



Travis County Commissioners Court Agenda Request

Meeting Date: November 7, 2014

Prepared By/Phone Number: Jesus Angel Gómez/512-854-1187; Marvin Brice, CPPB/512-854-9765

Elected/Appointed Official/Dept. Head: Cyd V. Grimes, C.P.M., CPPO

Commissioners Court Sponsor: Judge Samuel T. Biscoe

Agenda Language: Approve contract award for engineering services for the Blake Manor Road Improvements Project, RFQ No. Q1402-005-AG, to the most highly qualified firm, Freese and Nichols, Inc.

- **Purchasing Recommendation and Comments:** Purchasing concurs with department and recommends approval of requested action. This procurement action meets the compliance requirements as outlined by the statutes.
- TNR, with Purchasing's concurrence, requests contract approval for Professional Services Agreement to Freese and Nichols, Inc., for the preparation of the construction documents for the Blake Manor Road Improvement Project located in Precinct One.
- The design of Blake Manor Road Improvements is a capital improvement project approved by voters in the 2011 bond election. Funding approved in the Bond Order is for the development of design and plans, specifications, and engineering (PS&E) documents for the design and construction to improve Blake Manor Road from Travis County East Metro Park to the proposed Wildhorse Connector, approximately 3 miles. This arterial is included in CAMPO 2035 Regional Roadway System Plan as a 4 lane arterial road with a shared use path.
- On July 8, 2014, the Court approved TNR and the Purchasing Office to commence negotiations with the most highly qualified firm Freese and Nichols, Inc.
- TNR and Purchasing have negotiated a scope and fee for the project and recommend awarding a Professional Services Agreement to the most highly qualified firm, Freese and Nichols, Inc., in the amount of \$1,207,243.00.

➤ **Contract-Related Information:**

Award Amount: \$1,207,243.00

Contract Type: Professional Service Agreement

Contract Period: Through Completion

➤ **Solicitation-Related Information:**

Solicitations Sent: N/A

Responses Received: N/A

HUB Information: Vendor is not a HUB

% HUB Subcontractor: 42%

➤ **Funding Information:**

Shopping Cart/Funds Reservation in SAP: 300001042

Fund(s)/Funding Account(s): 4083, 4086/1490190000

Comments: N/A

TRANSPORTATION AND NATURAL RESOURCES
STEVEN M. MANILLA, P.E., COUNTY EXECUTIVE



Angel
10-22-14
MB

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October 3, 2014

MEMORANDUM

TO: Marvin Brice, Assistant Purchasing Agent
FROM: Morgan Cotten, P.E., Public Works Director
THROUGH:  Steven M. Manilla, P.E., County Executive
SUBJECT: Professional Design Services for Blake Manor Road Improvements
PSA Contract No. 4400001887

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The following information is for your use in preparing an agenda item for Commissioners Court action. Please contact Miguel Villarreal, P.E., Project Manager at (512) 854-7586 if you have any questions or need additional information.

Proposed Motion:

Consider and take appropriate action on TNR's request to award a Professional Services Agreement (PSA) for the Blake Manor Road Improvements, in Precinct One with the most highly qualified firm, Freese and Nichols, Inc.

Summary and Staff Recommendations:

The design of the Blake Manor Road Improvements is a capital improvements project approved by voters in the 2011 bond election. Funding approved in the bond order is for the development of engineering design plans, specifications, and estimate documents for the construction of the Blake Manor Road Improvements between Travis County East Metro Park and the proposed Wildhorse Connector, approximately three miles. The proposed improvements include widening the existing 2-lane road to a 4-lane divided arterial. This arterial is included in the CAMPO 2035 Regional Roadway System plan. Purchasing, together with TNR Public Works, developed a RFQ for engineering design services and on April 9, 2014, proposals from 11 firms were received. Three TNR staff members evaluated and rated the qualifications of each firm and

determined Freese and Nichols, Inc., as the highest rated and the most qualified firm for this project.

TNR and Purchasing negotiated a PSA with Freese and Nichols, Inc. TNR recommends awarding this agreement with Freese and Nichols, Inc. The proposed design fee is \$1,207,243.00.

Budget and Fiscal Impact:

2011 Bond proceeds are available for this project and funding for these services have been reserved on the following financial document:

Funds Reservation Number 300001042			
Fund	4083	4086	Grand Total
Fund Center	1490190000	1490190000	
G/L Account	522040	522040	
IO/WBS	RDCN149000009	RDCN149000009	
Amount	\$863,414.00	\$483,125.00	\$1,346,539.00

Issues and Opportunities:

This project will improve and widen Blake Manor Road from the Travis County East Metro Park to the proposed Wildhorse Connector from the existing two lanes to a 4-lane divided arterial.

Attachments:

- Fee spreadsheet
- Draft PSA

CC: Cyd Grimes, County Purchasing Agent
Cynthia McDonald, Isabelle Lopez, Tawana Gardner, TNR Financial Services
Steve Sun, P.E., Assistant Public Works Director, TNR
Miguel Villarreal, P.E., TNR

Funds Reservation 300001042

General Data			
Document type	NE	Document type	030
Company code	1000	Document date	01/29/2014
FM area	1000	Posting date	01/29/2014
Controlling area	1000	Currency	USD/ 1.00000
Statistics			
Entered by	LOPEZI	Created on	01/29/2014
Last changed by	ROMEROJ1	Last changed	09/19/2014
More Data			
Text	Blake Manor Road-Design/Engr Svcs.		
Reference			
Overall Amount	1,346,539.00 USD		

Document item 001			
Text	Blake Manor Rd.-Design/Engr PSA		
Commitment item	522040	Funds center	1490190000
Fund	4083	G/L account	522040
Cost center	1490190000	Due on	
Vendor		Customer	
Amount	863,414.00 USD		

Document item 002			
Text	Blake Manor Rd.-Design/Engr PSA		
Commitment item	522040	Funds center	1490190000
Fund	4086	G/L account	522040
Cost center	1490190000	Due on	
Vendor		Customer	
Amount	483,125.00 USD		



PROFESSIONAL SERVICES AGREEMENT

BETWEEN

TRAVIS COUNTY

AND

FREESE AND NICHOLS, INC.

FOR

PROFESSIONAL ENGINEERING SERVICES

FOR

BLAKE MANOR ROAD IMPROVEMENTS

CONTRACT NO. 4400001887
(TRANSPORTATION AND NATURAL RESOURCES)

Contract No. 4400001887

PROFESSIONAL SERVICES AGREEMENT (PSA)

<u>SECTION:</u>	TABLE OF CONTENTS	PAGE
1	EMPLOYMENT OF THE CONSULTANT	4
2	BASIC SERVICES OF THE CONSULTANT	5
3	CONSTRUCTION COST	7
4	COMPENSATION AND PAYMENT SCHEDULE	8
5	PERIOD OF SERVICE	8
6	COORDINATION WITH COUNTY	9
7	WORK PRODUCT	10
8	REVISION TO WORK PRODUCT	11
9	REIMBURSABLE EXPENSES	11
10	SUSPENSION AND TERMINATION	11
11	CONSULTANT'S RESPONSIBILITY AND LIABILITY	14
12	OWNERSHIP OF DOCUMENTS	16
13	MAINTENANCE OF AND RIGHT OF ACCESS TO RECORDS	16
14	MISCELLANEOUS:	16
	14.1 VENUE	
	14.2 SEVERABILITY	
	14.3 EQUAL OPPORTUNITY IN EMPLOYMENT	
	14.4 CERTIFICATE OF CONSULTANT	
	14.5 BIDDING EXEMPTION	
	14.6 NOTICE	
	14.7 INSURANCE REQUIREMENTS	
	14.8 FORFEITURE OF CONTRACT	
	14.9 PURCHASE ORDER	
	14.10 PAYMENTS	
	14.11 INTEREST ON OVERDUE PAYMENTS	
	14.12 PROPERTY TAXES	
	14.13 TAXPAYER IDENTIFICATION	
	14.14 SUCCESSORS AND ASSIGNS	
	14.15 HISTORICALLY UNDERUTILIZED BUSINESS	

Contract No. 4400001887

14.16	FUNDING OUT
14.17	NON-WAIVER OF DEFAULT
14.18	MEDIATION
14.19	OFFICIALS NOT TO BENEFIT
14.20	CONSULTANT CERTIFICATIONS
14.21	CIVIL RIGHTS/ADA COMPLIANCE
14.22	GRATUITIES
14.23	MONITORING
14.24	INCORPORATION OF ATTACHMENTS
14.25	ENTIRE AGREEMENT
14.26	TEXAS PUBLIC INFORMATION ACT
14.27	CERTIFICATION OF ELIGIBILITY
14.28	ENTITY STATUS

ACKNOWLEDGEMENT AND SIGNATURE PAGE

EXHIBIT 1	COMPENSATION FOR PROFESSIONAL SERVICES AND SCHEDULE OF PAYMENTS
EXHIBIT 2	HOURLY RATES
EXHIBIT 3	PROJECT SCHEDULE ATTACHMENT 1 – PERFORMANCE SCHEDULE ATTACHMENT 2 –UTILITY RELOCATION SERVICES ATTACHMENT 3 – CONSTRUCTION ADMINISTRATION SERVICES
EXHIBIT 4	EQUAL OPPORTUNITY IN EMPLOYMENT
EXHIBIT 5	INSURANCE REQUIREMENTS
EXHIBIT 6	ETHICS AFFIDAVIT ATTACHMENT 1 - KEY CONTRACTING PERSONS LIST
EXHIBIT 7	HUB DECLARATION AND LIST OF CERTIFIED HUB SUBCONTRACTORS
APPENDIX A	SCOPE OF SERVICES
APPENDIX B	CONSULTANT’S QUALIFICATIONS STATEMENT

Contract No. 4400001887

DRAFT PROFESSIONAL SERVICES AGREEMENT ("PSA")

STATE OF TEXAS §
§
COUNTY OF TRAVIS §

This Agreement (this "Agreement") is made and entered into by and between Travis County, Texas, a political subdivision of the State of Texas ("County") and Freese and Nichols, Inc. ("Consultant") (each a "Party" and, collectively, the "Parties").

County desires to obtain professional engineering services for the design of Blake Manor Road Improvements-Design Services (the "Project");

Consultant has the professional ability and expertise to fulfill the requirements of the Project, and to counsel County in the selection and analysis of cost-effective alternatives.

In consideration of the mutual covenants and agreements set forth in this Agreement, the amount and sufficiency of which are acknowledged, County and Consultant agree as follows:

SECTION 1
EMPLOYMENT OF THE CONSULTANT

- 1.1 Travis County has designated a primary Project representative to act on behalf of County with respect to the work to be performed under this Agreement (the "County Project Manager"). The County Project Manager, in consultation with the County Executive of the Travis County Transportation and Natural Resources Department ("County Executive" for "TNR"), has the authority to interpret and define County's policies and decisions with respect to Consultant's services. The County Project Manager may designate representatives to transmit instructions and receive information. The County Project Manager will supervise the performance of Consultant's services under this Agreement. Consultant must cooperate fully with the County Project Manager in the performance of services under this Agreement.
- 1.2 County is contracting with Consultant as an independent contractor. Consultant shall perform professional engineering services as described in this Agreement. If any dispute arises under this Agreement, Consultant and the County Project Manager specifically agree to make a good faith effort to resolve the dispute directly between them. If they are unable to resolve the matter to Consultant's satisfaction, Consultant may appeal the dispute by following the procedures described in Paragraph 11.9 of this Agreement.
- 1.3 County will provide Consultant convenient access to all existing plans, maps, studies, reports, field notes, statistics, computations, and other data in its possession relating to existing facilities and to the Project. Consultant shall make copies of needed information and promptly return all originals. The cost of such copies will be a reimbursable expense. Consultant shall return his copies of this material to County upon completion of the Project, if the County Project Manager instructs the Consultant to do so.
- 1.4 County cannot and does not warrant or guarantee the accuracy of all information that it provides to Consultant. Consultant may rely on professional sealed documents to the extent

Contract No. 4400001887

that the original professional would have been held liable for the information contained in those documents, in accordance with industry standard practice. Information provided in record or as-built documents that is critical to the current design work should be field-verified by Consultant in accordance with his professional judgment. Consultant may rely on other Project information provided by County, such as program data or design criteria, in accordance with industry standards, unless this Agreement provides otherwise.

- 1.5 If the County Project Manager observes or otherwise becomes aware of any fault or defect in the Work Product, as defined in Section 7, the County Project Manager will give prompt written notice of the fault or defect to Consultant. Consultant shall correct any such fault or defect at no cost to County.
- 1.6 The Travis County Commissioners Court orders this Agreement for professional engineering/architectural services exempt from the County Purchasing Act pursuant to Texas Local Government Code § 262.024(4) as an item for procurement of professional services.
- 1.7 Project Management; Key Personnel. Consultant shall provide management for the Project in accordance with the Organizational Chart set forth as **Appendix B**, attached hereto and made a part hereof. Personnel included in the Organizational Chart shall be considered "Key Personnel" for purposes of this Project. Except in the event that the Key Personnel individual is no longer employed by (or otherwise under the direction and control of) Consultant, none of the Key Personnel may be withdrawn from the Project without County's prior written approval; provided, however, Consultant shall have the right to change Key Personnel if Consultant complies with the following conditions: (1) Consultant provides County with at least fifteen (15) business days prior written notice that Consultant intends to replace a Key Personnel individual; (2) the notice is accompanied by a copy of the resume of any proposed replacement Key Personnel, together with documentation demonstrating that the proposed replacement has equal or greater experience and qualifications than the original Key Personnel individual; and (3) Consultant permits County to interview the proposed replacement Key Personnel individual for the purpose of satisfying itself that the proposed replacement is acceptable. County will notify Consultant within seven (7) days of conducting the interview of any objection to the proposed replacement, and will either request additional assurances regarding the proposed replacement or require Consultant to submit the name and qualifications of another replacement Key Personnel individual. Such process will continue until Consultant proposes a replacement Key Personnel individual acceptable to County. County agrees not to unreasonably withhold such acceptance. In the event a Key Personnel individual leaves the employment of Consultant unexpectedly and without advance notice, Consultant will immediately notify County upon learning of the departure and will comply with the requirements of this section.

SECTION 2 BASIC SERVICES OF CONSULTANT

- 2.1 Consultant shall be responsible for the complete design and documentation of the work described or referenced in this Agreement, and shall prepare the Work Product, which must be acceptable to the County Project Manager. Consultant shall also serve as County's professional consultant during the Project phases to which this Agreement applies, and shall consult with and give advice to County during the performance of the Project.

Contract No. 4400001887

- 2.2 Consultant shall perform the "Basic Services," which means:
- 2.2.1 all elements of labor, materials and equipment required for the Project, which must be rendered to the satisfaction of the County Project Manager and the Commissioners Court and in accordance with the requirements, policies, and standard practices of Travis County;
 - 2.2.2 the detailed Scope of Services for the Project as specified in **Appendix A**, attached to and made a part of this Agreement for all purposes (the "Scope of Services");
 - 2.2.3 all Project technical and management expertise stated in the Qualifications Statement submitted by Consultant in response to the RFQ attached to this Agreement as **Appendix C** and made a part of this Agreement for all purposes;
 - 2.2.4 the Work Product, as defined herein, which Consultant shall submit to County for review at regular intervals, as specified in the Project Schedule to be provided by Consultant. The requirements applicable to the Project Schedule are specified in Exhibit 3.
- 2.3 Consultant shall use all applicable codes in performing the Basic Services for the Project. The standards, codes, specifications, or other technical, design or professional requirements that apply to this Project are the latest edition in effect on the date on which this PSA is executed, unless Consultant and County expressly agree otherwise. The applicable codes for this Project include, but are not limited to:
- a. International Building Code
 - b. National Fire Code
 - c. National Plumbing Code
 - d. National Mechanical Code
 - e. City of Austin Energy Guidelines/Codes, or applicable electric service provider's guidelines/codes
 - f. Travis County Design Standards for Construction of Streets and Drainage in Subdivisions
 - g. AASHTO A Policy on Geometric Design of Highways and Streets
 - h. Texas Manual of Uniform Traffic Control Devices for Streets and Highways (current edition and revisions)
 - i. Texas Department of Transportation Construction Manual
 - j. City of Austin Drainage Criteria Manual (current version and updates)
 - k. Texas Department of Transportation's Standard Specifications for Construction of Highways, Streets and Bridges, 2004
 - l. National Environmental Policy Act (NEPA)
 - m. Architectural Barriers, Texas Department of Licensing and Regulation
 - n. Americans with Disabilities Act (ADA) Regulations
 - o. Army Corps of Engineers Regulations
 - p. Edwards Aquifer Regulations
 - q. Texas Commission on Environmental Quality applicable regulations
- 2.4 As part of the Basic Services, Consultant shall report to the County any suspected hazardous

Contract No. 4400001887

materials in the areas of proposed construction. Hazardous materials assessment and abatement work will be provided by County under separate contract.

SECTION 3 CONSTRUCTION COST

- 3.1 The construction cost is the total cost to County of all elements of the Project designed or specified by Consultant (the "Construction Cost").
- 3.2 The Construction Cost includes the cost, at current market rates, including a reasonable allowance for overhead and profit: (i) of labor, materials and any equipment that the Consultant has designed, specified, selected, or specially provided for Consultant; and (ii) of permitting fees and other fees and charges required by the City of Austin or other governmental authorities. The Construction Cost does not include the compensation of Consultant or other consultants.
- 3.3 Detailed estimates of the Construction Cost prepared by Consultant represent Consultant's best judgment as a design professional familiar with the construction industry. It is recognized, however, that neither Consultant nor County has control over the cost of labor, materials, or equipment; over the contractor's methods of determining bid prices; or over competitive bidding, market, or negotiating conditions.
- 3.4 Consultant may include contingencies for design, bidding, and price escalation to determine what materials, equipment, component systems, and types of construction are to be included in the Work Product, and may include in the Work Product alternate bids to adjust the Construction Cost to the fixed limit.
- 3.5 If the Bidding Phase (as described in the Scope of Services) has not commenced within one (1) month after Consultant submits the Work Product for that phase to County, Consultant shall adjust any Project budget or fixed limit of Construction Cost, if directed by County. This adjustment work will be considered an Additional Service, as defined in Section 4, if the delay was not caused by Consultant. The adjusted Project budget or fixed limit will reflect any change in the general level of prices in the construction industry between the date of submission of the Work Product and the date on which bids are sought.
- 3.6 If the Project budget or fixed limit of Construction Cost is exceeded by the lowest responsible bid, County may:
 - (1) approve, in writing, an increase in the Project budget or fixed limit;
 - (2) authorize rebidding of the Project within a reasonable time;
 - (3) terminate this Agreement and abandon the Project; or
 - (4) revise the scope of the Project to reduce the Construction Cost.
- 3.7 If County chooses to proceed under clause 3.6(4), above, Consultant, without additional compensation, shall modify the documents that Consultant is responsible for preparing under the Basic Services portion of this Agreement, as necessary to comply with the fixed limit.

Contract No. 4400001887

- 3.8 Consultant shall estimate the total Project budget, including reimbursables, contingencies, permit fees, and agency fees. The budget may not include: (1) hazardous material testing and removal, if any is required; or (ii) any costs for furniture, fixtures and equipment, unless otherwise provided in this Agreement. As part of the Basic Services, Consultant shall report to the County any suspected occurrence of hazardous materials in the areas of proposed remodeling or other construction work. Hazardous materials abatement work will be provided by County under separate contract.

SECTION 4 COMPENSATION AND PAYMENT SCHEDULE

- 4.1 In consideration of Consultant's performance of the Basic Services, Consultant will receive the Basic Services compensation described in Exhibit 1. County will pay the Basic Services compensation in accordance with the payment schedule specified in Exhibit 1.
- 4.2 For the performance of services not specifically described in the Basic Services (the "Additional Services"), Consultant will receive the Additional Services compensation described in Exhibit 1.
- 4.3 The County Project Manager will have authority to classify Consultant's services as "Basic or "Additional" services under this Agreement. The Project Manager may make this classification in consultation with the County Executive. In the event Consultant disagrees with the classification designated by the County Project Manager (and, if applicable, the County Executive), and those individuals are unable to resolve the disagreement directly, Consultant may refer the dispute to the Purchasing Agent, who will follow the procedures described in Paragraph 11.9.

SECTION 5 PERIOD OF SERVICE

- 5.1 Consultant shall perform the professional services described herein, whether "Basic" or "Additional" services, in accordance with the Project Schedule, attached to this Agreement as Exhibit 3. Consultant shall obtain County approval for any proposed modification to the Project Schedule.
- 5.2 This Agreement will become effective on the Effective Date, as defined on the signature page of this Agreement, and will remain in full force and effect for the period required for the complete design of, construction contract award for, and construction of the Project, including warranty periods and any extensions of time as provided in this Agreement (the "Project Completion Date"), unless sooner terminated as provided for in this Agreement.
- 5.3 If the performance by Consultant or County of either Party's obligations under this Agreement is interrupted or delayed by any occurrence not occasioned by its own conduct, whether such occurrence be an act of God or the result of war, riot, civil commotion, sovereign conduct, or the act or conduct of any person or persons not a party to this Agreement, then that Party will be excused from such performance for a period of time that is reasonably necessary after such

Contract No. 4400001887

occurrence to remedy the effects of the occurrence. Upon the discovery of such an event, the Party whose performance is affected under this section shall notify the other Party, and the County Project Manager will call a special meeting to propose a program for resolution of the problem, and if necessary, to establish an estimated period of time of suspension or extension of the Project Completion Date. If Consultant makes a written request for an extension of time, the County Project Manager may grant the extension if the request is properly documented and justified by the circumstances.

SECTION 6 COORDINATION WITH COUNTY

- 6.1 The Travis County Purchasing Agent (the "Purchasing Agent") acts as County's overall contract administrator. The Purchasing Agent may designate representatives to transmit and receive information. Consultant shall not commence work until the County Project Manager has thoroughly briefed Consultant on the scope of the Project. Consultant shall not commence work on the Project until receipt of a written notice to proceed issued by the Purchasing Agent upon the recommendation of the County Executive (the "Notice to Proceed"). Consultant shall not commence work on any subsequent phase of the Project, as such phases are described in the Scope of Services, until receipt of a written Notice to Proceed, which will be issued by the County Executive. The County Executive will copy the Purchasing Agent on all Notices to Proceed issued for subsequent Project phases.
- 6.2 At the beginning of each Project phase, and before written authorization to proceed with that phase is issued, Consultant shall submit to the County Project Manager the Project Schedule, as updated and adjusted as required for each phase. In addition, Consultant shall make monthly progress reports with comparisons to the Project Schedule.
- 6.3 In addition to Consultant's obligations described in the Scope of Services pertaining to meetings, at intervals not to exceed thirty (30) days, Consultant shall arrange for and attend progress meetings with County representatives and, as applicable, representatives of any other governmental authority having jurisdiction over the Project, to explain and receive feedback on the work-in-progress.
- 6.4 Consultant shall furnish all available data and reasonable assistance necessary to comply with established application, review, and approval processes for any permits, grants, or planning advances required for the Project. Consultant shall familiarize himself, and comply, with established application, review, and approval processes as necessary to ensure that reasonable compliance will cause no delay to the Project Schedule.
- 6.5 For the duration of the Agreement term, Consultant shall be responsible for advising County whether in Consultant's judgment it is feasible to proceed with the Project given any constraints affecting the Project.
- 6.6 Consultant shall cooperate and coordinate with County's staff and other consultants and contractors as reasonable and necessary in performance of this Agreement and as required by the County Executive, the County Project Manager, and the Purchasing Agent.

Contract No. 4400001887

SECTION 7 WORK PRODUCT

- 7.1 The term "Work Product" means any reports, drawings, plans, specifications and any other documents created, obtained or assembled in connection with performance of this Agreement and with the services rendered in connection with the Project, including but not limited to any and all deliverables for each phase of the Project as described in the Scope of Services.
- 7.2 Consultant shall submit the Work Product for each phase of the Project on or before the dates specified in the Project Schedule. Upon receipt of the Work Product, County will check the submission for completion. A "Complete" submission means that all items listed, referenced and otherwise described in this Agreement relating to that phase of the Project have been included.
- 7.3 If the submission is Complete, County will notify Consultant and County's Technical Review Process, as defined in this Section, will begin. If the submission is incomplete, County will notify Consultant, who shall perform any professional services that are required to complete the Work Product for that phase. Consultant shall then resubmit the Work Product to County.
- 7.4 County's "Technical Review Process" means County's review of the Complete Work Product for substantial compliance with the technical specifications and requirements included in the Basic Services. If necessary, County will return the Complete Work Product to Consultant, who shall perform any professional services required for such compliance and resubmit the Complete Work Product to County.
- 7.5 The process described in paragraph 7.3 and 7.4 will be repeated until the Work Product is accepted by County. "Acceptance" means that in the County Project Manager's opinion, substantial compliance with the technical specifications and requirements has been achieved.
- 7.6 After Acceptance, Consultant shall perform any required modifications, corrections, redesigns, and additional work as requested by County and any other governmental entities having jurisdiction over the Project and as necessary to receive final approval by the County Project Manager. "Approval" means formal written recognition by County that the Work Product for that phase is Complete and that compliance with the technical specifications and requirements has been fully achieved.
- 7.7 The County Project Manager will have authority to classify Consultant's services as "Complete", "Accepted", or "Approved" under this Agreement. The Project Manager may make this classification in consultation with the County Executive. In the event Consultant disagrees with the classification designated by the County Project Manager (and, if applicable, the County Executive), and those individuals are unable to resolve the disagreement directly, Consultant may refer the dispute to the Purchasing Agent, who will follow the procedures described in Paragraph 11.9.

Contract No. 4400001887

SECTION 8 REVISION TO WORK PRODUCT

- 8.1 After Approval by County of the Work Product for each Project phase, Consultant shall, without additional compensation, perform any professional services required as a result of Consultant's development of the Work Product that County has found to be in error or omission. In addition, if it is necessary to revise the Work Product in order to make the Project constructible, Consultant shall do so without additional compensation. However, after Approval by County, any revisions, additions, or other modifications made at County's request for the convenience of County that require Consultant to perform extra services and incur additional expenses will entitle Consultant to additional compensation for such extra services and expenses. This compensation will be paid as Additional Services in accordance with Exhibits 1 and 2. Consultant must obtain County's written authorization for Additional Services in advance in accordance with Exhibit 1.

SECTION 9 REIMBURSABLE EXPENSES

- 9.1 "Reimbursable Expenses" means expenses in addition to the compensation for Basic Services or Additional Services specified in Exhibits 1 and 2. Reimbursable Expenses includes actual expenditures made by Consultant in the interest of the Project for the expenses listed below:
- 9.1.1 Expense of reproductions, plotting of drawings, and/or other documents for other than the in-house use of Consultant. Postage, delivery expenses, and mileage for the Work Product(s) are also allowable as Reimbursable Expenses;
- 9.1.2 Expense of review and permitting fees as required by governmental authorities having jurisdiction over the Project.
- 9.2 Unless this Agreement has been amended or modified as provided in this Agreement, the payments made for each of the above-listed categories of Reimbursable Expenses may not exceed the amount shown in Exhibit 1.
- 9.3 County will pay Reimbursable Expenses monthly upon presentation of Consultant's statement of services rendered or expenses incurred. Consultant shall submit receipts for all reimbursable expenses with each invoice. County does not reimburse for sales taxes paid by Consultant. Consultant may obtain a Tax Exempt Certificate from the Travis County Purchasing Office.

SECTION 10 SUSPENSION AND TERMINATION OF AGREEMENT

- 10.1 **SUSPENSION.** County may suspend performance of this Agreement at any time for any reason without terminating this Agreement by giving Consultant written Notice of Suspension (a "Notice of Suspension"). The "Effective Date of Suspension" will be the date on which Consultant receives the Notice of Suspension, and the Suspension Period will begin on this date. Performance may be reinstated and this Agreement resumed in full force and effect within sixty (60) days of Consultant's receipt of written notice of reinstatement

Contract No. 4400001887

from County. Upon the Effective Date of Suspension, Consultant shall follow the procedures described below:

10.1.1 Upon receipt of a Notice of Suspension, Consultant shall, unless the Notice otherwise directs, immediately begin to phase out and discontinue all services in connection with the performance of this Agreement and shall prepare a statement detailing the services performed under this Agreement prior to the Effective Date of Suspension. Consultant shall prepare copies of all completed or partially completed designs, plans, and specifications prepared under this Agreement prior to the Effective Date of Suspension, including but not limited to the Work Product, for possible delivery to County upon County's request.

10.1.2 During the Suspension Period, Consultant may submit the above-referenced statement to County for payment of the approved services actually performed under this Agreement, less previous payments.

10.2 TERMINATION FOR CONVENIENCE. County reserves the right to terminate this Agreement for reasons other than default by Consultant, including for any reason deemed by Commissioners Court to serve the public interest, or resulting from any governmental law, ordinance, regulation, or court order, by delivering to Consultant a written notice (a "Notice of Termination for Convenience"), which will take effect on the tenth day following receipt by Consultant ("Termination for Convenience"). In the event of Termination for Convenience, County and its officials, agents and representatives will not be liable for loss of any profits.

10.2.1 Upon receipt of a Notice of Termination for Convenience and prior to the effective date of termination, Consultant shall, unless the Notice of Termination for Convenience otherwise directs, immediately begin to phase out and discontinue all services in connection with the performance of this Agreement and shall proceed to promptly cancel all existing orders and contracts insofar as such orders and contracts are chargeable to this Agreement. Within thirty (30) days after receipt of a Notice of Termination for Convenience, Consultant shall submit a statement showing in detail the services performed under this Agreement prior to the effective date of termination.

10.2.2 Consultant shall deliver to County copies of all completed or partially completed designs, plans, specifications and other Work Product prepared under this Agreement prior to the effective date of termination as a precondition to any final payment due under this Agreement.

10.2.3 Upon satisfaction of the above conditions, County will pay Consultant for approved services actually performed under this Agreement prior to termination, less previous payments.

10.2.4 Consultant's failure to submit the required statement described in paragraph 10.2.1 and to comply with the above stated conditions will constitute a waiver by Consultant of any and all rights or claims to collect the fee to which Consultant may rightfully be entitled for services performed under this Agreement.

Contract No. 4400001887

- 10.3 **TERMINATION FOR DEFAULT.** Either Party may terminate this Agreement for the failure of the other Party to perform any provisions of this Agreement, through no fault of the terminating Party ("Termination for Default") by delivering written notice of termination (a "Notice of Termination for Default") to the defaulting Party. The Notice of Termination for Default shall take effect on the tenth day following receipt by the defaulting Party. In the event of Termination for Default, County and its officials, agents and representatives will not be liable for loss of any profits.

Termination by Consultant:

- 10.3.1 In the event Consultant exercises its right to terminate for default by County, within thirty (30) days after receipt by County of Consultant's Notice of Termination for Default, Consultant shall submit a statement detailing the services performed under this Agreement prior to the effective date of termination.
- 10.3.2 Consultant shall deliver to County copies of all completed or partially completed designs, plans, specifications and other Work Product prepared under this Agreement prior to the effective date of termination as a precondition to any final payment due under this Agreement.
- 10.3.3 Upon satisfaction of the above conditions, County will pay Consultant for approved services actually performed under this Agreement prior to termination, less previous payments.
- 10.3.4 Consultant's failure to submit the required statement described in paragraph 10.3.1 and to comply with the above stated conditions will constitute a waiver by Consultant of any and all rights or claims to collect the fee to which Consultant may rightfully be entitled for services performed under this Agreement.

Termination by County:

- 10.3.5 Upon receipt by Consultant of a Notice of Termination for Default and prior to the effective date of termination, Consultant shall, unless the Notice of Termination otherwise directs, immediately begin to phase out and discontinue all services in connection with the performance of this Agreement and shall proceed to promptly cancel all existing orders and contracts insofar as such orders and contracts are chargeable to this Agreement. Within thirty (30) days after receipt of a Notice of Termination for Default, Consultant shall submit a statement showing in detail the services performed under this Agreement prior to the effective date of termination.
- 10.3.6 Consultant shall deliver to County copies of all completed or partially completed designs, plans, specifications and other Work Product prepared under this Agreement prior to the effective date of termination as a precondition to any final payment due under this Agreement.
- 10.3.7 Upon satisfaction of the above conditions, County will pay Consultant for approved services actually performed under this Agreement prior to termination, less previous payments.

Contract No. 4400001887

10.3.8 Consultant's failure to submit the required statement described in paragraph 10.3.5 and to comply with the above stated conditions will constitute a waiver by Consultant of any and all rights or claims to collect the fee to which Consultant may rightfully be entitled for services performed under this Agreement.

10.4 All references to time in this Agreement will be measured in calendar days unless otherwise specified.

SECTION 11 CONSULTANT'S RESPONSIBILITY AND LIABILITY

- 11.1 Consultant covenants to undertake no task for which a professional license or certificate is required unless Consultant or someone under Consultant's direction is appropriately licensed. In the event such licensed individual's license expires, is revoked, or is canceled, Consultant shall inform County of such event within five (5) working days.
- 11.2 Consultant shall be responsible for conformance with applicable federal and state laws, County permitting requirements, and city ordinances currently in effect.
- 11.3 Acceptance and Approval of the Work Product by County will not release Consultant of any responsibility or liability for the accuracy and competency of Consultant's designs, working drawings, specifications, or other documents or work performed under this Agreement. Neither Acceptance nor Approval by County will be an assumption of responsibility or liability by County for any defect, error, or omission in the designs, working drawings, specifications, or other documents prepared by Consultant.
- 11.4 Notwithstanding anything in this Agreement to the contrary, Consultant shall perform all services and responsibilities required of Consultant under this Agreement using at least that standard of care that a reasonably prudent Consultant in Travis County, Texas, would use in similar circumstances. Consultant shall perform the duties set forth in this Agreement in a professional manner and nothing in this Agreement will be construed to relieve Consultant of this duty.
- 11.5 Upon County's request, Consultant shall immediately remove from association with the Project any employee of Consultant who, in the opinion of County, is incompetent or whose conduct becomes detrimental to the work or coordination with County.
- 11.6 Consultant shall place his Texas Professional Consultant's seal of endorsement on all documents and engineering data furnished to County, as required by law.
- 11.7 Consultant is an independent contractor under this Agreement. Neither Consultant nor any officer, agent, servant, or employee of Consultant will be classified as an employee or servant of County.
- 11.8 **INDEMNIFICATION.** CONSULTANT AGREES TO AND SHALL INDEMNIFY AND HOLD HARMLESS COUNTY AND ITS OFFICIALS, AGENTS, AND EMPLOYEES, FROM AND AGAINST

Contract No. 4400001887

ANY AND ALL CLAIMS, LOSSES, DAMAGES, ACTIONS, SUITS, AND LIABILITY OF ANY KIND, WHETHER MERITORIOUS OR NOT, INCLUDING, WITHOUT LIMITATION, ALL EXPENSES OF LITIGATION, COURT COSTS, AND ATTORNEY'S FEES FOR INJURY TO OR DEATH OF ANY PERSON, OR FOR DAMAGE TO ANY PROPERTY ARISING IN WHOLE OR IN PART FROM ANY NEGLIGENT ACT, NEGLIGENT ERROR, OR NEGLIGENT OMISSION OF CONSULTANT OR ANY OF CONSULTANT'S EMPLOYEES, AGENTS, REPRESENTATIVES, OR SUBCONTRACTORS ON ACCOUNT OF, ARISING OR RESULTING FROM, DIRECTLY OR INDIRECTLY, THE PERFORMANCE OF THIS AGREEMENT.

11.8.1 If any person, firm, corporation or other entity makes or brings any claim, or other action, against Consultant that relates to Consultant's performance under this Agreement, including proceedings before an administrative agency, Consultant shall give written notice to County of the following information:

- (i) the existence of the claim, or other action, within ten (10) working days after being notified of it;
- (ii) the name and address of the person, firm, corporation, or other entity that made a claim, or that instituted any type of action or proceeding;
- (iii) the alleged basis of the claim, action or proceeding;
- (iv) the court or administrative tribunal, if any, where the claim, action or proceeding was instituted; and
- (v) the name or names of any person against whom this claim is being made.

11.8.2 Except as otherwise directed, Consultant shall furnish to County copies of all pertinent papers received by Consultant with respect to these claims or actions and all court pleadings related to the defense of these claims or actions.

11.9 CONTRACT ADMINISTRATION; UNRESOLVED DISPUTES. The Purchasing Agent acts as the County representative in the administration of this Agreement. In case of an unresolved dispute, any document, notice, or correspondence not issued by or to the Purchasing Agent, or other authorized County person, is void unless otherwise stated in this Agreement. If Consultant does not agree with any document, notice, or correspondence issued by the Purchasing Agent, or other authorized County person, relating to the unresolved dispute, Consultant must submit a written notice to the Purchasing Agent, or other authorized County person, within ten (10) calendar days after receipt of the document, notice, or correspondence, outlining the exact point of disagreement in detail. Consultant may finally appeal the decision of the Purchasing Agent, in writing, to the Travis County Commissioners Court, whose decision shall be final and binding.

Contract No. 4400001887

SECTION 12 OWNERSHIP OF DOCUMENTS

- 12.1 Consultant shall furnish County with Work Product as requested, whether or not it is complete at the end of the Project, or upon suspension or termination of this Agreement, as provided in this Agreement. Consultant may retain copies of the Work Product for Consultant's records.
- 12.2 The Work Product, and any other documents, including estimates, computer tapes, graphic files, tracings, calculations, analyses, reports, specifications, field notes, and data prepared by Consultant in performance of this Agreement, together with all intellectual property and proprietary rights in and to all such documents, will upon creation become the sole and exclusive property of County. Upon completion of the Project, Consultant shall deliver all such documents to County in an organized fashion. Consultant may retain a copy.
- 12.3 Any reuse by Consultant of any such documents described in paragraphs 12.1 and 12.2 without the specific and prior written consent of County will be at Consultant's sole risk and without liability or legal exposure to County.
- 12.4 Consultant will not be responsible for any use or any modifications to the documents described in paragraphs 12.1 and 12.2 made by any other entity, unless Consultant has given his specific written consent.

SECTION 13 MAINTENANCE OF AND RIGHT OF ACCESS TO RECORDS

- 13.1 Consultant agrees to maintain appropriate accounting records of costs, expenses, and payrolls of employees working on the Project, together with documentation of evaluations and study results for a period of five years after final payment for completed services and all other pending matters concerning this Agreement have been closed.
- 13.2 Consultant further agrees that County and its duly authorized representatives will have access to any and all books, documents, papers and records of Consultant that are directly pertinent to the services performed under this Agreement for the purposes of making audits, examinations, excerpts, and transcriptions.

SECTION 14 MISCELLANEOUS

- 14.1 **VENUE**. This Agreement is governed by and will be construed in accordance with the laws of the United States of America and the State of Texas, and all obligations under this Agreement are performable in Travis County, Texas. Venue for any dispute arising out of this Agreement will lie in the appropriate court of Travis County, Texas.
- 14.2 **SEVERABILITY**. If a court of competent jurisdiction rules any portion or portions of this Agreement invalid, illegal, or unenforceable in any respect, the remainder of it shall remain valid and binding.
- 14.3 **EQUAL OPPORTUNITY IN EMPLOYMENT**. Consultant agrees, during the performance of the services under this Agreement, to comply with the equal opportunity in employment provisions cited in Exhibit 4.

Contract No. 4400001887

14.4 CERTIFICATION OF CONSULTANT. Consultant certifies that neither Consultant nor any members of Consultant's firm has:

14.4.1 Employed or retained for a commission, percentage, brokerage, contingency fee, or other consideration, any firm or person (other than a bona fide employee working solely for Consultant) to solicit or secure the services provided by this Agreement.

14.4.2 Agreed, as an expressed or implied condition for obtaining this Agreement, to employ or retain the services of any firm or person other than in connection with carrying out the services to be performed under this Agreement.

14.4.3 Paid or agreed to pay to any firm, organization, or person (other than bona fide employees working solely for Consultant) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the services provided under this Agreement.

Consultant agrees that County may furnish this certification to any local, state or federal governmental agencies in connection with this Agreement and with those portions of the Project involving participation of agency grant funds. Consultant agrees that this certification is subject to all applicable state and federal, criminal and civil laws.

14.5 NOTICE. Any notice required or permitted to be given under this Agreement by one Party to the other must be in writing. The notice will be given and deemed to have been given immediately if delivered in person to the address set forth in this section for the Party to whom the notice is given. The notice will be given and deemed to have been given on the third day following mailing if placed in the United States mail, postage prepaid, by registered or certified mail with return receipt requested, addressed to the party at the address set forth in this section.

The address of County for all purposes under this Agreement, unless such notice is specifically directed otherwise, is:

COUNTY: Cyd V. Grimes, C.P.M., CPPO (or successor)
Travis County Purchasing Agent
P.O. Box 1748
Austin, Texas. 78767

with copies to (registered or certified mail with return receipt is not required):

Steven M. Manilla, P.E. (or successor)
County Executive
Travis County Transportation and Natural Resources
P.O. Box 1748
Austin, Texas 78767

Contract No. 4400001887

The address of Consultant for all purposes under this Agreement, unless such notice is specifically directed otherwise, is:

Michael Nichols, P.E., Principal
Freese and Nichols, Inc.
4055 International Plaza, Suite 200
Fort Worth, Texas 76109

14.6 INSURANCE. Consultant agrees during the performance of the services under this Agreement to comply with the insurance requirements specified in Exhibit 5.

14.7 FORFEITURE OF AGREEMENT. Consultant shall forfeit all benefits of this Agreement and County will retain all performance by Consultant and recover all consideration, or the value of all consideration, paid to Consultant pursuant to this Agreement if:

- (i) Consultant was doing business at the time of submitting its Qualifications Statement or had done business during the 365-day period immediately prior to the date on which its Qualifications Statement was due with one or more Key Contracting Persons; or
- (ii) Consultant does business with a Key Contracting Person after the date on which the Qualifications Statement that resulted in this Agreement and prior to full performance of this Agreement.

14.7.1 "Was doing business" and "has done business" mean:

- (a) Paying or receiving in any calendar year any money valuable thing which is worth more than \$250 in the aggregate in exchange for personal services or for purchase of any property or property interest, either real or personal, either legal or equitable; or
- (b) Loaning or receiving a loan of money; or goods or otherwise creating or having in existence any legal obligation or debt with a value of more than \$250 in the aggregate in a calendar year;

but does not include:

- (c) any retail transaction for goods or services sold to a Key Contracting Person at a posted, published, or marked price available to the general public;
- (d) any financial services product sold to a Key Contracting Person for personal, family, or household purposes in accordance with pricing guidelines applicable to similarly situated individuals with similar risks as determined by Consultant in the ordinary course of its business; or
- (e) a transaction for a financial service or insurance coverage made on behalf of Consultant if Consultant is a national or multinational corporation by an agent,

Contract No. 4400001887

employee or other representative of Consultant who does not know and is not in a position that he or she should have known about this Agreement.

14.7.2 "Key Contracting Person" means any person or business listed in listed in Attachment 1 to Exhibit 6.

- 14.8 **PURCHASE ORDER.** Consultant and its contractors, subcontractors and vendors shall provide goods and services using the purchase order method. The designated representative of the Travis County Purchasing Office will assign a purchase order number. Consultant and its contractors, subcontractors and vendors shall reference the Agreement number and the purchase order number on all invoices to the Travis County Transportation and Natural Resources Department. The terms and conditions contained elsewhere in this Agreement will prevail over different or contrary terms in any purchase order. All invoices submitted by Consultant and its contractors, subcontractors, and vendors must reference the purchase order number on the invoice. County will not pay invoices that are in excess of the amount authorized by the purchase order.
- 14.9 **PAYMENTS.** County will make payment by check or warrant upon satisfactory delivery and acceptance of items and submission of a correct and complete invoice to the address below for orders placed by the Purchasing Agent, as indicated on Purchase Orders.

Travis County Transportation and Natural Resources
P.O. Box 1748
Austin, Texas 78767

In order to be considered "correct and complete," an invoice must include at least the following information:

- 14.9.1 name, address, and telephone number of Consultant and similar information in the event payment is to be made to a different address;
- 14.9.2 County Agreement, Purchase Order, or Delivery Order number;
- 14.9.3 identification of items or services as outlined in the Agreement;
- 14.9.4 quantity or quantities, applicable unit prices, total prices, and total amount, and
- 14.9.5 any additional payment information that may be called for by this Agreement.

Consultant shall also submit a statement with each invoice showing the percentage completion of the work to date, as well as any additional written information requested by County to document the progress of the work.

- 14.10 **DISBURSEMENTS TO PERSONS WITH OUTSTANDING DEBTS PROHIBITED.** In accordance with Section 154.045 of the Local Government Code, if notice of indebtedness has been filed with the County Auditor or County Treasurer evidencing the indebtedness of Consultant to the State, County or a salary fund, a warrant may not be drawn on a County fund in favor of Consultant, or an agent or assignee of Consultant until:

- 14.10.1 the County Treasurer notifies Consultant in writing that the debt is outstanding;
- and

Contract No. 4400001887

14.10.2 the debt is paid.

14.10.3 "Debt" includes delinquent taxes, fines, fees, and indebtedness arising from written agreements with County.

14.10.4 County may apply any funds County owes Consultant to the outstanding balance of debt for which notice is made under section 14.10 above, if the notice includes a statement that the amount owed by County to Consultant may be applied to reduce the outstanding debt.

14.11 INTEREST ON OVERDUE PAYMENTS. Chapter 2251 of the Texas Government Code will govern accrual and payment of interest on overdue payments.

14.12 PROPERTY TAXES. Notwithstanding anything to the contrary in this Agreement, if Consultant is delinquent in the payment of property taxes at the time of providing the services rendered under this Agreement, Consultant assigns any payments to be made for services rendered hereunder to the Travis County Tax Assessor-Collector for the payment of the delinquent taxes.

14.13 TAXPAYER IDENTIFICATION. Consultant shall provide County with an Internal Revenue Form W-9 Request for Taxpayer Identification Number and Certification that is completed in compliance with the Internal Revenue Code, its rules and regulations, and a statement of entity status in a form satisfactory to the County Auditor before any funds are payable under this Agreement.

14.14 SUCCESSORS AND ASSIGNS. This Agreement will be binding on and inure to the benefit of County and Consultant and their respective successors, executors, administrators, and assigns. Neither County nor Consultant may assign, sublet, or transfer its interest in or obligations under this Agreement without the written consent of the other party. IT IS EXPRESSLY ACKNOWLEDGED AND AGREED THAT NO OFFICIAL, EMPLOYEE, AGENT, OR REPRESENTATIVE OF COUNTY HAS ANY AUTHORITY, EITHER EXPRESS OR IMPLIED, TO ASSIGN THIS AGREEMENT EXCEPT PURSUANT TO SUCH EXPRESS AUTHORITY AS MAY BE GRANTED BY THE COMMISSIONERS COURT.

14.15 HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) PROGRAM REPORTING REQUIREMENTS.

14.15.1 HUB Program Requirements.

14.15.1.1 In consideration of award of this Agreement to the CONSULTANT, the CONSULTANT agrees to maintain a subconsultant relationship with any HUB Subconsultants identified on the HISTORICALLY UNDERUTILIZED BUSINESS (HUB) SUBCONTRACTING DECLARATION Form provided with the CONSULTANT's Qualifications Statement and attached hereto as Exhibit 7 and made a part hereof. The CONSULTANT will make good faith efforts to meet or exceed the HUB participation goals in the Professional Services category for an overall 15.8% for Minority-Owned Business Enterprises (MBE) and an Overall 15.8% for Woman-Owned Business Enterprises (WBE) (*Sub-goals: 1.9%*

Contract No. 4400001887

African-American, 9.0% Hispanic-American, 4.9% Native/Asian-American). For purposes of this Agreement, all references to "HUB" shall mean "certified HUB." To be considered as a "certified HUB," the subcontractor must have been certified by, and hold a current and valid certification with, any of the following three agencies: (1) The State of Texas; (2) the City of Austin; or (3) the Texas Unified Certification Program.

14.15.1.2 The Travis County Purchasing Office implemented an electronic reporting system (Vendor Tracking System) to eliminate standard forms, and streamline the current manual process of tracking payments to all first-tier subcontractors/subconsultants by performing all such tracking procedures electronically.

The selected Respondent shall be responsible for the use of the system and require all subcontractors/subconsultants to be responsible for system reporting.

Training and additional information regarding the use of this system will be provided to the Respondent by Travis County Purchasing Office HUB staff after contract award but prior to commencement of contract performance.

If you have any questions regarding this system or difficulty in locating Certified HUB subconsultants contact the Travis County HUB staff at (512) 854-9700 for assistance.

- 14.16 **FUNDING OUT.** Despite anything to the contrary in this Agreement, if, during budget planning and adoption, the Commissioners Court fails to provide funding for this Agreement for the following fiscal year of Travis County, County may terminate this Agreement after giving Consultant thirty (30) days written notice that this Agreement is terminated due to the failure to fund it.
- 14.17 **NON-WAIVER OF DEFAULT.** No payment, act, or omission by County will constitute or be construed as a waiver of any breach or default of Consultant that then exists or that may subsequently exist. All rights of County under this Agreement are specifically reserved and any payment, act or omission will not impair or prejudice any remedy or title to County under it. Any right or remedy in this Agreement will not preclude the exercise of any other right or remedy under this Agreement or under any law, except as expressly provided in this Agreement, nor will any action taken in the exercise of any right or remedy be deemed a waiver of any other rights or remedies.
- 14.18 **MEDIATION.** When mediation is acceptable to both parties in resolving a dispute arising under this Agreement, the parties agree to use a mutually agreed upon mediator, or a person appointed by a court of competent jurisdiction, for mediation as described in Section 154.023 of the Texas Civil Practice and Remedies Code. Unless both parties are satisfied with the result of the mediation, the mediation will not constitute a final and binding resolution of the dispute. All communications within the scope of the mediation shall remain confidential as described in Section 154.073 of the Texas Civil Practice and Remedies Code, unless both parties agree, in writing, to waive the confidentiality.

Contract No. 4400001887

- 14.19 **OFFICIALS NOT TO BENEFIT.** If a member of the Commissioners Court belongs to a cooperative association, County may purchase equipment or supplies from the association only if no member of the Commissioners Court will receive a pecuniary benefit from the purchase, other than as reflected in an increase in dividends distributed generally to members of the association.
- 14.20 **CONSULTANT CERTIFICATIONS:**
- 14.20.1 Consultant certifies that Consultant (i) is a duly qualified, capable and otherwise bondable business entity; (ii) is not in receivership and does not contemplate same; (iii) has not filed for bankruptcy, and is not currently delinquent with respect to payment of property taxes within Travis County; and (iv) is duly licensed in the State of Texas to perform the work described in this Agreement.
- 14.20.2 Consultant further represents and warrants that: (i) all applicable copyrights, patents and licenses that may exist on materials used in this Agreement have been adhered to; and (ii) County will not be liable for any infringement of those rights and any rights granted to County will apply for the duration of this Agreement. Consultant shall indemnify County and its officers, agents and employees from all claims, losses, damages, causes of action and liability of every kind, including expenses of litigation, court costs and attorney fees, for damages to any person or property arising in connection with any alleged or actual infringement of existing patents, licenses of copyrights applicable to materials used in this Agreement.
- 14.21 **CIVIL RIGHTS/ADA COMPLIANCE.** Consultant shall provide all services and activities required in a manner that would comply with the Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1973, Public Law 93-1122, Section 504, and with the provisions of the Americans With Disabilities Act of 1990, Public Law 101-336 [S.933] as if Consultant were an entity bound to comply with these laws. Consultant shall not discriminate against any employee or applicant for employment based on race, religion, color, sex, national origin, age or handicapped condition.
- 14.22 **GRATUITIES.** County may terminate this Agreement if it is found that gratuities of any kind, including entertainment or gifts, were offered or given by Consultant, or any agent or representative of Consultant, to any County official or employee with a view toward securing favorable treatment with respect to this Agreement. If this Agreement is terminated by County pursuant to this provision, County will be entitled, in addition to any other rights and remedies, to recover from Consultant at least three times the cost incurred by Consultant in providing the gratuities.
- 14.23 **MONITORING.** County reserves the right to perform periodic on-site monitoring of Consultant's compliance with the terms of this Agreement and of the adequacy and timeliness of Consultant's performance under this Agreement. After each monitoring visit, County will provide Consultant with a written report of the monitor's findings. If the report notes deficiencies in Consultant's performance under the terms of this Agreement, it will include requirements and deadlines for the correction of those deficiencies by Consultant. Consultant shall take action specified in the monitoring report prior to the deadlines specified.

Contract No. 4400001887

- 14.24 **INCORPORATION OF EXHIBITS AND ATTACHMENTS.** All of the exhibits, attachments, and appendices referred to in this Agreement are incorporated by reference as if set forth verbatim in this Agreement.
- 14.25 **ENTIRE AGREEMENT.** This Agreement represents the entire and integrated agreement between County and Consultant and supersedes all prior negotiations, representations, or agreements, either oral or written.
- 14.26 **TEXAS PUBLIC INFORMATION ACT.** Notwithstanding any provision in this Agreement to the contrary, disclosure of any information obtained by County or any of its officials, employees, agents or representatives in connection with this Agreement will be subject to the provisions of the Texas Public Information Act and all legal authorities relating to that Act, including but not limited to opinions, decisions and letter rulings issued by the Texas Attorney's General Office.
- 14.27 **CERTIFICATION OF ELIGIBILITY.** This provision applies if the Total Agreement Sum specified in Exhibit 1 exceeds \$25,000. Consultant certifies that at the time of submission, Consultant was not on the federal government's list of suspended, ineligible, or debarred contractors. If Consultant has been placed on the list between the time of submission of its Qualifications Statement and contract award, Consultant shall notify the Purchasing Agent. If Consultant fails to do so, County may terminate this Agreement for default.
- 14.28 **AMENDMENT.** The Parties may amend this Agreement only by written instrument signed by both Parties. **CONSULTANT EXPRESSLY ACKNOWLEDGES THAT NO OFFICER, AGENT, REPRESENTATIVE OR EMPLOYEE OF TRAVIS COUNTY HAS ANY AUTHORITY, EITHER EXPRESS OR IMPLIED, TO MODIFY OR AMEND THE TERMS OF THIS AGREEMENT UNLESS THE COMMISSIONERS COURT HAS EXPRESSLY GRANTED THAT SPECIFIC AUTHORITY.**
- 14.29 **ENTITY STATUS.** By my signature below, I certify that Consultant is a Texas corporation, duly incorporated under Texas law and doing business in the State of Texas.

Contract No. 4400001887

As a duly authorized representative of Consultant, I acknowledge by my signature below that I have read and understand the above paragraphs and that Consultant has the obligation to ensure compliance with its provisions by itself and its employees, agents, and representatives.

The parties have duly executed this Agreement effective as of the later date set forth below (the "Effective Date").

CONSULTANT:

By: John Wolfhope

Printed Name: John Wolfhope

Title: Principal
Authorized Representative

Date: 10-28-14

The Texas Board of Professional Engineers, 1917 South IH -35 South, Austin, Texas 78741, phone: (512) 440-7723, has jurisdiction over individuals licensed under the Texas Engineering Practice Act, Chapter 1001 of the Occupations Code.

TRAVIS COUNTY, TEXAS:

By: _____
Samuel T. Biscoe
Travis County Judge

Date: _____

APPROVED AS TO PROCUREMENT COMPLIANCE:

By: _____
Cyd V. Grimes, C.P.M., CPPO
Travis County Purchasing Agent

AVAILABILITY OF FUNDS CONFIRMED:

By: _____
Nicki Riley
Travis County Auditor

APPROVED AS TO FORM:

By: _____
Assistant County Attorney

Contract No. 4400001887

EXHIBIT 1
COMPENSATION FOR PROFESSIONAL SERVICES AND SCHEDULE OF PAYMENTS

SECTION 1 – COMPENSATION FOR BASIC SERVICES

- 1.1 The fixed fee for the performance of the Basic Services will be the sum of **\$ 1,207,243.00.**
- 1.1.1 Unless the Parties have amended or modified this Agreement as provided in this Agreement, the payments for the phases described below will be:

(i) Design Phase: includes:

Alternatives	
Work Product 1- 30% Design	\$ 390,851.00
Work Product 2 – 60% Design	\$ 440,671.00
Work Product 3 – 90% Design	\$ 273,153.00
<u>Work Product 4 – 100% Design</u>	<u>\$ 102,568.00</u>

TOTAL: **\$ 1,207,243.00**

SECTION 2 - FIXED FEE

- 2.1 Consultant and County acknowledge the fact that the fixed fee is the total cost of the Basic Services to be rendered under this Agreement. This fixed fee is based upon the labor and non-labor costs, set forth in Exhibit 2 and described above, required in the performance of the various phases of work provided for under this Agreement.

SECTION 3 – COMPENSATION FOR ADDITIONAL SERVICES

- 3.1 "Additional Services" are defined as any services performed by Consultant not specifically described in the Basic Services (Section 2 of this Agreement).
- 3.2 For the performance of the Additional Services, County will pay Consultant under a written amendment to this Agreement; provided, however, that the performance of any Additional Services must be authorized in advance in writing by the Purchasing Agent upon the recommendation of the County Project Manager.
- 3.3 The basis of compensation for the services of principals and employees engaged in the performance of the Additional Services will be the hourly rates set forth in Exhibit 2.

Contract No. 4400001887

- 3.4. County will compensate Consultant for the Additional Services unless the work comprising the Additional Services was made necessary by Consultant's errors or omissions, in which case County will not compensate Consultant.

SECTION 4 – REIMBURSABLE EXPENSES

- 4.1 County will reimburse Consultant for non-labor expenses and a subcontract management fee incurred in the performance of the Basic Services under this Agreement, both of which are at invoice cost plus a 0.00 percent (0.00%) fee. Detailed requirements for Reimbursable Expenses are outlined in Section 9, Reimbursable Expenses.

REIMBURSABLES TOTAL NOT TO EXCEED: **\$0.00**

SECTION 5 – TOTAL AGREEMENT SUM

- 5.1 The Total Professional Services Agreement Sum, consisting of the Compensation for Basic Services fixed fee of **\$1,207,243.00**, plus the Not-to-Exceed Reimbursable Expenses Total specified in paragraph 4.1, above, of **\$0.00**, will not exceed **\$1,207,243.00**.

SECTION 6 – SCHEDULE OF PAYMENTS

- 6.1 Payments will be made on a monthly basis for work performed, as described in detail in the Scope of Services, within thirty (30) days of receipt of a correct and complete invoice, as defined in paragraph 14.10, by the Transportation and Natural Resources Department.

Contract No. 4400001887

EXHIBIT 2
HOURLY RATES
BASIC SERVICES

Freese and Nichols, Inc.		HVJ Associates	
Principal	\$ 233.00 hr.	<i>Field Investigation - NDT</i>	
Group Manager	\$ 233.00 hr.	Mobilization/Demobilization	\$ 315.00 ea.
Engineer VII-VIII	\$ 233.00 hr.	Deflection Testing	\$ 2,600.00 day
Engineer VI	\$ 203.00 hr.	Traffic Control	\$ 1,200.00 day
Engineer V	\$ 173.00 hr.	<i>Field Investigation - Drilling and Soil Sampling</i>	
Engineer IV	\$ 151.00 hr.	Mobilization/Demobilization	\$ 400.00 ea.
Engineer I-III	\$ 133.00 hr.	Undisturbed sample boring w/3" Shelby t	\$ 22.50 lf
Environmental Scientist VIII	\$ 233.00 hr.	Standard Penetration Test	\$ 22.50 ea.
Environmental Scientist VII	\$ 203.00 hr.	Grout Backfill	\$ 8.25 lf
Environmental Scientist V-VI	\$ 173.00 hr.	Traffic Control	\$ 800.00 day
Environmental Scientist IV	\$ 151.00 hr.	Vehicle Trips	\$ 50.00 ea.
Environmental Scientist I-III	\$ 110.00 hr.	Clearing	\$ 1,500.00 day
Architect VII	\$ 233.00 hr.	Technician Time	\$ 55.00 hr.
Architect VI	\$ 203.00 hr.	<i>Laboratory Testing</i>	
Architect V	\$ 173.00 hr.	Moisture Content	\$ 18.00 ea.
Architect IV	\$ 151.00 hr.	Atterberg Limits	\$ 75.00 ea.
Architect III	\$ 133.00 hr.	California Bearing Ratio (CBR) Test	\$ 650.00 ea.
Architect I-II	\$ 110.00 hr.	Percent Passing No. 200 Sieve	\$ 35.00 ea.
Planner VII-VIII	\$ 233.00 hr.	Texas Triaxial	\$ 1,750.00 ea.
Planner VI	\$ 203.00 hr.	Resilient Modulus	\$ 1,750.00 ea.
Planner V	\$ 173.00 hr.	Soil-Lime Testing	\$ 365.00 ea.
Planner IV	\$ 133.00 hr.	Proctor	\$ 200.00 ea.
Planner I-III	\$ 110.00 hr.	Sulfates	\$ 75.00 ea.
Hydrologist VI	\$ 203.00 hr.	<i>Engineering & Reporting</i>	
Hydrologist V	\$ 151.00 hr.	Senior Project Manager	\$ 157.00 hr.
Hydrologist IV	\$ 133.00 hr.	Project Engineer	\$ 125.00 hr.
Hydrologist I-III	\$ 110.00 hr.	Staff Engineer	\$ 90.00 hr.
Program Manager II	\$ 233.00 hr.	Clerical	\$ 60.00 hr.
Program Manager I	\$ 151.00 hr.		
GIS V	\$ 151.00 hr.	AmaTerra	
GIS IV	\$ 133.00 hr.	Principal	\$ 216.00 hr.
GIS I-III	\$ 110.00 hr.	Program Director	\$ 164.00 hr.
Designer Senior	\$ 173.00 hr.	Project Manager	\$ 135.00 hr.
Designer II	\$ 151.00 hr.	Senior Engineer (P.E.)	\$ 155.00 hr.
Designer I	\$ 133.00 hr.	Professional Geologist (P.G.)	\$ 171.00 hr.
O&G Engineer VI	\$ 233.00 hr.	Env. Specialist/Planner IV	\$ 103.00 hr.
O&G Engineer V	\$ 203.00 hr.	Env. Specialist/Planner III	\$ 97.00 hr.
O&G Engineer IV	\$ 173.00 hr.	Env. Specialist/Planner II	\$ 75.00 hr.
O&G Engineer I-III	\$ 133.00 hr.	Env. Specialist/Planner I	\$ 62.00 hr.
Estimator	\$ 151.00 hr.	Historical Architect	\$ 133.00 hr.
Senior Geologist	\$ 151.00 hr.	Historian III	\$ 96.00 hr.
3D Vis.	\$ 151.00 hr.	Historian II	\$ 82.00 hr.
Construction Manager V	\$ 168.00 hr.	Historian I	\$ 60.00 hr.
Construction Manager IV	\$ 134.00 hr.	Archeologist V/Principal Investigator	\$ 128.00 hr.
Construction Manager II-III	\$ 114.00 hr.	Archeologist IV/Project Archeologist	\$ 103.00 hr.
Construction Manager I	\$ 88.00 hr.	Archeologist III/Field Director	\$ 73.00 hr.
CAD Technician/Designer	\$ 149.00 hr.	Archeologist II/Crew Chief	\$ 68.00 hr.
CAD Technician IV	\$ 122.00 hr.	Archeologist I/Technician	\$ 58.00 hr.
CAD Technician I-III	\$ 93.00 hr.	GIS Specialist	\$ 80.00 hr.
OA's, Contract Administrators	\$ 144.00 hr.	GIS Technician/Illustrator/Drafter	\$ 68.00 hr.
Administrative	\$ 108.00 hr.	Editor	\$ 58.00 hr.
Project Control Specialist/Admn/IS Cle	\$ 89.00 hr.	Admin./Document Production Spvr	\$ 88.00 hr.
Intern/COOP	\$ 55.00 hr.	Clerical	\$ 41.00 hr.

Contract No. 4400001887

K Friese & Associates, Inc.

Principal	\$	200.00	hr.
Project Manager	\$	190.00	hr.
Senior Engineer	\$	140.00	hr.
Engineer	\$	105.00	hr.
EIT	\$	90.00	hr.
Sr. Engineering Technician	\$	85.00	hr.
Clerical	\$	64.00	hr.

Coleman & Associates

Partner Landscape Architect I	\$	160.00	hr.
Partner Landscape Architect II	\$	140.00	hr.
Partner Landscape Architect III	\$	125.00	hr.
Landscape Designer I	\$	100.00	hr.
Landscape Designer II	\$	75.00	hr.
CADD Draftsman	\$	75.00	hr.
Clerical	\$	50.00	hr.

Beverly Silas & Associates

Principal/Lead Public Involvement Facilitator	\$	175.00	hr.
Sr. Public Involvement Facilitator	\$	125.00	hr.

Encontech Engineering Consultants*

Principal	\$	200.00	hr.
Project Engineer IV	\$	200.00	hr.
Project Engineer III	\$	175.00	hr.
Project Engineer II	\$	150.00	hr.
Project Engineer I	\$	134.00	hr.
Project Manager II	\$	150.00	hr.
Project Manager I	\$	134.00	hr.
Graduate Engineer III	\$	130.00	hr.
Graduate Engineer II	\$	101.00	hr.
Graduate Engineer I	\$	94.00	hr.
CAD Designer III	\$	100.00	hr.
CAD Designer II	\$	87.00	hr.
CAD Designer I	\$	80.00	hr.
Administrative I	\$	55.00	hr.

* Rates valid to December 31, 2015

CAS Consulting & Services, Inc.

Principal	\$	265.00	hr.
Project Manager	\$	198.00	hr.
Senior Engineer	\$	180.00	hr.
Project Manager	\$	130.00	hr.
CAD Tech	\$	81.00	hr.
Admin	\$	63.00	hr.

Parsons Brinckerhoff, Inc.

Rates from October 2014 - July 2015

Senior Supervising Engineer	\$	226.30	hr.
Supervising Engineer	\$	169.70	hr.
Engineer in Training	\$	81.20	hr.
Senior CAD Designer	\$	127.80	hr.
Project Administrator	\$	114.20	hr.

Rates from August 2015 - July 2016

Senior Supervising Engineer	\$	237.62	hr.
Supervising Engineer	\$	178.19	hr.
Engineer in Training	\$	85.26	hr.
Senior Cad Designer	\$	134.19	hr.
Project Administrator	\$	119.91	hr.

Gorrondona & Associates, Inc.

Principal	\$	210.38	hr.
RPLS - Project Manager	\$	138.85	hr.
RPLS - Task Leader	\$	127.49	hr.
Senior Survey Tech	\$	95.37	hr.
Survey Tech	\$	87.80	hr.
Senior GIS Operator	\$	95.37	hr.
GIS Operator	\$	87.80	hr.
GIS Technician	\$	84.15	hr.
1 Person Survey Crew *	\$	100.98	hr.
2 Person Survey Crew *	\$	154.28	hr.
3 Person Survey Crew *	\$	190.74	hr.
4 Person Survey Crew *	\$	230.01	hr.
Abstractor (Property Deed Researcher)	\$	75.74	hr.
Admin/Clerical	\$	54.98	hr.

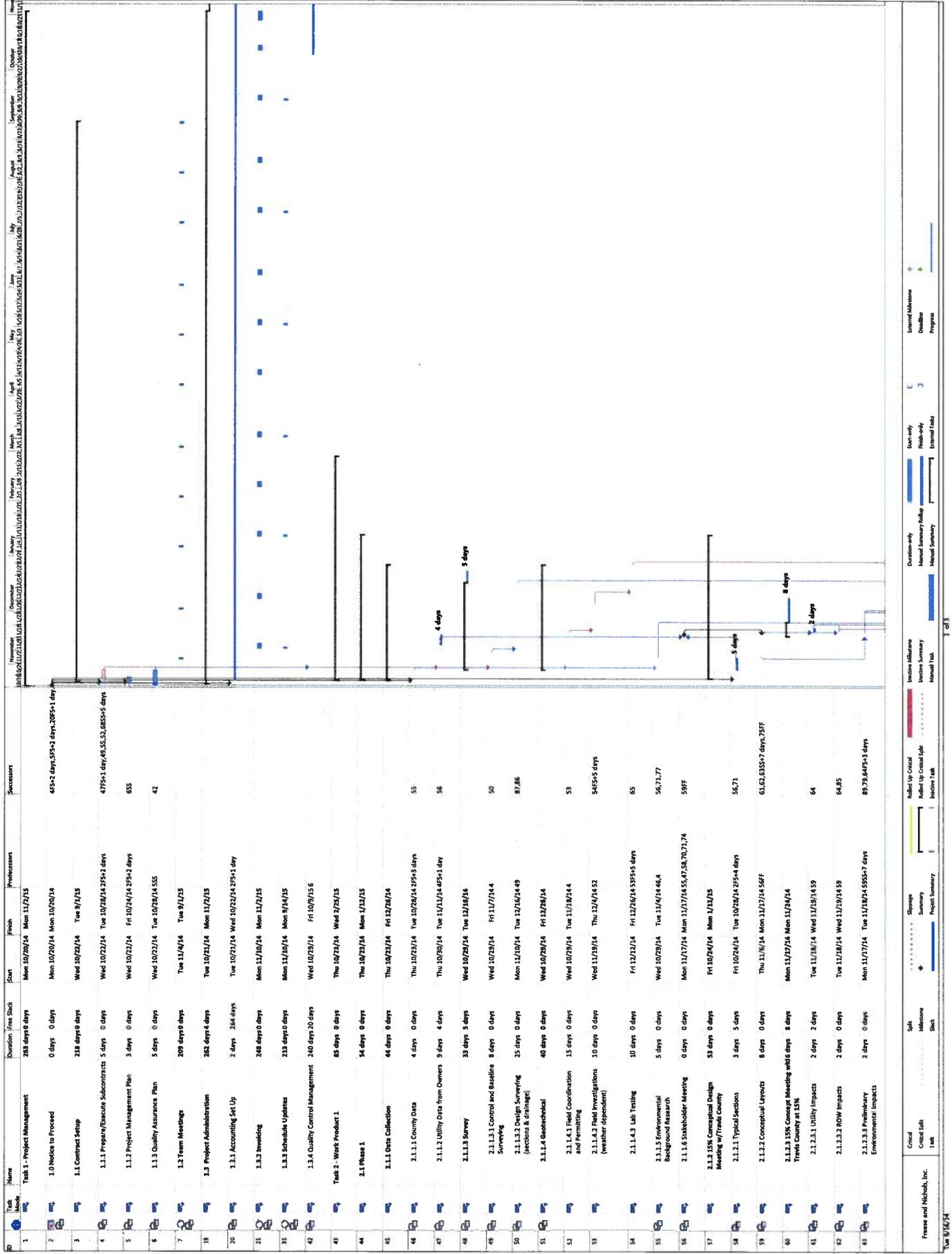
* Includes GPS and Robotic Total Station.

Contract No. 4400001887

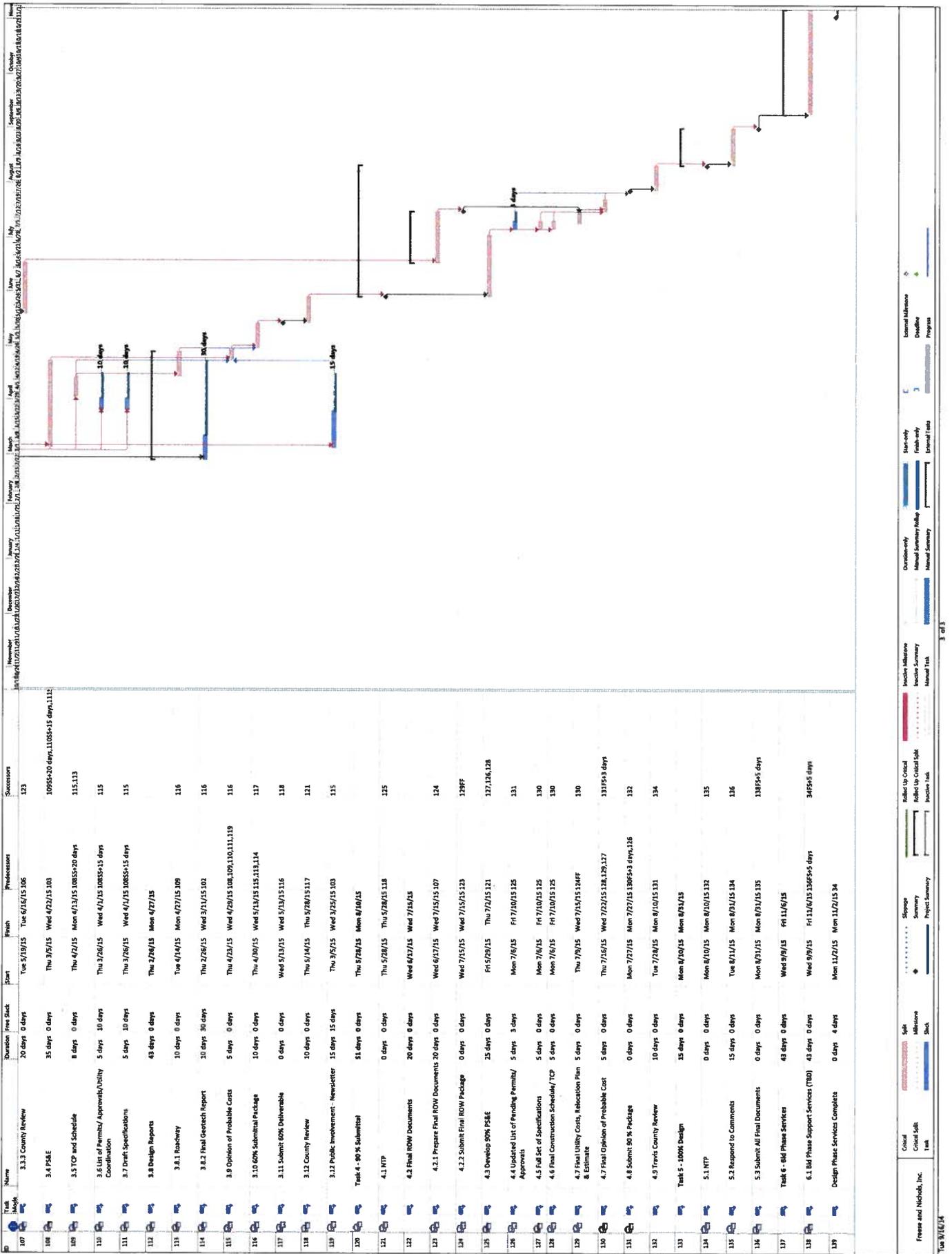
EXHIBIT 3
PROJECT SCHEDULE

- A. Consultant shall provide a detailed schedule of services, including a list of tasks and accompanying Work Product, to be performed for each phase described in the Scope of Services (the "Project Schedule"). At the beginning of each phase, the County Project Manager and Consultant will update and adjust the details of the Project Schedule and accompanying Work Product as may be required for each phase. The Project Schedule must allow sufficient time for the development of the Work Product in each phase to a level of quality and standard of completeness consistent with normal architectural/engineering practice. The Project Schedule must also allow sufficient time for the COUNTY's Technical Review Process.
- A.1 Consultant shall provide and maintain sufficient Project staffing levels necessary to produce the work in a timely and efficient manner consistent with the Project Schedule.
- A.2 The Project Schedule must be updated in the event that:
1. any County approval or decision is not made within the time frame specified in the Project Schedule;
 2. County makes a written request for a revision in the Work Product that is inconsistent with written approval or instructions previously given by County and due to causes beyond the reasonable control of Consultant;
 3. a force majeure event has occurred; and
 4. Consultant has not performed in accordance with the latest Project Schedule.
- A.3 If Consultant falls behind the Project Schedule by two or more weeks, then Consultant shall present the County Project Manager with a recovery plan that sets forth the remedial actions to be taken by Consultant. At its sole option, the COUNTY may withhold all or part of any payment due to Consultant until the Project Schedule is recovered.
- B. This Agreement will become effective upon the Effective Date and will remain in full force and effect until the Project Completion Date.
- C. Consultant shall complete all design work described in this Agreement, and shall submit its Work Product for all phases as described in the Scope of Services, except for Bid Phase Services, within **360 calendar days** from the date of receipt by Consultant of County's written Notice to Proceed.

Calculation of the **360** days specified in paragraph C, above, does not include any time period during which County maintains control of the Work Product or any other documents to be submitted under this Agreement for purposes that include but are not limited to performing the Technical Review Process described in Section 7 of this Agreement.



COPY



Legend: Critical (Red), Not Critical (Green), Rollup to Critical (Yellow), Rollup to Grand Total (Blue), Bottom Task (Grey)

Summary: Storage, Summary, Project Summary

Navigation: Home, Back, Forward, Refresh, Print, Zoom In, Zoom Out, Full Screen

Footer: Free and Nichols, Inc. | Tue 9/16/14 | 3 of 3

Contract No. 4400001887

ATTACHMENT 2 TO EXHIBIT 3

UTILITY RELOCATION SERVICES

- I. Research records of properties within Project limits of construction
 - a) identify all utility companies that serve the properties
 - b) identify easements on the property and obtain descriptions and copies of any dedication instruments and plats
 - c) identify owners of utilities and their contact information

- II. Obtain existing conditions and proposed improvement information from utility companies
 - a) determine type, size, and approximate location of existing utilities
 - 1) interview appropriate utility company representatives
 - 2) obtain as-built drawings, if available
 - b) determine future plans for utility work within the limits of construction
 - 1) interview appropriate utility company representatives
 - 2) if available, obtain preliminary utility engineering plans and schedule for future improvements
 - 3) if no engineering plans are available, obtain description of proposed improvements, including design criteria that will be used, including but not limited to:
 - i) utility assignment
 - ii) depth requirements
 - iii) design requirements for separation from other utilities, structures, or activities

- III. Review Project design information for existing and potential conflicts
 - a) plan sheets showing existing and proposed conditions for roadways, bridges, buildings, utilities, topography, fences, walls, storm sewer systems, etc.
 - b) profile sheets showing existing and proposed conditions
 - c) detail sheets for foundations showing size and depth requirements
 - d) cross sections showing existing ground and proposed improvements, including excavations, embankments, drainage channels, etc.

- IV. Coordinate the relocation, protection, upgrading, or abandonment of utilities
 - a) identify for the County Project Manager any apparent conflicts between existing or proposed utilities and the Project improvements shown in the design documents
 - b) provide copies of design documents to all utility service providers along with a list of conflicts identified
 - c) maintain database of utility coordination containing at a minimum the following information:
 - Name of Utility Owner
 - Contact name/address/phone/e-mail
 - Type of facility
 - Utility notification date & type
 - Within ROW or private easement
 - Eligible for reimbursement
 - Possible conflict
 - Location of possible conflict (by roadway station and offset)
 - Preliminary relocation cost
 - Utility agreement process
 - Date sent to Owner

Contract No. 4400001887

- Date Rec'd back from Owner
- Agreement Executed
- Utility Relocation
- ROW Acquired
- Notice to Proceed
- Construction Start Date
- Construction Complete Date
- ROW Cleared
 - i) information transmittals, written and verbal communications, and any other pertinent information showing who was involved in the coordination, the decisions made, and the time taken to complete the process
 - ii) meet with utility company representatives to determine their proposed method for reconciling conflicts and communicate the information to TNR
 - iii) meet with TNR and County Attorney's Office and/or the utility company representatives and other public entities as needed to assist with reconciling conflicts between utilities and the proposed improvements, and record and distribute minutes of such meetings
 - iv) prepare draft of elements to be included in any utility agreements or memoranda of understanding to be developed between TNR and utility service providers, including responsibilities for relocation, upgrading, or protection; specifics related to costs, scheduling, sizes and types, vertical and horizontal locations; and any special construction and/or protection requirements;
 - v) provide documentation of correspondence and coordination efforts to TNR upon completion of assignment
 - vi) represent TNR at Austin Area Utility Coordinating Committee meetings.
 - vii) field check locations of above-ground utilities and visible components of below-ground utilities and mark locations relative to existing topographic features on mapping
 - viii) provide or sub-contract with companies as needed, that can provide underground utility locating services.
 - ix) As necessary, hand excavate to verify location of utilities.

V. Additional Services

- a) field check locations of above-ground utilities and visible components of below-ground utilities and mark locations relative to existing topographic features on mapping to be provided by TNR
- b) set up and manage contract with companies that can provide, underground utility locating services; prepare an exhibit to show needed SUE service locations,
- c) as necessary, hand excavate to verify location of utilities,
- d) provide documentation and testimony as needed to help resolve claims related to utility work or property condemnation cases.

Contract No. 4400001887

ATTACHMENT 3 TO EXHIBIT 3

CONSTRUCTION ADMINISTRATION SERVICES

No Construction Administration Services to be provided.

Contract No. 4400001887

EXHIBIT 4
EQUAL OPPORTUNITY IN EMPLOYMENT

- A. Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. Consultant shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action must include, but not be limited to, the following: employment, upgrading, demotion, or transfer; termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- B. Consultant shall, in all solicitations or advertisements for employees placed by or on behalf of Consultant, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- C. Consultant shall send to the labor union representative or workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the Contract Compliance Officer advising the said labor union or worker's representatives of Consultant's obligations under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- D. Consultant shall comply with the regulations of the United States Department of Transportation (49 CFR 21 and 23 CFR §710.405) and all provisions of Executive Order 11246 of September 24, 1965, as amended, and of the rules, regulations and relevant orders of the Secretary of Labor, including 41 CFR Part 60.
- E. Consultant shall furnish all information and reports required by Executive Order 11246 of September 24, 1965, as amended, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto; and shall permit access to his books, records, and accounts by the Department and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- F. In the event of Consultant's non-compliance with the non-discrimination clauses of this Agreement or with any of the said rules, regulations, or orders, this Agreement may be canceled, terminated, or suspended in whole or in part and Consultant may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375 (41 CFR 60) or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- G. Consultant shall include the provisions of paragraphs (A.) through (F.) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 or Executive Order 11246 of September 24, 1965, as amended, so that such provisions shall be binding upon each subcontractor or vendor. Consultant shall take such action with respect to any subcontractor purchase order as the Department may direct as a means of enforcing such provisions, including sanctions for non-compliance;

Contract No. 4400001887

provided, however, that in the event Consultant becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by County or federal agency, Consultant may request County and United States to enter into such litigation to protect the interests of the United States.

Contract No. 4400001887

EXHIBIT 5

INSURANCE REQUIREMENTS

During the life of this Agreement, Consultant agrees to provide and maintain the following insurance:

- A. Worker's Compensation in accordance with statutory requirements.
- B. Commercial General Liability Insurance with a combined minimum Bodily Injury and Property Damage limits of \$400,000 per occurrence and \$1,000,000 in the aggregate, including coverage on the same for independent subcontractor(s). TRAVIS COUNTY MUST BE NAMED AS AN ADDITIONAL INSURED UNDER THIS COVERAGE.
- C. Automobile Liability Insurance for all owned, non-owned, and hired vehicles with combined minimum limits for Bodily Injury and Property Damage limits of \$400,000 per occurrence and \$1,000,000 in the aggregate. Consultant shall require any subcontractor(s) to provide Automobile Liability Insurance in the same minimum amounts.
- D. Professional Liability Errors and Omissions Insurance in the amount of \$1,000,000.

Consultant shall not commence any field work under this Agreement until Consultant has obtained all required insurance and such insurance has been approved by County. CONSULTANT shall not allow any subcontractor(s) to commence work to be performed in connection with this Agreement until all required insurance has been obtained. Approval of the insurance by COUNTY shall not relieve or decrease the liability of Consultant under this Agreement.

The required insurance must be written by a company approved to do business in the State of Texas at the time the policy is issued. Consultant shall furnish County with a certification of coverage issued by the insurer. The insurance company will be subject to County's approval. Consultant must not cause any insurance to be canceled or permit any insurance to lapse. ALL INSURANCE CERTIFICATES MUST INCLUDE A CLAUSE TO THE EFFECT THAT THE POLICY WILL NOT BE CANCELED OR REDUCED, RESTRICTED OR LIMITED UNTIL TEN (10) DAYS AFTER COUNTY HAS RECEIVED WRITTEN NOTICE AS EVIDENCED BY RETURN RECEIPT OF REGISTERED OR CERTIFIED LETTER.

Contract No. 4400001887

EXHIBIT 6

STATE OF TEXAS }
COUTNY OF TRAVIS }

ETHICS AFFIDAVIT

Date: October 23, 2014
Name of Affiant: Ron Guzman, P.E.
Title of Affiant: Vice President/Principal
Business Name of CONSULTANT: Freese and Nichols, Inc.
County of CONSULTANT: Travis

Affiant on oath swears that the following statements are true:

1. Affiant is authorized by CONSULTANT to make this affidavit for CONSULTANT.
2. Affiant is fully aware of the facts stated in this affidavit.
3. Affiant can read the English language.
4. CONSULTANT has received the list of Key Contracting Persons associated with this Agreement, which is attached to this affidavit as Attachment 1.
5. Affiant has personally read Attachment 1 to this Affidavit.
6. Affiant has no knowledge of any Key Contracting Person on Attachment 1 with whom CONSULTANT is doing business or has done business during the 365-day period immediately before the date of this affidavit.

[Handwritten Signature]
Signature of Affiant

10431 Morado Circle, Building 5, Suite 300, Austin, Texas 78759
Address

SUBSCRIBED AND SWORN TO before me by Ron Guzman on October 23 2014.

[Handwritten Signature]
Notary Public, State of Texas

Lisa Boggs
Typed or printed name of notary
My commission expires: June 25, 2015



Contract No. 4400001887

EXHIBIT 6, ATTACHMENT 1
LIST OF KEY CONTRACTING PERSONS
August 28, 2014

CURRENT

Position Held	Name of Individual Holding Office/Position	Name of Business Individual is Associated
County Judge	Samuel T. Biscoe	
County Judge (Spouse)	Donalyn Thompson-Biscoe	
Executive Assistant	Cheryl Brown	
Executive Assistant	Melissa Velasquez	
Executive Assistant	Josie Z. Zavala	
Executive Assistant	David Salazar	
Commissioner, Precinct 1	Ron Davis	
Commissioner, Precinct 1 (Spouse)	Annie Davis	Seton Hospital
Executive Assistant	Deone Wilhite	
Executive Assistant	Felicitas Chavez	
Executive Assistant	Sue Spears	
Commissioner, Precinct 2	Bruce Todd	
Commissioner, Precinct 2 (Spouse)	Elizabeth Christian	Consultant
Executive Assistant	Sara Krause*	
Executive Assistant	Joe Hon	
Executive Assistant	Peter Einhorn	
Commissioner, Precinct 3	Gerald Daugherty*	
Commissioner, Precinct 3 (Spouse)	CharylN Daugherty	Consultant
Executive Assistant	Bob Moore*	
Executive Assistant	Martin Zamzow*	
Executive Assistant	Madison A. Gessner*	
Commissioner, Precinct 4	Margaret Gomez	
Executive Assistant	Edith Moreida	
Executive Assistant	Norma Guerra	
County Treasurer	Dolores Ortega-Carter	
County Auditor	Nicki Riley	
County Executive, Administrative	Vacant	
Interim County Executive, Planning & Budget ...	Leroy Nellis*	
County Executive, Emergency Services	Danny Hobby	
County Executive, Health/Human Services	Sherri E. Fleming	
County Executive, TNR	Steven M. Manilla, P.E.	
County Executive, Justice & Public Safety	Roger Jefferies	
Director, Facilities Management.....	Roger El Khoury, M.S., P.E.	
Chief Information Officer	Tanya Acevedo	
Director, Records Mgmt & Communications..	Steven Broberg	
Travis County Attorney	David Escamilla	
First Assistant County Attorney	Steve Capelle	
Executive Assistant, County Attorney	James Collins	
Director, Land Use Division.....	Tom Nuckols	
Attorney, Land Use Division.....	Julie Joe	
Attorney, Land Use Division.....	Christopher Gilmore	
Director, Transactions Division	John Hille	
Attorney, Transactions Division.....	Daniel Bradford	
Attorney, Transactions Division.....	Elizabeth Winn	
Attorney, Transactions Division.....	Mary Etta Gerhardt	
Attorney, Transactions Division.....	Barbara Wilson	
Attorney, Transactions Division.....	Jennifer Kraber*	
Attorney, Transactions Division.....	Tenley Aldredge	
Director, Health Services Division.....	Beth Devery	
Attorney, Health Services Division.....	Prema Gregerson	

Contract No. 4400001887

Purchasing Agent Cyd Grimes, C.P.M., CPPO
 Assistant Purchasing Agent Elaine Casas, J.D.*
 Assistant Purchasing Agent Marvin Brice, CPPB
 Assistant Purchasing Agent Bonnie Floyd, CPPO, CPPB
 Purchasing Agent Assistant IV CW Bruner, CTP, CPPB
 Purchasing Agent Assistant IV Lee Perry
 Purchasing Agent Assistant IV Jason Walker
 Purchasing Agent Assistant IV Richard Villareal
 Purchasing Agent Assistant IV Patrick Strittmatter, CPPB
 Purchasing Agent Assistant IV Lori Clyde, CPPO, CPPB, CTPE
 Purchasing Agent Assistant IV Scott Wilson, CPPB
 Purchasing Agent Assistant IV Jorge Talavera, CPPO, CPPB
 Purchasing Agent Assistant IV Loren Breland, CPPB
 Purchasing Agent Assistant IV John E. Pena, CTPM, CPPB
 Purchasing Agent Assistant IV Angel Gomez
 Purchasing Agent Assistant IV Jesse Herrera, CPPB, CTPM, CTCM, CTP
 Purchasing Agent Assistant III Vacant
 Purchasing Agent Assistant III David Walch
 Purchasing Agent Assistant III Michael Long, CPPB
 Purchasing Agent Assistant III Sydney Ceder
 Purchasing Agent Assistant III Ruena Victorino
 Purchasing Agent Assistant III Rachel Fishback
 Purchasing Agent Assistant II L. Wade Laursen
 Purchasing Agent Assistant II Sam Francis
 HUB Coordinator Sylvia Lopez
 HUB Specialist Betty Chapa
 HUB Specialist Jerome Guerrero
 Purchasing Business Analyst Scott Worthington
 Purchasing Business Analyst Rosalinda Garcia
 Assistant Director, TNR Morgan Cotten, P.E.
 Assistant Public Works Director, TNR Steve Sun, P.E.
 Engineer, Senior, TNR Miguel Villarreal, P.E.

FORMER EMPLOYEES

Position Held	Name of Individual Holding Office/Position	Date of Expiration
Purchasing Agent Assistant III ..	Shannon Pleasant.....	08/22/15
Purchasing Business Analyst.....	Jennifer Francis	11/29/14
Executive Assistant	Barbara Smith ..	01/15/15
Attorney, Transactions Division..	Jim Connolly	02/28/15
County Executive, Planning & Budget	Leslie Browder .	03/31/15

* - Identifies employees who have been in that position less than a year.

Contract No. 4400001887

EXHIBIT 7

HUB DECLARATION AND LIST OF CERTIFIED HUB SUBCONTRACTORS

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) DECLARATION

It is the policy of the Travis County Purchasing Office to ensure a good faith effort is made to assist Certified HUB vendors and contractors in receiving contracts in accordance with the HUB Program policies and the Minority and Woman-Owned Business (M/WBE) goals adopted by the Travis County Commissioners Court.

The following goals for HUB contractor/vendor participation, as well as HUB subcontractor participation, have been assigned for this particular project and designated with an "X" in the box provided.

Note: To be considered "certified" with the State of Texas, City of Austin or the Texas Unified Certification Program, please attach a current and valid certificate. Sub-goals are included to assist you in diversifying your subcontractors.

Table with 2 columns: Overall MBE, Sub-goals, Overall WBE, Goal.

Table with 2 columns: Overall MBE, Sub-goals, Overall WBE, Goal.

Table with 2 columns: Overall MBE, Sub-goals, Overall WBE, Goal.

Prime Contractor: Freese and Nichols, Inc.
Project Title: Blake Manor Road Improvements, RFQ# Q1402-005-AG
HUB: Yes No Indicate Gender & Ethnicity:
Certifying Agency (Check all applicable): State of Texas (HUB) City of Austin (M/WBE) Tx. Unified Cert. Program (DBE)
Address: 10814 Jollyville Road, Bldg. 4, Suite 100 Phone No.: (512) 617-3100 Fax No.: (512) 617-3101
City: Austin State: Texas Zip: 78759
E-mail: Mike.Nichols@freese.com

We are able to fulfill all, or most, of the potential subcontracting opportunities with our own resources.
X If circumstances necessitate the use of any subs, I agree to seek the timely authorization by the County and adhere to the submission of any required documentation, including a HUB Declaration, GFE Checklist and subcontractor payment information.

What percentage of the Bid or Proposal is to be subcontracted with Certified HUB sources: 41.9 %?
(List all subcontractor information below). Total Project Amount: N/A

TOTAL MBE: \$ N/A % 26.3 TOTAL WBE: \$ N/A % 15.6

-PLEASE COMPLETE ALL INFORMATION IN ITS ENTIRETY.-

Name and Title (print or type): Mike Nichols, P.E., Principal/Vice President
E-mail address: Mike.Nichols@freese.com Signature: [Signature]
Contact person that will be in charge of invoicing for this project?
Name and Title: Billy Metzger, Accounting Specialist
Phone: 512-617-3177 E-mail address: billy.metzger@freese.com

Contract No. 4400001887

PART I: LIST OF CERTIFIED HUB SUBCONTRACTORS (Duplicate as necessary)

HUB Subcontractor Name: AmaTerra Environmental, Inc.
 HUB: Yes No Certifying Agency (Check all applicable): State of Texas (HUB) Indicate Gender & Ethnicity: F/W
 City of Austin (M/WBE) Tx. Unified Cert. Program (DBE)
 Address: 4009 Banister Lane, Suite 300 City: Austin State: Texas Zip: 78704
 Contact Person: Jill S. Madden Title: President Phone No.: (512) 329-0031
 Fax No.: (512) 329-0012 Subcontract E-mail: jmadden@amaterra.com
 Amount: \$ 14,752.00 Percentage of Prime Contract: 1.2 %
 Description of Work to be Performed: Cultural resources, including archaeology and historic structures

HUB Subcontractor Name: Coleman & Associates
 HUB: Yes No Certifying Agency (Check all applicable): State of Texas (HUB) Indicate Gender & Ethnicity: F/W
 City of Austin (M/WBE) Tx. Unified Cert. Program (DBE)
 Address: 9890 Silver Mountain Drive City: Austin State: Texas Zip: 78737
 Contact Person: Aan Coleman Title: President Phone No.: (512) 476-2090
 Fax No.: (512) 476-2099 Subcontract E-mail: lauren@colemanandassoc.com
 Amount: \$ 3,545.00 Percentage of Prime Contract: 0.3 %
 Description of Work to be Performed: Landscape architecture

HUB Subcontractor Name: HVJ Associates, Inc.
 HUB: Yes No Certifying Agency (Check all applicable): State of Texas (HUB) Indicate Gender & Ethnicity: M/Af Am
 City of Austin (M/WBE) Tx. Unified Cert. Program (DBE)
 Address: 4201 Freidrich Lane, Suite 110 City: Austin State: Texas Zip: 78744
 Contact Person: R.F. (Frank) Carmichael, P.E. Title: Branch Manager Phone No.: (512) 447-9081
 Fax No.: (512) 443-3442 E-mail: fcarmichael@hvj.com
 Subcontract Amount: \$ 62,673.00 Percentage of Prime Contract: 5.2 %
 Description of Work to be Performed: Geotechnical and pavement design services

HUB Subcontractor Name: Beverly Silas & Associates
 HUB: Yes No Certifying Agency (Check all applicable): State of Texas (HUB) Indicate Gender & Ethnicity: F/Af Am
 City of Austin (M/WBE) Tx. Unified Cert. Program (DBE)
 Address: P.O. Box 493 City: Austin State: Texas Zip: 78767
 Contact Person: Beverly S. Silas Fax Title: President Phone No.: (512) 374-4997
 No.: (512) 323-9800 Subcontract E-mail: bsilas@beverlysilas.com
 Amount: \$ 18,825.00 Percentage of Prime Contract: 1.6 %
 Description of Work to be Performed: Public involvement

Contract No. 4400001887

HUB Subcontractor Name: Encotech Engineering Consultants, Inc.

HUB: Yes No Certifying Agency (Check all applicable): State of Texas (HUB) Indicate Gender & Ethnicity: M/Asian
 City of Austin (M/WBE) Tx. Unified Cert. Program (DBE)

Address: 8500 Bluffstone Cove, Ste. B-103 City: Austin State: Texas Zip: 78759

Contact Person: Ali Khataw, P.E. Title: President and CEO Phone No.: (512) 338-1101

Fax No.: (512) 338-1160 Subcontract E-mail: ali.khataw@eec-tx.com

Amount: \$ 23,019.00 Percentage of Prime Contract: 1.9 %

Description of Work to be Performed: Structural engineering

HUB Subcontractor Name: CAS Consulting & Services, Inc.

HUB: Yes No Certifying Agency (Check all applicable): State of Texas (HUB) Indicate Gender & Ethnicity: M/Asian
 City of Austin (M/WBE) Tx. Unified Cert. Program (DBE)

Address: 7908 Cameron Road City: Austin State: Texas Zip: 78754

Contact Person: Channy Soeur, P.E. Title: CEO Phone No.: (512) 836-2388

Fax No.: (512) 836-4515 Subcontract E-mail: channys@casengineers.com

Amount: \$ 53,354.00 Percentage of Prime Contract: 4.4 %

Description of Work to be Performed: Utility relocation/coordination/Erosion Control

HUB Subcontractor Name: Gorronдона & Associates, Inc.

HUB: Yes No Certifying Agency (Check all applicable): State of Texas (HUB) Indicate Gender & Ethnicity: M/H
 City of Austin (M/WBE) Tx. Unified Cert. Program (DBE)

Address: 7524 Jack Newell Blvd. So. City: Fort Worth State: Texas Zip: 76118

Contact Person: Kathy Stern Title: Operations Admin Phone No.: (817) 496-1424

Fax No.: (817) 496-1768 Subcontract E-mail: kstern@ga-inc.net

Amount: \$ 159,480.00 Percentage of Prime Contract: 13.2 %

Description of Work to be Performed: Surveying/ROW Mapping

HUB Subcontractor Name: K Friese & Associates, Inc.

HUB: Yes No Certifying Agency (Check all applicable): State of Texas (HUB) Indicate Gender & Ethnicity: F/W
 City of Austin (M/WBE) Tx. Unified Cert. Program (DBE)

Address: 1102 S. Capital of Texas Highway, CityView 2, Suite 100 City: Austin State: Texas Zip: 78746

Contact Person: Joseph D. Skidmore, P.E., CFM Title: Vice President Phone No.: (512) 338-1704

Fax No.: (512) 338-1784 E-mail: jskidmore@kfriese.com

Subcontract Amount: \$ 171,153.00 Percentage of Prime Contract: 14.2 %

Description of Work to be Performed: Drainage and Striping

Contract No. 4400001887

PART II: DISCLOSURE OF OTHER "NON-HUB" SUBCONTRACTORS

The bidder shall use this section to provide a listing of all "Non-HUB" subcontractors, including suppliers that will perform work on this project. A list of "Non-HUB" subcontractors selected after contract award must be provided IMMEDIATELY after selection.

Subcontractor Name: Parsons Brinckerhoff, Inc.

Address: 901 South Mopac Expy, Suite 595 City: Austin State: Texas Zip: 78746

Contact Person: Ioannis Tassoulas, P.E. Title: Project Manager Phone No.: (512) 347-3649

Fax No.: (512) 328-3609 E-mail: tassoulas@pbworld.com

Subcontract Amount: \$ 297,074.00 Percentage of Prime Contract: 24.6 %

Description of Work to be Performed: Schematic development, PS&E, quality assurance/quality control, traffic control.

Subcontractor Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Person: _____ Title: _____ Phone No.: () _____

Fax No.: () _____ E-mail: _____

Subcontract Amount: \$ _____ Percentage of Prime Contract: _____ %

Description of Work to be Performed: _____

Subcontractor Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Person: _____ Title: _____ Phone No.: () _____

Fax No.: () _____ E-mail: _____

Subcontract Amount: \$ _____ Percentage of Prime Contract: _____ %

Description of Work to be Performed: _____

Subcontractor Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Person: _____ Title: _____ Phone No.: () _____

Fax No.: () _____ E-mail: _____

Subcontract Amount: \$ _____ Percentage of Prime Contract: _____ %

Description of Work to be Performed: _____

PART III: NON-COMPLIANT FOR MEETING SET HUB GOALS CHECKLIST

If you were unable to meet the set goals for this project, place a check mark ✓ by the response(s) that best fits your situation. Supporting documentation to demonstrate your good faith efforts in utilizing subs may be requested at any time.

Our firm was unable to meet the HUB goals for this project for the following reason(s):

- All subs to be utilized are "Non-HUBs."
- HUBs solicited did not respond.
- HUBs solicited were not competitive.
- HUBs were unavailable for the following trade(s): _____

Contract No. 4400001887

APPENDIX A

BLAKE MANOR ROAD IMPROVEMENTS **SCOPE OF SERVICES**

This project (the "Project") will improve the existing Blake Manor Road from Travis County East Metro Park to the proposed Wildhorse Connector. The existing 2-lane road is to be expanded to a 4-lane arterial with center median/turn lane, drainage ditches, and storm water infrastructures. The length of this segment of road is approximately 3 miles. This arterial is included in CAMPO 2035 Regional Roadway System plan as a 4-lane arterial. Current roadway geometry, including horizontal alignment, vertical profile, sight distance, roadside safety elements, etc., will be reviewed and analyzed for design of the new arterial with a desired design speed of 45 MPH where practical based on the Texas Department of Transportation ("TxDOT") and ASSHTO design criteria. Design criteria to be presented and approved by Travis County. Additional right-of-way and easements will be required for the expanded roadway. All right-of-way and easements are to be acquired by the County. The design and construction standards must meet all federal, state and local rules and regulations. Special attention to the high P.I. soil within the Project limits is required. Geotechnical investigation and pavement design must be performed in accordance with the guidelines being developed by Capital Area Pavement Engineering Council. The Project will be funded with County's Capital Improvement Program funds and no State or Federal funding is anticipated. The Project is located in Travis County Precinct One. Under a separate procurement, an engineering consultant will be engaged by the County to provide professional services needed for a federally funded shared use path project, which will be located in the same project limits of this Blake Manor Road Improvements Project. Coordination between these two selected design consultants will be required.

1.0 General Scope of Services:

Provide professional services to perform engineering analysis/design and produce final PS&E documents for the construction of Blake Manor Road Improvements between Travis County East Metro Park and the proposed Wildhorse Connector. These services generally will include, but are not limited to, the following: evaluating existing roadway geometry and producing preliminary roadway layout and alternative, having a storm water drainage system (include water quality and detention) and bridge/culvert design; preparing construction documents; completing land surveys; completing geotechnical investigations and reports with analysis needed for pavement design, foundation design, slope stability analysis, and retaining wall design; performing pavement and structure design; developing roadway signage and pavement marking plans, traffic control plans, and landscaping plans; designing and/or coordinating utility relocations; completing environmental assessments and mitigation plans; monitoring Project cost and applying cost recovery methodologies; preparing and executing Project management and QA/QC plans; attending and leading one public open house; determining requirements for right-of-way and easements acquisition; preparing schematic and final right-of-way and easement parcel metes and bounds descriptions with exhibits and providing technical support for acquisitions; and acquiring all necessary regulatory permits.

The Consultant will perform the following services:

- 1.1 Develop all Plans, Specifications, and Estimates (PS&E documents). Geometric design criteria will follow AASHTO or TxDOT (as described above), whichever is less stringent. Drainage and Water Quality design criteria will follow City of Austin requirements. Standards stipulated by Travis County will include TxDOT and City of Austin standards, with preference given to TxDOT standards. TxDOT and City of Austin specifications, special specifications and special provisions will be used accordingly.

Contract No. 4400001887

- 1.2 Develop and submit a construction cost estimate at each phase of the design Project.
- 1.3 Use generally recognized engineering methodology and standards of care and ensure designs are compliant with ADA and TDLR accessibility requirements.
- 1.4 Obtain all required permits for the design of this Project.
- 1.5 Conduct and provide reports for all applicable environmental studies, evaluations, assessments, and calculations/negotiations for mitigation; include tree protection per City of Austin ordinance.
- 1.6 Establish and provide a detailed Project design task completion report. Monitor and provide task completion report to the County.
- 1.7 Produce a utility relocation plan and coordinate ALL utility relocation efforts with the appropriate utility company. See Attachment 2 to Exhibit 3 of the Professional Services Agreement for detailed explanation of services required.
- 1.8 Prepare appropriate displays and attend meetings with Travis County staff, regulatory agencies, and public groups, both as a technical advisor and as a Project presenter.
- 1.9 Provide all traffic studies, geotechnical reports and analysis, and any other studies used in the development of the Project.
- 1.10 Provide construction administration services if required by Travis County. See Attachment 3 to Exhibit 3 of the Professional Services Agreement for detailed explanation of services required.

2.0 SPECIFIC PROJECT INFORMATION

This Project consists of improving the existing Blake Manor Road from Travis County East Metro Park to the proposed Wildhorse Connector. Typical roadway cross-section includes two (2) twelve feet (12') wide travel lanes for each direction, a grass median or paved continuous center left turn lane (12' minimum; 14' desired), four feet (4') wide minimum outside paved shoulders, two feet (2') to four feet (4') inside shoulder with grass median, open drainage ditches along both sides of the road (slopes 4:1 desirable; 3:1 max), and design accommodations for a proposed one ten feet (10') wide concrete shared use path on the east side of the roadway (to be designed by others under a separate professional services agreement). The Consultant for this Project will provide services necessary to coordinate with the shared use path engineer to share available right-of-way and coordinate the design and construction. The roadway design must also include median breaks, turn lanes, and driveway approaches culverts. The desired design speed is forty-five (45) MPH. Pavement structure must be designed for a twenty (20) year design life based on geotechnical analysis, pavement engineering, and guidelines being developed by Capital Area Pavement Engineering Council (CAPEC). Proposed right-of-way width should be no less than one hundred and twenty feet (120') with preferred width of one hundred forty feet (140'), depending on design requirements, in addition to slope and drainage easements and temporary access and temporary construction easements, as reasonably required by the construction of the roadway and associated improvements. Preliminary alignments, profile drawings and cross sections must be developed and approved before completing the 30% work product. Roadway strip maps as well as metes and bounds descriptions for acquisition of additional right-of-way and slope, drainage and temporary construction and/or access easements will be provided by Consultant.

Contract No. 4400001887

The selected team will be expected to provide four (4) specific work products together with associated support services, each of which will require a separate "Notice to Proceed" issued by the County. Authorization to proceed to the next work product or phase must be in writing in the form of a "Notice to Proceed". Consultant will not be compensated for any services performed without a written Notice to Proceed.

The required work products include: Work Product 1, 30% complete design documents (roll schematic design); Work Product 2, 60% complete design documents; Work Product 3, 90% complete design documents; and Work Product 4, the 100% bid-ready set of construction documents. Each Work Product must be submitted for review and approved by the County. Upon approval by the County and receipt of a written Notice to Proceed to the next Project phase, Consultant will commence work on the next work product. Following approval of each work product, Consultant shall not commence work on any subsequent phase of the Project until he has received the Notice to Proceed to the next Project phase. The initial Notice to Proceed ("NTP") will be issued by Purchasing Office; subsequent NTP's to be issued by TNR.

The review process will consist of submitting MicroStation design files and PDF copies of drawings, specifications, and estimates of probable construction costs to TNR when the design is 30%, 60%, 90% and 100% completed. These submittals must also include a Microsoft Excel copy of the cost estimates, a Microsoft Word document of the specification and bid proposal, and a Microsoft Project copy of the current and approved Project schedule. Each submittal must also include a certification letter from the Consultant signed by the Project principal and the independent quality assurance/quality control officer. Allow three weeks, for all submittal documents submitted in PDF format, for TNR to review and provide written comments and/or approval for each submittal.

- 2.1 **Work Product 1:** The 30% submittal must include two phases, Phase 1 and Phase 2. Phase 1 will consist of two alternatives developed to the 15% conceptual design level. No impact assessment and formal evaluation will be included with Phase 1. Phase 2 will be the 30% design schematic documents. The 30% design submittal must include preliminary engineering for the design elements required to fully address the Project scope. The requirements for the two phases include the following:

Phase 1 (15% conceptual design)

- a) The Phase I 15% conceptual design level will consist of two design alternatives. The existing road alignment may be considered as one design alternative. Conceptual design will consist of a plan view roll plot to identify design constraints and conflicts.
- b) One (1) design milestone meeting with Travis County will be conducted at completion of Phase 1. A roll plot of the 15% conceptual design level alternatives along with the conceptual Blake Manor Road typical sections, and a conceptual traffic control narrative and traffic control typical sections will be presented and discussed during the meeting. Any applicable comments will be addressed during Phase 2.
- c) Geotechnical investigation will be provided along with pavement recommendation

Contract No. 4400001887

- d) Topographic survey and preparation of legal descriptions and parcel sketches for ROW acquisition will be provided; ROW strip map will be prepared (does not need to follow TxDOT format/requirements).

Phase 2 (30%)

- a) 30% design submittal will be in roll format and include Project name and #; site location map; design speed; Project limits with beginning and ending stations; County will provide CAD files for border, title sheet, general notes sheet, and SWPPP sheet for subsequent submittals. Crossing streets will be kept at their current alignment and width.
- b) Symbology legend for roll plot to be included ;
- c) Typical sections showing proposed and existing conditions;
- a) Only lane line stripping will be shown.
- b) Plan and profile view showing existing conditions and how design speed, sight distance, drainage, and environmental requirements will be met as well as the proposed type and location of any significant structures to be included;
- c) Blake Manor Road cross-sections every 100 feet must depict existing ground conditions and proposed conditions based upon 30% preliminary roadway alignments/profiles and typical sections;
- d) Identification of limits of construction and properties that may be affected by the proposed construction;
- e) Identification of existing easements and utilities that may be affected by the proposed construction;
- f) Engineer's estimate of costs along with an explanation of the method used and any assumptions that were made. Recommended changes for the parties to consider if a problem has been identified that could adversely affect the Project schedule or budget;
- g) Preliminary Environmental Report;
- h) Preliminary Geotechnical Report with 3 alternative pavement design sections with cost estimates for each based on stated assumptions, which are based on known field conditions, historical prices or otherwise;
- i) Preliminary list of required regulatory approvals and right-of-way takings;
- j) Updated Project schedule with status tracking.

Total projected time for completion of Work Product 1 is **90 calendar days**.

- 2.2 **Work Product 2:** The 60% drawings must address all major design issues and set direction for completion of the construction documents. A public meeting will be conducted after the incorporation of the 30% comments and before work commences towards the 60% milestone. The requirements for the 60% design submittals, at a minimum, include the following:

- a) Written response indicating how the comments from Work Product 1 submittals were resolved;
- b) Cover sheet indicating Project name and #; site location map; design speed; Project limits with beginning and ending stations; names and signature blocks for the Project owners/partners; sheet size 11"x17";
- c) Index of Sheets, General Notes, and Symbology legend of drawings sheets to be included in the plan set;
- d) General Notes provided by County will be reviewed and updated as required;
- e) Completed site layout drawings;
- f) Drawings that represent all items of work in this Scope of Services, including coordinates for proposed alignment (no blank pages or missing pages);

Contract No. 4400001887

- g) Revised typical sections and cross sections (every 50 feet) to reflect more complete design; cross sections will be included in plan set;
- h) Erosion/sedimentation control, tree protection plans, and vegetative restoration plans;
- i) TxDOT EPIC sheet will not be required;
- j) Summary quantity sheets will not be required;
- k) County will provide the template for the SWPPP sheets;
- l) Landscaping will include tree mitigation for existing trees impacted and tree bubblers for all proposed trees;
- m) Draft specifications; draft Special Provisions if Special Specifications are revised;
- n) Proposed construction schedule and sequence of work plans and narrative;
- o) List of permits required and schedule for obtaining all permits/approvals/utility coordination required prior to bidding;
- p) Engineering calculations, studies, and reports used in design (geotechnical report, environmental studies & reports, slope stability analysis, preliminary quantities, structural design, etc.)
- q) H&H analysis with calculations on plan sheets; no formal report required;
- r) Water Quality analysis with calculations on plan sheets; no formal report required;
- s) Drawings should demonstrate coordination between prime consultant and sub-consultants (no missing design components to be provided by sub-consultants separately);
- t) Engineer's estimate of costs along with an explanation of the method used and any assumptions that were made. Recommended changes for the parties to consider if a problem has been identified that could adversely affect the Project schedule or budget;
- u) Draft ROW strip maps, sketches, & field notes. Final ROW documents to be submitted within 30 days of receiving review comments from Travis County; metes and bounds do not need to follow TxDOT format;
- v) Updated Project schedule with status tracking;
- w) Draft Detour Plan, if applicable;
- x) Preliminary structural design documents for retaining walls and/or water quality pond structures, if applicable;

Total projected time for completion of Work Product 2 is **90 calendar days**.

- 2.3 **Work Product 3:** The 90% complete drawings must be "ready to bid", requiring only minor revisions, with no outstanding design issues and all work coordinated and illustrated on the drawings. A public meeting may be required. The requirements for the 90% design submittals will be determined with TNR's Project Manager on a case-by-case basis but, at a minimum, include the following:

- a) Complete set of construction drawings with all details, cross-sections, profiles, quantities, and title sheet;
- b) Full set of detailed specifications and index in bid-ready format (Microsoft Word format);
- c) Detailed breakdown cost estimate and associated bid schedule in TNR's format;
- d) Calculations for unit price quantities and final engineering design calculations;
- e) List of permits secured and any permits/approvals pending, with projected delivery dates;
- f) Final utility company costs, relocation plan and schedule, and documentation from each utility contacted and coordination services for utility relocation;
- g) Final construction schedule/sequence of work.

Total projected time for completion of Work Product 3 is **90 calendar days**.

Contract No. 4400001887

- 2.4 **Work Product 4: 100% design complete services:**
Provide final plans, specifications, estimates, quantities, bid schedule, permits, and verification of property acquisitions and/or right-of-entries for the construction contract, and a list of any outstanding issues to be resolved before or during Project bidding process.

Total projected time for completion of Work Product 4 is **30 calendar days**.

3.0 Project Deliverables:

- 3.1 Completed specific work product/plan stage documents for review.
- 3.2 PS&E.
- 3.3 Geotechnical Report.
- 3.4 Engineer's Opinion of Construction costs, updated and submitted with each submittal..
- 3.5 Design Project Schedule to be submitted monthly.
- 3.6 CPM to be submitted with final deliverable.
- 3.7 Electronic (pdf) and one (1) hard copy Plans of record for the final Project within thirty working days after completion of the Project.
- 3.8 All required permits to start and complete construction of the Project.
- 3.9 Required tracts schematic, list of parcel drawings, right-of-way strip map, and metes and bounds descriptions for right-of-way and easement acquisitions.
- 3.10 Survey services with electronic and soft copy of survey on NAD 83 or as determined by Travis County.
- 3.11 Environmental Report(s).
- 3.12 Design calculations.
- 3.13 Electronic copy of above deliverables, where applicable (all drawings and e-files must be in MicroStation DGN format, existing DTM Surface Model, and Alignment files, as appropriate. A set of construction plans with engineer's PE seal and signature shall be provided in PDF format for bidding. Text documents must be in Microsoft Word or Excel format as applicable. Schedules and CPMs must be in Microsoft Project format with tracking).
- 3.14 Surveyor's DTM Surface Model for existing condition.
Project Management file within thirty (30) working days after completion of the Project.

4.0 SERVICES TO BE PROVIDED BY TRAVIS COUNTY

In conjunction with the services to be provided by Consultant, the County shall provide the following:

- 4.1 A Project Manager to serve as the primary point of contact for the Consultant.
- 4.2 Documents available to the County and are applicable as background information in performance of this Scope of Services, when requested by the Consultant.
- 4.3 Timely reviews of documents, reports, drawings, etc.
- 4.4 Assistance with open house.
- 4.5 Bid Phase services.
- 4.6 Construction Administration.
- 4.7 LIDAR files in MicroStation format to be used during preliminary engineering.

Contract No. 4400001887

APPENDIX A
EXHIBIT A
MINIMUM STAFF AND EXPERIENCE LEVELS
@ Local Office

1. Adequacy of Team Staff

a)	No. of Civil PE's	2
b)	No. of Structural PE's	1
c)	No. of Geotechnical PE's	1
d)	No. of Land Surveyors	1
Total Key Staff		5

2. Aggregate Project Team Experience

a)	No. of Similar Projects within past 5 yrs.	5
b)	Construction dollar volume of similar projects / per project	\$5,000,000

3. Variety of Prime Experience

(Aggregate fee dollar volume/yr.) \$750,000

4. Project Manager

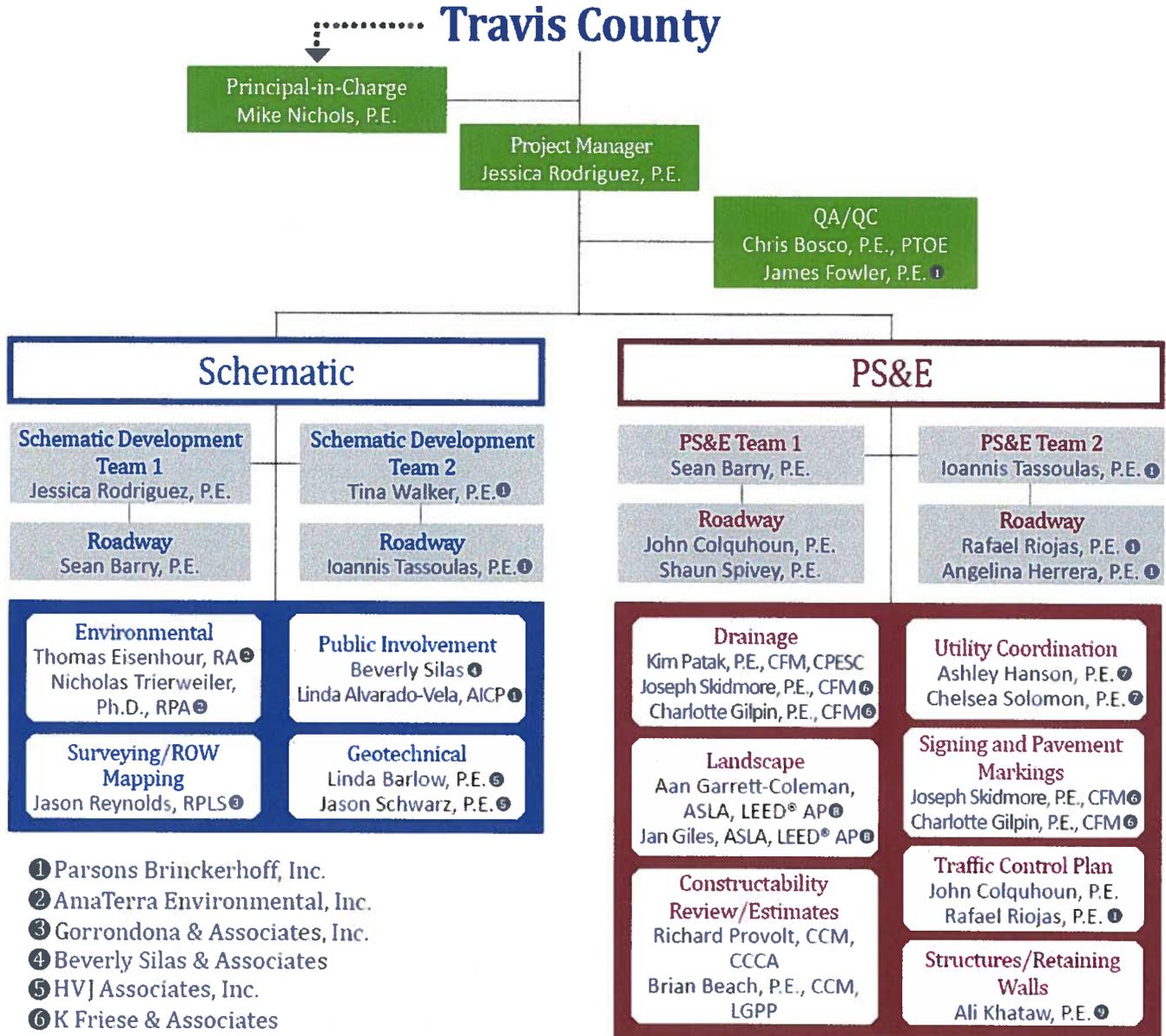
Years in Project Management on Similar Projects 10

NOTE: Project team consists of the prime firm and all sub-consultants.

Contract No. 4400001887

APPENDIX B

Organizational Chart with Key Personnel Identified



- ① Parsons Brinckerhoff, Inc.
- ② AmaTerra Environmental, Inc.
- ③ Gorrondona & Associates, Inc.
- ④ Beverly Silas & Associates
- ⑤ HVJ Associates, Inc.
- ⑥ K Friese & Associates
- ⑦ CAS Consulting & Services, Inc.
- ⑧ Coleman & Associates
- ⑨ Encotech Engineering Consultants, Inc.

Contract No. 4400001887

APPENDIX C

CONSULTANT'S QUALIFICATIONS STATEMENT
(TO BE ADDED AT CONTRACT AWARD)