

EXHIBIT
"A"



**CITY OF ROUND ROCK
CONTRACT FOR ENGINEERING SERVICES**

FIRM: VOLKERT, INC. (“Engineer”)
ADDRESS: 801 E. Old Settlers Boulevard, Suite 120, Round Rock, TX 78664
PROJECT: E. Main Sidewalk Gap

THE STATE OF TEXAS §
§
COUNTY OF WILLIAMSON §

THIS CONTRACT FOR ENGINEERING SERVICES (“Contract”) is made and entered into on this the ___ day of _____, 2022 by and between the CITY OF ROUND ROCK, a Texas home-rule municipal corporation, whose offices are located at 221 East Main Street, Round Rock, Texas 78664-5299, (hereinafter referred to as “City”), and Engineer, and such Contract is for the purpose of contracting for professional engineering services.

RECITALS:

WHEREAS, V.T.C.A., Government Code §2254.002(2)(A)(vii) under Subchapter A entitled “Professional Services Procurement Act” provides for the procurement by municipalities of services of professional engineers; and

WHEREAS, City and Engineer desire to contract for such professional engineering services; and

WHEREAS, City and Engineer wish to document their agreement concerning the requirements and respective obligations of the parties;

NOW, THEREFORE, WITNESSETH:

That for and in consideration of the mutual promises contained herein and other good and valuable considerations, and the covenants and agreements hereinafter contained to be kept and performed by the respective parties hereto, it is agreed as follows:

CONTRACT DOCUMENTS

The Contract Documents consist of this Contract and any exhibits attached hereto (which exhibits are hereby incorporated into and made a part of this Contract) and all Supplemental Contracts (as defined herein in Article 13) which are subsequently issued. These form the entire contract, and all are as fully a part of this Contract as if attached to this Contract or repeated herein.

ARTICLE 1 **CITY SERVICES**

City shall perform or provide services as identified in Exhibit A entitled “City Services.”

ARTICLE 2 **ENGINEERING SERVICES**

Engineer shall perform Engineering Services as identified in Exhibit B entitled “Engineering Services.”

Engineer shall perform the Engineering Services in accordance with the Work Schedule as identified in Exhibit C entitled “Work Schedule.” Such Work Schedule shall contain a complete schedule so that the Engineering Services under this Contract may be accomplished within the specified time and at the specified cost. The Work Schedule shall provide specific work sequences and definite review times by City and Engineer of all Engineering Services. Should the review times or Engineering Services take longer than shown on the Work Schedule, through no fault of Engineer, Engineer may submit a timely written request for additional time, which shall be subject to the approval of the City Manager.

ARTICLE 3 **CONTRACT TERM**

(1) Term. The Engineer is expected to complete the Engineering Services described herein in accordance with the above described Work Schedule. If Engineer does not perform the Engineering Services in accordance with the Work Schedule, then City shall have the right to terminate this Contract as set forth below in Article 20. So long as the City elects not to terminate this Contract, it shall continue from day to day until such time as the Engineering Services are completed. Any Engineering Services performed or costs incurred after the date of termination shall not be eligible for reimbursement. Engineer shall notify City in writing as soon as possible if he/she/it determines, or reasonably anticipates, that the Engineering Services will not be completed in accordance with the Work Schedule.

(2) Work Schedule. Engineer acknowledges that the Work Schedule is of critical importance, and agrees to undertake all necessary efforts to expedite the performance of Engineering Services required herein so that construction of the project will be commenced and completed as scheduled. In this regard, and subject to adjustments in the Work Schedule as provided in Article 2 herein, Engineer shall proceed with sufficient qualified personnel and consultants necessary to fully and timely accomplish all Engineering Services required under this Contract in a professional manner.

(3) Notice to Proceed. After execution of this Contract, Engineer shall not proceed with Engineering Services until authorized in writing by City to proceed as provided in Article 7.

ARTICLE 4
COMPENSATION

City shall pay and Engineer agrees to accept the amount shown below as full compensation for the Engineering Services performed and to be performed under this Contract.

The amount payable under this Contract, without modification of the Contract as provided herein, is the sum of One Hundred Thirteen Thousand Two Hundred Seventy and No/100 Dollars (\$113,270.00) as shown in Exhibit D. The lump sum amount payable shall be revised equitably only by written Supplemental Contract in the event of a change in Engineering Services as authorized by City.

Engineer shall prepare and submit to City monthly progress reports in sufficient detail to support the progress of the Engineering Services and to support invoices requesting monthly payment. Any preferred format of City for such monthly progress reports shall be identified in Exhibit B. Satisfactory progress of Engineering Services shall be an absolute condition of payment.

The fee herein referenced may be adjusted for additional Engineering Services requested and performed only if approved by written Supplemental Contract.

ARTICLE 5
METHOD OF PAYMENT

Payments to Engineer shall be made while Engineering Services are in progress. Engineer shall prepare and submit to City, not more frequently than once per month, a progress report as referenced in Article 4 above. Such progress report shall state the percentage of completion of Engineering Services accomplished during that billing period and to date. Simultaneous with submission of such progress report, Engineer shall prepare and submit one (1) original and one (1) copy of a certified invoice in a form acceptable to City. This submittal shall also include a progress assessment report in a form acceptable to City.

Progress payments shall be made in proportion to the percentage of completion of Engineering Services identified in Exhibit D. Progress payments shall be made by City based upon Engineering Services actually provided and performed. Upon timely receipt and approval of each statement, City shall make a good faith effort to pay the amount which is due and payable within thirty (30) days. City reserves the right to withhold payment pending verification of satisfactory Engineering Services performed. Engineer has the responsibility to submit proof to City, adequate and sufficient in its determination, that tasks were completed.

The certified statements shall show the total amount earned to the date of submission and shall show the amount due and payable as of the date of the current statement. Final payment does not relieve Engineer of the responsibility of correcting any errors and/or omissions resulting from his/her/its negligence.

ARTICLE 6
PROMPT PAYMENT POLICY

In accordance with Chapter 2251, V.T.C.A., Texas Government Code, payment to Engineer will be made within thirty (30) days of the day on which the performance of services was complete, or within thirty (30) days of the day on which City receives a correct invoice for services, whichever is later. Engineer may charge a late fee (fee shall not be greater than that which is permitted by Texas law) for payments not made in accordance with this prompt payment policy; however, this policy does not apply in the event:

- A. There is a bona fide dispute between City and Engineer concerning the supplies, materials, or equipment delivered or the services performed that causes the payment to be late; or
- B. The terms of a federal contract, grant, regulation, or statute prevent City from making a timely payment with federal funds; or
- C. There is a bona fide dispute between Engineer and a subcontractor or between a subcontractor and its supplier concerning supplies, materials, or equipment delivered or the Engineering Services performed which causes the payment to be late; or
- D. The invoice is not mailed to City in strict accordance with instructions, if any, on the purchase order, or this Contract or other such contractual agreement.

City shall document to Engineer the issues related to disputed invoices within ten (10) calendar days of receipt of such invoice. Any non-disputed invoices shall be considered correct and payable per the terms of Chapter 2251, V.T.C.A., Texas Government Code.

ARTICLE 7
NOTICE TO PROCEED

The Engineer shall not proceed with any task listed on Exhibit B until the City has issued a written Notice to Proceed regarding such task. The City shall not be responsible for work performed or costs incurred by Engineer related to any task for which a Notice to Proceed has not been issued.

ARTICLE 8
PROJECT TEAM

City's Designated Representative for purposes of this Contract is as follows:

Bill Stablein
Project Manager
3400 Sunrise Road
Round Rock, TX 78665
Telephone Number (512) 218-3237
Fax Number N/A
Email Address bstablein@roundrocktexas.gov

City's Designated Representative shall be authorized to act on City's behalf with respect to this Contract. City or City's Designated Representative shall render decisions in a timely manner pertaining to documents submitted by Engineer in order to avoid unreasonable delay in the orderly and sequential progress of Engineering Services.

Engineer's Designated Representative for purposes of this Contract is as follows:

Arnold Gonzales, Jr., PE
Associate Vice President
801 E. Old Settlers Boulevard, Suite 120
Round Rock, TX 78664
Telephone Number (361) 648-2408
Fax Number N/A
Email Address arnold.gonzales@volkert.com

ARTICLE 9

PROGRESS EVALUATION

Engineer shall, from time to time during the progress of the Engineering Services, confer with City at City's election. Engineer shall prepare and present such information as may be pertinent and necessary, or as may be requested by City, in order for City to evaluate features of the Engineering Services. At the request of City or Engineer, conferences shall be provided at Engineer's office, the offices of City, or at other locations designated by City. When requested by City, such conferences shall also include evaluation of the Engineering Services.

Should City determine that the progress in Engineering Services does not satisfy the Work Schedule, then City shall review the Work Schedule with Engineer to determine corrective action required.

Engineer shall promptly advise City in writing of events which have or may have a significant impact upon the progress of the Engineering Services, including but not limited to the following:

- (1) Problems, delays, adverse conditions which may materially affect the ability to meet the objectives of the Work Schedule, or preclude the attainment of project Engineering Services units by established time periods; and such disclosure shall be accompanied by statement of actions taken or contemplated, and City assistance needed to resolve the situation, if any; and
- (2) Favorable developments or events which enable meeting the Work Schedule goals sooner than anticipated.

ARTICLE 10
SUSPENSION

Should City desire to suspend the Engineering Services, but not to terminate this Contract, then such suspension may be effected by City giving Engineer thirty (30) calendar days' verbal notification followed by written confirmation to that effect. Such thirty-day notice may be waived in writing by agreement and signature of both parties. The Engineering Services may be reinstated and resumed in full force and effect within sixty (60) days of receipt of written notice from City to resume the Engineering Services. Such sixty-day notice may be waived in writing by agreement and signature of both parties. If this Contract is suspended for more than thirty (30) days, Engineer shall have the option of terminating this Contract.

If City suspends the Engineering Services, the contract period as determined in Article 3, and the Work Schedule, shall be extended for a time period equal to the suspension period.

City assumes no liability for Engineering Services performed or costs incurred prior to the date authorized by City for Engineer to begin Engineering Services, and/or during periods when Engineering Services is suspended, and/or subsequent to the contract completion date.

ARTICLE 11
ADDITIONAL ENGINEERING SERVICES

If Engineer forms a reasonable opinion that any work he/she/it has been directed to perform is beyond the scope of this Contract and as such constitutes extra work, he/she/it shall promptly notify City in writing. In the event City finds that such work does constitute extra work and exceeds the maximum amount payable, City shall so advise Engineer and a written Supplemental Contract will be executed between the parties as provided in Article 13. Engineer shall not perform any proposed additional work nor incur any additional costs prior to the execution, by both parties, of a written Supplemental Contract. City shall not be responsible for actions by Engineer nor for any costs incurred by Engineer relating to additional work not directly associated with the performance of the Engineering Services authorized in this Contract or any amendments thereto.

ARTICLE 12
CHANGES IN ENGINEERING SERVICES

If City deems it necessary to request changes to previously satisfactorily completed Engineering Services or parts thereof which involve changes to the original Engineering Services or character of Engineering Services under this Contract, then Engineer shall make such revisions as requested and as directed by City. Such revisions shall be considered as additional Engineering Services and paid for as specified under Article 11.

Engineer shall make revisions to Engineering Services authorized hereunder as are necessary to correct errors appearing therein, when required to do so by City. No additional compensation shall be due for such Engineering Services.

ARTICLE 13
SUPPLEMENTAL CONTRACTS

The terms of this Contract may be modified by written Supplemental Contract if City determines that there has been a significant change in (1) the scope, complexity or character of the Engineering Services, or (2) the duration of the Engineering Services. Any such Supplemental Contract must be duly authorized by the City. Engineer shall not proceed until the Supplemental Contract has been executed. Additional compensation, if appropriate, shall be identified as provided in Article 4.

It is understood and agreed by and between both parties that Engineer shall make no claim for extra work done or materials furnished until the City authorizes full execution of the written Supplemental Contract and authorization to proceed. City reserves the right to withhold payment pending verification of satisfactory Engineering Services performed.

ARTICLE 14
USE OF DOCUMENTS

All documents, including but not limited to drawings, specifications and data or programs stored electronically, (hereinafter referred to as "Instruments of Service") prepared by Engineer and its subcontractors are related exclusively to the services described in this Contract and are intended to be used with respect to this Project. However, it is expressly understood and agreed by and between the parties hereto that all of Engineer's designs under this Contract (including but not limited to tracings, drawings, estimates, specifications, investigations, studies and other documents, completed or partially completed), shall be the property of City to be thereafter used in any lawful manner as City elects. Any such subsequent use made of documents by City shall be at City's sole risk and without liability to Engineer, and, to the extent permitted by law, City shall hold harmless Engineer from all claims, damages, losses and expenses, resulting therefrom. Any modification of the plans will be evidenced on the plans and be signed and sealed by a licensed professional prior to re-use of modified plans.

By execution of this Contract and in confirmation of the fee for services to be paid under this Contract, Engineer hereby conveys, transfers and assigns to City all rights under the Federal Copyright Act of 1976 (or any successor copyright statute), as amended, all common law copyrights and all other intellectual property rights acknowledged by law in the Project designs and work product developed under this Contract. Copies may be retained by Engineer. Engineer shall be liable to City for any loss or damage to any such documents while they are in the possession of or while being worked upon by Engineer or anyone connected with Engineer, including agents, employees, Engineers or subcontractors. All documents so lost or damaged shall be replaced or restored by Engineer without cost to City.

Upon execution of this Contract, Engineer grants to City permission to reproduce Engineer's work and documents for purposes of constructing, using and maintaining the Project, provided that City shall comply with its obligations, including prompt payment of all sums when due, under this Contract. Engineer shall obtain similar permission from Engineer's subcontractors consistent with this Contract. If and upon the date Engineer is adjudged in default of this Contract, City is permitted to authorize other similarly credentialed design professionals to reproduce and, where permitted by law, to make changes, corrections or additions to the work and documents for the purposes of completing, using and maintaining the Project.

City shall not assign, delegate, sublicense, pledge or otherwise transfer any permission granted herein to another party without the prior written contract of Engineer. However, City shall be permitted to authorize the contractor, subcontractors and material or equipment suppliers to reproduce applicable portions of the Instruments of Service appropriate to and for use in their execution of the Work. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is permitted. Any unauthorized use of the Instruments of Service shall be at City's sole risk and without liability to Engineer and its Engineers.

Prior to Engineer providing to City any Instruments of Service in electronic form or City providing to Engineer any electronic data for incorporation into the Instruments of Service, City and Engineer shall by separate written contract set forth the specific conditions governing the format of such Instruments of Service or electronic data, including any special limitations not otherwise provided in this Contract. Any electronic files are provided by Engineer for the convenience of City, and use of them is at City's sole risk. In the case of any defects in electronic files or any discrepancies between them and any hardcopy of the same documents prepared by Engineer, the hardcopy shall prevail. Only printed copies of documents conveyed by Engineer shall be relied upon.

Engineer shall have no liability for changes made to the drawings by other engineers subsequent to the completion of the Project. Any such change shall be sealed by the engineer making that change and shall be appropriately marked to reflect what was changed or modified.

ARTICLE 15
PERSONNEL, EQUIPMENT AND MATERIAL

Engineer shall furnish and maintain, at its own expense, quarters for the performance of all Engineering Services, and adequate and sufficient personnel and equipment to perform the Engineering Services as required. All employees of Engineer shall have such knowledge and experience as will enable them to perform the duties assigned to them. Any employee of Engineer who, in the opinion of City, is incompetent or whose conduct becomes detrimental to the Engineering Services shall immediately be removed from association with the project when so instructed by City. Engineer certifies that it presently has adequate qualified personnel in its employment for performance of the Engineering Services required under this Contract, or will obtain such personnel from sources other than City. Engineer may not change the Project Manager without prior written consent of City.

ARTICLE 16
SUBCONTRACTING

Engineer shall not assign, subcontract or transfer any portion of the Engineering Services under this Contract without prior written approval from City. All subcontracts shall include the provisions required in this Contract and shall be approved as to form, in writing, by City prior to Engineering Services being performed under the subcontract. No subcontract shall relieve Engineer of any responsibilities under this Contract.

ARTICLE 17
EVALUATION OF ENGINEERING SERVICES

City, or any authorized representatives of it, shall have the right at all reasonable times to review or otherwise evaluate the Engineering Services performed or being performed hereunder and the premises on which it is being performed. If any review or evaluation is made on the premises of Engineer or a subcontractor, then Engineer shall provide and require its subcontractors to provide all reasonable facilities and assistance for the safety and convenience of City or other representatives in the performance of their duties.

ARTICLE 18
SUBMISSION OF REPORTS

All applicable study reports shall be submitted in preliminary form for approval by City before any final report is issued. City's comments on Engineer's preliminary reports shall be addressed in any final report.

ARTICLE 19
VIOLATION OF CONTRACT TERMS/BREACH OF CONTRACT

Violation of contract terms or breach of contract by Engineer shall be grounds for termination of this Contract, and any increased costs arising from Engineer's default, breach of contract, or violation of contract terms shall be paid by Engineer.

ARTICLE 20
TERMINATION

This Contract may be terminated as set forth below.

- (1) By mutual agreement and consent, in writing, of both parties.
- (2) By City, by notice in writing to Engineer, as a consequence of failure by Engineer to perform the Engineering Services set forth herein in a satisfactory manner.
- (3) By either party, upon the failure of the other party to fulfill its obligations as set forth herein.
- (4) By City, for reasons of its own and not subject to the mutual consent of Engineer, upon not less than thirty (30) days' written notice to Engineer.
- (5) By satisfactory completion of all Engineering Services and obligations described herein.

Should City terminate this Contract as herein provided, no fees other than fees due and payable at the time of termination shall thereafter be paid to Engineer. In determining the value of the Engineering Services performed by Engineer prior to termination, City shall be the sole judge. Compensation for Engineering Services at termination will be based on a percentage of the Engineering

Services completed at that time. Should City terminate this Contract under Subsection (4) immediately above, then the amount charged during the thirty-day notice period shall not exceed the amount charged during the preceding thirty (30) days.

If Engineer defaults in the performance of this Contract or if City terminates this Contract for fault on the part of Engineer, then City shall give consideration to the actual costs incurred by Engineer in performing the Engineering Services to the date of default, the amount of Engineering Services required which was satisfactorily completed to date of default, the value of the Engineering Services which are usable to City, the reasonable and necessary cost to City of employing another firm to complete the Engineering Services required and the time required to do so, and other factors which affect the value to City of the Engineering Services performed at the time of default.

The termination of this Contract and payment of an amount in settlement as prescribed above shall extinguish all rights, duties, and obligations of City and Engineer under this Contract, except the obligations set forth herein in Article 21 entitled "Compliance with Laws." If the termination of this Contract is due to the failure of Engineer to fulfill his/her/its contractual obligations, then City may take over the project and prosecute the Engineering Services to completion. In such case, Engineer shall be liable to City for any additional and reasonable costs incurred by City.

Engineer shall be responsible for the settlement of all contractual and administrative issues arising out of any procurements made by Engineer in support of the Engineering Services under this Contract.

ARTICLE 21
COMPLIANCE WITH LAWS

(1) Compliance. Engineer shall comply with all applicable state, federal and local laws, statutes, codes, ordinances, rules and regulations, and the orders and decrees of any court, or administrative bodies or tribunals in any manner affecting the performance of this Contract, including without limitation, minimum/maximum salary and wage statutes and regulations, and licensing laws and regulations. Engineer shall furnish City with satisfactory proof of his/her/its compliance.

Engineer shall further obtain all permits and licenses required in the performance of the Engineering Services contracted for herein.

(2) As required by Chapter 2271, Government Code, Engineer hereby verifies that it does not boycott Israel and will not boycott Israel through the term of this Agreement. For purposes of this verification, "boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

(3) In accordance with 2274, Texas Government Code, a governmental entity may not enter into a contract with a company with at least ten (10) full-time employees for value of at least One Hundred Thousand and No/100 Dollars (\$100,000.00) unless the contract has a provision in the contract verifying that it: (1) does not have a practice, policy, guidance, or directive that discriminates

against a firearm entity or firearm trade association; and (2) will not discriminate during the term of the contract against a firearm entity or firearm trade association. The signatory executing this Contract on behalf of the Engineer verifies Engineer does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association, and it will not discriminate during the term of this Contract against any firearm entity or firearm trade association.

(4) In accordance with 2274, Texas Government Code, a governmental entity may not enter into a contract with a company with at least ten (10) full-time employees for a value of at least One Hundred Thousand and No/100 Dollars (\$100,000.00) unless the contract has a provision in the contract verifying that it: (1) does not boycott energy companies; and (2) will not boycott energy companies during the term of this Contract. The signatory executing this Contract on behalf of Engineer verifies Engineer does not boycott energy companies, and it will not boycott energy companies during the term of this Contract.

(5) **Taxes.** Engineer will pay all taxes, if any, required by law arising by virtue of the Engineering Services performed hereunder. City is qualified for exemption pursuant to the provisions of Section 151.309 of the Texas Limited Sales, Excise, and Use Tax Act.

ARTICLE 22

INDEMNIFICATION

Engineer shall save and hold City harmless from all liability for damage to the extent that the damage is caused by or results from an act of negligence, intentional tort, intellectual property infringement, or failure to pay a subcontractor or supplier committed by Engineer, Engineer's agent, or another entity over which Engineer exercises control. Engineer shall also save and hold City harmless from any and all expenses, including but not limited to reasonable attorneys' fees which may be incurred by City in litigation or otherwise defending claims or liabilities which may be imposed on City to the extent resulting from such negligent activities by Engineer, its agents, or employees.

ARTICLE 23

ENGINEER'S RESPONSIBILITIES

Engineer shall be responsible for the accuracy of his/her/its Engineering Services and shall promptly make necessary revisions or corrections to its work product resulting from errors, omissions, or negligent acts, and same shall be done without compensation. City shall determine Engineer's responsibilities for all questions arising from design errors and/or omissions. Engineer shall not be relieved of responsibility for subsequent correction of any such errors or omissions in its work product, or for clarification of any ambiguities until after the construction phase of the project has been completed.

ARTICLE 24

ENGINEER'S SEAL

The responsible engineer shall sign, seal and date all appropriate engineering submissions to City in accordance with the Texas Engineering Practice Act and the rules of the State Board of Registration for Professional Engineers.

ARTICLE 25
NON-COLLUSION, FINANCIAL INTEREST PROHIBITED

(1) **Non-collusion.** Engineer warrants that he/she/it has not employed or retained any company or persons, other than a bona fide employee working solely for Engineer, to solicit or secure this Contract, and that he/she/it has not paid or agreed to pay any company or engineer any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this Contract. For breach or violation of this warranty, City reserves and shall have the right to annul this Contract without liability or, in its discretion and at its sole election, to deduct from the contract price or compensation, or to otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

(2) **Financial Interest Prohibited.** Engineer covenants and represents that Engineer, his/her/its officers, employees, agents, consultants and subcontractors will have no financial interest, direct or indirect, in the purchase or sale of any product, materials or equipment that will be recommended or required for the construction of the project.

ARTICLE 26
INSURANCE

(1) **Insurance.** Engineer, at Engineer's sole cost, shall purchase and maintain during the entire term while this Contract is in effect professional liability insurance coverage in the minimum amount of One Million Dollars per claim from a company authorized to do insurance business in Texas and otherwise acceptable to City. Engineer shall also notify City, within twenty-four (24) hours of receipt, of any notices of expiration, cancellation, non-renewal, or material change in coverage it receives from its insurer.

(2) **Subconsultant Insurance.** Without limiting any of the other obligations or liabilities of Engineer, Engineer shall require each subconsultant performing work under this Contract to maintain during the term of this Contract, at the subconsultant's own expense, the same stipulated minimum insurance required in Article 26, Section (1) above, including the required provisions and additional policy conditions as shown below in Article 26, Section (3).

Engineer shall obtain and monitor the certificates of insurance from each subconsultant in order to assure compliance with the insurance requirements. Engineer must retain the certificates of insurance for the duration of this Contract, and shall have the responsibility of enforcing these insurance requirements among its subconsultants. City shall be entitled, upon request and without expense, to receive copies of these certificates of insurance.

(3) **Insurance Policy Endorsements.** Each insurance policy shall include the following conditions by endorsement to the policy:

- (a) Engineer shall notify City thirty (30) days prior to the expiration, cancellation, non-renewal in coverage, and such notice thereof shall be given to City by certified mail to:

City Manager, City of Round Rock
221 East Main Street
Round Rock, Texas 78664

(b) The policy clause “Other Insurance” shall not apply to any insurance coverage currently held by City, to any such future coverage, or to City’s Self-Insured Retentions of whatever nature.

(4) **Cost of Insurance.** The cost of all insurance required herein to be secured and maintained by Engineer shall be borne solely by Engineer, with certificates of insurance evidencing such minimum coverage in force to be filed with City. Such Certificates of Insurance are evidenced as Exhibit E herein entitled “Certificates of Insurance.”

ARTICLE 27
COPYRIGHTS

City shall have the royalty-free, nonexclusive and irrevocable right to reproduce, publish or otherwise use, and to authorize others to use, any reports developed by Engineer for governmental purposes.

ARTICLE 28
SUCCESSORS AND ASSIGNS

This Contract shall be binding upon and inure to the benefit of the parties hereto, their successors, lawful assigns, and legal representatives. Engineer may not assign, sublet or transfer any interest in this Contract, in whole or in part, by operation of law or otherwise, without obtaining the prior written consent of City.

ARTICLE 29
SEVERABILITY

In the event any one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such invalidity, illegality or unenforceability shall not affect any other provision thereof and this Contract shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

ARTICLE 30
PRIOR AGREEMENTS SUPERSEDED

This Contract constitutes the sole agreement of the parties hereto, and supersedes any prior understandings or written or oral contracts between the parties respecting the subject matter defined herein. This Contract may only be amended or supplemented by mutual agreement of the parties hereto in writing.

ARTICLE 31
ENGINEER'S ACCOUNTING RECORDS

Records pertaining to the project, and records of accounts between City and Engineer, shall be kept on a generally recognized accounting basis and shall be available to City or its authorized representatives at mutually convenient times. The City reserves the right to review all records it deems relevant which are related to this Contract.

ARTICLE 32
NOTICES

All notices to either party by the other required under this Contract shall be personally delivered or mailed to such party at the following respective addresses:

City:

City of Round Rock
Attention: City Manager
221 East Main Street
Round Rock, TX 78664

and to:

Stephan L. Sheets
City Attorney
309 East Main Street
Round Rock, TX 78664

Engineer:

Arnold Gonzales, Jr., PE
Associate Vice President
801 E. Old Settlers Boulevard, Suite 120
Round Rock, TX 78664

ARTICLE 33
GENERAL PROVISIONS

(1) Time is of the Essence. The Services shall be performed expeditiously as is prudent considering the ordinary professional skill and care of a competent engineer. Engineer understands and agrees that time is of the essence and that any failure of Engineer to complete the Engineering Services for each phase of this Contract within the agreed Work Schedule may constitute a material breach of this Contract. Engineer shall be fully responsible for his/her/its delays or for failures to use his/her/its reasonable efforts in accordance with the terms of this Contract and the Engineer's standard of

performance as defined herein. Where damage is caused to City due to Engineer's negligent failure to perform City may accordingly withhold, to the extent of such damage, Engineer's payments hereunder without waiver of any of City's additional legal rights or remedies. Any determination to withhold or set off shall be made in good faith and with written notice to Engineer provided, however, Engineer shall have fourteen (14) calendar days from receipt of the notice to submit a plan for cure reasonably acceptable to City.

(2) Force Majeure. Neither City nor Engineer shall be deemed in violation of this Contract if prevented from performing any of their obligations hereunder by reasons for which they are not responsible or circumstances beyond their control. However, notice of such impediment or delay in performance must be timely given, and all reasonable efforts undertaken to mitigate its effects.

(3) Enforcement and Venue. This Contract shall be enforceable in Round Rock, Williamson County, Texas, and if legal action is necessary by either party with respect to the enforcement of any or all of the terms or conditions herein, exclusive venue for same shall lie in Williamson County, Texas. This Contract shall be governed by and construed in accordance with the laws and court decisions of the State of Texas.

(4) Standard of Performance. The standard of care for all professional engineering, consulting and related services performed or furnished by Engineer and its employees under this Contract will be the care and skill ordinarily used by members of Engineer's profession practicing under the same or similar circumstances at the same time and in the same locality. Excepting Articles 25 and 34 herein, Engineer makes no warranties, express or implied, under this Contract or otherwise, in connection with the Engineering Services.

(5) Opinion of Probable Cost. Any opinions of probable project cost or probable construction cost provided by Engineer are made on the basis of information available to Engineer and on the basis of Engineer's experience and qualifications and represents its judgment as an experienced and qualified professional engineer. However, since Engineer has no control over the cost of labor, materials, equipment or services furnished by others, or over the contractor(s') methods of determining prices, or over competitive bidding or market conditions, Engineer does not guarantee that proposals, bids or actual project or construction cost will not vary from opinions of probable cost Engineer prepares.

(6) Opinions and Determinations. Where the terms of this Contract provide for action to be based upon opinion, judgment, approval, review, or determination of either party hereto, such terms are not intended to be and shall never be construed as permitting such opinion, judgment, approval, review, or determination to be arbitrary, capricious, or unreasonable.


ARTICLE 34 **SIGNATORY WARRANTY**

The undersigned signatory for Engineer hereby represents and warrants that the signatory is an officer of the organization for which he/she has executed this Contract and that he/she has full and complete authority to enter into this Contract on behalf of the firm. The above-stated representations and warranties are made for the purpose of inducing City to enter into this Contract.

IN WITNESS WHEREOF, the City of Round Rock has caused this Contract to be signed in its corporate name by its duly authorized City Manager or Mayor, as has Engineer, signing by and through its duly authorized representative(s), thereby binding the parties hereto, their successors, assigns and representatives for the faithful and full performance of the terms and provisions hereof.

[signature page follows]

VOLKERT, INC.

By: 

Signature of Principal
Printed Name: Travis Falls, PE

CITY OF ROUND ROCK, TEXAS

APPROVED AS TO FORM:

By: _____
Craig Morgan, Mayor

Stephan L. Sheets, City Attorney

ATTEST:

By: _____
Meagan Spinks, City Clerk

LIST OF EXHIBITS ATTACHED

- | | |
|---------------|---------------------------|
| (1) Exhibit A | City Services |
| (2) Exhibit B | Engineering Services |
| (3) Exhibit C | Work Schedule |
| (4) Exhibit D | Fee Schedule |
| (5) Exhibit E | Certificates of Insurance |

EXHIBIT A

City Services

In general, Client and its representatives to their best efforts will render services as follows:

1. Name, address and phone number of Client representative.
2. Assistance to the Engineer, as necessary, with obtaining data and information from other local, regional, State and Federal agencies required for this project.
3. Obtain Rights of Entry from landowners that are unwilling to grant access to the Engineer.
4. Provide available appropriate City of Round Rock data on file, plans and specifications that are deemed pertinent to the completion of the work required by the scope of services.
5. Provide available criteria, example deliverable format, and full information as to the client's requirements for the project.
6. Provide timely reviews and decisions necessary for the Engineer to maintain the project work schedule. Review recommendations offered by the Engineer, progress of work, and final acceptance of all documents.
7. Submittal of documentation to regulatory agencies for review and comment, as needed.
8. Support project development efforts with stakeholders, coordinate meetings and interface with stakeholders, as needed.
9. Assist with Coordination between the Engineer and the Client's other subconsultants.
10. Provide an agent as necessary to secure any proposed ROW (if necessary).
11. Provide construction observation and review contractor pay applications and progress.
12. Provide Engineer with Contractor submittals, Requests for Information (RFI's), shop drawings, and correspondence.
13. Review Engineer progress, submittals, and plan changes.

**City of Round Rock
E. Main Sidewalk Gaps**

Volkert, Inc.

EXHIBIT B

Engineering Services

The project (“E. Main Sidewalk Gaps”) is to provide preliminary engineering and design in support of full construction documents for the requested sidewalk and ADA improvements along E. Main St., Cooke St., and Circle Dr. (see Figure 1-Project Layout) in Round Rock, Texas per local standards and specifications. Local jurisdiction, county, and state requirements shall also be taken into consideration. Once scope and route are accepted, final plans will be submitted to and approved by the City of Round Rock (CORR).

The following are the detailed scope of services to be performed by the Engineer.

A. PHASE 1: Preliminary Engineering/Feasibility

1. Engineer will investigate project area and perform preliminary engineering/feasibility study for the anticipated sidewalk and ADA improvements listed above, including:
 - Proposed Conditions/Sidewalk Alignment Plan – outlining items recommended for the installation of the proposed sidewalk and ADA elements. Design will be GIS based only (no field survey) and include proposed property impacts and anticipated limits of construction for the proposed sidewalk, ramps, driveway, drainage, roadway, and adjacent property improvements in accordance with CORR standards.
2. Prepare a preliminary opinion of probable cost for the proposed improvements using City of Round Rock and TxDOT approved bid items.
3. Deliverable for this phase of the project includes:
 - Preliminary Engineering Exhibit
 - Preliminary OPCC

B. Phase 1 Project Coordination/Meetings

The Engineer shall provide technical support to client during scheduled meetings with CORR and general coordination with design team. It is anticipated that two (2) meetings will be required at two (2) hours in addition to general project coordination efforts.

C. PHASE 2: Construction Documents/Design Plans

1. Engineer will prepare the design documents on the proposed sidewalk for the anticipated improvements listed above, including:
 - Cover Sheet
 - General Notes – general construction notes will be prepared to reflect CORR, local, and state standards
 - Existing Conditions/Removal Plan – outlining items to be removed/relocated for installation of the proposed sidewalk and ADA improvements.
 - Sidewalk Plan – design of the proposed roadway, sidewalk and ADA elements in plan sheet format. Design to include necessary information for construction of the proposed sidewalk, curbs, driveways, and ADA ramps to CORR standards.
 - Erosion Control Plan/Stormwater Pollution Prevention Plan (SWPPP) – designed using the CORR and Texas Commission on Environmental Quality (TCEQ) standards for submittal and approval prior to construction.

- Grading & Drainage Plan – Horizontal (and vertical where applicable) design of the proposed grading and drainage structures in plan sheet format. Design to include necessary information for construction of the driveway culverts, inlets, ditches, retaining walls, to CORR standards.
 - Traffic Control Plans – details and standards to accommodate vehicular and pedestrian traffic during construction operations.
 - Construction Details/Standards – special and typical items included with plans. Details shall be designed using CORR and TxDOT standards.
 - Technical Specifications/Supporting Documents – the engineer shall prepare list of any specifications CORR and TxDOT standard specifications and bid items.
 - TDLR/RAS Forms and Coordination – the engineer shall prepare and submit TDLR forms and documents to register project, coordinate with RAS on reviews, and schedule inspection for compliance.
2. Prepare a preliminary opinion of probable cost for the proposed improvements using City of Round Rock and TxDOT approved bid items.
3. Deliverables for the project include:
- 30% Conceptual Review Documents
 - 75% Review Plans
 - 100% (Final) Construction Plans
 - Signed and Sealed by Texas Professional Engineer

D. Phase 2 Project Coordination/Meetings

The Engineer shall provide technical support to client during scheduled meetings with CORR and general coordination with design team. It is anticipated that three (3) meetings will be required at two (2) hours in addition to general project coordination efforts.

E. Phase 2 Quality Control/Quality Assurance

The project shall be reviewed by a Volkert Quality Engineer and staff for constructability and QA/QC.

F. Phase 2 Bidding & Award Support

- The Engineer shall provide the following:
- General notes and specifications for roadway improvements
- Unit costs for construction items
- Development of bid tabulation for advertising to contractors
- Evaluation of bids and recommendation of award

G. Reimbursables/Reproduction

Reproduction, courier and delivery services will be provided for this project and billed in accordance to our Standard Rate Schedule. In addition, minor out-of-pocket expenses for outside reproduction, travel expenses, courier and review agency fees (if applicable), etc. incurred will be billed at cost. **Includes TDLR/RAS Registration and Inspection Fees for compliance review.**



Figure 1: Project Layout

ASSUMPTIONS

In preparing this proposal, we have made the following assumptions in addition to any restrictions or omissions in scope outlined in the detailed proposal above:

A. Miscellaneous

- This proposal does not include construction phase services or inspections
- No additional field survey, geotechnical, SUE, or environmental coordination is included in this proposal
- This proposal does not include utility coordination or design/relocation plans
- This proposal does not include public involvement
- This proposal assumes no additional ROW or property acquisition will be required

EXHIBIT C

Work Schedule

Attached Behind This Page

**EXHIBIT C
E. MAIN SIDEWALK GAPS PROJECT SCHEDULE**

ID	Task Name	Duration	Start	Finish	Predecessors	Jun '22	Jul '22	Aug '22	Sep '22	Oct '22	Nov '22	Dec '22	Jan '23	Feb '23	Mar '23	Apr '23
1	E. MAIN SIDEWALK GAPS PROJECT	224 days?	Thu 7/28/22	Wed 3/8/23												
2	PHASE 1: PRELIMINARY ENGINEERING/ROUTE STUDY	30 days?	Thu 7/28/22	Fri 8/26/22												
3	Execute Work Authorization/Kick-off Meeting & Notice to Proceed	1 day?	Thu 7/28/22	Thu 7/28/22												
4	Collect GIS, Utility & Record Data (Utilize LiDAR for Preliminary Topo/Design)	5 days	Thu 7/28/22	Mon 8/1/22	3											
5	Establish Design Criteria & Develop DSR	1 day	Tue 8/2/22	Tue 8/2/22	4											
6	Design Review Meeting with City	0 days	Wed 8/3/22	Wed 8/3/22	5											
7	Develop Preliminary Sidewalk Route Layout/Schematic	20 days	Thu 8/4/22	Tue 8/23/22	6											
8	Preliminary Route Review Meeting with City to Confirm Route	0 days	Wed 8/24/22	Wed 8/24/22	7											
9	Finalize Preferred Route Exhibit - APPROVED BY CITY	2 days	Thu 8/25/22	Fri 8/26/22												
10	Receive Notice to Proceed to PHASE 2	0 days	Fri 8/26/22	Fri 8/26/22	9											
11	PHASE 2: PS&E (30% Plan Development)	60 days	Mon 8/29/22	Thu 10/27/22	10											
12	Prepare 30% Sidewalk Typical Sections	5 days	Mon 8/29/22	Fri 9/2/22												
13	Prepare 30% Sidewalk Plan Sheets	15 days	Sat 9/3/22	Sat 9/17/22	12											
14	Prepare 30% Removal Plan Sheets	5 days	Sun 9/18/22	Thu 9/22/22	13											
15	Prepare 30% Grading & Drainage Plan Sheets	10 days	Fri 9/23/22	Sun 10/2/22	14											
16	Prepare 30% SW3P/ESC Plan Sheets	5 days	Mon 10/3/22	Fri 10/7/22	15											
17	Prepare 30% TCP Sequence and Concept Plan	5 days	Sat 10/8/22	Wed 10/12/22	16											
18	Prepare 30% Construction Cost Estimate	5 days	Thu 10/13/22	Mon 10/17/22	17											
19	Submit 30% Plan Package to City	0 days	Mon 10/17/22	Mon 10/17/22	18											
20	30% Plan Review by City	10 days	Tue 10/18/22	Thu 10/27/22	19											
21	Receive Notice to Proceed with 75% Plan Development	0 days	Thu 10/27/22	Thu 10/27/22	20											
22	PHASE 2: PS&E (75% Plan Development)	50 days	Fri 10/28/22	Fri 12/16/22	21											
23	Prepare 60% Sidewalk Typical Sections	5 days	Fri 10/28/22	Tue 11/1/22												
24	Prepare 60% Sidewalk Plan Sheets	10 days	Wed 11/2/22	Fri 11/11/22	23											
25	Prepare 60% Removal Plan Sheets	5 days	Sat 11/12/22	Wed 11/16/22	24											
26	Prepare 60% Grading & Drainage Plan Sheets	10 days	Thu 11/17/22	Sat 11/26/22	25											
27	Prepare 60% SW3P/ESC Plan Sheets	5 days	Sun 11/27/22	Thu 12/1/22	26											
28	Prepare 60% TCP Sequence & Plan Sheets	5 days	Fri 12/2/22	Tue 12/6/22	27											
29	Prepare 60% Preliminary Cost Estimate	5 days	Wed 12/7/22	Sun 12/11/22	28											
30	Submit 60% Plan Package to City	0 days	Sun 12/11/22	Sun 12/11/22	29											
31	60% Plan Review by City	5 days	Mon 12/12/22	Fri 12/16/22	30											
32	Receive Notice to Proceed with 90% Plan Development	0 days	Fri 12/16/22	Fri 12/16/22	31											
33	PHASE 2: PS&E (100% Plan Development)	50 days	Mon 12/19/22	Mon 2/6/23	32											
34	Prepare 100% Sidewalk Typical Sections	5 days	Mon 12/19/22	Fri 12/23/22												
35	Prepare 100% Sidewalk Plan Sheets	5 days	Sat 12/24/22	Wed 12/28/22	34											
36	Prepare 100% Removal Plan Sheets	5 days	Thu 12/29/22	Mon 1/2/23	35											
37	Prepare 100% Grading & Drainage Plan Sheets	5 days	Tue 1/3/23	Sat 1/7/23	36											
38	Prepare 100% SW3P/ESC Plan Sheets	5 days	Sun 1/8/23	Thu 1/12/23	37											
39	Prepare 100% TCP Sequence & Plan Sheets	5 days	Fri 1/13/23	Tue 1/17/23	38											
40	Prepare 100% Preliminary Cost Estimate	5 days	Wed 1/18/23	Sun 1/22/23	39											
41	Develop Project Specifications List	5 days	Mon 1/23/23	Fri 1/27/23	40											
42	Submit 100% Plan Package to City	0 days	Fri 1/27/23	Fri 1/27/23	41											
43	100% Plan Review by City	5 days	Sat 1/28/23	Wed 2/1/23	42											
44	Address Final Comments and Receive Plan Approval from City	5 days	Thu 2/2/23	Mon 2/6/23	43											
45	PHASE 2: Bid & Award Support	30 days	Tue 2/7/23	Wed 3/8/23	44											
46	Advertise Project	20 days	Tue 2/7/23	Sun 2/26/23												
47	Pre-Bid Meeting/Respond to Bid Inquiries	5 days	Mon 2/27/23	Fri 3/3/23	46											
48	Evaluate Bids/Develop Bid Tabulations	5 days	Sat 3/4/23	Wed 3/8/23	47											
49	Issue Award Recommendation/Award Contract	0 days	Wed 3/8/23	Wed 3/8/23	48											

EXHIBIT D

Fee Schedule

Attached Behind This Page



ESTIMATE OF LABOR PHASE 1

FIRM: VOLKERT
 CLIENT: City of Round Rock
 PROJECT NAME: E. Main Sidewalk Gaps Project
 COUNTY: Williamson

DATE: 07/26/22

TASK	CLASSIFICATION	Project Principal	Project Mgr	Quality Mgr	Sr. Engineer	Design Engineer	EIT	Sr. Eng Tech	Eng Tech	Admin Clerical	TOTAL	
SUMMARY OF HOURS BILLING RATES		\$275.00	\$250.00	\$240.00	\$215.00	\$160.00	\$135.00	\$140.00	\$100.00	\$80.00		
A	PHASE 1: Preliminary Engineering/Feasibility		4		14		28	44			90	
B	PHASE 1: Project Coordination/Meetings		6		10						16	
TOTAL HOURS			10		24		28	44			106	
Percentage of Total Labor			9%	23%	26%	42%	100%					
SUMMARY OF COSTS												
A	PHASE 1: Preliminary Engineering/Feasibility		\$1,000		\$3,010		\$3,780	\$6,160			\$13,950.00	77.29%
B	PHASE 1: Project Coordination/Meetings		\$1,500		\$2,150						\$3,650.00	20.22%
REIMBURSABLE COSTS											\$450.00	2.49%
TOTAL COSTS			\$2,500		\$5,160		\$3,780	\$6,160			\$18,050.00	
A	PHASE 1: Preliminary Engineering/Feasibility		4		14		28	44			90	Approximately 6500 LF of sidewalk design
1.1	Feasibility Study/Schematic Plan		2		8		20	40			70	
1.2	Site Visits				2		2				4	
1.3	Preliminary Cost Estimate		2		2		2				6	
1.4	Deliverables				2		4	4			10	
B	PHASE 1: Project Coordination/Meetings		6		10						12	
2.1	Project Management		4		8						12	
2.2	Meetings		2		2						4	



ESTIMATE OF LABOR

PHASE 2

FIRM: VOLKERT
 CLIENT: City of Round Rock
 PROJECT NAME: E. Main Sidewalk Gaps Project
 COUNTY: Williamson

DATE: 07/26/22

TASK	CLASSIFICATION	Project Principal	Project Mgr	Quality Mgr	Sr. Engineer	Design Engineer	EIT	Sr. Eng Tech	Eng Tech	Admin Clerical	TOTAL	
SUMMARY OF HOURS		BILLING RATES										
		\$275.00	\$250.00	\$240.00	\$215.00	\$160.00	\$135.00	\$140.00	\$100.00	\$80.00		
A	PHASE 2: Construction Documents/Design Plans	8	34		46	88	120	160			456	
B	PHASE 2: Project Coordination/Meetings		18		18					10	46	
C	PHASE 2: Quality Control/Quality Assurance		2	8	4		8	16			38	
D	PHASE 2: Bidding & Award Support		2		4		8			8	22	
TOTAL HOURS		8	56	8	72	88	136	176		18	562	
Percentage of Total Labor		1%	10%	1%	13%	16%	24%	31%		3%	99%	
SUMMARY OF COSTS												
A	PHASE 2: Construction Documents/Design Plans	\$2,200	\$8,500		\$9,890	\$14,080	\$16,200	\$22,400			\$73,270.00	76.95%
B	PHASE 2: Project Coordination/Meetings		\$4,500		\$3,870					\$800	\$9,170.00	9.63%
C	PHASE 2: Quality Control/Quality Assurance		\$500	\$1,920	\$860		\$1,080	\$2,240			\$6,600.00	6.93%
D	PHASE 2: Bidding & Award Support		\$500		\$860		\$1,080			\$640	\$3,080.00	3.23%
REIMBURSABLE COSTS											\$3,100.00	3.26%
TOTAL COSTS		\$2,200	\$14,000	\$1,920	\$15,480	\$14,080	\$18,360	\$24,640		\$1,440	\$95,220.00	
A	PHASE 2: Construction Documents/Design Plans	8	34		46	88	120	160			456	Approximately 6500 LF of sidewalk design
1.1	Development of Construction Plans/Details (30/75/100)	4	20		30	60	80	110			304	
1.2	Construction Cost Estimates		6		6	8	10	10			40	
1.4	Deliverables	4	8		10	20	30	40			112	
B	PHASE 2: Project Coordination/Meetings		18		18					10	46	
2.1	Project Management		10		10					10	30	
2.2	Meetings		8		8						16	
C	PHASE 2: Quality Control/Quality Assurance		2	8	4		8	16			38	
3.1	QA/QC Design Review for Constructability/Compliance		2	8	4		8	16			38	
D	PHASE 2: Bidding & Award Support		2		4		8			8	22	
4.1	Project, Advertising, Bidding and Award support for Contractor Procurement		2		4		8			8	22	

EXHIBIT E

Certificates of Insurance

Attached Behind This Page

