

CONTRACT
Maintenance and Reporting - School Facilities Floor Plans
DDOE 2014-14

This Agreement ("Agreement") is effective only upon the execution of a State of Delaware Purchase Order and will end on June 30, 2015, by and between the State of Delaware, Department of Education, hereafter referred to as DDOE, and **ABHA ARCHITECTS Inc.**, hereafter referred to as ABHA ARCHITECTS INC.

WHEREAS, DDOE desires to obtain certain services for:

- Statewide coordination and collection of updated school floor plans (working with districts)
- Capacity calculations (including custodial units)
- Upload of basic floor plans (jpeg) into ERIP
- School Data report; and

WHEREAS, ABHA ARCHITECTS INC. desires to provide such services to DDOE on the terms set forth below;

WHEREAS, DDOE and ABHA ARCHITECTS INC. represent and warrant that each party has full right, power and authority to enter into and perform under this Agreement;

FOR AND IN CONSIDERATION OF the premises and mutual agreements herein, DDOE and ABHA ARCHITECTS INC. agree as follows:

1. Services.

1.1 ABHA ARCHITECTS INC. shall perform for DDOE the services specified in the Appendices to this Agreement, attached hereto and made a part hereof.

1.2 Any conflict or inconsistency between the provisions of the following documents shall be resolved by giving precedence to such documents in the following order: (a) this Agreement (including any amendments or modifications thereto); (b) DDOE's request for proposals, attached hereto as Appendix B; and (c) ABHA ARCHITECTS INC.'s response to the request for proposals, attached hereto as Appendix C. The aforementioned documents are specifically incorporated into this Agreement and made a part hereof.

1.3 DDOE may, at any time, by written order, make changes in the scope of this Agreement and in the services or work to be performed. No services for which additional compensation may be charged by ABHA ARCHITECTS INC. shall be furnished without the written authorization of DDOE. When DDOE desires any addition or deletion to the deliverables or a change in the Services to be provided under this Agreement, it shall notify ABHA ARCHITECTS INC., who shall

then submit to DDOE a "Change Order" for approval authorizing said change. The Change Order shall state whether the change shall cause an alteration in the price or the time required by ABHA ARCHITECTS INC. for any aspect of its performance under this Agreement. Pricing of changes shall be consistent with those established within this Agreement.

1.4 ABHA ARCHITECTS INC. will not be required to make changes to its scope of work that result in ABHA ARCHITECTS INC.'s costs exceeding the current unencumbered budgeted appropriations for the services. Any claim of either party for an adjustment under Section 1 of this Agreement shall be asserted in the manner specified in the writing that authorizes the adjustment.

2. Payment for Services and Expenses.

2.1 The term of the initial contract shall be from the execution of this agreement and a State of Delaware Purchase Order through June 30, 2015.

2.2 DDOE will pay ABHA ARCHITECTS INC. for the performance of services described in Appendix A, Statement of Work. The fee will be paid in accordance with the payment schedule attached hereto as part of Appendix A.

2.3 DDOE's obligation to pay ABHA ARCHITECTS INC. for the performance of services described in Appendix A, Statement of Work will not exceed the fixed fee amount of \$ 93,200. It is expressly understood that the work defined in the appendices to this Agreement must be completed by ABHA ARCHITECTS INC. and it shall be ABHA ARCHITECTS INC.'s responsibility to ensure that hours and tasks are properly budgeted so that all services are completed for the agreed upon fixed fee. DDOE's total liability for all charges for services that may become due under this Agreement is limited to the total maximum expenditure(s) authorized in DDOE's purchase order(s) to ABHA ARCHITECTS INC.

2.4 ABHA ARCHITECTS INC. shall submit invoices to DDOE in accordance with the payment schedule in Appendix A, in sufficient detail to support the services provided during the previous month. DDOE agrees to pay those invoices within thirty (30) days of receipt. In the event DDOE disputes a portion of an invoice, DDOE agrees to pay the undisputed portion of the invoice within thirty (30) days of receipt and to provide ABHA ARCHITECTS INC. a detailed statement of DDOE's position on the disputed portion of the invoice within thirty (30) days of receipt. DDOE's failure to pay any amount of an invoice that is not the subject of a good-faith dispute within thirty (30) days of receipt shall entitle ABHA ARCHITECTS INC. to charge interest on the overdue portion at no more than 1.0% per month or 12% per annum. All payments should be sent to ABHA ARCHITECTS INC., 1621 N. Lincoln St Wilmington, DE 19806.

2.5 Unless provided otherwise in an Appendix, all expenses incurred in the performance of the services are to be paid by ABHA ARCHITECTS INC. If an Appendix specifically provides for expense reimbursement, ABHA ARCHITECTS INC. shall be reimbursed only for reasonable expenses incurred by ABHA ARCHITECTS INC. in the performance of the services, including, but not necessarily limited to, travel and lodging expenses, communications charges, and computer time and supplies.

2.6 DDOE is a sovereign entity, and shall not be liable for the payment of federal, state and local sales, use and excise taxes, including any interest and penalties from any related deficiency, which may become due and payable as a consequence of this Agreement.

2.7 DDOE shall subtract from any payment made to ABHA ARCHITECTS INC. all damages, costs and expenses caused by ABHA ARCHITECTS INC.'s negligence, resulting from or arising out of errors or omissions in ABHA ARCHITECTS INC.'s work products, which have not been previously paid to ABHA ARCHITECTS INC.

2.8 Invoices shall be submitted to: DESPINA WILSON
EDUCATION ASSOCIATE
CAPITAL PROJECT MANAGEMENT
401 FEDERAL STREET, SUITE 2
DOVER, DE 19901

3. Responsibilities of ABHA ARCHITECTS INC.

3.1 ABHA ARCHITECTS INC. shall be responsible for the professional quality, technical accuracy, timely completion, and coordination of all services furnished by ABHA ARCHITECTS INC., its subcontractors and its and their principals, officers, employees and agents under this Agreement. In performing the specified services, ABHA ARCHITECTS INC. shall follow practices consistent with generally accepted professional and technical standards. ABHA ARCHITECTS INC. shall be responsible for ensuring that all services, products and deliverables furnished pursuant to this Agreement comply with the standards promulgated by the Department of Technology and Information ("DTI") published at <http://dti.delaware.gov/>, and as modified from time to time by DTI during the term of this Agreement. If any service, product or deliverable furnished pursuant to this Agreement does not conform with DTI standards, ABHA ARCHITECTS INC. shall, at its expense and option either (1) replace it with a conforming equivalent or (2) modify it to conform with DTI standards. ABHA ARCHITECTS INC. shall be and remain liable in accordance with the terms of this

Agreement and applicable law for all damages to DDOE caused by ABHA ARCHITECTS INC.'s failure to ensure compliance with DTI standards.

3.2 It shall be the duty of the ABHA ARCHITECTS INC. to assure that all products of its effort are technically sound and in conformance with all pertinent Federal, State and Local statutes, codes, ordinances, resolutions and other regulations. ABHA ARCHITECTS INC. will not produce a work product that violates or infringes on any copyright or patent rights. ABHA ARCHITECTS INC. shall, without additional compensation, correct or revise any errors or omissions in its work products.

3.3 Permitted or required approval by DDOE of any products or services furnished by ABHA ARCHITECTS INC. shall not in any way relieve ABHA ARCHITECTS INC. of responsibility for the professional and technical accuracy and adequacy of its work. DDOE's review, approval, acceptance, or payment for any of ABHA ARCHITECTS INC.'s services herein shall not be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement, and ABHA ARCHITECTS INC. shall be and remain liable in accordance with the terms of this Agreement and applicable law for all damages to DDOE caused by ABHA ARCHITECTS INC.'s performance or failure to perform under this Agreement.

3.4 ABHA ARCHITECTS INC. shall appoint a Project Manager who will manage the performance of services. All of the services specified by this Agreement shall be performed by the Project Manager, or by ABHA ARCHITECTS INC.'s associates and employees under the personal supervision of the Project Manager. The positions anticipated include:

Project Team	Title	% of Project Involvement
Chandra Nilekani	Project Manager	38%
Scott Lester	Project Coordinator	10%
Sean Malloy	CAD Manager	18%
Tom Hamill	Document Coordinator	10%
Don Lloyd	Buzzsaw Manager	8%
Monika Mickute	Buzzsaw Coordinator	8%
Jeff Applegate	Buzzsaw Support	8%

3.5 Designation of persons for each position is subject to review and approval by DDOE. Should the staff need to be diverted off the project for what are now unforeseeable circumstances, ABHA ARCHITECTS INC. will notify DDOE immediately and work out a transition plan that is acceptable to both parties, as

well as agree to an acceptable replacement plan to fill or complete the work assigned to this project staff position. Replacement staff persons are subject to review and approval by DDOE. If ABHA ARCHITECTS INC. fails to make a required replacement within 30 days, DDOE may terminate this Agreement for default. Upon receipt of written notice from DDOE that an employee of ABHA ARCHITECTS INC. is unsuitable to DDOE for good cause, ABHA ARCHITECTS INC. shall remove such employee from the performance of services and substitute in his/her place a suitable employee.

3.6 ABHA ARCHITECTS INC. shall furnish to DDOE's designated representative copies of all correspondence to regulatory agencies for review prior to mailing such correspondence.

3.7 ABHA ARCHITECTS INC. agrees that its officers and employees will cooperate with DDOE in the performance of services under this Agreement and will be available for consultation with DDOE at such reasonable times with advance notice as to not conflict with their other responsibilities.

3.8 ABHA ARCHITECTS INC. has or will retain such employees as it may need to perform the services required by this Agreement. Such employees shall not be employed by the State of Delaware or any other political subdivision of the State.

3.9 ABHA ARCHITECTS INC. will not use DDOE's name, either express or implied, in any of its advertising or sales materials without DDOE's express written consent.

3.10 The rights and remedies of DDOE provided for in this Agreement are in addition to any other rights and remedies provided by law.

4. Time Schedule.

4.1 A project schedule is included in Appendix A.

4.2 Any delay of services or change in sequence of tasks must be approved in writing by DDOE.

4.3 In the event that ABHA ARCHITECTS INC. fails to complete the project or any phase thereof within the time specified in the Contract, or with such additional time as may be granted in writing by DDOE, or fails to prosecute the work, or any separable part thereof, with such diligence as will insure its completion within the time specified in this Agreement or any extensions

thereof, DDOE shall suspend the payments scheduled as set forth in Appendix A.

5. State Responsibilities.

5.1 In connection with ABHA ARCHITECTS INC.'s provision of the Services, DDOE shall perform those tasks and fulfill those responsibilities specified in the appropriate Appendices.

5.2 DDOE agrees that its officers and employees will cooperate with ABHA ARCHITECTS INC. in the performance of services under this Agreement and will be available for consultation with ABHA ARCHITECTS INC. at such reasonable times with advance notice as to not conflict with their other responsibilities.

5.3 The services performed by ABHA ARCHITECTS INC. under this Agreement shall be subject to review for compliance with the terms of this Agreement by DDOE's designated representatives. DDOE representatives may delegate any or all responsibilities under the Agreement to appropriate staff members, and shall so inform ABHA ARCHITECTS INC. by written notice before the effective date of each such delegation.

5.4 The review comments of DDOE's designated representatives may be reported in writing as needed to ABHA ARCHITECTS INC. It is understood that DDOE's representatives' review comments do not relieve ABHA ARCHITECTS INC. from the responsibility for the professional and technical accuracy of all work delivered under this Agreement.

5.5 DDOE shall, without charge, furnish to or make available for examination or use by ABHA ARCHITECTS INC. as it may request, any data which DDOE has available, including as examples only and not as a limitation:

- a. Copies of reports, surveys, records, and other pertinent documents;
- b. Copies of previously prepared reports, job specifications, surveys, records, ordinances, codes, regulations, other document, and information related to the services specified by this Agreement.

ABHA ARCHITECTS INC. shall return any original data provided by DDOE.

5.6 DDOE shall assist ABHA ARCHITECTS INC. in obtaining data on documents from public officers or agencies and from private citizens and business firms whenever such material is necessary for the completion of the services specified by this Agreement.

5.7 ABHA ARCHITECTS INC. will not be responsible for accuracy of information or data supplied by DDOE or other sources to the extent such information or data would be relied upon by a reasonably prudent contractor.

5.8 DDOE agrees not to use ABHA ARCHITECTS INC.'s name, either express or implied, in any of its advertising or sales materials. ABHA ARCHITECTS INC. reserves the right to reuse the nonproprietary data and the analysis of industry-related information in its continuing analysis of the industries covered.

6. Work Product.

6.1 All materials, information, documents, and reports, whether finished, unfinished, or draft, developed, prepared, completed, or acquired by ABHA ARCHITECTS INC. for DDOE relating to the services to be performed hereunder shall become the property of DDOE and shall be delivered to DDOE's designated representative upon completion or termination of this Agreement, whichever comes first. ABHA ARCHITECTS INC. shall not be liable for damages, claims, and losses arising out of any reuse of any work products on any other project conducted by DDOE. DDOE shall have the right to reproduce all documentation supplied pursuant to this Agreement.

6.2 ABHA ARCHITECTS INC. retains all title and interest to the data it furnished and/or generated pursuant to this Agreement. Retention of such title and interest does not conflict with DDOE's rights to the materials, information and documents developed in performing the project. Upon final payment, DDOE shall have a perpetual, nontransferable, non-exclusive paid-up right and license to use, copy, modify and prepare derivative works of all materials in which ABHA ARCHITECTS INC. retains title, whether individually by ABHA ARCHITECTS INC. or jointly with DDOE. Any and all source code developed in connection with the services provided will be provided to DDOE, and the aforementioned right and license shall apply to source code. The parties will cooperate with each other and execute such other documents as may be reasonably deemed necessary to achieve the objectives of this Section.

6.3 In no event shall ABHA ARCHITECTS INC. be precluded from developing for itself, or for others, materials that are competitive with the Deliverables, irrespective of their similarity to the Deliverables. In addition, ABHA ARCHITECTS INC. shall be free to use its general knowledge, skills and experience, and any ideas, concepts, know-how, and techniques within the scope of its consulting practice that are used in the course of providing the services.

6.4 Notwithstanding anything to the contrary contained herein or in any

attachment hereto, any and all intellectual property or other proprietary data owned by ABHA ARCHITECTS INC. prior to the effective date of this Agreement ("Preexisting Information") shall remain the exclusive property of ABHA ARCHITECTS INC. even if such Preexisting Information is embedded or otherwise incorporated into materials or products first produced as a result of this Agreement or used to develop such materials or products. DDOE's rights under this section shall not apply to any Preexisting Information or any component thereof regardless of form or media.

7. Confidential Information.

To the extent permissible under 29 *Del. C.* § 10001, et seq., the parties to this Agreement shall preserve in strict confidence any information, reports or documents obtained, assembled or prepared in connection with the performance of this Agreement.

8. Warranty.

8.1 ABHA ARCHITECTS INC. warrants that its services will be performed in a good and workmanlike manner. ABHA ARCHITECTS INC. agrees to re-perform any work not in compliance with this warranty brought to its attention within a reasonable time after that work is performed.

8.2 Third-party products within the scope of this Agreement are warranted solely under the terms and conditions of the licenses or other agreements by which such products are governed. With respect to all third-party products and services purchased by ABHA ARCHITECTS INC. for DDOE in connection with the provision of the Services, ABHA ARCHITECTS INC. shall pass through or assign to DDOE the rights ABHA ARCHITECTS INC. obtains from the manufacturers and/or vendors of such products and services (including warranty and indemnification rights), all to the extent that such rights are assignable.

9. Indemnification; Limitation of Liability.

9.1 ABHA ARCHITECTS INC. shall indemnify and hold harmless the State, its agents and employees, from any and all liability, suits, actions or claims, together with all reasonable costs and expenses (including attorneys' fees) directly arising out of (A) the negligence or other wrongful conduct of the ABHA ARCHITECTS INC., its agents or employees, or (B) ABHA ARCHITECTS INC.'s breach of any material provision of this Agreement not cured after due notice and opportunity to cure, provided as to (A) or (B) that (i) ABHA ARCHITECTS INC. shall have been

notified promptly in writing by DDOE of any notice of such claim; and (ii) ABHA ARCHITECTS INC. shall have the sole control of the defense of any action on such claim and all negotiations for its settlement or compromise.

9.2 If DDOE promptly notifies ABHA ARCHITECTS INC. in writing of a third party claim against DDOE that any Deliverable infringes a copyright or a trade secret of any third party, ABHA ARCHITECTS INC. will defend such claim at its expense and will pay any costs or damages that may be finally awarded against DDOE. ABHA ARCHITECTS INC. will not indemnify DDOE, however, if the claim of infringement is caused by (1) DDOE's misuse or modification of the Deliverable; (2) DDOE's failure to use corrections or enhancements made available by ABHA ARCHITECTS INC.; (3) DDOE's use of the Deliverable in combination with any product or information not owned or developed by ABHA ARCHITECTS INC.; (4) DDOE's distribution, marketing or use for the benefit of third parties of the Deliverable or (5) information, direction, specification or materials provided by Client or any third party. If any Deliverable is, or in ABHA ARCHITECTS INC.'s opinion is likely to be, held to be infringing, ABHA ARCHITECTS INC. shall at its expense and option either (a) procure the right for DDOE to continue using it, (b) replace it with a noninfringing equivalent, (c) modify it to make it noninfringing. The foregoing remedies constitute DDOE's sole and exclusive remedies and ABHA ARCHITECTS INC.'s entire liability with respect to infringement.

9.3 DDOE agrees that ABHA ARCHITECTS INC.' total liability to DDOE for any and all damages whatsoever arising out of or in any way related to this Agreement from any cause, including but not limited to contract liability or ABHA ARCHITECTS INC. negligence, errors, omissions, strict liability, breach of contract or breach of warranty shall not, in the aggregate, exceed fees paid to ABHA ARCHITECTS INC..

In no event shall ABHA ARCHITECTS INC. be liable for special, indirect, incidental, economic, consequential or punitive damages, including but not limited to lost revenue, lost profits, replacement goods, loss of technology rights or services, loss of data, or interruption or loss of use of software or any portion thereof regardless of the legal theory under which such damages are sought, and even if ABHA ARCHITECTS INC. has been advised of the likelihood of such damages.

10. Employees.

10.1 ABHA ARCHITECTS INC. has and shall retain the right to exercise full control over the employment, direction, compensation and discharge of all persons employed by ABHA ARCHITECTS INC. in the performance of the services hereunder; provided, however, that it will, subject to scheduling and staffing

considerations, attempt to honor DDOE's request for specific individuals.

10.2 Except as the other party expressly authorizes in writing in advance, neither party shall solicit, offer work to, employ, or contract with, whether as a partner, employee or independent contractor, directly or indirectly, any of the other party's Personnel during their participation in the services or during the twelve (12) months thereafter. For purposes of this Section 10.2, "Personnel" includes any individual or company a party employs as a partner, employee or independent contractor and with which a party comes into direct contact in the course of the services.

10.3 Possession of a Security Clearance, as issued by the Delaware Department of Public Safety, may be required of any employee of ABHA ARCHITECTS INC. who will be assigned to this project.

11. Independent Contractor.

11.1 It is understood that in the performance of the services herein provided for, ABHA ARCHITECTS INC. shall be, and is, an independent contractor, and is not an agent or employee of DDOE and shall furnish such services in its own manner and method except as required by this Agreement. ABHA ARCHITECTS INC. shall be solely responsible for, and shall indemnify, defend and save DDOE harmless from all matters relating to the payment of its employees, including compliance with social security, withholding and all other wages, salaries, benefits, taxes, exactions, and regulations of any nature whatsoever.

11.2 ABHA ARCHITECTS INC. acknowledges that ABHA ARCHITECTS INC. and any subcontractors, agents or employees employed by ABHA ARCHITECTS INC. shall not, under any circumstances, be considered employees of DDOE, and that they shall not be entitled to any of the benefits or rights afforded employees of DDOE, including, but not limited to, sick leave, vacation leave, holiday pay, Public Employees Retirement System benefits, or health, life, dental, long-term disability or workers' compensation insurance benefits. DDOE will not provide or pay for any liability or medical insurance, retirement contributions or any other benefits for or on behalf of DDOE or any of its officers, employees or other agents.

11.3 ABHA ARCHITECTS INC. shall be responsible for providing liability insurance for its personnel.

11.4 As an independent contractor, ABHA ARCHITECTS INC. has no authority to bind or commit DDOE. Nothing herein shall be deemed or construed to create a

joint venture, partnership, fiduciary or agency relationship between the parties for any purpose.

12. Suspension.

12.1 DDOE may suspend performance by ABHA ARCHITECTS INC. under this Agreement for such period of time as DDOE, at its sole discretion, may prescribe by providing written notice to ABHA ARCHITECTS INC. at least 30 working days prior to the date on which DDOE wishes to suspend. Upon such suspension, DDOE shall pay ABHA ARCHITECTS INC. its compensation, based on the percentage of the project completed and earned until the effective date of suspension, less all previous payments. ABHA ARCHITECTS INC. shall not perform further work under this Agreement after the effective date of suspension. ABHA ARCHITECTS INC. shall not perform further work under this Agreement after the effective date of suspension until receipt of written notice from DDOE to resume performance.

12.2 In the event DDOE suspends performance by ABHA ARCHITECTS INC. for any cause other than the error or omission of the ABHA ARCHITECTS INC., for an aggregate period in excess of 30 days, ABHA ARCHITECTS INC. shall be entitled to an equitable adjustment of the compensation payable to ABHA ARCHITECTS INC. under this Agreement to reimburse ABHA ARCHITECTS INC. for additional costs occasioned as a result of such suspension of performance by DDOE based on appropriated funds and approval by DDOE.

13. Termination.

13.1 This Agreement may be terminated in whole or in part by either party in the event of substantial failure of the other party to fulfill its obligations under this Agreement through no fault of the terminating party; but only after the other party is given:

- a. Not less than 30 calendar days written notice of intent to terminate; and
- b. An opportunity for consultation with the terminating party prior to termination.

13.2 This Agreement may be terminated in whole or in part by DDOE for its convenience, but only after ABHA ARCHITECTS INC. is given:

- a. Not less than 30 calendar days written notice of intent to terminate; and

- b. An opportunity for consultation with DDOE prior to termination.

13.3 If termination for default is effected by DDOE, DDOE will pay ABHA ARCHITECTS INC. that portion of the compensation which has been earned as of the effective date of termination but:

- a. No amount shall be allowed for anticipated profit on performed or unperformed services or other work, and
- b. Any payment due to ABHA ARCHITECTS INC. at the time of termination may be adjusted to the extent of any additional costs occasioned to DDOE by reason of ABHA ARCHITECTS INC.'s default.
- c. Upon termination for default, DDOE may take over the work and prosecute the same to completion by agreement with another party or otherwise. In the event ABHA ARCHITECTS INC. shall cease conducting business, DDOE shall have the right to make an unsolicited offer of employment to any employees of ABHA ARCHITECTS INC. assigned to the performance of the Agreement, notwithstanding the provisions of Section 10.2.

13.4 If after termination for failure of ABHA ARCHITECTS INC. to fulfill contractual obligations it is determined that ABHA ARCHITECTS INC. has not so failed, the termination shall be deemed to have been effected for the convenience of DDOE.

13.5 The rights and remedies of DDOE and ABHA ARCHITECTS INC. provided in this section are in addition to any other rights and remedies provided by law or under this Agreement.

13.6 Gratuities.

13.6.1 DDOE may, by written notice to ABHA ARCHITECTS INC., terminate this Agreement if it is found after notice and hearing by DDOE that gratuities (in the form of entertainment, gifts, or otherwise) were offered or given by ABHA ARCHITECTS INC. or any agent or representative of ABHA ARCHITECTS INC. to any officer or employee of DDOE with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending or making of any determinations with respect to the performance of this Agreement.

13.6.2 In the event this Agreement is terminated as provided in 13.6.1

hereof, DDOE shall be entitled to pursue the same remedies against ABHA ARCHITECTS INC. it could pursue in the event of a breach of this Agreement by ABHA ARCHITECTS INC..

13.6.3 The rights and remedies of DDOE provided in Section 13.6 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

14. Severability.

If any term or provision of this Agreement is found by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, the same shall not affect the other terms or provisions hereof or the whole of this Agreement, but such term or provision shall be deemed modified to the extent necessary in the court's opinion to render such term or provision enforceable, and the rights and obligations of the parties shall be construed and enforced accordingly, preserving to the fullest permissible extent the intent and agreements of the parties herein set forth.

15. Assignment; Subcontracts.

15.1 Any attempt by ABHA ARCHITECTS INC. to assign or otherwise transfer any interest in this Agreement without the prior written consent of DDOE shall be void. Such consent shall not be unreasonably withheld.

15.2 Services specified by this Agreement shall not be subcontracted by ABHA ARCHITECTS INC., without prior written approval of DDOE.

15.3 Approval by DDOE of ABHA ARCHITECTS INC.'s request to subcontract or acceptance of or payment for subcontracted work by DDOE shall not in any way relieve ABHA ARCHITECTS INC. of responsibility for the professional and technical accuracy and adequacy of the work. All subcontractors shall adhere to all applicable provisions of this Agreement.

15.4 ABHA ARCHITECTS INC. shall be and remain liable for all damages to DDOE caused by negligent performance or non-performance of work under this Agreement by ABHA ARCHITECTS INC., its subcontractor or its sub-subcontractor.

15.5 The compensation due shall not be affected by DDOE's approval of the ABHA ARCHITECTS INC.'s request to subcontract.

16. Force Majeure.

Neither party shall be liable for any delays or failures in performance due to circumstances beyond its reasonable control.

17. Non-Appropriation of Funds.

17.1 Validity and enforcement of this Agreement is subject to appropriations by the General Assembly of the specific funds necessary for contract performance. Should such funds not be so appropriated DDOE may immediately terminate this Agreement, and absent such action this Agreement shall be terminated as to any obligation of the State requiring the expenditure of money for which no specific appropriation is available, at the end of the last fiscal year for which no appropriation is available or upon the exhaustion of funds.

17.2 Notwithstanding any other provisions of this Agreement, this Agreement shall terminate and DDOE's obligations under it shall be extinguished at the end of the fiscal year in which the State of Delaware fails to appropriate monies for the ensuing fiscal year sufficient for the payment of all amounts which will then become due.

18. State of Delaware Business License.

ABHA ARCHITECTS INC. and all subcontractors represent that they are properly licensed and authorized to transact business in the State of Delaware as provided in 30 *Del. C.* § 2301.

19. Complete Agreement.

19.1 This agreement and its Appendices shall constitute the entire agreement between DDOE and ABHA ARCHITECTS INC. with respect to the subject matter of this Agreement and shall not be modified or changed without the express written consent of the parties. The provisions of this agreement supersede all prior oral and written quotations, communications, agreements and understandings of the parties with respect to the subject matter of this Agreement.

19.2 If the scope of any provision of this Agreement is too broad in any respect whatsoever to permit enforcement to its full extent, then such provision shall be enforced to the maximum extent permitted by law, and the parties hereto consent and agree that such scope may be judicially modified accordingly and that the whole of such provisions of the Agreement shall not thereby fail, but the

scope of such provision shall be curtailed only to the extent necessary to conform to the law.

19.3 ABHA ARCHITECTS INC. may not order any product requiring a purchase order prior to DDOE's issuance of such order. Each Appendix, except as its terms otherwise expressly provide, shall be a complete statement of its subject matter and shall supplement and modify the terms and conditions of this Agreement for the purposes of that engagement only. No other agreements, representations, warranties or other matters, whether oral or written, shall be deemed to bind the parties hereto with respect to the subject matter hereof.

20. Miscellaneous Provisions.

20.1 In performance of this Agreement, ABHA ARCHITECTS INC. shall comply with all applicable federal, state and local laws, ordinances, codes and regulations. ABHA ARCHITECTS INC. shall solely bear the costs of permits and other relevant costs required in the performance of this Agreement.

20.2 Neither this Agreement nor any appendix may be modified or amended except by the mutual written agreement of the parties. No waiver of any provision of this Agreement shall be effective unless it is in writing and signed by the party against which it is sought to be enforced.

20.3 The delay or failure by either party to exercise or enforce any of its rights under this Agreement shall not constitute or be deemed a waiver of that party's right thereafter to enforce those rights, nor shall any single or partial exercise of any such right preclude any other or further exercise thereof or the exercise of any other right.

20.4 ABHA ARCHITECTS INC. covenants that it presently has no interest and that it will not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. ABHA ARCHITECTS INC. further covenants, to its knowledge and ability, that in the performance of said services no person having any such interest shall be employed.

20.5 ABHA ARCHITECTS INC. acknowledges that DDOE has an obligation to ensure that public funds are not used to subsidize private discrimination. ABHA ARCHITECTS INC. recognizes that if they refuse to hire or do business with an individual or company due to reasons of race, color, gender, ethnicity, disability, national origin, age, or any other protected status, DDOE may declare ABHA ARCHITECTS INC. in breach of the Agreement, terminate the Agreement, and designate ABHA ARCHITECTS INC. as non-responsible.

20.6 ABHA ARCHITECTS INC. warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon an agreement or understanding for a commission, or a percentage, brokerage or contingent fee. For breach or violation of this warranty, DDOE shall have the right to annul this contract without liability or at its discretion deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

20.7 This Agreement was drafted with the joint participation of both parties and shall be construed neither against nor in favor of either, but rather in accordance with the fair meaning thereof.

20.8 ABHA ARCHITECTS INC. shall maintain all public records, as defined by 29 *Del. C.* § 502(7), relating to this Agreement and its deliverables for the time and in the manner specified by the Delaware Division of Archives, pursuant to the Delaware Public Records Law, 29 *Del. C.* Ch. 5. During the term of this Agreement, authorized representatives of DDOE may inspect or audit ABHA ARCHITECTS INC.'s performance and records pertaining to this Agreement at the ABHA ARCHITECTS INC. business office during normal business hours.

21. Insurance.

21.1 ABHA ARCHITECTS INC. shall maintain the following insurance during the term of this Agreement:

- A. Worker's Compensation and Employer's Liability Insurance in accordance with applicable law, **and**
- B. Comprehensive General Liability - \$1,000,000.00 per person/\$3,000,000 per occurrence, **and**
- C. Medical/Professional Liability - \$1,000,000.00 per person/\$3,000,000 per occurrence; or
- D. Miscellaneous Errors and Omissions - \$1,000,000.00 per person/\$3,000,000 per occurrence, or
- E. Automotive Liability Insurance covering all automotive units used in the work with limits of not less than \$100,000 each person and \$300,000 each accident as to bodily injury and \$25,000 as to property damage to others.

21.2 ABHA ARCHITECTS INC. shall provide forty-five (45) days written notice of

cancellation or material change of any policies.

21.3. Before any work is done pursuant to this Agreement, the Certificate of Insurance and/or copies of the insurance policies, referencing the contract number stated herein, shall be filed with the State. The certificate holder is as follows:

Delaware Department of Education
401 Federal Street, Suite 2
Dover, DE 19901

21.4. In no event shall the State of Delaware be named as an additional insured on any policy required under this agreement.

22. Assignment of Antitrust Claims.

As consideration for the award and execution of this contract by the State, ABHA ARCHITECTS INC. hereby grants, conveys, sells, assigns, and transfers to DDOE all of its right, title and interest in and to all known or unknown causes of action it presently has or may now or hereafter acquire under the antitrust laws of the United States and the State of Delaware, relating to the particular goods or services purchased or acquired by the State pursuant to this contract.

23. Governing Law.

This Agreement shall be governed by and construed in accordance with the laws of the State of Delaware, except where Federal Law has precedence. ABHA ARCHITECTS INC. consents to jurisdiction venue in the State of Delaware.

24. Notices.

Any and all notices required by the provisions of this Agreement shall be in writing and shall be mailed, certified or registered mail, return receipt requested. All notices shall be sent to the following addresses:

CONTRACTOR: Chandra Nilekani
ABHA ARCHITECTS, Inc.
1621 N. Lincoln St.
Wilmington, DE 19806

DDOE: Karen Field Rogers
Associate Secretary, Financial Reform & Resource Mgmt.
Delaware Department of Education
John G. Townsend Building

401 Federal Street, Suite 2
Dover, DE 19901
Phone No. (302) 735-4040
Fax No. (302) 739-7768

DOE Certificated Staff coordinating activity: DESPINA
WILSON

Next Page for Signatures.

IN WITNESS THEREOF, the Parties hereto have caused this Agreement to be duly executed as of the date and year first above written.

ABHA Architects Inc.

Original on File

Chandra Nilekani
Project Manager

5/20/2014

Date

(Official of Contractor)
Principal Investigator

Date

Delaware Department of Education

Original on File

Karen Field Rogers
Associate Secretary, Financial Reform &
Resource Management

5/27/14

Date

Original on File

Initial Finance Director

Branch Associate Secretary

Date

Initial Work Group
Director

STATEMENT OF WORK**APPENDIX A****ABHA Project No. M1402**

April 11, 2014

Updated May 20, 2014

Re: Proposal for FY15 services for Maintenance and Reporting – School Facilities Floor Plans. #DDOE 2014-14

1 Background and scope of work

Reference: Requirements listed in DDOE RFP -2014-14.

DDOE wishes to update school floor plans for data maintenance and reporting purposes. It is intended that the updated plans will be used for compliance with the State's Emergency Response Information Portal (ERIP) program, which is managed by the State's Department Safety and Homeland Security. (DSHS)

The key requirement for both departments is accurate school plans for purposes of the data required. Since plans will be used for different purposes, a set of criteria needs to be developed to establish accuracy requirements for each user (Accuracy Specifications). Ideally, future needs should be considered when developing these specifications.

For FY 15, DDOE will only be contracting for those items which they are responsible for overseeing/administering, which includes:

- Statewide coordination and collection of updated school floor plans (working with districts)
- Capacity calculations (including custodial units)
- Upload of basic floor plans (jpeg) into ERIP
- School Data report

ABHA has been directed to use collect and use drawings from School Districts (SDs) for the above. SDs will be required to provide .DWG files to meet DDOE and DSHS specifications. ABHA will then provide the overlay information needed to generate the required reports.

ABHA will also set up a cloud-based secure maintenance site (Collaboration Site) to track any updates to plans, so that updated plans are available for reporting purposes in future years.

1.1 FY15 requirements

1.1.1 Project set up:

- 1.1.1.1 Start up meetings with DDOE and SDs. Set up communications protocol.



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Wilmington, DE 19806
(P) 302.658.6426
(F) 302.658.8431

abhagen@ABHA.com
www.ABHA.com

- 1.1.1.2 Set up secure cloud-based Collaboration Site (Buzzsaw) and train all users in its use. School Districts will post all drawings and updates to this site. Each SD will have 1 Buzzsaw account. 2 DDOE representatives will have accounts with full access to the data posted. All related email communication will occur through this site.
 - 1.1.1.3 Set up and provide all participants, specifications/requirements for drawings/data to be provided.
 - 1.1.1.4 1 joint training session for SDs for the use of Buzzsaw.
 - 1.1.1.5 Test one or more existing drawings for 1 school to confirm that the proposed reporting system matches previous DDOE reports. This will establish the required template for these reports.
 - 1.1.1.6 Test .JPG conversion to test that it meets DSHS requirements. This will establish the template for these files.
- 1.1.2 Data Compilation: ABHA will
- 1.1.2.1 Meet with all SDs to request .DWG files and
 - 1.1.2.1.1 Answer any questions regarding use of Buzzsaw
 - 1.1.2.1.2 Work with 1 designated contact from each SD re initial updates to Buzzsaw.
 - 1.1.2.1.3 Get verification from School District/School re usage of spaces and any changes made without architectural drawings. (includes 100 prints for markups)
 - 1.1.2.2 Assess quality of the documents and may request SDs for updates as required.
 - 1.1.2.3 Notify DDOE re: status of drawings for each District (re availability of DWG files/PDFs or paper drawings).
 - 1.1.2.4 Prioritize update of plans in consultation with DDOE, based on status.
 - 1.1.2.5 Determine process for non-compliant schools.
 - 1.1.2.6 Monitor Buzzsaw for updates to drawings by SDs.
 - 1.1.2.7 Provide PDFs for review by SDs prior to report preparation, to allow them to confirm accuracy (since DDOE & some SDs may not have access to .DWG files).
- 1.1.3 Data preparation: ABHA will
- 1.1.3.1 Update drawings as verified with School Districts during on-site meetings or as noted by them on paper or PDF markups posted to Buzzsaw.
 - 1.1.3.2 Create required overlays on drawings to allow extraction of the data needed for DDOE reports.
 - 1.1.3.3 Prepare draft reports for review by DDOE.
 - 1.1.3.4 Prepare final DDOE reports.
 - 1.1.3.5 Convert files to .JPG for ERIP and upload them to the designated website. (Per sample approved in 1.1.1.6)

Note:

The accuracy of the drawings currently in the system varies from District to District. The current vendor is not able to confirm areas of inaccuracy. DSHS will need additional information to be added to the drawings. SDs will assume responsibility for the above requirements and accuracy. ABHA will verify accuracy of drawings during onsite meetings with each school district, but without doing a physical survey or a complete walk-through of each building. Spot verification and walk-throughs will be provided for areas not exceeding an average of 5000 sq. ft. per District.

At this time, the following are excluded from ABHA's scope of work

- a. School surveys to verify building drawings.
- b. Physical on-site verification to verify dimensions or locations of elements (doors, windows, emergency, life safety components, etc)
- c. CAD drawing updates for areas in excess of 1000sq. ft. (due to additions/renovations or inaccurate information on drawings provided)
- d. Engineering support for clarification of Building systems

For DDOE Data:

ABHA will work with School Districts (or their architects) to collect .DWG files for any projects that have been updated since they were last provided to DDOE.

If no updates have occurred, ABHA will use files from the previous vendor.

School Districts will be responsible for the accuracy of the drawings, room numbers and room name/use. If changes are provided to ABHA at the District meeting or posted to Buzzsaw, ABHA will make those changes to DWG files.

DDOE's current reporting requirements are:

1. School Data Report
2. School Capacity Report
3. Custodial Allocation Report
4. Quarterly Progress Report

For DSHS ERIP:

ERIP specifications require floor plans that serve as emergency navigation tool for public safety. Hallways, rooms (with numbers), door swings and window locations are required and are a priority.

School Districts will provide the above (and any other information required) and will be responsible for the accuracy of the same.

ABHA will create the required .JPG format using the .DWG files or .PDF files and upload them to the site to which we are directed.

2 Project Cost Outlook

The tasks required to meet DDOE's requirements may be subdivided as follows:

2.1 Project start up tasks (for FY 15 only)

- a. This includes project set up, data compilation and initial reporting as described in 1.1 above

See compensation details by task in Item 6 on Page 5.

2.2 Project Maintenance tasks (required tasks that may vary Year 2 and beyond)

This will include review of project needs for the upcoming FY
Updates to drawings newly posted or updated that year
Desired updates to process or requirements.

Suggested budget \$25,000 -35,000. Costs would vary, depending on scope changes desired and number of updates to drawings.

2.3 Recurring Costs (repeat costs for the life of the project)

2.3.1 Buzzsaw subscription (\$250 per user per year) and phone support allowance.

2.3.2 Data preparation and Report generation (per 1.1.3)

Suggested budget: \$59,000 for recurring costs.

2.4 Plan updates

2.4.1

3. ***Proposed Schedule***

In order to meet DDOE reporting deadlines and establish priorities for verification and drawing updates, we propose the following schedule:

1. Week of July 1 or July 7: Start-up meetings; Establish communication protocol and confirm task details; Set up a test document management system (AutoCAD Buzzsaw); Demo and test for DDOE; transition meetings with previous vendors
2. Week of July 14: Joint meeting with School Districts, first Buzzsaw demo
3. Week of July 21, 28, & Aug 4, 11 – meet with each SD to review drawings, upload to Buzzsaw and provide one on one help to 1 or 2 designated contacts.
4. Week of Aug 18 through Week of September 8 – ABHA prepares files for data extraction.
5. Week of September 15 – Quarter 1 Report and Invoice No. 1
6. Week of September 22 – Reviews of PDFs by SDs. Final submission of .DWGs to Buzzsaw by SDs.
7. Week of October 13 - Draft reports for review by DDOE and preliminary uploads for ERIP.
8. Week of October 27 – Final Capacity report and final ERIP uploads for Nov 1 deadline
9. Week of November 10 - Draft Custodial Units report and School Data report
10. Week of November 24 – Final Custodial Units report and School Data report
11. Week of December 15 2014 – Quarter 2 Report and Invoice No. 2
12. Week of March 23 2015 – Quarter 3 Report and Invoice 3 (limited to Buzzsaw updates by SDs)
13. Week of June 23 2015 – Quarter 4 Report and Invoice 4 (limited to Buzzsaw updates by SDs)

4 Deliverables

1. Set up, test and training for Buzzsaw (DDOE and SDs)
2. Test reports without CadapultFM (to determine if acceptable) using 1 school as sample
3. Drawing accuracy specification (drawing requirements for SDs)
4. Quarterly reports, draft reports and final reports as listed in Item 1 Background and Scope of work
5. ERIP uploads as listed in Item 1 Background and Scope of work

5 Design Team (per Maintenance and Reporting - School Facilities Floor Plans # DDOE 2014-14 Item 3.4)**6 Compensation**

Compensation for FY 15 tasks

1. For 1.1.1 Project set up - \$12,700 Fixed Fee
2. For 1.1.2 Data Compilation- \$28,000 Fixed fee
 - a. The Fixed fee estimate assumes that about 7 million sft has been updated, and the remainder generally meets established accuracy specifications.
 - b. ABHA will provide a drawing status to DDOE per Item 1.1.2. Based on priorities, ABHA may be authorized to update CAD files as additional services on a Time and Material basis.
3. For 1.1.3 Drawings & Data preparation and reports. Estimated at – \$52,000.
After completion on 1.1.2, DDOE and ABHA will review status and mutually agree on adjustments required to scope and compensation for this phase of work.

We will typically provide deliverables to you in electronic formats; hence printing costs are nominally estimated at \$500 and will be billed at 1.1 times cost.
Travel will be charged for mileage based on DE State Standard Mileage Rate for the current year (.40 for 2014). It is estimated at \$500

Total: Fixed Fees and reimbursables \$93,200