

**Lee County Board Of County Commissioners
Agenda Item Summary**

Blue Sheet No. 20031211

1. REQUESTED MOTION:

ACTION REQUESTED: Approve for acceptance and filing with the Clerks Office, Minutes Department, and an after-the-fact emergency under E-03-08, GES Resolution No. 03-07-08 for STA No. 4, Miscellaneous Utility Engineering Design and/or Inspection Services, to TKW Consulting Engineers Inc., (Contract No. 1862), for the Waterway Estates Reuse Storage Tank, in the amount of \$85,000.00.

WHY ACTION IS NECESSARY: Board approval is required.

WHAT ACTION ACCOMPLISHES: Provides after-the-fact approval under the emergency GES Resolution for STA No. 4 for the project known as the Waterway Estates Reuse Storage Tank to TKW Consulting Engineers in the amount of \$85,000.00.

2. DEPARTMENTAL CATEGORY:

10. Utilities

COMMISSION DISTRICT #: 4

C10B

3. MEETING DATE:

10-28-2003

4. AGENDA:

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:

5. REQUIREMENT/PURPOSE:

(Specify)

- STATUTE
- ORDINANCE
- ADMIN. CODE AC-4-4
- OTHER

6. REQUESTOR OF INFORMATION:

- A. COMMISSIONER
- B. DEPARTMENT Public Works
- C. DIVISION Utilities
- BY: Rick Diaz, Director

[Signature]
10/16/03

7. BACKGROUND:

On July 1, 2003, under Blue Sheet No. 20030669, Administrative Agenda A12a, the Board approved to declare a limited, temporary, emergency by Resolution No. 03-07-08 for the GES System acquisition, which requires certain, immediate and necessary improvements, for the protection and convenience of the GES assets and customers.

Supplemental Task Authorization No.4, (Contract No. 1862), under CN-01-11 Miscellaneous Utility Engineering Design, for the project known as the Waterway Estates Reuse Storage Tank to TKW Consulting Engineers, in the amount of \$85,000.00 has already been executed by the Chairman of the Board as allowed by Resolution and now requires after-the-fact approval.

Funds are available in Account 20725648713.506510 *JRD*

Attachment: 1. Copy of executed STA No. 4 (1 Original)

8. MANAGEMENT RECOMMENDATIONS:

9. RECOMMENDED APPROVAL:

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services <i>as per 10/16/03</i>			G County Manager
					OM	Risk	GC	
<i>[Signature]</i> 10-15-03	<i>[Signature]</i> 10/14	N/A	<i>[Signature]</i> 10/15/03	<i>[Signature]</i> 10/16/03	<i>[Signature]</i> 10/14/03	<i>[Signature]</i> 10/16/03	<i>[Signature]</i> 10/14/03	<i>[Signature]</i> 10-14-03

10. COMMISSION ACTION:

- _____ APPROVED
- _____ DENIED
- _____ DEFERRED
- _____ OTHER

RECEIVED BY
COUNTY ADMIN: *[Signature]*
10/16
3:10 pm 507
COUNTY ADMIN
FORWARDED TO:
[Signature]
10/16/03

REC'D 10/16/03
by CO. ATTY.
O. B. SMITH
CO. ATTY. 10/16/03
FORWARDED TO:
[Signature]
3:00 pm

LEE COUNTY PROFESSIONAL SERVICE/SERVICE PROVIDER AGREEMENT
CHANGE ORDER/SUPPLEMENTAL TASK AUTHORIZATION

- Change Order
- Supplemental Task Authorization

NO.: 4

(A change Order or Supplemental Task Authorization Requires Approval by the Department Director for Expenditures Under \$25,000 or Approval by the County Manager for Expenditures Between \$25,000 and \$50,000 or Approval by the Board of County Commissioners for Expenditures over \$50,000)

CONTRACT/PROJECT NAME: Miscellaneous Utility Engineering Design and/or Inspection Services:
~~Lochmoor Reuse Storage Tank~~ WATERWAY ESTATES REUSE STORAGE TANK

CONSULTANT: TKW CONSULTING ENGINEERS, INC. PROJECT NO.: 207256

SOLICIT NO.: CN-01-11 CONTRACT NO.: 1862 ACCOUNT NO.: 207256

REQUESTED BY: Utilities DATE OF REQUEST: _____

Upon the completion and execution of this Change Order or Supplemental Task Authorization by both parties the Consultant/Provider is authorized to and shall proceed with the following:

EXHIBIT "CO/STA-A": SCOPE OF PROFESSIONAL SERVICE: DATED: September 5, 2003

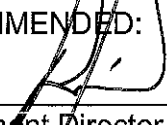
EXHIBIT "CO/STA-B": COMPENSATION & METHOD OF PAYMENT: DATED: September 5, 2003

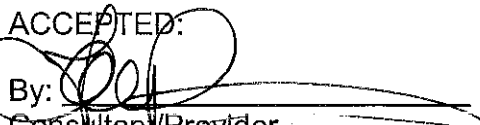
EXHIBIT "CO/STA-C": TIME AND SCHEDULE OF PERFORMANCE: DATED: September 5, 2003

EXHIBIT "CO/STA-D": CONSULTANT'S/PROVIDERS ASSOCIATED
SUB-CONSULTANT(S)/SUB-CONTRACTORS: DATED: September 5, 2003

EXHIBIT "CO/STA-E": PROJECT GUIDELINES AND CRITERIA: DATED: September 5, 2003

It is understood and agreed that the acceptance of this modification by the CONSULTANT/PROVIDER constitutes an accord and satisfaction.

RECOMMENDED: 
By: _____
Date: 9/8/03
Department Director

ACCEPTED: 
By: _____
Consultant/Provider

COUNTY APPROVAL:
By: _____
Department Director
(Under \$25,000)
Date Approved: _____

By: 
Date: 9/11/03
Contracts Mgmt


Date Accepted: 9-5-03

APPROVED: 
By: _____
Date: 9/29/03
*County Attorney's Office

Corporate Seal

By: _____
County Manager
(Between \$25,000 and \$50,000)
Date Approved: _____

*County Attorney signature needed for **over** Board level expenditures only.

By: 
Chairman
Board of County Commissioners
Date Approved: 7-01-2003

A12a

- CHANGE ORDER AGREEMENT No.
or
 SUPPLEMENTAL TASK AUTHORIZATION No. 4

EXHIBIT "CO/STA-A"

Date: September 5, 2003

SCOPE OF PROFESSIONAL SERVICES

for Miscellaneous Utility Engineering Design and/or Inspection Services: Lochmoor Reuse Storage Tank

(Enter Project Name from Page 1 of the
Change Order or Supplemental Task Authorization)

SECTION 1.00 CHANGE(S) TO PROFESSIONAL SERVICES

The "Scope of Professional Services" as set forth in Exhibit "A" of the Professional Services Agreement, or Service Provider Agreement, referred to hereinbefore is hereby supplemented, changed or authorized, so that the CONSULTANT or SERVICE PROVIDER, shall provide and perform the following professional services, tasks, or work as a supplement to, change to, or authorized to, the scope of services previously agreed to and authorized:

Lochmoor Reuse Storage Tank includes the following:

Task 1.00 Technical Studies and Reports: Provide Geotechnical Study and Report for the Lochmoor Reuse Storage Tank

The Geotechnical Study and Report will provide the technical data necessary to perform final design and prepare Construction Plans and Technical Specifications for the reuse storage tank foundation, screening wall foundation, and pumping building foundation.

Task 4.00 New Water and/or Sewer Facilities Construction Plans & Technical Specifications: Provide services necessary to perform project final design and prepare Construction Plans and Technical Specifications for the following facilities at the Lochmoor Reuse Storage Tank.

Prepare Construction Plans and Technical Specifications for the following facilities at the Lochmoor Reuse Storage Tank:

One prestressed composite reuse water storage tank. The capacity of the storage tank will be 1 million gallons. The tank will be circular. The internal diameter of the tank will be 95 feet, and the maximum water depth in the tank will be 18 feet, 10 inches. The tank will have a low-profile dome. The tank will be provided with a parapet wall to capture rain water that falls on the tank. The rain water will be flow into the tank through the tank overflow openings. An overflow pipe will be provided in the tank. The tank overflow pipe will discharge into a combination overflow and drain structure on the exterior of the tank.

A tank screening wall and Electrical Building. The screening wall will cover approximately half of the tank exterior and will be structurally separate from the tank. The screening wall will be 20 to 25 feet tall. The screening wall will be reinforced concrete, reinforced concrete masonry units, or a reinforced concrete frame with reinforced masonry fill. False doors, windows, and railing will be provide on the exposed face of the screening wall. An Electrical Building with

concrete masonry walls and precast concrete roof with built-up roofing will be incorporated into the screen wall adjacent to the reuse water pumps. The Electrical Building will include two exists with aluminum doors. The Electrical Building will be climate controlled with dual air conditioning units. The Electrical Building finished floor elevation will be 8.67 which is 8 inches above the 100-year flood. All of the floor mounted electrical equipment will be installed on 4-inch house keeping pads, which will keep the electrical equipment one foot above the 100-year flood. The Electrical Building finish floor elevation will be approximately 16.5 inches above the top of gravel around the Electrical Building. A precast concrete stairway and landing will be provided at each Electrical Building door. The top of landing elevation will be 8.50 which is 2 inches below the Electrical Building finish floor. The steps will have 7-inch risers. A concrete slab will be provided at the bottom of each set of steps, and the top of slab elevation will be 7.33, which is 0.03 foot above the top of gravel elevation.

A reuse pumping facility with two horizontal split case pumps. The pumps will discharge to the City of Cape Coral reuse water system through an existing 16-inch transmission main. The discharge pressure at the Lochmoor Reuse Storage Tank will vary from approximately 20 psi to approximately 70 psi. The reuse pumps at the Lochmoor Reuse Storage Tank will be variable speed. The design discharge conditions for each pump will be 750 gallons per minute at 140 feet (60 psi), and the pump speed will be controlled by flow rate so that the pump discharge rate is not more than 1,050 gallons per minute (1.5 MGD) to control the pump maximum required NPSH. Pump motor speed will be controlled by variable frequency drives (VFDs). The pumps will be outdoors with no cover. The pumps will be mounted on cast-in-place concrete bases. The pump service area will be gravel. The top of gravel elevation will be 7.3 around the pump bases and adjacent to the Electrical Building.

Piping connections from an existing 16-inch reuse transmission main in Birkdale Avenue to the new reuse storage tank and pumps. Reuse pump suction and discharge piping. Piping connection for Lochmoor Golf Course Irrigation Pumping System. Storage tank overflow and drain piping. Potable water supply from existing potable water main in Birkdale Avenue for washdown.

Civil site improvements. A gravel drive will provide access to the pumping and storage facility. Chainlink fencing will be provided to enclose the pump area, exposed piping, Electrical Building, and tank access ladder. Chainlink fence will be provided between the reuse storage tank and the screening wall to control access to the area between the tank and the screening wall. One dual leaf, swing gate will be provided in the fence for access to the pump area and Electrical Building. The swing gate operation will be manual. Site grading will be provided as required to direct rainwater that falls on the outside of the storage tank away from the storage tank. Existing grade in the utility easement varies from elevation 6.1 to elevation 6.6 based on site survey data provided by Lee County Utilities. The area between the reuse water storage tank and the screening wall will be graded from elevation 7.3 at the Electrical Building and pump area to elevation 6.8 at the opposite end of the tank wall. Finish grade (adjacent to the tank) around the backside of the tank will be elevation 6.8. Finish grade adjacent to the tank will slope up from elevation 6.8, approximately 10 feet from the pump area, to elevation 7.3 at the pump area. Water management control structures, storm water piping, and grading for water management are not included in the scope of services.

Electrical and instrumentation improvements. An electrical service will be provided. Electrical service equipment, a power distribution and lighting panel, Variable Frequency Drives (VFD), Programmable Logic Controller (PLC) and instrumentation panels will be housed in a concrete masonry unit building. Lighting will be provided for the electrical building, pump building, and site. Surge Suppression, Lightning Protection, Bonding, and Grounding and will also be provided. A magnetic flow meter will be provided in the reuse pump discharge main. The magnetic flow meter will provide the signal to control the pump motor speed in a Flow Control proportional plus integral control loop. The pumps will be protected from no flow

condition that occurs when the system pressure from Cape Coral is higher than the pump discharge shutoff head capacity. No flow conditions will be sensed through check valve closed limit switches. After no flow pump disable the system will be reset by the operator or by a pressure switch that is set below the shutoff head capacity of the pump. The pumping system will be monitored and controlled through a PLC control system with a local touch screen operator interface. An RTU will be provided for remote control through the central telemetry unit to the Waterway Estates WWTP. Duplex air conditioning units will be provided for the electrical building. A level transmitter on the tank will protect the pumps from low level in the tank. A pressure transmitter on the pump discharge line will also be provided.

Task 6.00 Permits: Provide SFWMD, FDEP, and DO Permits for the Lochmoor Reuse Storage Tank

Prepare exhibits, calculations, and other documents required for a no-notice submittal to the South Florida Water Management District (SFWMD) for the Lochmoor Reuse Storage Tank Water Management Permit. Receive and respond to questions and comments from SFWMD regarding the submittal package. Attend pre-application meeting with SFWMD.

Prepare Application Form and other documents required for a complete submittal to the Florida Department of Environmental Protection (FDEP) for the Lochmoor Reuse Storage Tank Construction Permit. Receive and respond to questions and comments from FDEP regarding the permit application. Attend pre-application meeting and pre-approval meeting with FDEP.

Prepare Application for a Development Order (DO) and other documents required for a complete submittal to Lee County Community Development Services for a Limited Development Review. Receive and respond to questions and comments from Lee County Community Development Services regarding the DO. Attend pre-application meeting with Lee County Community Development Services.

- CHANGE ORDER AGREEMENT No.
or
 SUPPLEMENTAL TASK AUTHORIZATION No. 4

EXHIBIT "CO/STA-B"

Date: September 5, 2003

COMPENSATION AND METHOD OF PAYMENT

for Miscellaneous Utility Engineering Design and/or Inspection Services: Lochmoor Reuse Storage Tank

(Enter Project Name from Page 1 of the
Change Order or Supplemental Task Authorization)

SECTION 1.00 CHANGE(S) IN COMPENSATION

The compensation the CONSULTANT, or SERVICE PROVIDER, shall be entitled to receive for providing and performing the supplemented, changed or authorized services, tasks, or work as set forth and enumerated in the Scope of Services set forth in this CHANGE ORDER OR SUPPLEMENTAL TASK AUTHORIZATION AGREEMENT, Exhibit "CO/STA-A", attached hereto shall be as follows:

NOTE: A Lump Sum (L.S.) or Not-to-Exceed (N.T.E.) amount of compensation to be paid the CONSUTANT should be established and set forth below for each task or sub-task described and authorized in Exhibit "CO/STA-A". In accordance with Professional Services 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 (WIPP)
1.00	Technical Studies and Reports: Provide Geotechnical Study and Report for the Lochmoor Reuse Storage Tank	\$6,400.00	NTE	WIPP
4.00	New Water and/or Sewer Facilities Construction Plans & Technical Specifications: Provide services necessary to perform project final design and prepare Construction Plans and Technical Specifications for the Lochmoor Reuse Storage Tank	\$73,000.00	NTE	WIPP
6.00	Permits: Provide SFWMD, FDEP, and DO Permits for the Lochmoor Reuse Storage Tank	\$5,600.00	NTE	WIPP
TOTAL (Unless list is continued on next page)		\$85,000.00	NTE	

- CHANGE ORDER AGREEMENT No.
or
 SUPPLEMENTAL TASK AUTHORIZATION No. 4

SECTION 2.00 SUMMARY OF CHANGE(S) IN COMPENSATION

Pursuant to and in consideration of the change(s) in the Scope of Professional Services set forth in the CHANGE ORDER or AGREEMENT, Exhibit "CO/STA-A", the compensation the COUNTY has previously agreed to pay to the CONSULTANT, or SERVICE PROVIDER, as set forth in Exhibit "B" of the Professional Services Agreement, or Service Provider Agreement, shall be changed to be as follows:

Section/Task Number	Section/Task Name	Compensation In the Basic Agreement	Adjustment(s) by Previous CO or STA Nos. 1 ,2 and 3	Adjustment(s) Due to this CO or STA	Summary of Changed Compensation
1.00	Technical Studies and Reports	\$0.00	\$29,500.00	\$6,400.00	\$35,900.00
4.00	New Water and/or Sewer Facilities Construction Plans & Technical Specifications	\$0.00	\$0.00	\$73,000.00	\$73,000.00
6.00	Permits	\$0.00	\$10,200.00	\$5,600.00	\$15,800.00
TOTAL		\$0.00	\$39,700.00	\$85,000.00	\$124,700.00

- CHANGE ORDER AGREEMENT No.
 or
 SUPPLEMENTAL TASK AUTHORIZATION No. 4

EXHIBIT "CO/STA-C"

Date: September 5, 2003

TIME AND SCHEDULE OF PERFORMANCE

for Miscellaneous Utility Engineering Design and/or Inspection Services: Lochmoor Reuse Storage Tank

(Enter Project Name from Page 1 of the
Change Order or Supplemental Task Authorization)

SECTION 1.00 CHANGE(S) FOR THIS CHANGE ORDER OR SUPPLEMENTAL TASK AUTHORIZATION AGREEMENT

The time and schedule of completion for the various phases or tasks required to provide and perform the services, tasks, or work set forth in this CHANGE ORDER OR SUPPLEMENTAL TASK AUTHORIZATION AGREEMENT, Exhibit "CO/STA-A", entitled "Scope of Professional Services" attached hereto is as follows:

Phase and/or Task Reference as Enumerated in EXHIBIT "A"	Name of Title of Phase and/or Task	Number of Calendar Days For Completion of Each Phase and/or Task	Cumulative Number of Calendar Days For Completion from Date of Notice to Proceed For this CO or STA
1.00	Technical Studies and Reports: Provide Geotechnical Study and Report for the Lochmoor Reuse Storage Tank	45	45
4.00	New Water and/or Sewer Facilities Construction Plans & Technical Specifications: Provide services necessary to perform project final design and prepare Construction Plans and Technical Specifications for the Lochmoor Reuse Storage Tank	120	120
6.00	Permits: Provide SFWMD, FDEP, and DO Permits for the Lochmoor Reuse Storage Tank	90	150

- CHANGE ORDER AGREEMENT No.
- or
- SUPPLEMENTAL TASK AUTHORIZATION No. 4

EXHIBIT "CO/STA-C"

Date: September 5, 2003

TIME AND SCHEDULE OF PERFORMANCE

for Miscellaneous Utility Engineering Design and/or Inspection Services: Lochmoor Reuse Storage Tank

(Enter Project Name from Page 1 of the
Change Order or Supplemental Task Authorization)

SECTION 2.00 SUMMARY OF THE IMPACT OF CHANGE(S) IN PROFESSIONAL SERVICES ON THE OVERALL PROJECT TIME AND SCHEDULE OF PERFORMANCE

Pursuant to and in consideration of the change(s) in the Scope of Professional Services set forth in this CHANGE ORDER or SUPPLEMENTAL TASK AUTHORIZATION AGREEMENT, Exhibit "CO/STA-A", the time and schedule the COUNTY and the CONSULTANT, or SERVICE PROVIDER, has previously agreed to for all of the work to be done under this Professional Services Agreement, or Service Provider Agreement, shall be changed to be as follows:

Phase and/or Task Reference as Enumerated in EXHIBIT "A" and EXHIBIT 'CO/STA-A'	Name of Title of Phase and/or Task	Number of Calendar Days For Completion of Each Phase and/or Task	Cumulative Number of Calendar Days For Completion from Date of Notice to Proceed
	None		

- CHANGE ORDER AGREEMENT No.
or
 SUPPLEMENTAL TASK AUTHORIZATION No. 4

EXHIBIT "CO/STA-D"

Date: September 5, 2003

CONSULTANT'S, OR SERVICE PROVIDER'S, ASSOCIATED SUB-CONSULTANT(S) AND SUBCONTRACTOR(S)

for Miscellaneous Utility Engineering Design and/or Inspection Services: Lochmoor Reuse Storage Tank

(Enter Project Name from Page 1 of the Change Order or Supplemental Task Authorization Agreement)

CONSULTANT, or SERVICE PROVIDER, intends to engage the following sub-consultant(s) and/or sub-contractor(s) to assist the CONSULTANT, or SERVICE PROVIDER, in providing and performing the services, tasks, or work required under this CHANGE ORDER OR SUPPLEMENTAL TASK AUTHORIZATION AGREEMENT.

(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)			Sub-consultant Services are Exempted from Prime Consultant's Insurance Coverage	
		Yes	No	Type	Yes	No
Electrical and Instrumentation Engineering	RKS Consulting Engineers, Inc. 15400 Shamrock Drive Fort Myers, FL 33912		✓			✓
Geotechnical Services	ASC geosciences, inc. 5811 Corporation Circle Fort Myers, FL 33905		✓			✓

- CHANGE ORDER AGREEMENT No.
or
 SUPPLEMENTAL TASK AUTHORIZATION No. 4

EXHIBIT "CO/STA-E"

Date: September 5, 2003

PROJECT GUIDELINES AND CRITERIA

for Miscellaneous Utility Engineering Design and/or Inspection Services: Lochmoor Reuse Storage Tank

(Enter Project Name from Page 1 of the
Change Order or Supplemental Task Authorization Agreement)

As a supplement, or change, to the Project Guidelines and Criteria set forth in the Professional Services Agreement, or Service Provider Agreement, Exhibit "E", the COUNTY has established the following Guidelines, Criteria, Goals, Objectives, Constraints, Schedule, Budget, and/or Requirements which shall serve as a guide to the CONSULTANT, or SERVICE PROVIDER, in performing the professional services, tasks, or work to be provided pursuant to the professional services set forth hereinbefore in CHANGE ORDER or SUPPLEMENTAL TASK AUTHORIZATION AGREEMENT, Exhibit "CO/STA-A", attached hereto:

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

NONE

LEE COUNTY
RECEIVED

03 SEP 18 PM 2:05

COMMUNICATIONS CNTR
FOURTH FLOOR

Memorandum

To: Commissioner Ray Judah, Chairman of the Board

From: Cindy Logan, Contracts Manager

Date: 9/17/2003

Re: GES SYSTEM ACQUISITION

COMMUNICATIONS CENTER
FOURTH FLOOR
03 SEP 22 PM 11:19
RECEIVED

On July 1, 2003, under Blue Sheet No. 20030669, Administrative Agenda A12a, the Board approved to declare a limited, temporary, emergency by Resolution No. 03-07-08 for the GES System acquisition, which requires certain, immediate and necessary improvements, for the protection and convenience of the GES assets and customers.

Attached for your signature is Supplemental Task Authorization No. 4, Contract No. 1862, under CN-01-11 Miscellaneous Utility Engineering Design, for the project known as Waterway Estates Reuse Storage Tank to TKW Consulting Engineers Inc., in the amount of \$85,000.00.

In accordance with the provisions of Resolution No. 03-07-08, we are requesting the Chairman's execution of the attached documents. We will be processing an "after the fact" Blue Sheet for Board acceptance and filing for audit trail purposes.

If you should require additional information, please advise.


9/19

9/23/03 ep

2003 SEP 22 10:10:19
RECEIVED



BOARD OF COUNTY COMMISSIONERS

(239) 335-2183

Writer's Direct Dial Number: _____

Bob Janes
District One

September 26, 2003

Douglas R. St. Cerny
District Two

Ray Judah
District Three

Ms. Trudi Williams
TKW Consulting Engineers, Inc.
12553 New Brittany Blvd., Bldg 32
Fort Myers, FL 33907

Andrew W. Coy
District Four

John E. Albion
District Five

Donald D. Stilwell
County Manager

SUBJECT: CN-01-11 MISC. UTILITY ENGINEERING AND/OR INSPECTION SERVICES

James G. Yaeger
County Attorney

ENCLOSURE: SUPPLEMENTAL TASK AUTHORIZATION

Diana M. Parker
County Hearing Examiner

Dear Ms. Williams:

Enclosed is your executed copy of Supplemental Task Authorization #4 for the project known as "Waterway Estates Reuse Storage Tank."

If you should have any questions, please give me a call.

Sincerely,

CONTRACTS MANAGEMENT

Cindy Logan
Contracts Manager

cc: Rick Diaz, Utilities
Kris Miller, Fiscal Officer/Utilities
Contracts File