DISTRICT OF COLUMBIA
WATER AND SEWER AUTHORITY

AGREEMENT

THIS AGREEMENT ("Agreement"), made and entered into this 3rd day of February, 2016, by and between the District of Columbia Water and Sewer Authority, an independent instrumentality of the District of Columbia with offices located at 5000 Overlook Ave, SW, Washington, DC 20032, hereinafter referred to as the "Authority" or "DC Water" and Water Environment Federation, a not-for-profit technical and educational organization, with offices located at 601 Wythe Street, Alexandria, Virginia 22314-1994, hereinafter referred to as "WEF." DC Water and WEF are collectively identified in the Agreement as the “Parties.”

Witnesseth:

WHEREAS, the Authority desires to implement a Green Infrastructure ("GI") Certification Program, which requires the certification of individuals to perform specific GI work in the District of Columbia;

WHEREAS, the Authority desires to provide a structured career path for construction, maintenance, and inspection positions associated with the GI implementation that offer livable wages;

WHEREAS, the Authority recognizes the sustainability and longevity of a GI Certification Program is reinforced through the contributions of other utilities and jurisdictions implementing GI;

WHEREAS, the Authority has an obligation to comply with applicable provisions of the federal Clean Water Act and has determined that the Parties’ carrying out of their respective obligations hereunder shall assist the Authority in complying with such applicable provisions of the federal Clean Water Act;

WHEREAS, the Authority has elected to engage the services of WEF to develop and implement a GI Certification Program as may be required by the Authority for its GI Program;

WHEREAS, WEF is a nationally-recognized authority for the water, wastewater, and stormwater industry and is authorized to work in the District of Columbia;

WHEREAS, WEF is a nonprofit corporation, recognized as exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, whose mission is to connect water professionals, enrich the expertise of water professionals, increase the awareness of the impact and value of water, and provide a platform for water sector innovation.

NOW THEREFORE, the parties hereto, for the consideration hereinafter set forth, mutually agree as follows:
ARTICLE I. SCOPE

Section 1. General

WEF shall establish a GI Certification Program and engage in such other actions consistent with the Scope, as such term is defined herein. WEF shall utilize personnel having, among other things, the requisite technical, engineering, construction, accounting, and contract administration experience to perform all services within the Scope, so as to assure the completion in a timely manner and within the budget allocated. The Authority reserves the right within its reasonable discretion to approve any person proposed for or assigned to the Project. The Authority also reserves the right to reject any person proposed for or assigned to the Project with just cause and not for any reason that is discriminatory, retaliatory, or otherwise contrary to applicable law or public policy.

A. Services to be performed by WEF shall be performed in accordance with the applicable laws, regulations and rules of the Authority, District of Columbia, EPA, and other agencies having jurisdiction.

B. In fulfilling its obligations under this Agreement, WEF will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Upon notice to WEF and by mutual agreement between the Parties, WEF will, without additional compensation, correct those services not meeting such a standard.

Section 2. Scope of Services

The scope of services (the “Scope”) shall be as provided in Appendix A, appended hereto and made a part of this Agreement by reference.

ARTICLE II. MILESTONES/TERM

WEF shall commence with services provided for herein on the date specified in the written Notice to Proceed, issued by the Contracting Officer, assuming the Notice to Proceed date is no later than ten (10) days after execution of this Agreement. After commencement, WEF shall complete services required as specified below from the said date unless the time thereof is extended by mutual agreement of the Parties hereto as evidenced by letters from each to the other or by supplemental agreement as provided in Appendix B, appended hereto and made a part of this Agreement by reference.

All services under this Agreement are to be completed as noted below. Interim milestones are noted in Appendix A.
<table>
<thead>
<tr>
<th>Item</th>
<th>Time for Completion (Calendar Days after Notice to Proceed, unless otherwise noted)</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Services Under this Agreement</td>
<td>December 31, 2017</td>
</tr>
</tbody>
</table>

In the event that there are excusable delays in the Project, i.e., delays caused by force majeure events, or events not caused by the negligent acts, omissions, fault, recklessness, willful misconduct, breach of contract or violation of law of WEF, WEF is entitled to claim a schedule and/or a price adjustment, which shall not be unreasonably denied.

**ARTICLE III. INFORMATION FURNISHED AND WORK PERFORMED BY DCWATER**

The Authority shall:

**Section 1. DC Water Representative**

Bethany Bezak has been assigned to serve as the Project representative of the Authority for liaison purposes with WEF. The Authority may change the Project representative by providing written notice to WEF thereof.

**Section 2. Laws, Rules, and Regulations**

Comply with all applicable federal and District of Columbia laws, rules, court orders, and regulations.

**ARTICLE IV. RESPONSIBILITIES OF WEF**

WEF shall:

**Section 1. Management Services**

Furnish all related services needed to complete the Project described herein and as outlined in Appendix A.

**Section 2. Professional Services**

Perform such professional services as may be necessary to accomplish the work required to be performed under this Agreement.
Section 3. Technical Responsibility

Be responsible for the technical adequacy of the work. The Authority’s approval of, or payment for, any of the services shall not be construed to operate as a waiver of any rights under this Agreement or a waiver of any cause of action arising out of performance of this Agreement.

Section 4. Risk

Perform the work consistent with prevailing business practices and in a professional and workmanlike manner.

Be responsible for the work it is obligated to perform hereunder and for any harm caused solely by the negligence or gross negligence of WEF and/or its subcontractors.

WEF assumes all risk of direct and indirect damage or injury to the property or persons and/or entities used or employed on or in connection with the work, and of all damage or injury to any persons and/or entities or property wherever located, proximately caused by any action, omission, commission or operation by WEF or by any WEF-related entity.

Section 5. Tax Number

Register and obtain tax numbers from the District of Columbia Department of Finance and Revenue and Department of Employment Services if WEF employs any residents of the District of Columbia and has not already registered and obtained such tax numbers.

Section 6. Minority and Woman Business Enterprises

In the event WEF engages subcontractors, make good faith efforts in subcontracting to achieve the Authority’s Fair Share Objective for Minority and Women Business Enterprises participation of 28% and 4%, respectively.

Section 7. Local Hiring

If WEF requires additional hiring to fulfill its obligations hereunder, make good faith efforts to achieve the Authority’s local hiring goal for District residents of 51% for new hires.

Section 8. Laws, Rules, and Regulations

Comply with all applicable federal and District of Columbia laws, rules, court orders, and regulations.

Section 9. Information Technology

Coordinate with the DC Water and Sewer Authority Information Technology Policies and Procedures, which are incorporated in this contract by reference. These policies define the rules of behavior and procedures that apply to users of DC Water information systems and resources. Any technical requirements which may evolve from these policies which are required for a deliverable
under this contract will be specified in the scope of work for this contract, or will be separately
developed within the work done under this contract with appropriate adjustment to the scheduled
deliverable deadlines and/or price to be paid.

Section 10. Utilization of Personnel Identified in Proposal

Agree to utilize personnel identified in the proposal documents and during contract negotiations,
in the performance of this Agreement. Replacement of project management, task leaders or other
key personnel, due to unforeseen circumstances will require submission of qualification
information (resume, curriculum vitae) for proposed new staffing for DC Water review and
approval.

ARTICLE V. TERMINATION

Section 1. WEF Event of Default. The term “WEF Event of Default” shall mean the
occurrence of any one or more of the following events or conditions:

A. WEF materially fails to perform the work in accordance with the Agreement other
   than a failure due to an Excusable Delay;

B. WEF suspends, ceases, stops or abandons the work or fails to continuously and
diligently prosecute the Work, exclusive of work stoppages due to an Excusable Delay;

C. WEF breaches any material obligation contained in the Agreement other than a
   breach due to an Excusable Delay.

Section 2. DC Water’s Failure to Make Undisputed Payments. If DC Water fails to pay
undisputed amounts owed to WEF within forty-five (45) days of the date such
payment is due under the Agreement, WEF may suspend the Work as a result of DC
Water’s failure to pay undisputed amounts due. WEF is entitled to terminate this
Agreement if a suspension for which DC Water’s nonpayment continues for ninety
(90) or more consecutive days. WEF may pursue all other options available to it in
addition to termination of this Agreement.

ARTICLE VI. PAYMENT

Section 1. Price

For services performed by WEF under this Agreement and as full and complete payment thereof,
including all expenditures made and all expenses incurred by WEF in connection with this
Agreement, subject to and in conformity with all provisions of this Agreement, the Authority will
pay WEF for all services required under Article I and all appendices and/or attachments that define
the scope of services. Payment shall be made in accordance with the provisions of this Article VI,
unless provided otherwise in Appendix B appended hereto and made part of this Agreement by reference. The Authority’s payment obligations shall not be conditioned upon any governmental authority or approval; rather, such obligation accrues from the date of execution.

Section 2. Invoicing

WEF may submit periodic statements not more frequently than monthly, requesting payment. Such request shall be based upon the amount and value of the work and services to current date as shown on the invoices and performed by WEF under this Agreement and shall be prepared by WEF and supplemented or accompanied by such supporting data as may be required by the Authority. In no event shall a payment request exceed the estimated current value of the work and services performed by WEF under this Agreement.

Section 3. Certification

Each invoice shall be certified true, correct and just by an authorized representative of WEF. Proof of authorization shall be in writing to the attention of and in the manner prescribed by the Director, DC Clean Rivers Project.

Section 4. Monthly Reports

An invoice shall not be approved until the monthly report has been submitted to and accepted by DC Water. The monthly report must include a comparison of the actual cost versus the cash flow projections, both for the current billing period and for the cumulative values to date. All deviations from the cash flow projections, in excess of five percent, must be explained in detail. A representative monthly report is attached hereto (Appendix E) and this format and representative content is incorporated herein by reference.

Section 5. Release

Upon satisfactory completion of the work under this Agreement and its final acceptance, if unpaid balances exist, WEF will be paid the unpaid balance of any money due hereunder not later than thirty (30) days after receipt of approved payment application.

Section 6. Payments

All payments by the Authority under this Agreement will be by check drawn to the order of: Water Environment Federation

Section 7. Excusable Delays

The term “Excusable Delay” shall refer to (a) Force Majeure Events and any other events caused by acts, omissions, conditions, events, or circumstances that are beyond the reasonable control of WEF; and (b) events for which WEF is entitled to claim a schedule adjustment, provided that in either case the event was not caused by the negligent acts, omissions, fault, recklessness, willful misconduct, breach of contract, or violation of law by WEF or any WEF-related entity. Notwithstanding the preceding sentence, the risks arising from the following events or
circumstances shall be borne exclusively by WEF, shall not be deemed Excusable Delays, and shall not be the basis for any relief, monetary or otherwise, to WEF:

(a) general market and economic conditions affecting the availability, supply or cost of labor, Equipment and/or Materials, construction equipment and supplies, or commodities;

(b) strikes, labor disputes, work slowdowns, work stoppages, boycotts or other similar labor disruptions, unless such strikes, disputes, slowdowns, stoppages, boycotts or disruption affect a specific trade on a national or regional level and were not caused by the improper acts or omissions of WEF or any other WEF-Related Entity;

(c) bankruptcy or insolvency of a WEF-related entity or the inability of a WEF-related entity to perform, unless such inability would be otherwise excusable to WEF.

6.1 Force Majeure Events. As used in this Agreement, the term “Force Majeure Event” shall mean those Excusable Delays, including but not limited to acts of God, unusually severe and abnormal climatic conditions, actions of Governmental Units, fires, floods, epidemics, quarantine restrictions, riots, civil commotions or freight embargoes, and extended power outages that are also beyond the reasonable control of DC Water.

ARTICLE VI. CLAIMS RELEASE

Prior to the final payment under this Agreement, or prior to settlement upon termination of this Agreement, and as a condition precedent thereto, WEF shall execute and deliver to the DC Water Contracting Officer a release of all claims against the Authority arising under or by virtue of this Agreement.

ARTICLE VII. INSURANCE

WEF is responsible for procuring and maintaining the insurance for the coverage amounts as set forth in Appendix D of the Agreement. Prior to commencing any Work hereunder, WEF shall provide DC Water with certificates evidencing that (i) all insurance obligations required by the Agreement are in full force and in effect and will remain in effect for the duration required by the Agreement; and (ii) no insurance coverage will be canceled, renewal refused, or materially changed unless at least thirty (30) days prior written notice is given to DC Water.

ARTICLE VIII. ASSIGNMENT

WEF shall not, without the prior written consent of DC Water (which consent may not be unreasonably withheld), assign, transfer, or sublet any portion or part of the WEF’s rights or obligations hereunder. Notwithstanding the foregoing, WEF may assign, transfer, or sublet any portion or part of WEF’s rights or obligations hereunder to a wholly controlled or owned subsidiary of WEF without prior written consent of DC Water.
ARTICLE IX. INDEMNIFICATION

Each Party shall indemnify and save harmless the other Party, and all of its officers, directors, agents, servants, and employees against any and all claims or liability arising from or based on, or as a consequence or result of, any negligent act, error, omission or fault of the indemnifying party, its employees, or its subcontractors in the performance of, or in connection with any services required, contemplated, or performed under this Agreement; further each Party shall indemnify and save harmless the other Party and all of its officers, directors, agents, servants and employees against any and all claims or liability arising from or based on, or as a consequence or result of, the breach of any material provision of this Agreement. Monies due or to become due to WEF under the Agreement may be retained by the Authority as necessary to satisfy any reasonable claim of sufficient merit which the Authority may have against WEF regardless of whether or not any damage resulting from WEF, its employees, or its subcontractors acts, omissions or default is caused in part by the Authority.

ARTICLE X. OWNERSHIP OF WORK PRODUCT

Section 10.1. Work Product Defined

Subject to the limitations set forth herein, the term “Work Product” includes all documents, designs, drawings, specifications, calculations, reports, and documentation, whether in paper copy or electronic format, produced by or through WEF expressly for this Agreement and that is furnished to DC Water. “Work Product” does not include test questions, products derived from the Certification Board/Governing Body proceedings bearing direct relationship to the integrity of the exam, any information required by third-party accrediting bodies to be solely owned by WEF, and any information or materials already in existence at the time of the Effective Date of this Agreement or created by WEF or any WEF-related entity for other purposes, whether in paper copy or electronic format.

Section 10.2. Ownership of Work Product

WEF and DC Water shall own jointly all rights, title and interest in the Work Product upon the completion of such Work Product. These joint ownership rights, include without restriction or limitation, the right of either party, and anyone contracting with either party, to incorporate any ideas or information from the Work Product into other materials. The rights conferred herein include, without limitation, each party’s ability to use the Work Product without the obligation to notify or seek permission from the other party except as may be otherwise required by Article XI.

ARTICLE XI. SUBLICENSE

The Parties agree and acknowledge that WEF shall have the exclusive right to permit other water authorities, through separate agreements, to use the Work Product for the purpose of establishing similar certification programs to the program contemplated by this Agreement. Any such sublicense shall require payment of an amount which is mutually agreeable to WEF and the Authority, and WEF shall pay eighty (80) percent of amounts actually collected through the sublicense, up to a total of the value of this Agreement, in payments to the Authority, after which time WEF shall be entitled to retain the full sublicense fees. Recruitment of these other water
authorities shall take place until March 31, 2016, at which time the Strategic Advisory Group shall be completed. In the event that other water authorities have an interest in entering into future sublicenses beyond March 31, 2016, DC Water shall be entitled to twenty-five percent (25%) of the amounts actually collected by WEF through the sublicense fees. The Parties recognize and acknowledge that DC Water has made a significant investment in the establishment of the GI Certification Program and that funds received from any participating third party in conformity with this Agreement shall be provided to DC Water/WEF as outlined above to offset the upfront investment in the Work Product. DC Water/WEF may share its ownership rights of the Work Product with any participating third party based on funding received and sublicenses negotiated with third parties.

ARTICLE XII. JURISDICTION

The Agreement and all subsequent Contract Documents shall be construed, interpreted and governed by the laws of the District of Columbia, without giving effect to its conflict of law principles.

ARTICLE XIII. DISPUTES

The Parties shall make good faith efforts to resolve any claim, dispute or controversy between the Parties arising out of, or relating to the Agreement, including, but not limited to those arising out of or related to breach, termination, or invalidity of the Agreement. At all times during the course of any dispute process, WEF shall continue with the Work Product as directed, in a diligent manner and without delay. If a Dispute has not been resolved through direct, informal negotiations, then, upon a written request from DC Water’s Contracting Officer, or his/her designee (other than personnel assigned to the Project), shall review the Dispute and issue his/her determination of the Dispute (“Contracting Officer’s Final Decision”). The Contracting Officer’s Final Decision shall be issued in writing within sixty (60) days of the date of the request for review. If WEF disagrees with the Contracting Officer’s Final Decision, or if the Contracting Officer fails to issue a Contracting Officer’s Final Decision within the 60-day period, then WEF shall have the right to proceed in accordance with the provision below. Except as otherwise provided in this Agreement, any dispute concerning a question of fact arising under or relating to this Agreement which is not disposed of by consent of the Parties shall be decided by binding arbitration or mediation in an appropriate forum located in the District of Columbia.

ARTICLE XIV. FUNDING LIMITATION

The obligations of DC Water to fulfill financial obligations pursuant to this Agreement (including any indemnity obligation) are and shall remain subject to the provisions of: (i) the federal Anti-Deficiency Act, 31 U.S.C. §§ 1341, 1342, 1349-1351, 1511-1519 (2004), and D.C. Official Code §§ 1-206.03(e) and 47-105 (2001); (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2012 Repl.) ((i) and (ii) collectively, as amended from time to time, the “Anti-Deficiency Acts”); and (iii) Section 446 of the District of Columbia Home Rule Act, D.C. Official Code §§ 1-204.46 (2012 Repl.). Pursuant to the Anti-Deficiency Acts, nothing in this Agreement shall create an obligation of DC Water in anticipation of an appropriation by Congress for such purpose, and DC Water’s legal liability for the payment of any amounts under this Agreement shall not arise or obtain in advance of the lawful availability of funds for such
purpose. No DC Water official or employee is authorized to obligate or expend any amount under this Agreement unless such amount has been appropriated by act of Congress or is otherwise lawfully available. This Agreement is subject to termination by DC Water at any time if sufficient appropriations are not made available by act of Congress; provided, however, that the determination of whether sufficient appropriations are available shall be made by DC Water in its sole discretion.

ARTICLE XV. MISCELLANEOUS

Section 15.1. Relationship Of Parties
Neither party is an employee, agent, partner, or joint venturer of the other. Neither party shall have the right to bind the other to any agreement with a third party, to represent itself as an agent, partner, or joint venturer of the other, or to incur any obligation or liability on behalf of the other party.

Section 15.2. Notices
All notices shall be given in writing at the addresses listed below:

For: WEF
Tim Williams, Deputy Executive Director
601 Wythe Street
Alexandria, VA 22314

For: DC Water
Carlton Ray, Director, DCCR
5000 Overlook Avenue SW
Washington, DC 20032

Section 15.3. Merger and Amendment
This writing constitutes the entire Agreement of the parties. Any amendments or modifications to this Agreement shall be in writing and signed by both parties.

Section 15.4. Severability and Waiver
In the event any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions of this Agreement will remain in full force and effect. The waiver by either party of any default or breach of this Agreement shall not constitute a waiver of any other or subsequent default or breach.

Section 15.5. Effective Date
This Agreement will go into effect on the date of the complete execution of this Agreement.

Section 15.6. This Agreement shall inure to and be binding upon the parties hereto, their heirs, executors, administrators, successors and assigns.
IN WITNESS WHEREOF, the parties have executed this Agreement and affixed their seals as of the day and year first above written.

Water Environment Federation

By: Eileen J. O’Neill, Ph.D., Executive Director

February 3, 2016

Date:

District of Columbia Water and Sewer Authority

By: George S. Hawkins, CEO/General Manager Contracting Officer

2/4/2016

Date:
DISTRICT OF COLUMBIA  
WATER AND SEWER AUTHORITY  

D.C. FORMAL AGREEMENT 16-PR-DET-30  
Development of a Certification Program for  
Green Infrastructure Construction, Inspection, and Maintenance Workers  

APPENDIX A  
SCOPE OF SERVICES  

Section 1. General  
WEF shall provide all services required herein. Task No’s. 1 and 2 will be authorized by one or more Work Authorizations and a Notice to Proceed. WEF shall not start work on any task unless authorized in writing.  
Deliverables under this contract to include those listed below and described herein:  

<table>
<thead>
<tr>
<th>Item</th>
<th>Deadline for Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Draft Document</strong></td>
<td><strong>Final Document</strong></td>
</tr>
<tr>
<td>Work Plan</td>
<td>• Twenty (20) calendar days after the Notice to Proceed (Submitted to DC Water)</td>
</tr>
<tr>
<td>Meeting Agendas</td>
<td>• Three (3) working days prior to each meeting (Submitted to expected attendees)</td>
</tr>
<tr>
<td>Meeting Minutes</td>
<td>• Within five (5) calendar days of each meeting (Submitted to DC Water)</td>
</tr>
<tr>
<td>Website (Initial Development)</td>
<td>• Draft Website Structure: Within sixty (60) calendar days following execution of this Agreement (Submitted to DC Water)</td>
</tr>
<tr>
<td>Website (Updates)</td>
<td>• Information to be populated/updates on website: Within fifteen (15) calendar days of information being approved by the Certification Board/Governing Body</td>
</tr>
</tbody>
</table>
| Body of Knowledge                 | • Two (2) calendar weeks prior to submittal to TAG (Submitted to DC Water)               | • March 31, 2016 (Submitted to TAG)  
|                                   | • May 31, 2016 (Approved by Certification Board/Governing Body)                         |
| Certification Program Implementation Plan | • Two (2) calendar weeks prior to submittal to Certification Board/Governing Body (Submitted to DC Water) | • December 31, 2016 or earlier as need to achieve deliverables and schedule identified herein (Submitted to the Certification Board/Governing Body) |
| Certification                      | • Two (2) calendar weeks                                                                | • December 31, 2016 or earlier as need to |

Appendix A  
Page A-1  
16-PR-DET-30
<table>
<thead>
<tr>
<th>Program Structure</th>
<th>prior to submittal to Certification Board/Governing Body (Submitted to DC Water)</th>
<th>achieve deliverables and schedule identified herein (Submitted to the Certification Board/Governing Body)</th>
</tr>
</thead>
</table>
| Curriculum        | • First Half of Curriculum and Slides/Speaker Notes: May 1, 2016 (Submitted to DC Water)  
• Second Half of the Curriculum and Slides/Speaker Notes: July 1, 2016 (Submitted to DC Water) | • First Half of Curriculum and Slides/Speaker Notes: June 1, 2016 (Approved by Certification Board/Governing Body)  
• Second Half of the Curriculum and Slides/Speaker Notes: August 1, 2016 (Approved by Certification Board/Governing Body) |
| Job Analysis and Need to Know Criteria | • Two (2) calendar weeks prior to submittal to Certification Board/Governing Body (Submitted to DC Water) | • Survey template and data collection strategy: March 31, 2016 (Submitted to Certification Board/Governing Body)  
• Survey to be administered: April and May 2016;  
• Survey results will be analyzed and the Exam Blueprint Developed: June 5, 2016 (Submitted to the Certification Board/Governing Body)  
• Exam Blueprint: June 29, 2016 (Approved by the Certification Board/Governing Body) |
| Certification Examination Development for Candidates | • March 31, 2016 (Submitted to DC Water) | • Final exam (or operational pre-test): November 30, 2016 (Submitted to the Certification Board/Governing Body)  
and December 31, 2016 (Approved by the Certification Board/Governing Body) |
| Certification Spreadsheet | • March 31, 2016 (Submitted to DC Water) | • May 31, 2016 (Submitted to DC Water) |
| Certification Application | • May 31, 2016 (Submitted to DC Water) | • June 30, 2016 (Approved by Certification Board/Governing Body) |
| Certification Examination Administration | | • Group 1 (via Operational Pre Test): January 31, 2017  
• Group 2: August 31, 2017 |

**Section 2. Definitions**

“Candidates”: Candidates are those applicants whose Certification applications to sit for the Certification Exam were approved by the Program’s Certification Board/Governing Body.

“Applicants”: Applicants are those individuals who were vetted, selected and trained who are qualified to apply to become a candidate to sit for the Certification Exam. WEF shall not be responsible for providing applicants to become Candidates to sit for the Certification Exam.
Section 3. Task No. 1 – Development of a Certification Program for Green Infrastructure Construction, Inspection and Maintenance Workers

WEF shall provide services necessary for the development of a Certification Program for Green Infrastructure ("GI") Construction, Inspection, and Maintenance Workers ("Program"). WEF shall perform the following sub-tasks as a minimum to satisfactorily complete services under the Agreement.

A. Project Management and Administration

1. Work Plan

Prepare and submit to DC Water a work plan (the "Work Plan") with the purpose of providing a baseline of the Program to enable DC Water to monitor the progress of the Program’s development, expenditures and schedule. The Work Plan shall contain the following details:

a. Team organization that identifies subconsultants, responsibilities of key technical and project management personnel plus resumes;

b. Description of tasks and subtasks to be performed and associated costs. This breakdown will be used as the basis for measuring progress and preparation/approval of WEF invoicing. Provide a list of deliverables and meetings with associated schedules;

c. A project schedule, prepared in Microsoft Excel software that identifies all tasks required for all services covered by this Agreement. The schedule shall allow 30 calendar days for review by DC Water of all deliverables or as otherwise provided for in Appendix A; and

d. Five (5) hard copies plus two (2) electronic copies of the Work Plan shall be submitted in draft form. The electronic copies shall be in Microsoft Word or Excel format (Adobe Acrobat (pdf) format of the Work Plan is not acceptable). Five (5) hard copies plus two (2) electronic copies of the Work Plan, finalized in accordance with the DC Water review comments shall be submitted. No payments will be made prior to approval of the Work Plan.

2. Meetings

Prepare agenda and meeting minutes for all meetings (and conference calls). The agenda shall be distributed via e-mail to all expected attendees at least three (3) working days prior to each meeting. Provide a draft copy of the minutes to DC Water within five (5) calendar days of the meeting. DC Water shall have five (5) days to provide comments. Copies of the final minutes shall be delivered electronically to DC Water within five (5) calendar days of the receipt of comments. The final minutes shall be issued in Adobe Acrobat (pdf) format.

a. Conduct progress review meetings on a monthly basis with the first meeting held within one (1) month after the date of the Notice to Proceed.
b. Meet with Strategic Advisory Group, Technical Advisory Group (and Task Groups), and Certification Board/Governing Body on a quarterly basis or more frequently as needed to meet the schedule and deliverables identified herein with the first meeting to be held within two (2) months after the date of the Notice to Proceed, except for the Strategic Advisory Group, since members will not be set until March 31, 2016.

c. Conduct meetings with Program stakeholders, technical advisors, and regulatory agencies as required.

3. Monthly Reports

Prepare and submit five (5) hard copies and one (1) electronic copy in pdf format, to be e-mailed to the DC Water Project Representative, of the monthly progress reports describing the activities of the month. Reports shall clearly list and identify any resolved issues and reference date of resolution and any outstanding issues requiring resolution, and establish the timeframe and person responsible for achieving the resolution in order to maintain progress. WEF shall include an updated schedule and a recovery schedule to account for any schedule slippage. Major milestones and final completion dates shall not be changed without prior DC Water concurrence. The monthly report shall contain sufficient information to allow DC Water to monitor the progress of the project and tasks against the original baseline of schedule and cost, and will serve as a basis for payments. Appendix E will serve as template for use by WEF.

4. Establish the SAG and the Certification Board/Governing Body or other groups needed to establish the national certification program (SAG, TAG) and Task Groups within the TAG (as needed), and Certification Board/Governing Body). Select and utilize Subject Matter Experts (“SMEs”) as needed to supplement expertise of TAG.

5. Develop Program Web Page on WEF’s Website

Develop web page on WEF’s website to disseminate information regarding the Certification Program: application form for applicants to become candidates (pdf) and information regarding certification curriculum, job analysis, exam blueprint and continuing education requirements. Draft website structure to be submitted to DC Water for review and will be implemented on the WEF website following DC Water’s approval. Information will be populated/updated on the website based on deadlines established herein.

B. Program Development

Develop Program to include skills, materials and equipment required for construction, inspection and maintenance requirements for: bioretention facilities (including all applications of bioretention, bioswales, and tree boxes); porous pavements; cisterns/rain barrels; green/blue roofs; dry wells; and up to three (3) other GI technologies provided by DC Water. Construction, inspection, maintenance and testing requirements are to be based on, and comply with, both DC Water GI Standards and GI Utility Protection Guidelines.
1. Body of Knowledge

This deliverable will be a stand-alone report that will compile and summarize reference documents on GI construction, inspection, and/or maintenance. At a minimum, the report will state the purpose of the document, the method of compilation of the references, and a tabular compilation of content on each reference with (at a minimum) the following information:

a. Name of document
b. Author/publisher
c. Year released
d. ISBN (if applicable)
e. Link to download or method of obtaining a hard copy (if available)
f. Reference document summary/overview for context with Certification Program
g. Separate columns that note relevant information and applicability to construction, inspection and maintenance to allow for easy sorting.

An identification and evaluation on gaps where references currently do not exist for GI construction, inspection and maintenance will be documented and efforts will be made to fill these gaps with additional existing reference materials.

The technical topics included in the Body of Knowledge will be mapped against the curriculum and the Exam Blueprint to demonstrate where technical resources on these technical topics can be located.

2. Develop Certification Program Structure, Policies & Procedures

Develop Program structure, policies, and procedures in a way that leaves open the possibility for future third-party Program accreditation. Program structure, policies, and procedures shall include: experience and education requirements for candidates; certification period and renewal requirements; candidate certification and renewal applications; documentation of Program policies and procedures in a Candidate Handbook; code of ethics; exam procedures; appeal process. All Program components must be approved by the Certification Board/Governing Body. Below is a description of the deliverables:

a. Strategic Advisory Group
   a. Create and maintain membership for a Strategic Advisory Group to support WEF’s development of a complete National Program Implementation Plan Proposal to be presented to the Certification Board/Governing Body
   b. Develop and maintain roster of member names, affiliation, contact information in an excel table
   c. Hold calls/meetings with the Strategic Advisory Group (anticipated as approximately monthly calls/meetings as needed to develop a complete National Program Implementation Plan Proposal to be presented to the Certification Board/Governing Body for consideration). Document calls/meetings with agendas and meeting minutes.

b. Certification Board/Governing Body
   a. Create and maintain membership for a Certification Board/Governing Body to support WEF’s development of the Certification Program Structure to contain the following:
      i. Certification Board/Governing Body structure and policies and
ii. Certification program policy & procedures manual
iii. Code of ethics
iv. Certification experience and education prerequisites
v. Certification application
vi. Recertification requirements
vii. Recertification application

b. Develop and maintain roster of member names, affiliation, contact information, terms, etc. in an excel table

c. Hold calls/meetings (anticipated to be monthly, possibly more frequent as needed during busy periods of time). Document calls/meetings with agendas and meeting minutes (executive session information excluded)

3. Curriculum Development

Develop a curriculum to support candidates to become certified in the construction, inspection and maintenance of GI facilities. Curriculum to include: a detailed list of all field and classroom topics required to summarize the knowledge, skills and abilities covered by the Certification Program; field activities to reinforce classroom activities; means of verifying comprehension by students. Curriculum should include aspects relevant to the construction, inspection, and maintenance of the GI technologies (as noted in ‘Program Development’ and their related components) such as hydrology/hydraulics; materials/components; utilities; safety; scheduling/sequencing; regulations; protection of structures; protocols/means and methods; and construction document review. The curriculum elements will be developed with information from the Job Analysis and be designed appropriately for individuals working on GI facility installation, inspection and maintenance activities. Candidate curriculum to be approved by the Certification Board/Governing Body with recommendation from the SAG and TAG. A sample curriculum table of contents is provided in Appendix A-1.

4. Job Analysis and Need to Know Criteria

Define skill sets needed for construction, inspection, and maintenance of GI facilities. Conduct a survey with a minimum of fifty (50) workers employed in constructing, inspecting and maintaining GI facilities. Worker representation should provide comprehensive national coverage of skill sets needed. Minimum soft skills qualifications and selection criteria for ‘job ready’ candidates for entry into the Certification Program will also be defined. Based on the survey, develop qualifications for candidates for GI construction, inspection, and maintenance.

Description of Deliverable: This deliverable will include the following:

a. Final survey form
b. Data collection strategy document
c. Summary of responses received (total number, how many in construction, inspection and maintenance, geographic distribution)
d. Data analysis summary
e. List of tasks identified for each construction, inspection and maintenance
   List of tasks, skills and abilities common to all three of the areas of construction, inspection and maintenance

5. Certification Examination Development for Candidates

Examination development and delivery to be detailed by the Certification Board/Governing Body.
in accordance with accepted accreditation guidelines and below:

a. Examinations to include multiple choice with text and visual identification items.

b. Develop and review test items (questions) with SMEs – minimum of eight (8) SMEs (SMEs may or may not be members of the TAG).

c. Execute a traditional or operational pre-test with candidates employed in GI construction, inspection and maintenance. Review results of testing and revise items and/or exam to remedy deficiencies observed.

d. Exam Development Deliverable will include the following:
   i. Roster of exam member names, affiliation, contact information, terms
   ii. Status update: number of exam items written, number of exam items reviewed
   iii. Electronic Exam Database – property of the Certification Board/Governing Body

The Parties agree and acknowledge that the specific contents of the final exam and other related components shall be kept strictly confidential and not shared with DC Water.

WEF will develop a certification spreadsheet (excel based) to track certified personnel and submit to DC Water in draft form, and DC Water will review and approve the fields within 30 days from submittal. WEF will complete the shell of the spreadsheet and then update the Certification Application form, if necessary. At a minimum, the spreadsheet will include: the name and contact information for the candidate and/or applicant; the date certification application was received; the approval/denial of application; the date the applicant and/or candidate was notified; the date the exam was taken; the score on the exam; whether exam grade was pass/fail; the date of renewal (if applicable); and a history of renewal training submitted. A pdf copy of appropriate reports generated from this spreadsheet will be made available to DC Water, other utilities and/or contractors upon reasonable request. Data from applications will be entered as the applications are received. Data in the spreadsheet will be updated within two weeks of when the data is available for entry. A final certification application to be submitted to DC Water based on deadlines established herein.

Section 4. Task No. 2 – Certification Program Execution for Green Infrastructure Construction, Inspection and Maintenance Candidates

A. Provide hard copy certification exams for two (2) groups in the District of Columbia.

   1. Administer examinations.
      a. Print and ship exams.
      b. Proctor the exam.
      c. Grade exams.
      d. Perform psychometric evaluation of results for each item.
      e. Notify candidates of their results.
2. Each group will consist of up to twenty-five (25) candidates from DC as defined in Section 2 above.

B. Disseminate information via email and mail to certified GI personnel notifying them of their certification status and continuing education requirements at a minimum annually.
DISTRICT OF COLUMBIA
WATER AND SEWER AUTHORITY

D.C. FORMAL AGREEMENT 16-PR-DET-30
Development of a Certification Program for
Green Infrastructure Construction, Inspection, and Maintenance Workers

APPENDIX A-1
Sample Curriculum Table of Contents
# Example Curriculum Format

**Training Module: Soil and Aggregate Basics**

<table>
<thead>
<tr>
<th>No.</th>
<th>Topic</th>
<th>Description of Detail Covered</th>
<th>Objective</th>
<th>Length (minutes)</th>
<th>Learning Method</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction &amp; Learning Objectives</td>
<td>Understand the characteristics of soil and aggregates that are important to the proper function of various technologies</td>
<td>Classroom presentation with samples of various soil and aggregate types for students to pass around, inspect and touch</td>
<td>5</td>
<td>Classroom Presentation</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Characteristics</td>
<td>Clean Material, Organic Content, Pore Space, Grain Size, Grain Distribution, Structure, Compaction</td>
<td>Understand the function of various soils and aggregates in green infrastructure</td>
<td>15</td>
<td>Classroom presentation with clear containers and water and aggregate to demonstrate pore capacity, fines washout, velocity dissipation, compaction</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Function in Green Infrastructure</td>
<td>Inlet velocity dissipation, pore capacity for storage, filtration</td>
<td>Classroom presentation and samples to pass around</td>
<td>15</td>
<td>Classroom presentation</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Top Soil</td>
<td></td>
<td>Classroom presentation and samples to pass around</td>
<td>10</td>
<td>Classroom presentation</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Compost</td>
<td></td>
<td>Classroom presentation and samples to pass around</td>
<td>10</td>
<td>Classroom presentation</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Sand</td>
<td>Definition, characteristics, identification</td>
<td>Classroom presentation and samples to pass around</td>
<td>10</td>
<td>Classroom presentation</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Washed Uniform Stone (WUS)</td>
<td>Definition, characteristics, identification</td>
<td>Classroom presentation and samples to pass around</td>
<td>10</td>
<td>Classroom presentation</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Crusher Run or Bank Run Gravel</td>
<td>Definition, characteristics, identification</td>
<td>Classroom presentation and samples to pass around</td>
<td>10</td>
<td>Classroom presentation</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Rip Rap</td>
<td>Definition, characteristics, identification</td>
<td>Classroom presentation and samples to pass around</td>
<td>10</td>
<td>Classroom presentation</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Geotextile Fabric</td>
<td>Woven, non-woven, geogrid</td>
<td>Classroom presentation and samples to pass around</td>
<td>15</td>
<td>Classroom presentation</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Compaction Methods</td>
<td>Tools and methods for achieving compaction of soils as required; inadvertent compaction (when you do NOT want it to happen)</td>
<td>Classroom presentation and videos</td>
<td>10</td>
<td>Classroom presentation and videos</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Compaction Testing</td>
<td>Nuclear density testing, digital compaction meters, dial compaction probes, manual soil compaction rods</td>
<td>Classroom presentation and videos</td>
<td>10</td>
<td>Classroom presentation and videos</td>
<td></td>
</tr>
</tbody>
</table>

**Present students with samples of different soils/aggregates and have them identify them by name and write one or two characteristics of each (written or verbal); quiz of ten multiple choice questions**

**Total:** 130
DISTRIBUTION OF COLUMBIA
WATER AND SEWER AUTHORITY

D.C. FORMAL AGREEMENT 16-PR-DET-30
Development of a Certification Program for
Green Infrastructure Construction, Inspection, and Maintenance Workers

APPENDIX B
CONTRACT AMOUNT, PROCEDURES, COMPENSATION AND WORK AUTHORIZATIONS ("WAs")

Section 1. Contract Amount

The total contract amount, including profit or fee, is as follows:

<table>
<thead>
<tr>
<th>Task No.</th>
<th>Item</th>
<th>Total Amount (Includes Profit or Fee)</th>
<th>Compensation Type and Authorization(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Development of a Certification Program for Green Infrastructure Construction, Inspection and Maintenance Workers</td>
<td>$935,441</td>
<td>Lump Sum, to be authorized by Work Authorization for Task 1</td>
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<td>2</td>
<td>Certification Program Execution for Green Infrastructure Construction, Inspection and Maintenance Candidates</td>
<td>$31,940</td>
<td>Lump Sum, to be authorized by Work Authorization for Task 2</td>
</tr>
<tr>
<td>Total Contract Amount</td>
<td>$967,381 Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The total contract amount and time for completion may be amended by supplemental agreement approved by DC Water.

Section 2. Compensation

A. General

1. Compensation for Task Nos. 1 and 2. (Certification Program for Green Infrastructure Construction, Inspection, and Maintenance Workers) shall be lump sum.

2. Invoices for lump sum type work shall be based on a percentage of completion or schedule of payments as agreed by the Authority.

Section 3. Work Authorizations

A. Unallocated services shall be authorized by Work Authorizations ("WAs") requested by WEF and approved by the Authority. WAs may modify or supplement services provided under other Tasks.

B. WAs issued under this Agreement shall become effective when signed by the Chief Engineer/Deputy General Manager or the Director, Long Term Control Plan. WAs that are
amended, terminated or reissued shall become effective when signed by the Chief Engineer/Deputy General Manager or the Director, Long Term Control Plan.

C. The Authority may issue a stop work notice or terminate any WA upon ten (10) days written notice to WEF. Compensation for WAs terminated by the Authority will be made for all outstanding earned and unbilled work accepted by the Authority through a period ending fourteen days following the date of notice of termination.

D. Each WA shall contain the information listed below or other additional applicable information, all as determined by the Authority.

1. The Authority’s identification (e.g. number, title, etc.);
2. Revision Number;
3. Date;
4. General statement of authority;
5. Detailed scope of services;
6. Deliverables;
7. Schedule;
8. Basis for compensation, detailed cost breakdown and compensation limits;
9. Resumes of personnel to be assigned (when requested by the Authority) and other information as required;
10. Signature by WEF accepting the WA; and
11. Signature by the Authority Authorizing the WA.

E. WEF shall complete the services and provide deliverables required under the WA to the satisfaction of the Authority and within the compensation limits and schedules for the WA.

F. WEF shall bring to the attention of the Authority any conditions, which may affect the scope of service, limit of compensation and schedule in any WA. As soon as WEF identifies or is made aware of any such conditions, WEF shall notify the Authority and prepare an amendment to the WA as may be requested by the Authority. Services beyond those included in any WA shall be as agreed and authorized in writing by the Authority.

G. WEF shall bill and report monthly on the status of each WA in a form acceptable to the Authority. Monthly reports shall be in accordance with the provisions of Article V, Section 5. Monthly Reports and shall follow the example format attached to this Agreement and include the following:

1. Summary of status and progress;
2. Descriptive status/progress report by WA;
3. Budget (compensation status) summary by Sub Plan;
4. Graph of cumulative budget planned vs. cumulative budget used by WA (budget vs. time);
5. Graph of cumulative completion planned vs. actual progress by WA (percent vs. time);
6. Graph of MBE/WBE (separate and combined) status and planned vs. actual goals (tabulation and graph, individual and cumulative vs. time);
7. Schedule including look ahead;
8. Issues for resolution and status;
9. At 50 percent of budget used, a review of ability to complete, within compensation limits and schedule;
10. At 75 percent of budget used, a plan to complete within compensation limits and schedule or an alternative plan and budget with justification; and
11. Other information requested by the Authority.

Monthly reports shall be reviewed at progress meetings and shall comprise the basic agenda for progress meetings.
DISTRICT OF COLUMBIA
WATER AND SEWER AUTHORITY

D.C. FORMAL AGREEMENT 16-PR-DET-30
Development of a Certification Program for
Green Infrastructure Construction, Inspection, and Maintenance Workers

APPENDIX C
INVOICE REQUIREMENTS CHECKLIST

Documentation as marked is attached with this invoice for A/E Agreements:

[ ] Employee’s signed time sheet on a weekly or bi-weekly basis.

[ ] Proof of all travel expenses and other direct costs: receipts for each expense.

[ ] A/E Firm's current auditor's certificate of employee’s current wage rate (one certification each calendar year required). – (Not applicable for this Agreement)

[ ] A/E firm’s CPA statement/certification of current overhead rate (one statement/certification for each overhead rate or rate change). – (Not applicable for this Agreement)

[ ] ID Number for each employee working on the Project.

[ ] MBE/WBE Utilization summary.

[ ] Current and updated list of miscellaneous reusable items, such as tools, gauges, instruments, etc., purchased at DC Water expense and intended for DC Water ownership.

By:

________________________________________
Signature

________________________________________
Date

Name: Penny Young
Title: WEF Chief Financial Officer

Note: Sub consultant/subcontract invoices must also include all the above documentation, as applicable, with a copy of this checklist attached thereto.
DISTRICT OF COLUMBIA
WATER AND SEWER AUTHORITY

D.C. FORMAL AGREEMENT 16-PR-DET-30
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Green Infrastructure Construction, Inspection, and Maintenance Workers

APPENDIX D

WEF CERTIFICATE OF INSURANCE
**ACORD**

**CERTIFICATE OF LIABILITY INSURANCE**

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

**PRODUCER**
Andersen Insurance Group  
5870 Trinity Parkway  
Suite 130  
Centreville, VA 20120

**INSURED**
Water Environment Federation  
601 Wythe Street  
Alexandria, VA 22314

---

**COVERAGES**  
**CERTIFICATE NUMBER:**  
**REVISION NUMBER:**

**THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.**

<table>
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<th>INSR. LTR.</th>
<th>TYPE OF INSURANCE</th>
<th>ADD'L/SUBR. INSR. W/O</th>
<th>POLICY NUMBER</th>
<th>POLICY EFF. (MM/DD/YYYY)</th>
<th>POLICY Exp. (MM/DD/YYYY)</th>
<th>LIMITS</th>
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<td>X 35339144</td>
<td>01/01/2016</td>
<td>01/04/2017</td>
<td>EACH OCCURRENCE $1,000,000</td>
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<td></td>
<td>DAMAGE TO RENTED PREMISES (EA occurrence) $1,000,000</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>MED EXP (Any one person) $10,000</td>
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<td></td>
<td></td>
<td></td>
<td>PERSONAL &amp; ADV INJURY $1,000,000</td>
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<td></td>
<td>GENERAL AGGREGATE $2,000,000</td>
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<td></td>
<td>PRODUCTS - CCM/POP AGG $2,000,000</td>
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<td>AUTOMOBILE LIABILITY</td>
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<td>73235288</td>
<td>01/01/2016</td>
<td>01/01/2017</td>
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<td></td>
<td></td>
<td>BODILY INJURY (Per person) $</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>BODILY INJURY (Per accident) $</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td>PROPERTY DAMAGE (Per accident) $</td>
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<td>UMBRELLA LIABILITY</td>
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<td>X 79729375</td>
<td>01/01/2016</td>
<td>01/01/2017</td>
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<tr>
<td></td>
<td>EXCESS LIABILITY</td>
<td>X  RETENTION 0%</td>
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<td></td>
<td>AGGREGATE $10,000,000</td>
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<td>WORKERS COMPENSATION</td>
<td>X Y/N</td>
<td>71642456</td>
<td>01/01/2016</td>
<td>01/01/2017</td>
<td>INC STATUTORY LIMITS E.L. EACH ACCIDENT $500,000</td>
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<td></td>
<td>AND EMPLOYERS' LIABILITY</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td>INC STATUTORY LIMITS E.L. DISEASE - EA EMPLOYEES $500,000</td>
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<tr>
<td></td>
<td>ANY PROPRIETOR/PARTNER/EXECUTIVE/ OFFICER/MEMBER EXCLUDED?</td>
<td>(Mandatory in NH)</td>
<td></td>
<td></td>
<td></td>
<td>INC STATUTORY LIMITS E.L. DISEASE - POLICY LIMIT $500,000</td>
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<tr>
<td>B</td>
<td>Excess Liability</td>
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<td>EXS0297257</td>
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<td>01/01/2017</td>
<td>$10,000,000 Limit Excess of $10,000,000</td>
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</table>

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES**

---

**CERTIFICATE HOLDER**

Verification of Insurance

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

**Signature:**

---

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DISTRICT OF COLUMBIA
WATER AND SEWER AUTHORITY

D.C. FORMAL AGREEMENT 16-PR-DET-30
Development of a Certification Program for
Green Infrastructure Construction, Inspection, and Maintenance Workers

APPENDIX E
Representative Monthly Report
AGREEMENT SUMMARY

Agreement Amount: $967,381
Current Invoiced Amount: $ADD

Current Cumulative Invoiced Amount: $ADD

Summary of Major Issues: ADD

PROJECTED VS ACTUAL CUMULATIVE ADD INVOICING - GI CERTIFICATION PROGRAM

BUDGET SUMMARY

<table>
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<th>Task</th>
<th>Budget</th>
<th>Current Cost</th>
<th>Remaining</th>
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<tr>
<td>Task 1 – Program Development</td>
<td>$922,681</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>Task 2 – DC Exam Execution</td>
<td>$44,700</td>
<td>$X</td>
<td>$X</td>
</tr>
<tr>
<td>Total</td>
<td>$967,381</td>
<td>$X</td>
<td>$X</td>
</tr>
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</table>
MBE/WBE UTILIZATION SUMMARY

<table>
<thead>
<tr>
<th>Consultant</th>
<th>Contract Amount</th>
<th>Invoiced to Date</th>
<th>% Complete</th>
<th>Contract Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBE</td>
<td></td>
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</tr>
<tr>
<td>ADD</td>
<td>$X</td>
<td>$X</td>
<td>X%</td>
<td>$X</td>
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<tr>
<td>WBE</td>
<td></td>
<td></td>
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<tr>
<td>ADD</td>
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<td>$X</td>
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<tr>
<td>Prime</td>
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<td>Total Contract</td>
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<td>$X</td>
<td>X%</td>
<td>$X</td>
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NOTES:
1. ADD
2. ADD

TASK SUMMARY

Task 1 – GI Certification Program Development

Status: ADD
Last Milestone: None
Next Milestone: None
Identified Issues: ADD

XX% Complete

Task 2 – DC GI Certification Exam Execution

Status: ADD
Last Milestone: None
Next Milestone: None
Identified Issues: ADD

XX% Complete