17	Total Fee Acquisition	RL141-1	9435300076	N/A	New	COR/ST							WSDOT Approval Required and proceeds must be placed into transportation fund.	11/20/18 Appraisal In Process	RAP-08
18	SE Redmond Waterline Easement Replacement	RL161	1225059183	8405020915	Release and New	ST/COR									RAP-09 RAP-10 RAP-18
19	SE Redmond Waterline Easement Replacement	RL162	122505TRCT	8601280574	Release and New	ST/COR									RAP-09 RAP-10 RAP-18
20	Street Vacation (NE 70th St)	RL167-1	122505ROAD	N/A	Vacation	COR/ST							City owns water, sewer and storm facilities in existing ROW. Storm is a closed "infiltration" system. Any add'l utilities would need to be located by the utility operator. City does not track locations.	12/6/18 City reviewing LOC 22 to memorialize staff level agreement.	RAP-09 RAP-10
21	Deed of Street ROW (New NE 70th St)	RL167-2	Multiple	N/A	New	ST/COR								12/6/18 City reviewing LOC 22 to memorialize staff level agreement.	RAP-09 RAP-10 RAP-15 RAP-16
22	Temporary Construction Easement	RL171.1-1	1225059261	N/A	New	COR/ST								11/20/18 Appraisal In Process	RAP-17
23	Road Easement (KC Trail Crossing)	RL171-1	1225059265	N/A	New	KC/ST/COR									RAP-10
24	Deed of Street ROW (New NE 70th St / SR202)	RL172-1	3066100020	N/A	New	ST/COR									Combine these three into a single ROW Dedication.
25	Deed of Street ROW (New NE 70th St / SR202)	RL173-1	3066100043	N/A	New	ST/COR									
26	Deed of Street ROW (New NE 70th St / SR202)	RL174-1	3066100041	N/A	New	ST/COR									
27	Permanent Easement (RCC Trail)	RL177-1, RL183-1	1225059266	20120411001176	N/A	N/A							Howe: COR/KCHA working on QCD and ST working on Board Resolution.		RAP-11 RAP-12 RAP-13 RAP-14
28	Deed of Street Right-of-Way - Fairway (Property Owner)	RL186-1	1225059082	N/A	New	ST/COR									RAP-13
29	Exchange Parcel for RL122 (Deed)	TBD	TBD	N/A	New	ST/COR									

Task Item #	Description of Property Right	ROW Number	Tax Parcel Number	Existing Easement Recording No. (Releases and Modifications Only)	Acquisition Category (New, Release, Modification, or Vacation)	Grantor/Grantee	ST Drafts Legal Description & Map	COR Review of Legal Description	COR Review of Appraisal	Responsible Party for Drafting Conveyance Document	Agreement Reached on Document	Needed By	Comments	Current Task / Status	Reference Drawings
30	Kirk Estates Div 1 & 2 Utility Easement Releases	Multiple	Multiple	7905301039, 7905301041	Release	COR/ST							COR agreed to release interest in easement on plat (5' parallel with rear lot line and 2.5' parallel with interior lot line).	ST working on description of release for 2.5' easement.	RAP-05, 06 & 07
DRLE Transit Way Agreements															
1	Transit Way Agreement (NE 40th St Crossing)	RL101-1-1	N/A	N/A	New	COR/ST							9/26/18 ST provided draft for review.		RAP-01
2	Transit Way Agreement (154th Ave NE)	RL125-1	N/A	N/A	New	COR/ST							9/26/18 ST provided draft for review.		RAP-07
3	Transit Way Agreement (NE 60th St Crossing)	RL128-1	N/A	N/A	New	COR/ST							9/26/18 ST provided draft for review.		RAP-07
4	Transit Way Agreement (Subsurface Anchors - NE 60th St)	RL128-2	N/A	N/A	New	COR/ST							9/26/18 ST provided draft for review.		RAP-07
5	Street Vacation (Remnant)	RL129-1	9435300123 Redmond Rd Remnant	N/A	New	COR/ST							10/15/18 COR agreed to include in TWA		RAP-07
6	Soil Nail Easement	RL129-2		N/A	New	COR/ST							10/15/18 COR agreed to include in TWA		
7	Noise Wall, Drainage, & Veg Clear Easement	RL129-3		N/A	New	COR/ST							10/15/18 COR agreed to include in TWA		
8	Transit Way Agreement (Soil Nails - 156th Ave NE)	RL142-1	N/A	N/A	New	COR/ST							9/26/18 ST provided draft for review.		RAP-08
9	Transit Way Agreement (North edge of new NE 70th St)	RL167-4	122505187 122505183 122505TRCT 122505260 122505193	N/A	New	COR/ST							9/26/18 ST provided draft for review.		RAP-09 & 10
10	Transit Way Agreement (NE 76th St)	RL188-1	122505ROAD	N/A	New	COR/ST							9/26/18 ST provided draft for review.		RAP-12 & 13

Agreement for Reimbursement of Real Estate Related Services

Exhibit B

Schedule

COR Schedule

#	Activity Name	Start	Finish	Duration	2018												2019												2020											
					F	M	A	M	J	Jul	A	S	O	N	D	J	F	M	A	M	J	Jul	A	S	O	N	D	J	F	M	A	M	J	Jul	A					
40	ST delivers PSA, Appraisals & Easements to COR	3/14/2019*	3/14/2019	1													ST delivers PSA, Appraisals & Easements to COR																							
41	COR Review of PSA, Appraisals and Easements	3/15/2019	4/8/2019	17													COR Review of PSA, Appraisals and Easements																							
42	PSA & Easements Finalized	4/9/2019	4/19/2019	9													PSA & Easements Finalized																							
43	COR Mayor process	4/22/2019	5/20/2019	21													COR Mayor process																							
44	COR Escrow, Closing	5/21/2019	6/21/2019	23													COR Escrow, Closing																							
45	Transit Way Agreement	7/2/2018 A	12/30/2019	376																																				
46	ST Develops Transit Way Agreement and Exhibits	7/2/2018 A	8/15/2018 A	31													ST Develops Transit Way Agreement and Exhibits																							
47	Internal ST Review	8/15/2018 A	10/1/2018 A	32													Internal ST Review																							
48	Submit TWA to COR	10/2/2018 A	11/20/2018 A	36													Submit TWA to COR																							
49	Staff COR/ST to Review Comments	1/22/2019 A	1/22/2019 A	1													Staff COR/ST to Review Comments																							
50	ST/COR Legal review and approval of TWA Package	1/22/2019	2/11/2019	15													ST/COR Legal review and approval of TWA Package																							
51	FTA Review	2/12/2019*	5/6/2019	60													FTA Review																							
52	Incorporate comments from FTA	5/7/2019	5/20/2019	10													Incorporate comments from FTA																							
53	Redmond Council Briefing	5/21/2019	5/21/2019	1													Redmond Council Briefing																							
54	COR finalizes TWA Documents	5/22/2019	6/5/2019	10													COR finalizes TWA Documents																							
55	COR Legal review and approval of TWA Package	6/6/2019	7/3/2019	20													COR Legal review and approval of TWA Package																							
56	Package Submitted to Redmond Council	7/5/2019	7/5/2019	1													Package Submitted to Redmond Council																							
57	Redmond Council Review Process	7/8/2019	11/11/2019	90													Redmond Council Review Process																							
58	Redmond Council Action	11/12/2019	11/12/2019	1													Redmond Council Action																							
59	TWA Finalized ST and COR Signatures	11/13/2019	12/30/2019	30													TWA Finalized ST and COR																							

Agreement for Reimbursement of Real Estate Related Services

**Exhibit C
Reimbursement for Consultant Services**

Real Estate Consultant: \$184,262

Outside Legal Counsel: \$ 50,000

Surveying & Mapping: \$ 11,440

Review Appraiser: \$ 10,000

Total: \$ 255,702

City Agreement Routing Form

The Project Administrator should complete the top section of this form, once Department Head/Designee signature has been obtained, attach the specified number of agreement originals to this form (have the contractor/supplier sign all original copies before routing) and forward the documents to the City Clerk for internal city routing. The City Clerk will route the agreement to the Risk Manager for approval of insurance and indemnification requirements, to the City Attorney for approval as to legal form and to the Mayor for signature. The City Clerk will then attest/authenticate the Mayor's signature and will forward this form and remaining agreement(s) to Project Administrator.

Project Title: Sound Transit-Agreement for Reimbursement of Professional Services Associated With Real Property Transactions For Downtown Redmond Link Extension

Type of Service: Extend the feasibility period by 30 days to March 28, 2019

Supplier/Contractor Name: n/a

Contract Amount, Original: n/a Amended Amount: n/a

**Council Approval Date: 12-4-2018 Nature of Funding: n/a

Project Administrator: Terry Marpert Mailstop: 3NFN Phone: X 2428

Anticipated Start Date: n/a Funding: n/a


Does this contract contain the purchase of technology related items/services? YES NO

If Yes, route to the I.S. Manager (3SFN).

I.S. Signature _____

Will federal funds be used to pay for all or part of contract? YES NO

If Yes, check for debarment at www.sam.gov
(Print results and keep a copy in project file)

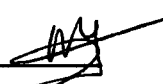
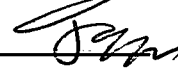
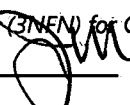

Department Director/ Designee Signature:  Date: 3/5/19

Comments: Finance Director

Account Numbers/Distribution _____

NIGP/Commodity Code: _____

ROUTING PROCESS: (2 documents)

To: City Clerk	<u>Cx</u>	Date	<u>3/7/19</u>
	<i>(for routing and tracking)</i>		
Risk Manager	<u></u>	Date	<u>3/5/19</u>
	<i>(Signature or initials)</i>		
City Attorney	<u></u>	Date	<u>3/12/19</u>
	<i>(Signature or initials)</i>		
<i>(Note: If contract exceeds Mayor's authorized signing limits, route to City Clerk (3NFN) for City Council approval)</i>			
Mayor	<u></u>	Date	<u>3/12/19</u>
	<i>(Signature or initials)</i>		
City Clerk	<u></u>	Date	<u>3/27/19</u>
	<i>(Signature or initials)</i>		

NOTE: The agreement becomes fully executable once the Mayor has signed it. The Project Administrator may then forward one set of originals to the Contractor/Consultant and work may begin. The City's original will be retained by the City Clerk. Once all signatures have been obtained, forward a copy of this form to Accounts Payable, with payment instructions.

Finance use ONLY Supplier ID _____ Date Received _____ Agreement # _____

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