

**CITY OF BURLINGTON**  
**DRAFT CONSULTANT CONTRACT**

This Consultant Contract (“Contract”) is entered into by and between the City of Burlington, Vermont (“the City”), and [REDACTED] (“Consultant”), a Vermont corporation located at [REDACTED].

Consultant and the City agree to the terms and conditions of this Contract.

**1. DEFINITIONS**

The following terms shall be construed and interpreted as follows:

- A. **“Contract Documents”** means all the documents identified in Section 4 (Scope of Work) of this Contract.
- B. **“Effective Date”** means the date on which this Contract is approved and signed by the City, as shown on the signature page.
- C. **“Party”** means the City or Consultant, and **“Parties”** means the City and Consultant.
- D. **“Project”** means the [REDACTED].
- E. **“Work”** means the services described in Section 5 (Payment for Services) of this Contract, along with the specifications contained in the Contract Documents as defined in Section 4 (Scope of Work) below.

**2. RECITALS**

- A. **Authority.** Each Party represents and warrants to the other that the execution and delivery of this Contract and the performance of such Party’s obligations have been duly authorized.
- B. **Consideration.** The Parties acknowledge that the mutual promises and covenants contained herein and other good and valuable consideration are sufficient and adequate to support this Contract.
- C. **Purpose.** The City seeks to employ the Consultant to [REDACTED].

**3. EFFECTIVE DATE, TERM, AND TERMINATION**

- A. **Effective Date.** This Contract shall not be valid or enforceable until the Effective Date. The City shall not be bound by any provision of this Contract before the Effective Date and shall have no obligation to pay Consultant for any performance or expense incurred before the Effective Date or after the expiration or termination of this Contract.

**B. Term.** This Contract and the Parties' respective performance shall commence on the Effective Date and expire on [ ] or upon the satisfaction of the City, unless sooner terminated as provided herein.

#### 4. SCOPE OF WORK

The Consultant shall perform the services listed in Attachments A (Request for Proposals) and B (Consultant's Response to Request for Proposals).

#### 5. PAYMENT FOR SERVICES

**A. Amount.** The City shall pay the Consultant for completion of the Work in accordance with Attachment B (Consultant's Response to Request for Proposals) [or as follows: ] .

Consultant agrees to accept this payment as full compensation for performance of all services and expenses incurred under this Agreement.

**B. Payment Schedule.** The City shall pay the Consultant in the manner and at such times as set forth in the Contract Documents [or as follows: ]. The City seeks to make payment within thirty days of receipt of an invoice and any backup documentation requested under subsection D (Invoice) below.

**C. Maximum Limiting Amount.** The total amount that may be paid to the Consultant for all services and expenses under this Contract shall not exceed the maximum limiting amount of \$[ ]. The City shall not be liable to Consultant for any amount exceeding the maximum limiting amount without duly authorized written approval.

**D. Invoice.** Consultant shall submit one copy of each invoice, including rates and a detailed breakdown by task for each individual providing services, and backup documentation for any equipment or other expenses to the following:

[Name, address, phone, email]

The City reserves the right to request supplemental information prior to payment. Consultant shall not be entitled to payment under this Contract without providing sufficient backup documentation satisfactory to the City.

#### 6. SECTION & ATTACHMENT HEADINGS

The article and attachment headings throughout this Contract are for the convenience of City and Consultant and are not intended nor shall they be used to construe the intent of this Contract or any part hereof, or to modify, amplify, or aid in the interpretation or construction of any of the provisions hereof.

## 7. CONTRACT DOCUMENTS & ORDER OF PRECEDENT

- A. Contract Documents.** The Contract Documents are hereby adopted, incorporated by reference, and made part of this Contract. The intention of the Contract Documents is to establish the necessary terms, conditions, labor, materials, equipment, and other items necessary for the proper execution and completion of the Work to ensure the intended results.

**The following documents constitute the Contract Documents:**

**Attachment A: Request for Proposals dated [REDACTED]**

**Attachment B: Consultant's Response to Request for Proposals dated [REDACTED]**

**Attachment C: Burlington Standard Contract Conditions for Consultants**

**Attachment D: Burlington Livable Wage Ordinance Certification**

**Attachment E: Burlington Outsourcing Ordinance Certification**

**Attachment F: Burlington Union Deterrence Ordinance Certification**

**Attachment G: Consultant's Certificate of Insurance**

- B. Order of Precedent.** To the extent a conflict or inconsistency exists between the Contract Documents, or provisions therein, then the Contract take precedent. Any Invitation for Bids, Additional Contract Provisions, and the City Ordinance Certifications shall prevail over any inconsistency with the Contractor's Scope of Work and Cost Proposal.

8. [Reserved]

— Signatures follow on the next page —

**SIGNATURE**

Persons signing for the Parties hereby swear and affirm that they are authorized to act on behalf of their respective Party and acknowledge that the other Party is relying on their representations to that effect.

**Consultant**  
**[Name of Consultant]**

By: \_\_\_\_\_

Date: \_\_\_\_\_

**City of Burlington**  
**[Department]**

By: \_\_\_\_\_  
**[Name]**  
**[Title]**

Date: \_\_\_\_\_

**Attachment A:**  
**Request for Proposals dated [REDACTED]**

DRAFT

**Attachment B:**  
**Consultant's Response to Request for Proposals dated [ ]**

DRAFT

**Attachment C:  
Burlington Standard Contract Conditions For Consultants**

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**Attachment D:  
Burlington Livable Wage Ordinance Certification**

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**Attachment E:  
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**Attachment G:  
Consultant's Certificate of Insurance**

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