



Huntsville, Alabama

305 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 2/12/2026

File ID: TMP-6530

Department: Fire and Rescue

Subject:

Type of Action: Approval/Action

Professional Services Agreement between the City of Huntsville and Stanard & Associates.
Resolution No.

Finance Information:

Account Number: 1000-42-42100-515370-00000000-

City Cost Amount: NTE \$16,060.00

Total Cost: NTW \$16,060.00

Special Circumstances: NA

Grant Funded: NA

Grant Title - CFDA or granting Agency: NA

Resolution #: NA

Location: (list below) NA

Address:

District: District 1 District 2 District 3 District 4 District 5

Additional Comments: NA

RESOLUTION NO. 26- _____

BE IT RESOLVED by the City Council of the City of Huntsville, Alabama, that the Mayor be and he is hereby authorized to enter into an Agreement by and between the City of Huntsville, a municipal corporation in the State of Alabama, and Stanard & Associates, Inc., which said Agreement is attached hereto and identified as “Professional Services Contract between the City of Huntsville and Stanard & Associates, Inc, for Professional Services” to develop and administer written and practical examinations for the position of Fire Driver-Engineer consisting of twelve (12) pages and the date of February 12, 2026 appearing on the margin of the first page, together with the signature of the President or President Pro Tem of the City Council, an executed copy of said document being permanently kept on file in the Office of the City Clerk of the City of Huntsville, Alabama.

ADOPTED this the 12th day of February, 2026

President of the City Council of
the City of Huntsville, Alabama

APPROVED this the 12th day of February, 2026

Mayor of the City of Huntsville,
Alabama

Step 2. Stanard and Associates shall tabulate the scores per candidate per practical examination for each testing process, if needed.

2.0 Eligibility Written Exam

The City will administer the Fire-Driver Engineer examination multiple times during the terms of this agreement. Each time the City administers the said examination (each "Testing Cycle"), Stanard will provide to the City the following services in development or revised content valid, written job knowledge examinations:

Step 1. Stanard shall create candidate study guide and test administration guide and update the guides as necessary.

Step 2. Stanard shall edit/write items to create one 100-item comprehensive written exam using past items as appropriate. Stanard shall write as many new items as needed based on SME input. HFR SMEs will provide feedback to determine which items should be included in the test.

Step 3. Stanard shall format the exam for administration to candidates and create an answer key.

Step 4. Stanard shall provide printed exam booklets.

Step 5. Stanard shall respond to candidate challenges, if needed.

Step 6. Stanard shall score exams and report results to HFR.

3.0 Development of Grading Rubric to Establish Eligibility List.

Stanard agrees to provide to the City the following services in the development and review of a grading rubric that will be used to establish an eligibility list for the position of Fire Driver-Engineer. commencing on the effective date of this agreement and continuing for a period of twenty-four (24) months thereafter:

Step 1. Stanard shall meet with HFR to discuss the following components:

- a. Written test for the eligibility review for the eligibility review
- b. Skills performance for the eligibility review
- c. Candidate's interview
- d. Candidate's job history assessment

The purpose of the meeting is to establish grading rubric for use by the Interview Committee which will assist in ranking candidates on the roster of eligibles.

Stanard shall strive to eliminate, minimize, reduce, limit, any adverse impact of the fire driver-engineer promotional process at every step in the process and in every phase of this agreement, and shall strive to provide a promotional process that is completely job-related, consistent with business necessity, and complies with all applicable laws.

4.0 In the event of any legal or administrative challenges to the validity of the procedures or examinations developed by Standard for the City and in the event additional consultation (i.e., statistical analyses, attend special meetings, etc.) is needed, the City may elect to have Stanard provide professional services to defend the promotional process and examination developed by Stanard. If these options are exercised at any time by the City, then Stanard shall bill the City at the rate of \$190.00 per hour for Bachelor's and Master's-level staff and \$275.00 per hour for Ph.D. -level staff. Request for copies, scanning, assembly, etc. of paperwork are billed at an administrative rate of \$30.00 per hour. If required, Standard charges an administrative fee of \$45.00 per hour to print out paper copies of source materials received electronically. If needed, exam booklets can be printed at a fee of \$3.00 each. If additional test administration sessions or proctors are needed, those will be billed at \$750.00 per session per proctor.

5.0 In consideration of the services rendered hereunder, the City shall pay to Stanard each time the exam is developed and administered the sum not to exceed Eleven Thousand Dollars (\$11,000) for work described in section 1.0 step 1 plus Twenty Dollars (\$20.00) per candidate per to score each practical examination, if needed for services related to review, development and scoring of the Skills Evaluation System as set forth in section 1.0. The sum of up to One Thousand Two Hundred Fifty Dollars (\$1,200) for services related to the Eligibility Written Exam as set forth in section Step 2.0 Additionally, the City shall also pay to Stanard the sum of Forty-Nine Dollars (\$49.00) for each new written question developed by Stanard for item review in Step 2 of the eligibility written exam development in Section 2.0, and the sum not to exceed Four Thousand Four Hundred Dollars (\$4,400.00) for services related to establishing a Grading Rubric as set forth in section 3.0. which includes up to 16 hours at \$275 per hour billed as incurred, or \$4,400.

Except for written question fees at \$49 per item, responses to candidate challenge fees of \$190 per hour, and test booklet printed fees of \$3 per test booklet, the total amount payable to Stanard is not to exceed Sixteen Thousand, Six Hundred Dollars (\$16,600) for work described in Sections 1.0, 2.0, and 3.0.

As progress payments of these amounts, Eight Thousand and Three Hundred Dollars (\$8,300.00) shall be due and payable within fifteen (15) days of contract execution with the remainder being payable within thirty (30) days from the date of the final invoice from Stanard. Stanard may invoice the City upon final completion of the work.

6.0 In the performance of this work it is understood between the parties that Stanard and its employees, agents, subcontractors and consultants, if any, shall be acting as independent contractors and not as employees of the City of Huntsville. Stanard shall have no authority to obligate the City to any indebtedness or other obligation.

7.0 All notices to be delivered hereunder shall be delivered to the other party by placing the same in the United States Mail, First Class postage prepaid, by prepaid overnight service through Federal Express, DHL or United Parcel Services or by hand delivery, to the addressee, addressed as follows:

Mr. Michael J. Thomason
Stanard and Associates, Inc.
309 West Washington Street
Suite 1000
Chicago, IL 60606

City Of Huntsville
Attention: Mr. Byron Thomas
Director of Human Resources
P.O. Box 308
305 Fountain Circle
Huntsville, Alabama 35804

8.0 The contract between the City and Stanard consists of this written Agreement and any documents or drawings furnished by the City and referenced herein. This written Agreement constitutes the entire agreement between the City and Stanard with reference to the Scope of Work delineated within. Except to the extent specifically excluded herein, this Contract supersedes any bid or proposals documents and all prior written or oral communication, representation and negotiations, if any, between the City and Stanard.

9.0 This contract shall be effective on the date this Agreement is executed by the last party to execute it.

10.0 Nothing contained in this Contract shall create, or be interpreted to create, privity or any other contractual agreement between the City and person or entity other than Stanard.

11.0 This agreement may be terminated by either party without cause prior to the completion of the project upon thirty (30) days written notice of the intent to terminate to the other party. Notice to terminate shall be given to the City by written notification mailed to Director of Human Resources, City of Huntsville, Alabama at 308 Fountain Circle, Huntsville, Alabama 35801. Notice to terminate shall be given to Stanard by written notification mailed to Mr. Michael J. Thomason, Stanard and Associates, Inc., 309 West Washington Street, Suite 1000, Chicago, IL 60606. In the event of such termination without cause, Stanard shall be compensated for all services actually performed in a timely manner prior to receipt of the notice of termination provided however, that such compensation shall be conditioned upon Stanard providing in a timely manner to the City all documents developed and copies of the work product produced pursuant to the Contract which were performed in furtherance of the Scope or Work up to the receipt of the notice of termination. In such event, Stanard shall promptly submit the City its invoice for final payment.

12.0 This agreement may be terminated by either party upon seven (7) days written notice to the other should such other party fail substantially to perform in accordance with its material terms through no fault of the party initiating the termination.

13.0 The failure of the City to insist in one or more instances upon the performance of any term of this Contract is not a waiver of the City's right to future performance of such terms, and Stanard's obligations for future performance of such shall continue in effect.

14.0 If Stanard persistently fails or refuses to perform the work in accordance with this contract, the City may order Stanard to stop the work, or any described portion thereof, until the cause for stoppage has been corrected, no longer exists, or the City orders that work be resumed.

15.0 Stanard shall carry insurance of the following kinds and amounts in addition to any other forms of insurance or bonds required under the terms of the contract specifications. Stanard shall procure and maintain for the duration of the job until final acceptance by the City, or as later indicated, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Stanard, its agents, representatives, employees or subcontractors.

A. MINIMUM SCOPE OF INSURANCE:

1. General Liability:

Insurance will be written on an occurrence basis. Claims-made coverage will be accepted only on an exception basis after the City's approval.

Commercial General Liability

Products and Completed Operations
Contractual
Personal Injury
Broad Form Property Damage

2. Professional Liability:

Insurance may be written on a "claims-made" basis, providing coverage for negligent acts, errors or omissions in the performance of professional services. Coverage will be maintained for three years after completion of the professional services and Certificates of Insurance will be submitted to the City within reasonable economic terms. For purposes of this provision, reasonable economic terms shall mean that such coverage is carried by at least 25% of the firms within the discipline of concern in the United States. Such coverage shall be carried on a continuous basis including prior acts coverage to cover the subject project. The professional liability insurance shall contain contractual liability coverage.

3. Automobile Liability:

Business Automobile Liability providing coverage for all owned, hired and non-owned autos. Coverage for loading and unloading shall be provided under either automobile liability or general liability policy forms.

4. Workers' Compensation Insurance:

Statutory protection against bodily injury, sickness or disease or death sustained by employee in the scope of employment. Protection shall be provided by a commercial insurance company or a recognized self-insurance fund authorized before the State of Alabama Board of Industrial Relations. The Workers' Compensation Insurance carrier or self-insured fund shall waive all subrogation rights against the City of Huntsville, its officers, employees, agents and specified volunteers.

5. Employers Liability Insurance:

Covering common law claims of injured employees made in lieu of or in addition to a worker's compensation claim.

B. MINIMUM LIMITS OF INSURANCE:

1. General Liability:

Commercial General Liability on an "occurrence form" for bodily injury and property damage:

\$ 1,000,000 General Aggregate Limit
\$ 500,000 Products - Completed Operations Aggregate
\$1,000,000 Personal & Advertising Injury
\$ 500,000 Each Occurrence

2. Professional Liability:

Insurance may be made on a "claims-made" basis:

\$ 1,000,000 Per Claim

3. Automobile Liability:

\$ 500,000 Combined Single Limit per accident for bodily injury and property damage.

4. Workers' Compensation:

As Required by the State of Alabama Statute

5. Employers Liability:

\$ 100,000 Bodily Injury by Accident or Disease

\$ 500,000 Policy Limit by Disease

C. OTHER INSURANCE PROVISIONS:

The City is hereby authorized to adjust the requirements set forth in this document in the event it is determined that such adjustment is in the City's best interest. If the insurance requirements are not adjusted by the City prior to the City's release of specifications with regard to the project in question, then the minimum limits shall apply.

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverage's Only:

- a. The City, its officers, employees, agents and specified volunteers are to be covered as Additional Insureds, as their interests may appear, as respects: liability arising out of activities performed by or on behalf of Stanard for products used by and completed operations of Stanard; or automobiles owned, leased, hired or borrowed by Stanard. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, employees, agents or specified volunteers. Additional Insured status on the CGL shall be through ISO Additional Endorsement CG 20 10 11 85 or equivalent that is sufficient to provide coverage as per this Agreement.
- b. Stanard's insurance coverage shall be primary insurance as respects the City, its officers, employees, agents and specified volunteers, as their interests may appear. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents or specified volunteers shall be excess of Stanard's insurance and shall not contribute to it.
- c. Stanard's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. All Coverages:

- a. Stanard is responsible to pay all deductibles. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City. Cancellation of coverage for non-payment of premium will require ten (10) days written notice to the City.
- b. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officers, employees, agents or specified volunteers.

D. ACCEPTABILITY OF INSURERS:

Insurance is to be placed with insurers with an A. M. Best's rating of no less than **B+ V**.

E. VERIFICATION OF COVERAGE:

The City shall be indicated as a Certificate Holder and Stanard shall furnish the City with Certificates of Insurance reflecting the coverage required by this document. The A. M. Best Rating and deductibles, if applicable, shall be indicated on the Certificate of Insurance for each insurance policy. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

F. CONSULTANTS AND/OR SUBCONTRACTORS WORKING FOR THE CONTRACTOR:

Stanard shall include all subcontractors and/or consultants as insureds under its policies or shall furnish separate certificates and/or endorsements for each subcontractor and/or consultant.

G. HOLD HARMLESS AGREEMENT:

1. Other Than Professional Liability Exposures:

Stanard, to the fullest extent permitted by law, shall indemnify and hold harmless the City, its elected and appointed officials, employees, agents and specified volunteers against all claims, damages, losses and expenses, including, but not limited to, attorney's fees, arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or

expense (1) is attributable to personal injury, including bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including loss of use resulting therefrom, and (2) is caused by any negligent act or omission of Stanard or any of their consultants, or anyone directly or indirectly employed by them or anyone for whose acts they are legally liable.

2. Professional Liability:

Stanard agrees that as respects negligent acts in the performance of professional services, to indemnify and hold harmless the City, its officers, agents, and employees from and against any and all claims, demands, losses and expenses including, but not limited to attorney's fees, of any kind or nature resulting from any negligent acts, solely of Stanard or any subconsultants or anyone directly or indirectly employed by them or anyone for whose acts they are legally liable. Nothing contained in this agreement shall make S&A responsible to the City or any third-party for any claims, suits or expenses arising out of the negligent, intentional, reckless, or wrongful acts of the City or its agents, including its misuse of Stanard's work product.

16.0 This agreement shall be governed by the law of the State of Alabama. Proper venue of any action to enforce this agreement shall be in the courts of Madison County, Alabama.

17.0 The intent of this Contract is to require complete, correct and timely execution of the Work. Any Work that may be required, implied or inferred by the Contract Documents, or any one or more of them, as necessary to produce the intended result shall be provided by Stanard.

18.0 This Contract is intended to be an integral whole and shall be interpreted as internally consistent. What is required by any one Contract Document shall be considered as required by the Contract.

19.0 When a word, term or phrase is used in this Contract, it shall be interpreted or construed. First, as defined herein; second, if not defined, according to its generally accepted meaning within the Contractual industry; and third, if there is no generally accepted meaning in the Contractual industry, according to its common and customary usage.

20.0 The words "include," "includes," or "including," as used in this Contract, shall be deemed to be followed by the phrase, "without limitation."

21.0 The specification herein of any act, failure, refusal, omission, event, occurrence or condition as constituting a material breach of this Contract shall not imply

that any other, non-specified act, failure, refusal, omission, event, occurrence or condition shall be deemed not to constitute a material breach of this Contract.

22.0 Words or terms used as nouns in this Contract shall be inclusive of their singular and plural forms, unless the context of their usage clearly requires a contrary meaning.

23.0 Time limitations contained herein, or provided for hereby, are of the essence of this Agreement.

24.0 The reports, drawings, specifications and other documents or things prepared by Stanard for the Project shall become and be the sole property of the City. Stanard shall be permitted to retain copies thereof for its records and for its future professional endeavors.

25.0 Stanard shall not assign its rights hereunder, excepting its right to payment, nor shall it delegate any of its duties hereunder without the written consent of the City. Subject to the provisions of the immediately preceding sentence, the City and Stanard, respectively, bind themselves, their successors, assigns and legal representatives to the other party to this Agreement and to the successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement.

26.0 Nothing contained herein shall create a contractual relationship with, or any rights in favor of, any third party.

27.0 The City may, at any time by written order, make changes within the general scope of this contract in any one or more of the following:

1. Description of the services to be performed;
2. Time of performance;
3. Place of Performance.

If any change causes an increase or decrease in the fixed sum amount or the time required for performance of any part of the work under this contract, whether or not changed by the order, or otherwise affects any other terms and conditions of this contract, the City shall make an equitable adjustment in the fixed sum amount or delivery schedule or other affected terms and shall modify the contract accordingly. Stanard must assert its right to an adjustment under this clause within 14 calendar days from the date of receipt of the written order. However, if the City decides the facts justify it, the City may receive and act upon a proposal submitted before final payment of the contract. Any other modifications to this agreement shall be made by mutual written agreement of the parties.

28.0 Stanard shall obtain the City's written consent before placing any subcontract for furnishing any of the work called for in this contract. Consent by the City to any subcontract shall not constitute approval of the acceptability of any subcontract

terms or conditions, acceptability of any subcontract price or of any amount paid under any subcontract, nor relieve Stanard of any responsibility for performing this contract.

29.0 The Services will comply with any and all applicable federal, state, and local laws as the same exist and may be amended from time to time.

30.0 In consideration of the signing of this Agreement, the parties hereto for themselves, their agents, officials, employees, and servants agree not to discriminate in any manner on the basis of race, color, creed, age, sex, disability or national origin with reference to the subject matter of this contract, no matter how remote. This nondiscrimination provision shall be binding on the successors and assigns of the parties with reference to the subject matter of this Agreement

31.0 Stanard, including its officers, employees, agents, and any other personnel providing services through Stanard pursuant to this agreement agree to hold all materials and information both for any proposal and for any contract services with the City in the strictest confidence, and to take all necessary steps to assure and maintain the security of any information, test materials or other materials received, used, or developed pursuant to this contract.

32.0 The parties acknowledge and agree that this Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, “electronic signature” shall include faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

IN WITNESS WHEREOF, the parties have executed this agreement on the day and year first above written.

Attest:

Julie Aragon

STANARD AND ASSOCIATES, INC.

By : _____
Its: _____

CITY OF HUNTSVILLE
a municipal corporation
in the State of Alabama

Attest:

Shaundrika Edwards

By: _____
Tommy Battle

Its: City Clerk

Its: Mayor