



**AGREEMENT
BETWEEN CLIENT AND JEO CONSULTING GROUP, INC.
FOR
PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT effective as of **insert date** ("Effective Date") between City of Crete ("Client") and JEO Consulting Group, Inc. ("JEO").

Client's project, of which JEO's services under this Agreement are a part, is generally identified as follows:

City of Crete Housing Study Update ("Project").

JEO Project Number: **R251252.00**

Client and JEO further agree as follows:

ARTICLE 1 - SERVICES OF JEO

1.01 Scope

- A. JEO shall provide, or cause to be provided, the services set forth in Exhibit A.

ARTICLE 2 - CLIENT'S RESPONSIBILITIES

2.01 Client Responsibilities

- A. Client responsibilities are outlined in Exhibit A and Section 3 of Exhibit B.

ARTICLE 3 - COMPENSATION

3.01 Compensation

- A. Client shall pay JEO as set forth in Exhibit A and per the terms in Exhibit B.
- B. The fee for the Project is: **\$19,390.00**
- C. The Standard Hourly Rates Schedule shall be adjusted annually (as of approximately January 1st) to reflect equitable changes in the compensation payable to JEO. The current hourly rate schedule can be provided upon request.

ARTICLE 4 - EXHIBITS AND SPECIAL PROVISIONS

4.01 Exhibits

Exhibit A – Scope of Services
Exhibit B – General Conditions

4.02 Total Agreement

- A. This Agreement (consisting of pages 1 to 2 inclusive, together with the Exhibits identified as included above) constitutes the entire agreement between Client and JEO and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

Client: **City of Crete**

JEO Consulting Group, Inc.



By: 

By: **Kristen Ohnoutka**

Title: 

Title: **Project Manager**

Date Signed: 

Date Signed: **05/20/2025**

Address for giving notices:

Address for giving notices:



JEO Consulting Group, Inc.



2000 Q Street, Suite 500



Lincoln, NE 68503



SCOPE OF SERVICES

City of Crete

Housing Study

JEO Project Number: R251252.00

Project Overview

JEO Consulting Group (Consultant) appreciates this opportunity to provide professional services for a Housing Study Update for the City of Crete, Nebraska (City).

The following details a proposed scope of services and fee for providing an updated Housing Study, as well as estimated costs for additional add-on services.

Scope of Services

JEO is proposing the following Scope of Services:

1. Project Management

- a. Project Coordination
 - i. Overview of previous study and other available information.
 - ii. Communication and coordination with City and JEO staff.
 1. Up to three (3) progress meetings (virtual) with the City, including the kick-off meeting
 2. Email communication, phone calls, etc.
- b. Quality Control and Administrative
 - i. Billings & Invoices.
 - ii. Final plan review.

Task 1 Deliverables

- JEO to provide meeting agenda and minutes for up to three (3) progress meetings.
- JEO to provide the City with a final housing plan for review.

Task 1 Assumptions

- The City will provide a direct liaison with the JEO team for instruction and direction on behalf of the City of Crete.
- Billings and invoices will be on a monthly schedule, unless otherwise agreed upon by the City and Consultant.

2. Existing Housing Profile

- a. Demographics Analysis
 - i. Review of previous Housing Study

- ii. Review of Comprehensive Plan and Zoning Regulations.
- iii. Demographic review and analysis from 2020 US Census and 2023 American Community Survey data.
 1. Population characteristics.
 2. Household income.
 3. Population age and gender.
 4. Household size.
- b. Existing Housing Stock
 - i. Housing stock ages.
 - ii. Residential permits.
 - iii. Owner-occupied and renter-occupied population(s).
 - iv. Housing occupancy, vacancy rates, and tenure.
 - v. Home value.
 - vi. Monthly housing costs.
- c. Employment & Industry
 - i. Industry type
 - ii. Annual average unemployment
 - iii. Major employers in the area

Task 2 Deliverables

- JEO to provide a Community Profile section in the final Housing Study document.
- JEO to provide all charts, maps, and GIS data developed through this evaluation.

Task 2 Assumptions

- City to provide all relevant planning documents needed for this assessment.
- The City will provide access to Saline County's ArcGIS Assessor data files and GIS data layers for the study area.

3. Housing Needs and Trends Assessment

- a. Housing conditions based on Saline County Assessor data
- b. Population projections
- c. Document housing analysis and trends

Task 3 Deliverables

- JEO to develop a Housing Needs and Trends Assessment summary within the final Housing Study document.
- JEO to provide all charts and maps developed for this summary.

Task 3 Assumptions

- The City will provide access to Saline County's ArcGIS Assessor data files and GIS data layers for the study area.

4. Housing Study Goals and Strategies

- Identify community housing goals with support and feedback from City.
- Recommended implementation of prioritized housing needs
- Plan Development
 - Plan documentation and design
 - Present final housing study to City for adoption.

Task 4 Deliverables

- JEO to develop a list of goals and implementable action steps recommended to the City in the final Housing Study document.
- JEO to present final plan to adopting body.

Task 4 Assumptions

- City to provide feedback on recommendations and other draft plan content at least one month prior to the contract end date.

Project Fee

The Consultant proposes to perform the described services for fixed fee of \$19,390.00 as outlined in the fee schedule below:

Project Tasks		Total Fee
1	Project Management	\$2,640.00
2	Existing Housing Profile	\$3,770.00
3	Housing Needs and Trends Assessment	\$7,080.00
4	Housing Study Goals and Strategies	\$5,900.00
Total		\$19,390.00

Budget may be re-distributed among tasks, with approval by the City, so long as the total fee amount does not change.

Project Schedule

Anticipated notice to proceed: [date]

Anticipated completion of project activities: [date]

Once the Consultant has received a notice to proceed on the work mentioned above, the team will work with the City to determine a feasible and acceptable timeline of tasks.

Optional Additional Services

1. Stakeholder Interviews/Focus Groups \$4,000.00

- a. Up to three (3) total focus group meetings with potential stakeholders to be conducted on the same day.
 - i. Realtors
 - ii. Developers
 - iii. Landowners
 - iv. City staff
 - v. Builders/Contractors
 - vi. Lenders
 - vii. Community Leaders
 - viii. Major Employers
 - ix. Other identified stakeholders
- b. Each focus group meeting will be at most 1.5 hours in length and will take place in person.

2. Housing Needs Survey..... \$2,000.00

- a. Shared with other stakeholders or other groups as determined by City
- b. Available online and printed version for the City to distribute.
- c. Summary of findings to be included in final Housing Study document.

3. Housing Conditions Field Work..... \$25,000.00

- a. JEO staff to conduct a windshield survey assessing existing housing stock conditions.
- b. Collecting data in an online mapping system, ArcGIS; or in field notes which will be translated into a digital inventory file for City records.
- c. Data to be collected during field work:
 - i. Condition rating of parcels – Good, Fair, Poor
 - ii. Housing type – single family, duplex, multi-family
 - iii. Vacant lots/structures

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GENERAL CONDITIONS

1. SCOPE OF SERVICES: JEO Consulting Group, Inc. ("JEO") shall perform the services described in Exhibit A. JEO shall invoice the client for these services at the fee stated in Exhibit A.

2. ADDITIONAL SERVICES: JEO can perform work beyond the scope of services, as additional services, for a negotiated fee or at fee schedule rates.

3. CLIENT RESPONSIBILITIES: The client shall provide all criteria and full information as to the client's requirements for the project; designate and identify in writing a person to act with authority on the client's behalf in respect to all aspects of the project; examine and respond promptly to JEO's submissions; and give prompt written notice to JEO whenever the client observes or otherwise becomes aware of any defect in work.

Unless otherwise agreed, the client shall furnish JEO with right-of-access to the site in order to conduct the scope of services. Unless otherwise agreed, the client shall also secure all necessary permits, approvals, licenses, consents, and property descriptions necessary to the performance of the services hereunder. While JEO shall take reasonable precautions to minimize damage to the property, it is understood by the client that in the normal course of work some damage may occur, the restoration of which is not a part of this agreement.

Client is responsible for paying the sales tax/fees on services provided, if sales tax/fees are required by the jurisdiction of the project. This amount may not be included in the fee for the project.

4. TIMES FOR RENDERING SERVICES: JEO's services and compensation under this agreement have been agreed to in anticipation of the orderly and continuous progress of the project through completion. Unless specific periods of time or specific dates for providing services are specified in the scope of services, JEO's obligation to render services hereunder shall be for a period which may reasonably be required for the completion of said services.

If specific periods of time for rendering services are set forth or specific dates by which services are to be completed are provided, and if such periods of time or date are changed through no fault of JEO, the rates and amounts of compensation provided for herein shall be subject to equitable adjustment. If the client has

requested changes in the scope, extent, or character of the project, the time of performance of JEO's services shall be adjusted equitably.

5. INVOICES: JEO shall submit invoices to the client monthly for services provided to date and a final bill upon completion of services. Invoices are due and payable within 30 days of receipt. Invoices are considered past due after 30 days. Client agrees to pay a finance charge on past due invoices at the rate of 1.0% per month, or the maximum rate of interest permitted by law.

If the client fails to make any payment due to JEO for services and expenses within 30 days after receipt of JEO's statement, JEO may, after giving 7 days' written notice to the client, suspend services to the client under this agreement until JEO has been paid in full all amounts due for services, expenses, and charges.

6. STANDARD OF CARE: The standard of care for all services performed or furnished by JEO under the agreement shall be the care and skill ordinarily used by members of JEO's profession practicing under similar circumstances at the same time and in the same locality. JEO makes no warranties, express or implied, under this agreement or otherwise, in connection with JEO's services.

JEO shall be responsible for the technical accuracy of its services and documents resulting therefrom, and the client shall not be responsible for discovering deficiencies therein. JEO shall correct such deficiencies without additional compensation except to the extent such action is directly attributable to deficiencies in client furnished information.

7. REUSE OF DOCUMENTS: Reuse of any materials (including in part plans, specifications, drawings, reports, designs, computations, computer programs, data, estimates, surveys, other work items, etc.) by the client on a future extension of this project, or any other project without JEO's written authorization shall be at the client's risk and the client agrees to indemnify and hold harmless JEO from all claims, damages, and expenses including attorney's fees arising out of such unauthorized use.

8. ELECTRONIC FILES: Copies of Documents that may be relied upon by the client are limited to the printed copies (also known as hard copies) that are signed or sealed by JEO. Files in electronic media format of text,

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GENERAL CONDITIONS

data, graphics, or of other types that are furnished by JEO to the client are only for convenience of the client. Any conclusion or information obtained or derived from such electronic files shall be at the user's sole risk.

a. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it shall perform acceptance tests or procedures within 30 days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the 30 day acceptance period shall be corrected by the party delivering the electronic files. JEO shall not be responsible to maintain documents stored in electronic media format after acceptance by the client.

b. When transferring documents in electronic media format, JEO makes no representations as to long term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by JEO at the beginning of the project.

c. The client may make and retain copies of documents for information and reference in connection with use on the project by the client.

d. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.

e. Any verification or adaptation of the documents by JEO for extensions of the project or for any other project shall entitle JEO to further compensation at rates to be agreed upon by the client and JEO.

9. SUBCONSULTANTS: JEO may employ consultants as JEO deems necessary to assist in the performance of the services. JEO shall not be required to employ any consultant unacceptable to JEO.

10. INDEMNIFICATION: To the fullest extent permitted by law, JEO and the client shall indemnify and hold each other harmless and their respective officers, directors, partners, employees, and consultants from and against any and all claims, losses, damages, and expenses (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) to the extent such claims, losses, damages, or expenses are caused by the indemnifying parties' negligent acts, errors, or omissions. In the event claims, losses, damages, or expenses are caused by the joint or concurrent

negligence of JEO and the client, they shall be borne by each party in proportion to its negligence.

11. INSURANCE: JEO shall procure and maintain the following insurance with limits not less than shown during the performance of services under this agreement:

a. Workers' Compensation: Statutory

b. Employer's Liability

i. Each Accident: \$500,000

ii. Disease, Policy Limit: \$500,000

iii. Disease, Each Employee: \$500,000

c. General Liability

i. Each Occurrence (Bodily Injury and Property Damage): \$1,000,000

ii. General Aggregate: \$2,000,000

d. Auto Liability

i. Combined Single: \$1,000,000

e. Excess or Umbrella Liability

i. Each Occurrence: \$1,000,000

ii. General Aggregate: \$1,000,000

f. Professional Liability:

i. Each Occurrence: \$1,000,000

ii. General Aggregate: \$2,000,000

g. All policies of property insurance shall contain provisions to the effect that JEO and JEO's consultants' interests are covered and that in the event of payment of any loss or damage the insurers shall have no rights of recovery against any of the insureds or additional insureds thereunder.

h. For projects with construction services, the client shall require the contractor to purchase and maintain general liability and other insurance as specified in the Contract Documents and to cause JEO and JEO's consultants to be listed as additional insured with respect to such liability and other insurance purchased and maintained by the contractor for the project.

i. The client shall reimburse JEO for any additional limits or coverages that the client requires for the project.

12. TERMINATION: This agreement may be terminated by either party upon 7 days prior written notice. In the event of termination, JEO shall be compensated by client for all services performed up to and including the termination date. The effective date of termination may be set up to thirty (30) days later than otherwise provided to allow JEO to demobilize personnel and equipment from the site, to complete tasks whose value would otherwise be lost, to prepare

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GENERAL CONDITIONS

notes as to the status of completed and uncompleted tasks, and to assemble project materials in orderly files.

13. GOVERNING LAW: This agreement is to be governed by the law of the state in which the project is located.

14. SUCCESSORS, ASSIGNS, AND BENEFICIARIES: The client and JEO each is hereby bound and the partners, successors, executors, administrators and legal representatives of the client and JEO are hereby bound to the other party to this agreement and to the partners, successors, executors, administrators and legal representatives (and said assigns) of such other party, with respect to all covenants, agreements and obligations of this agreement.

a. Neither the client nor JEO may assign, sublet, or transfer any rights under or interest (including, but without limitation, monies that are due or may become due) in this agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment shall release or discharge the assignor from any duty or responsibility under this agreement.

b. Unless expressly provided otherwise in this agreement: Nothing in this agreement shall be construed to create, impose, or give rise to any duty owed by the client or JEO to any contractor, contractor's subcontractor, supplier, other individual or entity, or to any surety for or employee of any of them.

c. All duties and responsibilities undertaken pursuant to this agreement shall be for the sole and exclusive benefit of the client and JEO and not for the benefit of any other party.

15. PRECEDENCE: These standards, terms, and conditions shall take precedence over any inconsistent or contradictory language contained in any proposal, contract, purchase order, requisition, notice to proceed, or like document regarding JEO's services.

16. SEVERABILITY: Any provision or part of the agreement held to be void or unenforceable shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the client and JEO, who agree that the agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as

possible to expressing the intention of the stricken provision.

17. NON-DISCRIMINATION CLAUSE: Pursuant to Neb. Rev. Stat. § 73-102, the parties declare, promise, and warrant that they have and will continue to comply fully with Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C.A § 1985, et seq.) and the Nebraska Fair Employment Practice Act, Neb. Rev. Stat. § 48-1101, et seq., in that there shall be no discrimination against any employee who is employed in the performance of this agreement, or against any applicant for such employment, because of age, color, national origin, race, religion, creed, disability or sex.

18. E-VERIFY: JEO shall register with and use the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee pursuant to the Immigration Reform and Control Act of 1986, to determine the work eligibility status of new employees physically performing services within the state where the work shall be performed. Engineer shall require the same of each consultant.

19. WAIVER OF CONSEQUENTIAL DAMAGES:

Client and JEO expressly waive any and all claims for consequential damages for the Project including, but not limited to, loss of use, profits, business, reputation, financing, rental expenses, loss of income, and overhead.

20. DISPUTE RESOLUTION: In the event of any dispute between the Parties related to the Project, the Parties agree to first negotiate in good faith toward a resolution with participation by representatives of each Party holding sufficient authority to resolve the dispute. If such dispute cannot be resolved within fifteen (15) business days, before any action or litigation is initiated other than as required to secure lien rights, the dispute shall be submitted to mediation using a mediator mutually selected by the Parties. Such mediation shall be completed within forty-five (45) days of either the Party's written demand, with each Party to bear its share of the mediation fees and its own respective costs.