

EXHIBIT A

SCOPE OF PROFESSIONAL SERVICES

for **ENTER SERVICES BEING PROVIDED HERE (SAME AS 1<sup>ST</sup> PAGE OF PSA)**

BASIC SERVICES

Section 1. GENERAL SCOPE STATEMENT

The CONSULTANT shall provide and perform the following services, which shall constitute the GENERAL SCOPE of the BASIC SERVICES under the covenants, terms, and provisions of this SERVICE PROVIDER AGREEMENT.

**YOU CAN SPELL OUT HERE OR PUT SEE ATTACHED**

Section 2. TASKS

Pursuant to the GENERAL SCOPE of the BASIC SERVICES stated herein above, the CONSULTANT shall perform all services and/or work necessary to complete the following task(s) and/or provide the following item(s) which are enumerated to correspond to the task(s) and/or items set forth in EXHIBIT "B" entitled "COMPENSATION AND METHOD OF PAYMENT".

**YOU CAN SPELL OUT HERE OR PUT SEE ATTACHED**

**EXHIBIT B**

COMPENSATION AND METHOD OF PAYMENT

For **ENTER SERVICES BEING PROVIDED HERE (SAME AS 1<sup>ST</sup> PAGE OF PSA)**

Section 1. BASIC SERVICES/TASK(S)

The COUNTY shall compensate the CONSULTANT for providing and performing the Task(s) set forth and enumerated in EXHIBIT "A", entitled "SCOPE OF PROFESSIONAL SERVICES", as follows:

NOTE: A Lump Sum (L.S.) or Not-to-Exceed (N.T.E.) amount of compensation to be paid the CONSULTANT should be established and set forth below for each task or sub-task described and authorized in Exhibit "A". In accordance with Agreement Article 5.03(2) "Method of Payment", tasks to be paid on a Work-in-Progress payment basis should be identified (WIPP).

Task Number	Task Title	Amount of Compensation	Indicate Basis of Compensation LS or NTE	If Applicable Indicate (W.I.P.P.)
TOTAL (Unless list is continued on next page)				

Section 2. ADDITIONAL SERVICES

The COUNTY shall compensate the CONSULTANT for such ADDITIONAL SERVICES as are requested and authorized in writing for such amounts or on such a basis as may be mutually agreed to in writing by both parties to this Agreement. The basis and/or amount of compensation to be paid the CONSULTANT for ADDITIONAL SERVICES requested and authorized in writing by the COUNTY shall be as set forth in Article 3.11 of this Agreement.

Should it be mutually agreed to base compensation for ADDITIONAL SERVICES on an hourly rate charge basis for each involved professional and technical employee's wage rate classification, the applicable hourly rates to be charged are as set forth and contained in ATTACHMENT NO. 1 entitled "CONSULTANT'S PERSONNEL HOURLY RATE SCHEDULE".

Section 3. REIMBURSABLE EXPENSES AND COSTS

When the CONSULTANT'S compensation and method of payment is based on an hourly rate for professional and/or technical personnel, the CONSULTANT shall, in addition to such hourly rates as are set forth in Attachment No. 1 hereto, be entitled to reimbursement of out-of-pocket, non-personnel expenses and costs as set forth in ATTACHMENT NO. 2 entitled "NON-PERSONNEL REIMBURSABLE EXPENSES AND COSTS".

**ATTACHMENT NO. 1 TO EXHIBIT B**

**CONSULTANT'S PERSONNEL HOURLY RATE SCHEDULE \*\*\***

for \_\_\_\_\_  
(Enter Project Name from Page 1 of the Agreement)

**ENTER CONSULTANT OR SUBCONSULTANT NAME HERE**

(A separate Attachment to Exhibit B should be included for each Subconsultant's Personnel Rate and Non-Personnel Costs, in that order, with the attachment No.'s increasing progressively (ATTACHMENT 4 would be Personnel costs for first Sub.)

(1) Project Position or Classification (Function to be Performed)	(2) Hourly Rate To Be Charged

\*NOTE: A separate personnel hourly rate schedule should also be attached for each Subconsultant listed in Exhibit "D".





**EXHIBIT D**

CONSULTANT'S ASSOCIATED SUBCONSULTANT(S) AND SUBCONTRACTOR(S)

For \_\_\_\_\_  
(Enter Project Name from Page 1 of the Agreement)

CONSULTANT has identified the following Subconsultant(s) and/or Subcontractor(s) which may be engaged to assist the CONSULTANT in providing and performing services and work on this Project:

(If none, enter the word "none" in the space below.)

Service and/or Work to be Provided or Performed	Name and Address of Individual or Firm	Disadvantaged, Minority or Women Business Enterprise. (If Yes, Indicate Type)		
		Yes	No	Type

**EXHIBIT E**

TRUTH IN NEGOTIATION CERTIFICATE

This Certificate is executed and given by the undersigned as a condition precedent to entering into a Professional Services Agreement with the Lee County Board of County Commissioners for the project known as:

Before me, the undersigned authority personally appeared, who having personal knowledge as to the facts and statements contained herein after being duly sworn, deposes and states under oath that:

1. This Certificate shall be attached to and constitute an integral part of the above said Professional Services Agreement as provided in Article 3.12.
2. The undersigned hereby certifies that the wage rates and other factual unit costs supporting the compensation on which this Professional Services Agreement is established are accurate, complete, and current on the date set forth here-in-above.
3. The truth of statements made herein may be relied upon by the County and the undersigned is fully advised of the legal effect and obligations imposed upon him by the execution of this instrument under oath.

Executed on behalf of the Party to the Professional Services Agreement referred to as the CONSULTANT, doing business as:

**[INSERT CONSULTANT NAME]**

ATTEST:

BY: \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
Authorized Signature Printed Name

\_\_\_\_\_  
Authorized Signature Title

DATE: \_\_\_\_\_

**EXHIBIT F**

INSURANCE

For \_\_\_\_\_  
(Enter Project Name from Page 1 of the Agreement)

**[Copy and insert insurance requirements from the solicitation.]**