PROFESSIONAL SERVICES AGREEMENT

STATE OF TEXAS

COUNTY OF BEXAR

OF SAN ANTONIO

ARCHITECTURAL DESIGN SERVICES

FOR THE PROJECT NAME

(PROJECT NUMBER XX-XXXXX)

This Agreement is made and entered into in San Antonio, Bexar County, Texas; between the City of San Antonio, a Municipal Corporation in the State of Texas (hereinafter referred to as "City") and

FIRM NAME

FIRM ADDRESS

an Architect duly licensed and practicing under the laws of the State of Texas (hereafter referred to as "Architect") said Agreement being executed by City pursuant to City Charter, Ordinances and Resolutions of the San Antonio City Council, and by Architect for Architectural Design Services, as set forth herein in connection with the above designated Project for City.

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ARTICLE I.
DEFINITIONS

As used in this Agreement, the following terms shall have meanings as set out below:

1.1 "Agreement" means this written document signed by City and Architect, including any other document itemized and expressly referenced in or attached to and expressly made part of this Agreement, to include Architect's proposal, to the extent accepted by City and not in conflict with the Articles of this Agreement: Services Fees & Reimbursables – **Exhibit A;** Schedule of Project Services - **Exhibit B;** Additional Services - **Exhibit C;** and SBEDA Subcontractor/Supplier Utilization Plan - **Exhibit D**.

1.2 "Application for Payment" means the electronic filing by the Construction Contractor requesting to be paid for completed Work and materials stored at site.

1.3 "Architect" means **FIRM NAME** and its officers, partners, employees, agents and representatives, and all sub-Architects, if any, and all other persons or entities for which Architect legally is responsible.

1.4 "Architect's Schedule of Services" means a detailed listing of the services to be performed and the time sequence for the delivery to include an estimated dollar value which shall be attached for the payment of the services over the term of this Agreement.

1.5 "CCMS" means the City's Contract Management System whereby payments made by Architects to and confirmed by Sub-Architects, pursuant to this Project, are entered by Architects and Sub-Architects and monitored by City for compliance.

1.6 "Certificate of Substantial Completion" means the document issued by Architect with City's consent at the stage in the progress of the Work when the Work, or designated portion thereof, is sufficiently complete in accordance with the Contract, so that City may occupy or utilize the Work for its intended use.

1.7 "City" and "Owner" mean the City of San Antonio, Texas.

1.8 "Claim" is a demand or assertion by one of the parties seeking, as a matter of right, adjustment or interpretation of this Agreement terms, payment of money, and extension of time or other relief, with respect to the terms of this Agreement. The term "Claim" also includes other disputes and matters in question between City and Architect arising out of or relating to this Agreement.

1.9 "Compensation" means the amount paid by City to Architect for completed services accepted by City under this Agreement.

1.10 "Construction Contractor" is the firm hired by City to construct the Project.

1.11 "Construction Documents" are the complete set of documents approved by City for the Work to complete the Project, including the Construction Drawings and Specifications as set out in paragraph 3.10.2 herein.

1.12 "Construction Drawings and Specifications" are the documents used to convey the intent of Architect for the purposes of constructing the Project.

1.13 "Director" means the Director of City's Capital Improvements Management Services Department, or his/her designated project manager identified in the Notice to Proceed.

1.14 "Estimated Cost of Work" means Architect's estimate of probable construction costs.

1.15 "Final Compensation" means the final amounts paid by City to Architect for completed services accepted by City under this Agreement.

1.16 "Final Payment" means the final amounts paid by City to Construction Contractor for completed Work under the Construction Documents.

1.17 "Invoice" means written request for compensation from Architect to City for services completed under this Agreement.

1.18 "Project" means the capital improvement/construction development undertaking of City.

1.19 "Proposal" means the proposal of Services submitted by Architect in response to City's Request for Qualifications.

1.20 "SAMSA" means the San Antonio Metropolitan Statistical Area or Relevant Marketplace, collectively comprised of Bexar County and the seven (7) surrounding counties of Atascosa, Bandera, Comal, Guadalupe, Kendall, Medina and Wilson

1.21 "Schedule of Values" a schedule, submitted by the Construction Contractor before the first Application for Payment, allocating dollar amounts to various portions of the Work, prepared in such form and supported by such data to substantiate its accuracy as Architect may require. This schedule, unless objected to by Architect, shall be used as the basis for reviewing Contractor's Applications for Payment.

1.22 "Schematic Design Document" shall have the meaning as defined in Paragraph 3.9.5 of this Agreement.

1.23 "Services" means the services performed by Architect, as required by Articles III and IV of this Agreement.

1.24 "Total Compensation" means the not to exceed amount of this Agreement.

1.25 "Work" means the construction work performed by the Construction Contractor.

ARTICLE II.
ARCHITECT'S RESPONSIBILITIES

2.1 Architect shall hold periodic conferences with Director or his/her representatives through the end of the Project so that Architect has the full benefit of City's experience and knowledge of existing needs and facilities, and so the Project is consistent with City's current policies and standards. To assist Architect in this coordination, City shall make available for Architect's use in planning and designing the Project, all existing plans, maps, statistics, computations and other data in its possession relative to existing facilities and to this particular Project, at no cost to Architect. However, any and all such information shall remain the property of City and shall be returned by Architect upon termination or completion of the Project or if instructed to do so by the Director.

2.2 Architect warrants that Services provided by Architect under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances in Bexar County, Texas.

2.3 Unless otherwise required by City, Architect shall apply for and assist City in obtaining building permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for the completion of the Project. Architect will provide City reasonable assistance in connection with such approvals and permits, such as the furnishing of data compiled by Architect, pursuant to other provisions of this Agreement, and shall appear on behalf of City at up to three meetings with governmental entities, but Architect shall not be obligated to develop additional data, prepare extensive reports or appear at hearings or the like, unless compensated therefore under other provisions of this Agreement.

2.4 Architect shall be represented by a registered professional Architect licensed to practice in the State of Texas at meetings of any official nature concerning the Project, including, but not limited to, scope meetings, review meetings, pre-bid meetings, preconstruction meetings, and other meetings as required by the Project.

2.5 Architect shall prepare Change Orders and Field Work Directives, and, with concurrence of City, have authority to order minor changes in the Work not involving an adjustment in the Total Compensation or an extension of the time for construction. Such changes shall be effected by written order, which the Construction Contractor shall carry out promptly and record on the as-built record documents.

2.6 The Texas Board of Architectural Examiners, Hobby Building, 333 Guadalupe, Suite. 2-350, Austin, Texas 78701, (512) 305-9000 and/or Texas Board of Professional Engineers, 1917 IH-35 South, Austin, Texas 78741, (512) 4407723 has jurisdiction over individuals licensed under Title 22 of the Texas Administrative Code.

2.7 Acceptance of the final plans by City shall not constitute nor be deemed a release of the responsibility and liability of Architect, its employees, associates, agents or sub-Architects for the accuracy and competency of their designs, drawings, specifications or other documents and Services; nor shall such acceptance be deemed an assumption of responsibility or liability by City for any defect in the designs, working drawings, specifications or other documents and Work prepared by said Architect, its employees, sub-Architects and agents.

2.8 Architect warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for Architect, to solicit or secure this Agreement, and that it has not, for the purpose of soliciting or securing this Agreement, paid or agreed to pay any company or person, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach of this warranty, City shall have the right to terminate this Agreement under the provisions of Article XII herein.

ARTICLE III.
BASIC SERVICES

3.1 Architect shall not commence performance of any Services on this Project until being thoroughly briefed on the scope of the Project and being notified by City in writing to proceed. The scope of the Project and Architects Services required shall be dependent on Architect's review of City's criteria and the development of a Proposal by Architect to define the Services based on this Agreement and a complete understanding of the goals of City for this Project. Should the goals of the Project subsequently change, either Architect or City may request a review of the anticipated Services, along with an appropriate adjustment in compensation.

3.2 Architect shall review laws, codes and regulations applicable to Architect's services. Architect shall be responsible for registering the Project with the Department of Licensing & Regulation, Architectural Barriers, and obtaining all reviews, inspections and approvals of Construction Documents necessary to comply with all state and federal handicapped and Americans with Disabilities Act (hereafter referred to as "ADA") requirements. Architect also shall be responsible for ensuring that all facilities, which have been constructed in accordance with the Construction Documents created under this Agreement, comply with all state and federal handicapped and ADA requirements.

3.3 Architect shall render the professional services described in this **Article III** necessary for the development of the Project to Substantial Completion, including Construction Drawings and Specifications in phases as required, construction services, any special and general conditions and instructions to bidders, as acceptable to the Director and subject to other provisions of this Agreement. Any service(s) customarily required by law or by common due diligent architectural practice shall presumed to be included in Architect's Scope of Services. The General Conditions for City's Construction Contracts have been attached hereto, labeled as **Exhibit "E"** and made a part of this Agreement. Architect hereby acknowledges and accepts its responsibilities, as defined therein, under City's General Conditions.

3.4 Architect shall advise and consult with City. City's instruction to Construction Contractor may be issued through Architect but City reserves the right to issue instructions directly to Construction Contractor through other designated City representatives. Construction Contractor understands that City may modify the authority of Architect, as provided in the terms of its contract relationship with Architect, and that the Director shall, in such event, be vested with powers formerly exercised by such Architect, provided written notice of such modification promptly has been served on Construction Contractor in writing. Nothing herein shall authorize independent agreements between Construction Contractor and Architect, nor shall Architect be deemed to have a legal relationship with Construction Contractor.

3.5 Architect shall make visits to the Site at intervals appropriate to the phases:

(1) to become generally familiar with and to keep City informed about the progress and quality of the portion of the Work completed; and

(2) to endeavor to guard City against defects in the Work. However, Architect will not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work, unless so negotiated and agreed upon with City.

3.6 Architect neither will have control over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures or for the safety precautions and programs in connection with the Work, since these solely are Construction Contractor's rights and responsibilities under the Contract Documents. Architect's efforts will be directed toward providing for City a greater degree of confidence that the completed Work generally will conform to the Contract Documents.

3.7 Architect shall coordinate its services with those services provided by City and City's Architects. Architect shall be entitled to rely on the completeness of services and information furnished by City and City's Architects.

3.8 Architect shall manage Architect's services, consult with City, research applicable design criteria, attend Project meetings, communicate with members of the Project team and report progress to City. Additionally, Architect shall attend all public hearings, presentations, council meetings or other official or public meeting concerning the Project, as requested by City. All Project meetings and a total of three (3) public hearings, presentations, council meetings or other official or public meetings shall be included in basic service. Any additional public hearings, presentations, council meetings or other official or public meeting shall be considered Additional Services as described in **Article IV** herein.

3.9 SCHEMATIC DESIGN PHASE SERVICES

3.9.1 Architect shall prepare a preliminary evaluation of City's program, schedule, budget for the Estimated Cost of the Work, Project site and the proposed procurement or delivery method and other initial information, each in terms of the other, to ascertain the requirements of the Project. Architect shall notify City of (1) any inconsistencies discovered in the information, and (2) other information or consulting services which reasonably may be needed for the Project.

3.9.2 Architect shall present its preliminary evaluation to City and shall present to City alternative approaches to design and construction of the Project. Architect shall consider environmentally responsible and sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with City's program, schedule and budget. Architect shall meet City's requirements of the Project, as set out in this Agreement.

3.9.3 Architect shall consider the value of alternative materials, building system and equipment, together with other considerations, based on program and aesthetics, in developing a design for the Project which is consistent with City's program, schedule and budget for the Estimated Cost of the Work.

3.9.4 Based on the Project's requirements, Architect shall prepare and present, for City's approval, a preliminary design illustrating the scale and relationship of the Project components.

3.9.5 Based on City's approval of the preliminary design, Architect shall prepare Schematic Design Documents for City's approval. Schematic Design Documents means the drawings and other documents, including a site plan, which shall incorporate the site survey issued by City, preliminary building floor plans, preliminary sections and elevations for all sides of the building, systems evaluations for structural and Mechanical, Electrical and Plumbing (hereafter referred to as "MEP") solutions. The Schematic Design Documents may include some combination of study models, perspective sketches or digital modeling. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

3.9.6 Architect shall submit the Schematic Design Documents to the Historical Design Review Commission (hereafter referred to as "HDRC") for initial schematic approval, prior City's acceptance of the Schematic Design.

3.9.7 Architect shall submit to City an estimate of the Estimated Cost of Work, prepared in accordance with **Article V** herein.

3.9.8 Architect shall submit the Schematic Design Documents to City and request City's approval. Architect shall submit two (2) full size and two (2) half size sets of Schematic Design Documents, two (2) sets of any reports and the Estimated Cost of Work. Architect shall submit an evaluation and comparison of the Estimated Cost of Work to City's budget and studies, as required. All models and documents also shall be provided in electronic format.

3.10 DESIGN DEVELOPMENT PHASE SERVICES

3.10.1 After City's issuance if its written approval of the Schematic Design Documents, and on Director's written authorization of any adjustments in the Project's requirements and/or the budget for the Estimated Cost of the Work, Architect shall prepare Design Development Documents for City's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and consist of drawings and other documents including well defined floor plans, sections, elevations, typical construction details and diagrammatic layouts of building systems, to fix and describe the size and character of the Project as to civil, structural, architectural, mechanical, plumbing and electrical systems, and such other elements as may be appropriate. The Design Development Documents also shall include outline specifications which identify major materials and systems and establish, in general, their quality level.

3.10.2 Architect shall submit Design Development Documents to City and request City's approval signature. Architect shall submit to City two (2) full size and two (2) half size sets of Design Development Documents, two (2) sets of any reports and an Estimated Cost of Work. Architect shall submit an evaluation and comparison of the Estimated Cost of Work to City's budget and studies, as required or as requested by City. All models and documents shall also be provided in electronic format.

3.10.3 Upon approval of the completed Design Development Documents, Architect shall prepare such bidding document as requested by City, to include, but not limited to:

(1) Bidding and procurement information which describes the time, place and requirements for bids or proposal forms;

(2) Form of Agreement between City and Construction Contractor;

(3) Conditions of the Construction Contract and General, Supplementary and other Conditions.

Architect also shall compile a Project manual which shall include the Table of Contents and Specifications with CSI Format Division 1 through 32, as required by the scope of Work, and the General, Supplementary and other Conditions of the Construction Contract and may include bidding requirements and sample forms.

3.10.4 Architect shall update the Estimated Cost of Work and the associated evaluation and comparison to City's budget and submit with the Design Development Drawings, Specifications and Reports.

3.11 CONSTRUCTION DOCUMENTS PHASE SERVICES

3.11.1 Following City's written approval of Design Development Documents, and on City's written authorization of any adjustments in the Project requirements and/or the budget for the Estimated Cost of Work, Architect shall prepare Construction Documents for City's approval.

3.11.2 The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels of materials and systems and other requirements for the construction of the Work. City and Architect acknowledge that, in order to construct the Work, Construction Contractor shall provide additional information, including shop drawings, product data, samples and other similar submittals, which Architect shall review, evaluate and make recommendation.

3.11.3 Architect shall comply with and incorporate into the Construction Documents all requirements of the governmental authorities having jurisdiction over the Project including, but not limited to, the Texas Commission on Environmental Quality (hereafter referred to as "TCEQ"), San Antonio Water Systems (hereafter referred to as "SAWS") and CPS Energy.

3.11.4 Architect shall submit the Construction Drawings to City for review and approval at the fifty percent (50%), ninety five percent (95%) and one hundred percent (100%) stage of completion of the Construction Drawings. Architect shall include an updated Estimated Cost of Work with each of the aforementioned submittals and take any and all action required under **ARTICLE VI** herein.

3.11.5 Architect shall meet with the HDRC Officer and receive HDRC final approval of Construction Documents.

3.11.6 Prior to the actual printing of the final Construction Documents (plans and specifications), one (1) advance copy shall be submitted to City. Upon review and approval of said documents, Architect shall provide and submit same to City as follows:

3.11.6.1 Architect shall submit three (3) sets of Plans and Specifications, addressed to City Architect's Office, for use by City Architect, Project Manager and Building Maintenance Department.

3.11.6.2 Architect shall deliver one (1) set of Plans and Specifications in electronic format (PDF format) to City's Plans and Records Office CIMS, Contract Services.

3.11.6.3 Architect shall submit the Building Permit Application, signed and sealed Construction Document Drawings, Specifications, special inspection letter and copies of the site survey, geotechnical report, Environmental Clean Letter and any other documents required, to City of San Antonio Planning and Development Services Department for the building permit. Architect shall respond to questions from the Planning and Development Services Department and shall be responsible for receipt of a Building Permit. Permit fees shall be paid by City. Any additional review fees required, due to improper submittal, will be the responsibility of Architect.

3.12 BIDDING OR NEGOTIATION PHASE SERVICES

3.12.1 Following City's written approval of the Construction Documents, Architect shall assist City in:

(1) obtaining either competitive bids or negotiated proposals;

(2) confirming responsiveness of bids and proposals;

(3) determining the successful bid or proposal, if any; and

(4) awarding and preparing Contracts for Construction.

3.12.2 Architect shall assist City in bidding the Project by:

(1) Procuring the reproduction of Bidding Documents for distribution to prospective bidders.

(2) Distributing the Bidding Documents to prospective bidders, requesting their return upon completion of the bidding process, and maintaining a log of distribution and retrieval and of the amounts of deposits, if any, received from and returned to prospective bidders.

(3) Participating in a pre-bid conference for prospective bidders.

(4) Preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to all prospective bidders in the form of addenda.

3.12.3 Architect shall consider and evaluate requests for product and material substitutions, if the Bidding Documents permit substitutions, and shall recommend approval or rejection of substitutions to City. If City approves Architect's recommendation, Architect shall prepare addenda identifying approved substitutions and provide such addenda to distribute to prospective bidders and to City for distribution on City's Website. All requests for product and material substitutions must be submitted in writing to Architect at a minimum of ten (10) calendar days prior to the proposed bid opening. If approved, an Addendum outlining the acceptance of the substitution will be prepared and distributed no less than three (3) working days prior to the bid opening. At no time will substitutions be allowed following the bid opening, unless extenuating circumstances arise and all parties are in agreement that a substitution is necessary and for the betterment of the overall project.

3.13 ALTERNATIVE DELIVERY METHODS

3.13.1 If City decides to utilize an alternative delivery method, following City's approval of the Construction Documents, Architect shall assist City in the following:

(1) Obtaining proposals for Construction Manager at Risk solicitations or Competitive Sealed Proposals;

(2) Confirming responsiveness of proposals; and

(3) Determining the successful proposal.

3.13.2 **Awarding and preparing contracts for construction.** Architect shall consider and evaluate requests for product and material substitutions, if the Construction Documents permit substitutions, and shall recommend approval or rejection of substitutions to City. If City approves Architect's recommendation, Architect shall prepare addenda identifying approved substitutions and provide such addenda to distribute to prospective bidders and to City for distribution on City's Website. All requests for product and material substitutions must be submitted in writing to Architect a minimum of ten (10) calendar days prior to the proposed bid opening. If approved, an Addendum outlining the acceptance of the substitution will be prepared and distributed no less than three (3) working days prior to the bid opening. At no time will substitutions be allowed following the bid opening unless extenuating circumstances arise and all parties are in agreement that a substitution is necessary and for the betterment of the overall Project.

3.14 CONSTRUCTION PHASE SERVICES

3.14.1 Architect shall provide administration of the contract between City and Construction Contractor, as set forth in this Agreement and the General Conditions of the Construction Contract.

3.14.2 Upon written request of Construction Contractor, Architect shall issue its interpretation of the requirements of the plans and specifications. Architect's response to such requests will be made in writing within agreed upon time limits developed by Construction Contractor and Architect and approved by City at the beginning of construction. If no agreement is made concerning the time within which interpretation is required by Architect, then such interpretation shall be provided by Architect within fifteen (15) days after written request is made.

3.14.3 Interpretations and decisions of Architect will be consistent with the intent of and reasonably inferable from the Contract Documents and will be in writing or in the form of drawings.

3.14.4 Architect's decisions on matters relating to aesthetic effect will be final if consistent with the intent expressed in the Contract Documents and not expressly overruled in writing by City.

3.14.5 Architect shall advise and consult with City during Construction Phase Services. Architect shall have authority to act on behalf of City only to the extent provided in this Agreement. Architect shall not have control over, charge of or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall Architect be responsible for Construction Contractor's failure to perform the Work in accordance with the Work requirements of the Contract Documents. Architect shall be responsible for Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of Construction Contractor or of any other persons or entities performing portions of the Work.

3.14.6 Architect shall provide assistance with warranty issues for the twelve (12) month warranty period following substantial completion, on an as needed basis.

3.14.7 Prior to the expiration of the one (1) year warranty period, Architect shall accompany City and Construction Contractor on re-inspection of the Project. Architect shall prepare and submit to City a report listing deficiencies not caused by City or by the use of the Project which are observed during the re-inspection.

3.14.8 Architect's responsibility to provide Construction Phase Services commences with the award of Contract for Construction and terminates on the date City accepts the corrections of the deficiencies identified during the re-inspection and listed in the report.

3.14.9 Architect shall consider and evaluate requests for product and material substitutions and shall recommend approval or rejection of substitutions to City. At no time will substitutions be allowed, unless extenuating circumstances arise and all parties are in agreement that a substitution is necessary and for the betterment of the overall Project.

3.15 EVALUATION OF THE WORK

3.15.1 Architect shall observe the initial start-up of the Project and the necessary performance tests, required by the Specifications, of any machinery or equipment installed in and made a part of the Project. Architect shall advise City if, in its opinion, the machinery or equipment is not operating properly. Architect shall review and approve, in concert with City, equipment required to be submitted and tested by the Plans and Specifications for compliance with Project design and performance specifications. Architect shall review Construction Contractor's building construction layout, specifically foundation elevations.

3.15.2 Architect agrees to visit the site in intervals appropriate to the stage of construction, or as otherwise agreed by the Parties in writing, generally to become familiar with the progress and quality of the Work and to determine, in general, if the Work is proceeding in accordance with the Contract Documents. Included in this scope is the review of the Construction Contractor's Record Drawings which must be maintained continuously during the construction process. However, Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the

Work. On the basis of such on site observations as a professional Architect, Architect should keep City informed of the progress and quality of each major division of the Work and shall endeavor to guard City against defects and deficiencies in the Work of Construction Contractor. Architect shall provide City with a Memorandum Record of each jobsite visit and shall submit a monthly report to City in electronic format and by e-mail. The monthly report shall include the status of the Project and include information which indicates the progress and performance of Construction Contractor in accordance with the Contract Documents.

3.15.3 Architect's efforts will be directed towards providing assurance for City that the completed Project conforms to the Plans and Specifications. Architect shall not be responsible for the failure of Construction Contractor to perform the construction Work in accordance with the Plans and Specifications and Construction Contractor's contract. However, Architect shall report to City any deficiencies in the Work actually detected.

3.15.4 Submittals: Architect shall review and take other appropriate action (approve with modifications, reject, etc.) with regard to Construction Contractor's submittals, such as shop drawings, product data and samples, but only for conformance with the design concept of the Project and compliance with the information given in the Contract Documents. Such action shall be taken with reasonable promptness so as to cause no delay. Such reviews and approvals, or other appropriate actions, shall not extend to means, methods, techniques, sequences, or procedures of construction, or to safety precautions and program incident thereto. The approval of a specific item shall not indicate approval of an assembly of which the item is a component. If no agreement is made concerning the time within which review and appropriate action is required by Architect, then such action shall be provided by Architect within fifteen (15) days after a written request is made.

3.15.5 Architect shall provide, receive and review certificates of inspections, testing (to include field, laboratory, shop and mill testing of materials) and approvals required by laws, rules, regulations, ordinances, codes, orders or the Contract Documents, to determine generally that the results certified substantially comply with the Contract Documents, which are submitted to it. Architect also shall recommend to City special inspection or testing, when deemed necessary, to assure that materials, products, assemblages and equipment conform to the design concept and the Contract Documents.

3.15.6 Architect shall participate in a Substantial Completion and a final inspection of the Project to observe any apparent defects in the completed construction, assist City in consultation and discussions with Construction Contractor(s) concerning such deficiencies and make recommendations as to replacements or corrections of the defective Work.

3.15.7 Architect shall develop, at the request of City, any changes, alterations or modifications to the Project, which appear to be advisable, feasible and in the best interest of City. Such alterations shall appear on or be attached to City's Change Order Request form. Architect shall obtain Construction Contractor's acceptance of the proposed alteration, prior to submitting it to City for its approval. Architect shall not authorize

Construction Contractor to perform any additional Work prior to receipt of City's written approval of the Change Order Request.

3.15.8 Except as otherwise provided in any Supplementary or Special Conditions to this Agreement, Architect and City will have authority to reject Work that does not conform to the Construction Documents. Whenever Architect or City considers it necessary or advisable, Architect, with written approval of City, may require inspection or testing of the Work, whether or not such Work is fabricated, installed or completed. However, neither this authority of Architect or City, nor a decision made by either, in good faith, to exercise or not to exercise such authority, shall give rise to a duty or responsibility of Architect or City to require testing or inspection not otherwise specified in the Construction Contract Documents by Construction Contractor, subcontractors, suppliers, agents or employees, or other persons or entities.

3.16 APPLICATION FOR PAYMENT BY CONSTRUCTION CONTRACTOR

3.16.1 Before the Construction Contractor submits its first Application for Payment during the construction phase, Architect shall receive from Construction Contractor a Schedule of Values, allocated to various portions of the Work, prepared in such form and supported by such data to substantiate accuracy as Architect may require. This schedule shall be used as the basis for reviewing Architect's invoice during the construction phase.

3.16.2 Construction Contractor will submit monthly Applications for Payment to City electronically through City's Portal, as defined in **Section 11.11** herein. Upon such submission, Architect will determine the amounts due to Construction Contractor, based on observations at the site and on evaluations of Construction Contractor's Monthly Application for Payments (and Final Application for Payment) and approve or reject Contractor's application.

3.16.3 The approval an Application For Payment shall constitute a representation by Architect to City, based on Architect's observations at the site, as required herein, and in the data comprising Construction Contractor's Monthly Application for Payment (and Final Application for Payment), that the Work has progressed to the point indicated; that to the best of Architect's knowledge, information and belief, the quality of Work is in accordance with the Contract Documents, and to any specific qualifications stated in the Certification For Payment; and that Construction Contractor is entitled to payment in the amount recommended. The approval of an Application for Payment will not be a representation that Architect has:

(1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work;

(2) reviewed construction means, methods, techniques, sequences or procedures;

(3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by City to substantiate Construction Contractor's right to payment; or

(4) made any examination to ascertain how or for what purpose Construction Contractor has used money previously paid on account of the Agreement sum.

3.16.4 Architect shall, within three (3) days after notification of Construction Contractor's submission of its Application for Payment, either approve the Application for Payment, based upon the percentage of work completed by Construction Contractor, or reject the Application for Payment, noting the reasons for withholding approval.

3.16.5 When the Work is found to be substantially complete, Architect shall inform City about the balance of the Contract Sum remaining to be paid to Construction Contractor, including the amount to be retained from the Contract Sum, if any, for final completion of the Work.

3.16.6 Architect shall reject Construction Contractor's Application for Payment, to the extent reasonably necessary to protect City, if, in Architect's opinion, the representations to City, required by Section 3.15 herein, cannot be made. If Architect is unable to approve payment in the amount of the Application, Architect will notify City, as provided in Section 3.15 herein. Architect also may withhold approval of an Application for Payment because of subsequently discovered evidence from loss for which the Construction Contractor is responsible, including loss resulting from acts and omissions described below:

3.16.6.1 Defective Work not remedied.

3.16.6.2 Third party Claims filed or reasonable evidence indicating probable filing of such Claims, for which Construction Contractor is responsible hereunder, unless security acceptable to City is provided by Construction Contractor.

3.16.6.3 Failure of Construction Contractor to make payments properly to the subcontractor and/or material providers; or

3.16.6.4 Reasonable evidence that the Work cannot be completed for the unpaid balance of the Construction Contract sum and Construction Contractor has failed to provide City adequate assurance of its continued performance within a reasonable time after demand.

3.16.7.5 Damage to City or another Construction Contractor.

3.16.6.6 Reasonable evidence that the Work will not be completed within the Construction Contract time and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay.

3.16.6.7 Persistent failure by Construction Contractor to carry out the Work, in accordance with the Contract Documents.

3.16.7 When the above applicable reasons for withholding payment are removed, payment will be made to Construction Contractor for amounts previously withheld. Owner shall not be deemed in default by reason of withholding payment as provided.

3.17 PROJECT COMPLETION

3.17.1 Architect and City shall:

(1) conduct inspections to determine the date or dates of Substantial Completion;

(2) issue Certificate of Substantial Completion; and

(3) receive from Construction Contractor and forward to City, for City's review and records, written warranties and related documents required by the Contract Documents and assembled by Construction Contractor.

3.17.2 When all of the Work is completed and ready for a final inspection, Construction Contractor shall notify Architect in writing that Construction Contractor requests Final Completion. Architect than shall notify City in writing of receipt of Final Completion request from Construction Contractor. Thereupon, Architect and City will make final inspection of the Work and, if the Work is complete in full accordance with this Agreement and this Agreement has been fully performed, Architect shall confirm with City and promptly issue a final Certificate for Payment, certifying to City that the Project is complete and that Construction Contractor is entitled to the remainder of the unpaid Construction Contract Sum, less any amount withheld pursuant to the terms of this Agreement. If Architect is unable to issue its final Certificate of Payment, for reasons for which Architect is responsible, and is required to repeat its final inspection of the Work, Architect shall bear the full cost of such repeat final inspection(s). Architect also shall review the close out documents.

3.17.3 After completion of the Work, and before final payment to Construction Contractor, it shall be Architect's responsibility to recommend to City that Construction Contactor receive final payment from City, based on the completion of all close-out activities, including the delivery of "Record Drawings" by Construction Contractor, which has control of the Work and which is in a position to know how the Project was constructed. Architect shall not be held liable for the information supplied it by Construction Contractor and/or City.

3.17.4 City will require Construction Contractor to submit to Architect, which then shall review and deliver to City, all manufacturer's warranties or bonds, equipment maintenance, operating manuals and similar data on materials and equipment incorporated in the Project, as required by the Contract Documents, and shall attend and monitor Construction Contractor's commissioning and operator training of systems and equipment, as applicable.

3.17.5 Architect shall forward to City the following information received from Construction Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; and (2) affidavits, receipts, releases and waivers of liens or bonds indemnifying City.

ARTICLE IV.
ADDITIONAL SERVICES

Additional Services are not included in Basic Services but may be required for the delivery of the Project. All Additional Services, to include the cost thereof, shall be listed in **Exhibit C** hereto, and if such Additional Services are to be performed by subcontractors or sub-Architects, then Architect shall list such subcontractors or sub-Architects, to include the legal names, addresses and telephone numbers. The cost of all Additional Services shall be included in the not-to-exceed Total Compensation for this Contract.

ARTICLE V.
FURTHER SERVICES REQUIRING AMENDMENT

5.1 If, during the performance of the Project, further services are required of Architect, Architect shall notify City, in a timely manner, to explain the reasons for the further services. Any further Architectural services will be negotiated, agreed upon and added to this Agreement by a written amendment executed by both parties hereto.

5.2 Further Architectural services may be provided after the execution of this Agreement without nullifying the Agreement. If further Architectural services are required, to redraw or redesign as a result of City's decision to change the scope or redirect the goals after drawings have been completed, and Architect will be charging City for these additional services, Architect shall agree to work on the agreed-upon fully-loaded hourly basis per task, established in the negotiation of this Agreement, to complete the services. If City elects to add scope and increase the services to be provided by Architect, there shall be a written agreement between both City and Architect to change the scope and a written agreement reached for additional fees, based upon hours necessary, if any. If additional compensation is negotiated for these requested increased services, that compensation shall be added to the Final Compensation and paid to Architect after a written amendment incorporating such services into the Agreement has been executed by both parties. Any further services, which Architect negotiates to charge City, will be provided in accordance with the labor rates set out in **Exhibit A** herein on a not-to-exceed basis and set out in a written amendment approving such services.

ARTICLE VI.
ESTIMATED COST OF WORK

6.1 The Estimated Cost of Work shall be the total estimated cost for the Project to construct all elements of the Project, designed or specified by Architect, and must include and incorporate City's General Conditions for Construction Costs, overhead and profit, but not the Cost for Design, land or City's equipment. The format of the Estimated Cost of Work shall follow the divisions of the specifications and show contingency, general conditions, insurances and bond costs and profit and overhead through the Project's end.

6.2 City's budget for the Estimated Cost of Work is provided in this Agreement and may be adjusted throughout the Project, as agreed upon by City. It is the responsibility of Architect to professionally evaluate City's budget and recommend scope changes which may be required to meet City's budget. If Architect's consideration of City's budget is not challenged during the schematic phase of design, it is understood that City's Project budget is approved by Architect and to be correct, in Architect's professional opinion, to cover financial requirements of the Estimated Cost of Work.

6.3 Since Architect has no control over Construction Contractor's cost of labor, materials or equipment, or over Construction Contractor's methods of determining prices, or over competitive bidding or market conditions, Architect's opinions of probable Project Cost or Construction Cost provided for herein are to be made on the basis of Architect's experience and qualifications and represent Architect's best judgment as a design professional familiar with the construction industry, but Architect cannot and does not guarantee that proposals, bids or the construction cost will not vary from the Estimated Cost of Work prepared by Architect.

6.4 Architect shall be permitted to include in the Estimated Cost of Work contingencies for price escalation early in the Project and identify Design Elements and systems which will deliver the Project within City's budget. If, at the end of each phase of Work, Architect's Estimated Cost of Work is higher than City's budget, Architect shall, at its own cost, revise the documents to bring them into budget, unless a written agreement from City approves a budget change.

ARTICLE VII.
REVISIONS TO DRAWINGS AND SPECIFICATIONS

7.1 Architect shall make, without expense to City, such revisions to the drawings, reports or other documents, as may be required to meet the needs of City, which are within the Scope of the Project. After the written approval by City of drawings, reports or other documents and specifications at the end of each phase of Services, any revisions, additions or other modifications made at City's request, which further involve services and expenses to Architect, shall require an amendment to incorporate such services and associated compensation into this Agreement based on Rates set forth in **Exhibit A** hereto.

7.2 The Director may require Architect to revise the Construction Documents, Phase drawings, drawings, reports or other documents and specifications, at no cost to City, if the lowest bona fide bid received for this Project is in excess of ten percent (10%) of the Estimated Cost of Work, as submitted by Architect to and accepted by City.

ARTICLE VIII.
TIME AND PERIOD OF SERVICE

8.1 Prior to commencement of any Services, Architect shall provide City with:

(1) Service Fees and Reimbursables, listed in Architect's Scope and Budget on **Exhibit A** hereto, which shall list labor categories and associated fully-loaded hourly rates and reimbursable cost and expenses required for completion of the Services; and

(2) a Schedule of Project Services, listed in **Exhibit B** hereto, which shall detail the various service phases, as described in **Article III** and **Article IV** herein, with the expected time frame for delivery and shall delineated all services to be performed during each phase, the total estimated time and labor by Architect and all subcontractors required for the completion of each phase and the Additional Services and Reimbursables, if any, for each phase.

8.2 Time is of the essence for this Agreement. Architect shall perform and complete its obligations for the Services as stated in **Article III "Scope of Basic Service"** and **Article IV "Additional Services"** of this Agreement in a prompt and continuous manner, so as to not delay the development of the design and Construction Documents and so as to not delay the Construction of the Project in accordance with the schedules approved by City. If, upon review of any phase of Services, City determines that corrections, modifications, alterations or additions are required by Architect, Architect shall complete these corrections, modifications, alterations or additions before that Phase of Services is approved by City.

8.3 Architect shall not proceed with the next appropriate Phase of Services without written authorization from City. City may, at any time, elect to discontinue Architect's Services for any reason. However, if circumstance dictates, City may make adjustments to the scope of Architect's obligations at any time to achieve the required design.

8.4 Architect shall not be liable or responsible for any delays due to strikes, riots, acts of God, national emergency, acts of the public enemy, governmental restrictions, laws or regulations or any other causes beyond Architect's reasonable control. Within ten (10) calendar days from the occurrence of any event, for which time for performance by Architect shall significantly be extended under this provision, Architect shall give written notice thereof to City, stating the reason for such extension and the actual or estimated time thereof. If City determines that Architect is responsible for the need for extended time City shall have the right to make a Claim, as provided in this Agreement.

ARTICLE IX.
INSURANCE REQUIREMENTS

9.1 Prior to the commencement of any work under this Agreement, Architect shall furnish copies of all required endorsements and completed Certificate(s) of Insurance to City's CIMS/Contract Services Department, which clearly shall be labeled "*insert name of project/contract*" **Project** in the Description of Operations block of the Certificate. The Certificate(s) shall be completed and signed by an agent authorized by that insurer to bind coverage on its behalf. City will not accept a Memorandum of Insurance or Binder as proof of insurance. The certificate(s) must have the agent's signature and phone number and be mailed, with copies of all applicable endorsements, directly from the insurer's authorized representative to City. City shall have no duty to pay or perform under this Agreement until such certificate and endorsements have been received and approved by City's CIMS Department. No officer or employee, other than City's Risk Manager, shall have authority to waive this requirement.

9.2 City reserves the right to review the insurance requirements of this **Article IX** during the effective period of this Agreement and any extension or renewal hereof and to modify insurance coverage and limits when deemed necessary and prudent by City's Risk Manager, based upon changes in statutory law, court decisions or circumstances surrounding this Agreement. In no instance will City allow modification whereby City may incur increased risk.

9.3 Architect's financial integrity is of interest to City; therefore, subject to Architect's right to maintain reasonable deductibles in such amounts as are approved by is insurance companies, Architect shall obtain and maintain in full force and effect for the duration of this Agreement and any extension hereof at Architect's sole expense, insurance coverage written on an occurrence basis, unless otherwise indicated, by companies authorized to do business in the State of Texas and with an A.M Best's rating of no less than A- (VII), in the following types and for an amount not less than the amount listed below:

TYPE	AMOUNTS
1. Workers' Compensation 2. Employers' Liability	Statutory $500,000/$500,000/$500,000
3. Broad form Commercial General Liability Insurance to include coverage for the following: a. Premises/Operations *b. Independent Contractors c. Products/Completed Operations d. Personal Injury e. Contractual Liability f. Environmental Impairment/ Impact – sufficiently broad to cover disposal liability. g. Explosion, Collapse, Underground h. Damage to property rented by you	For Bodily Injury and Property Damage of $1,000,000 per occurrence; $2,000,000 General Aggregate, or its equivalent in Umbrella or Excess Liability Coverage h. $100,000
4. Business Automobile Liability a. Owned/leased vehicles b. Non-owned vehicles c. Hired Vehicles	Combined Single Limit for Bodily Injury and Property Damage of $1,000,000 per occurrence
5. Professional Liability (Claims-made basis) To be maintained and in effect for no less than two years subsequent to the completion of the professional service.	$1,000,000 per claim, to pay on behalf of the insured all sums which the insured shall become legally obligated to pay as damages by reason of any act, malpractice, error, or omission in professional services.

9.4 Architect agrees to require, by written contract, that all Sub-Architects and/or Subcontractors providing goods or services hereunder obtain the same insurance coverage required of Architect herein, and provide a certificate of insurance and endorsement that names Architect and City as additional insureds. Architect shall provide City with said certificate and endorsement prior to the commencement of any work by any Sub-Architect and/or Subcontractor. This provision may be modified by City's Risk Manager, without subsequent City Council approval, when deemed necessary and prudent, based upon changes in statutory law, court decisions or circumstances surrounding this Agreement. Such modification may be enacted by letter signed by City's Risk Manager, which shall become a part of the contract for all purposes.

9.5 As they apply to the limits required by City, City shall be entitled, upon request and without expense, to receive copies of any and all of Architect's policies, declaration page(s) and all endorsements thereto and City may require the deletion, revision or modification of particular policy terms, conditions, limitations or exclusions (except where policy provisions are established by law or regulation binding upon either of the parties hereto or the underwriter of any such policies). Architect shall be required to comply with any such requests by City and shall submit a copy of the replacement certificate of insurance to City at the address provided below within ten (10) calendar days of the requested change and Architect shall pay any costs incurred resulting from said changes and requests:

City of San Antonio
Attn: CIMS Contract Services Department
P.O. Box 839966
San Antonio, Texas 78283-3966

9.6 If City requests a copy/copies of an insurance policy, Architect prominently shall comply and Architect shall mark those portions of the policy, if any, Architect regards as confidential. In the event a third party makes and Open Records Request, under the Texas Freedom of Information Act or other public information law asking to view or copy Architect's policy, City shall submit the received request, along with Architect's information, to the Texas Attorney General (hereafter referred to as "AG") for an opinion regarding the release of Architect's policy information. Architect and City agree that City will be bound by the AG opinion/decision. Similarly, Architect agrees and accepts City will provide all Architect information pursuant to a court order or a litigation discovery rule requiring or directing City to disclose any of Architect's information.

9.7 Architect agrees, with respect to the above required insurance, all insurance policies are to contain or be endorsed to contain the following provisions, to the extent permitted by policy provisions, terms and conditions:

- Name City, its officers, officials, employees, volunteers, and elected representatives as additional insureds by endorsement, as respects operations and activities of, or on behalf of, the named insured performed under contract with City, with the exception of the workers' compensation and professional liability policies;

- Provide for an endorsement that the "other insurance" clause shall not apply to the City of San Antonio where City is an additional insured shown on the policy;

- Workers' compensation, employers' liability, general liability and automobile liability policies will provide a waiver of subrogation in favor of City.

- Provide thirty (30) calendar days advance written notice directly to City of any suspension, cancellation, non-renewal or material change in coverage, and not less than ten (10) calendar days advance notice for nonpayment of premium.

9.8 Within ten (10) calendar days of a suspension, cancellation or non-renewal of coverage, Architect shall provide a replacement Certificate of Insurance and applicable endorsements to City. City shall have the option to suspend Architect's performance, should there be a lapse in coverage at any time during this contract. Failure to provide and to maintain the required insurance shall constitute a material breach of this Agreement.

9.9 In addition to any other remedies City may have upon Architect's failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, City shall have the right to order Architect to stop work hereunder and/or withhold any payment(s) which become due to Architect hereunder until Architect demonstrates compliance with the requirements hereof.

9.10 Nothing herein contained shall be construed as limiting in any way the extent to which Architect may be held responsible for payments of damages to persons or property resulting from Architect's or its Sub-Architects' and/or Subcontractors' performance of the work covered under this Agreement.

9.11 It is agreed that Architect's insurance shall be deemed primary and non-contributory, with respect to any insurance or self insurance carried by the City of San Antonio, for liability arising out of operations under this Agreement.

9.12 It is understood and agreed that the insurance required is in addition to and separate from any other obligation contained in this Agreement and that no claim or action by or on behalf of City shall be limited to insurance coverage provided..

9.13 Architect and any Sub-Architects and/or Subcontractors are responsible for all damage to their own equipment and/or property.

ARTICLE X.
CITY'S RESPONSIBILITIES

10.1 The Director or a representative appointed by the Director shall act on behalf of City, with respect to the Services to be performed under this Agreement. The Director shall have complete authority to transmit instructions, receive information and interpret and define City's policies and decisions with respect to materials, equipment, elements and systems pertinent to Architect's services.

10.2 City shall give prompt written notice to Architect whenever City observes or otherwise becomes aware of any defect in Architect's Services, in the Work of Construction Contractor or any development which affects the scope or timing of Architect's Services.

10.3 City reserves the right to contract directly for the services of the geotechnical engineers, surveyors, material testing and special testing of materials, as required by the code and Contract Documents. In some instances, however, City may request these listed services to be managed by Architect as an Additional Services. In most instances, Environmental and hazardous waste testing will be contracted by City.

ARTICLE XI.
COMPENSATION

11.1 The Total Compensation for all services defined by this Agreement, to include Basic Services, Additional Services and Reimbursables, is the not-to-exceed sum of **XXXXXX AND NO/100 DOLLARS ($XXX,XXX.00)**. It is agreed and understood that such amount will constitute full compensation to Architect for all Basic Services, Additional Services and Reimbursables listed on Architect's Scope of Services on **Exhibit A** hereto, and shall meet all requirements of City's Design Guidelines. Such amount has been approved and appropriated by the San Antonio City Council for expenditure under this Agreement. Unless and until City further makes further appropriations for any additional services not included in the Scope Services, Additional Services and Reimbursables of this Agreement, the obligation of City to Architect for Total Compensation in connection with this Agreement cannot and will not exceed such sum of **XXX AND NO/100 DOLLARS ($XXX,XXX.00**) without further amendment to this Agreement.

11.2 Architect's Schedule of Project Services, as found in **Exhibit B** hereto, shall be used as the basis for reviewing Architect's Invoices. The Schedule shall include all services to be performed for both the design phases and construction administration of the Project and also shall include Additional Services and Reimbursable which make up the Total Compensation.

11.2.1 Before the first Invoice, City shall receive from Architect a Schedule of Project Services, reflecting the fully-loaded hourly rates and projected actual hours required for each task, along with the expected time frame for delivery based on the Design Phases, as described in **Article III** and **Article IV** herein, prepared in such form and supported by such data to substantiate its accuracy as City may require. This Architect's Schedule shall be used as the basis for reviewing Architect's Invoice during each phase of the Services.

11.2.2. Architect and City acknowledge that the total not-to-exceed Compensation amount contained in **Section 11.1** herein has been established predicated upon the not-to-exceed costs of all Services to be rendered under this Agreement.

11.2.3 All Invoices shall be submitted electronically through City's Program Management Portal (hereafter referred to as "Portal"), as defined in **Section 11.11** herein. Any changes with Architect's Schedule, once approved, will be processed and approved as task orders through the Portal.

11.3 Architect warrants that title to all Services covered by one of its Invoices will pass to City no later than the time of Compensation. Architect further warrants that, upon submittal of an Invoice, all Services for which Invoices have been previously issued and compensation received from City shall, to the best of Architect's knowledge, information and belief, be free and clear of liens, Claims, security interests or encumbrance in favor of Architect, or other persons or entities making a Claim by reason of having provided labor or services relating to the Work. ARCHITECT SHALL INDEMNIFY AND HOLD CITY HARMLESS FROM ANY LIENS, CLAIMS, SECURITY INTEREST OR ENCUMBRANCES FILED BY ANYONE CLAIMING BY, THROUGH OR UNDER THE ITEMS COVERED BY COMPENSATION PAID BY CITY TO ARCHITECT.

11.4 Architect shall, within ten (10) calendar days following receipt of Compensation from City, pay all bills for services performed and furnished by Sub-Architects or vendors in connection with the Project and shall provide City with evidence of such payment through City's electronic City of San Antonio Contract Management System (hereafter referred to as "CCMS"). Architect's failure to make payments within such time shall constitute a material breach of this Agreement, unless Architect is able to demonstrate to City bona fide disputes associated with the unpaid Sub-Architect(s) or vendors for their services or products. Architect shall include a provision in each of its sub-agreements imposing the same payment obligations on Sub-Architects and vendors as are applicable to Architect hereunder, and require Sub-Architects to provide confirmation to City of receipt of payments through CCMS and, if City so requests, shall provide copies of such payments by the Sub-Architects and/or vendors.

11.5 The final compensation to be made by City to Architect will be payable upon submission of a statement of release, with the final Invoice notifying City that there is no further compensation owed to Architect by City beyond the final Invoice.

11.6 City may withhold compensation to such extent as may be necessary, in City's sole opinion, to protect City from damage or loss for which Architect is responsible, because of:

11.6.1 Delays in the performance of Architect's Services;

11.6.2 Third party Claims filed or reasonable evidence indicating a probable filing of such Claims, unless security acceptable to City is provided by Architect;

11.6.3 Failure of Architect to make payments properly to Sub-Architects or vendors for labor, materials or equipment;

11.6.4 Reasonable evidence that Architect's Services cannot be completed for the amount unpaid under this Agreement.

11.6.5 Damage to City or Construction Contractor; and/or

11.6.6 Persistent failure by Architect to carry out the performance of its Services in accordance with this Agreement.

11.7 When the above reasons for withholding are removed or remedied by Architect, compensation of the amount withheld shall be made within a reasonable time. City shall not be deemed in default by reason of withholding Compensation, as provided for in this **Article XI**.

11.8 In the event of any dispute between the parties regarding the amount of compensation for any Phase or as final Compensation, or regarding any amount withheld by City, Architect shall be required to make a Claim pursuant to and in accordance with the terms of this Agreement and follow the procedures provided herein for resolution of such dispute. In the event Architect does not initiate and follow the Claims procedures provided in this Agreement, in a timely manner and as required by the terms herein, any such Claim shall be deemed to have been waived.

11.9 Architect agrees to maintain adequate books, payrolls and records satisfactory to City, in connection with any and all Services performed hereunder. Architect agrees to retain all such books, payrolls and records (including data stored in computer) for a period of not less than four (4) years after completion of Services. At all reasonable times, City and its duly authorized representatives shall have access to all personnel of Architect and all such books, payrolls and records and shall have the right to audit same.

11.10 **Reimbursable Expenses**. City maintains the right of prior approval of any reimbursable expenditure by Architect and shall not pay any expenses that have not been agreed to and accepted in writing by City prior to the execution of this Agreement. If Architect, Sub-Architect or vendor of Architect should make an expenditure which, prior to its occurrence, had not been approved in writing by City, either prior to or after the execution of this Agreement, those costs shall be the sole responsibility of Architect and not City. When authorized by City in writing, Architect will be entitled to reimbursement at actual cost incurred for services and related expenses for the following:

11.10.1 Travel outside SAMSA only if approved in writing by City prior to such travel. If approved by City, reimbursement for travel costs shall be limited to costs directly associated with Architect's performance of Service under this Agreement. Travel costs are limited to the per diem rates set annually by the Federal Government's General Services Administration. Architect shall proved detailed receipts for all reimbursable charges. Travel expenses shall not exceed the amount noted in attached **Exhibit A** Scope/Budget/Reimbursables without further approval of City. City shall not pay for Architect's travel within SAMSA.

11.10.2 Mailing, courier services and copies of documents requested in writing by City in excess of the copies which are to be provided under the Agreement. These costs shall not exceed the amount noted in attached Scope/Budget/Reimbursables without further approval of City.

11.10.3 Graphics, physical models and presentation boards requested in writing by City in excess of those which are to be provided under this Agreement. These costs shall not exceed the amount noted in attached Scope/Budget without further approval of City.

11.10.4 City shall not allow a markup on any of the above reimbursable items and only shall reimburse actual costs incurred with City's written approval.

11.11 **Internet-based Project Management Systems**. City will administer its services through an Internet-Based Project Management System. In such case, Architect shall conduct communication through this Project Management System and perform all Project-related functions utilizing this system, with the exception of Sub-Architect payment monitoring activities through CCMS. This includes correspondence, submittals, requests for information, vouchers, invoices or payment requests and processing, amendments, change orders and other administrative activities. City shall administer the software, shall provide training to Project Team Members and shall make the software accessible via the Internet to all Project Team Members.

ARTICLE XII.
OWNERSHIP OF DOCUMENTS

12.1 All previously owned documents not relating to this Project, including any original drawings, estimates, specifications and all other documents and data of Architect, will remain the property of Architect as instruments of service. However, Architect understands and agrees that City shall have free access to all such information with the right to make and retain copies of previously owned drawings, estimates, specifications and all other documents and data. Any reuse of any documents and data without the specific written verification or adaptation by Architect shall be at City's sole risk and without liability or legal exposure to Architect.

12.2 All completed documents submitted by Architect for final approval or issuance of a permit shall bear the seal with signature and date adjacent thereto of a Texas registered Architect/Landscape Architect licensed to practice in Texas.

12.3 Architect acknowledges and agrees that, upon payment, City exclusively shall own any and all information in whatsoever form and character produced and/or maintained in accordance with, pursuant to or as a result of this Project and Agreement and shall be used as City desires. All documents, including the original drawings, estimates, specifications and all other documents and data, shall be delivered to City at no additional cost to City upon request or termination or completion of this Agreement without restriction on future use. However, any reuse of documents on a different Project, without specific written verification or adaptation by Architect, will be at City's sole risk and without liability or legal exposure to Architect.

12.4 Architect agrees and covenants to protect any and all proprietary rights of City in any materials provided to Architect. Such protection of proprietary rights by Architect shall include, but not be limited to, the inclusion in any copy intended for publication of copyright mark reserving all rights to City. Additionally, any materials provided to Architect by City shall not be released to any third party without the written consent of City and shall be returned intact to City upon termination or completion of this Agreement or if instructed to do so by the Director.

12.5 ARCHITECT HEREBY ASSIGNS ALL STATUTORY AND COMMON LAW COPYRIGHTS TO ANY COPYRIGHTABLE WORK THAT, IN PART OR IN WHOLE, WAS PRODUCED FROM THIS AGREEMENT TO CITY, INCLUDING ALL EQUITABLE RIGHTS. NO REPORTS, MAPS, DOCUMENTS OR OTHER COPYRIGHTABLE WORKS PRODUCED IN WHOLE OR IN PART BY THIS AGREEMENT SHALL BE SUBJECT OF AN APPLICATION FOR COPYRIGHT BY ARCHITECT. ALL REPORTS, MAPS, PROJECT LOGOS, DRAWINGS OR OTHER COPYRIGHTABLE WORK PRODUCED UNDER THIS AGREEMENT SHALL BECOME THE PROPERTY OF CITY (EXCLUDING ANY PRIOR-OWNED INSTRUMENT OF SERVICES, UNLESS OTHERWISE SPECIFIED HEREIN). ARCHITECT SHALL, AT ITS EXPENSE, INDEMNIFY CITY AND DEFEND ALL SUITS OR PROCEEDINGS INSTITUTED AGAINST CITY AND PAY ANY AWARD OF DAMAGES OR LOSS RESULTING FROM AN INJUNCTION, AGAINST CITY, INSOFAR AS THE SAME ARE BASED ON ANY CLAIM THAT MATERIALS OR WORK PROVIDED UNDER THIS AGREEMENT CONSTITUTE AN INFRINGEMENT OF ANY PATENT, TRADE SECRET, TRADEMARK, COPYRIGHT OR OTHER INTELLECTUAL PROPERTY RIGHTS.

12.6 Architect may make copies of any and all documents and items for its files. Architect shall have no liability for changes made to or use of the drawings, specifications and other documents by other architects and/or engineers and/or other persons, subsequent to the completion of the Project. Architect shall note Architect's agreement or disagreement with all changes or modifications on all drawings, specifications and other documents by other architects and/or engineers or other persons outside of Architect's control, including electronic copies, prior to the completion of the Project.

12.7 Copies of documents which may be relied upon by City are limited to the printed copies (also known as hard copies) and PDF electronic versions that are sealed and signed by Architect. Files in editable electronic media format of text, data, graphics or other types, (such as .DWG and the REVIT MODEL) which are furnished by Architect to City only are for convenience of City or a utility. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. However, any reuse without specific written verification or adaptation by Architect, will be at City's sole risk and without liability or legal exposure to Architect.

12.8 Notwithstanding anything to the contrary contained herein, all previously owned intellectual property of Architect, including, but not limited to, any computer software (object code and source code), tools, systems, equipment or other information used by Architect or its suppliers in the course of delivering the Services hereunder, and any know-how, methodologies, or processes used by Architect to provide the services or protect deliverables to City, including without limitation, all copyrights, trademarks, patents, trade secrets and any other proprietary rights inherent therein and appurtenant thereto, shall remain the sole and exclusive property of Architect and/or its suppliers.

ARTICLE XIII.
TERMINATION AND/OR SUSPENSION OF WORK

13.1 Right of Either Party to Terminate for Default

13.1.1 This Agreement may be terminated by either party for substantial failure by the other party to perform (through no fault of the terminating party) in accordance with the terms of this Agreement and a failure to cure, as provided in this **Article XIII**.

13.1.2 The party not in default must issue a signed, written Notice of Termination, citing this paragraph, to the other party, declaring the other party to be in default and stating the reason(s) why it is in default. Upon receipt of such written notice of default, the party in receipt shall have a period of ten (10) calendar days to cure any failure to perform under this Agreement. Upon the completion of such 10-day calendar period, commencing upon receipt of notice of termination, if such party has not cured any failure to perform, such termination shall become effective without further written notice.

13.2 City reserves the right to terminate this Agreement for reasons other than substantial failure by Architect to perform by issuing a written and signed Notice of Termination, citing this paragraph, which shall take effect on the twentieth (20th) calendar day following receipt of said Notice and upon the scheduled completion date of the performance phase in which Architect then currently is working, whichever effective termination date occurs first.

13.3 City reserves the right to suspend this Agreement for the convenience of City by issuing a written and signed Notice of Suspension, citing this paragraph, which shall outline the reasons for the suspension and the expected duration of the suspension, but such expected duration shall in no way guarantee the total number of days of suspension which may occur. Such suspension shall take effect immediately upon Architect's receipt of said Notice of Suspension.

13.4 Architect hereby is given the right to terminate this Agreement in the event a suspension extends for a period in excess of sixty (60) consecutive calendar days. Architect may exercise its right to terminate by issuing a written and signed Notice of Termination, citing this paragraph, to City after the expiration of sixty (60) consecutive calendar days from the effective date of the suspension. Termination, as defined under this paragraph, shall become effective immediately upon City's receipt of said written and signed Notice of Termination from Architect.

13.5 The procedures which Architect will follow, upon Receipt of Notice of Termination, are:

13.5.1 Upon receipt of a Notice of Termination and prior to the effective date of termination, unless the notice otherwise so directs or Architect immediately takes action to cure a failure to perform under the cure period set out herein, Architect immediately shall begin the phase-out and the discontinuance of all services in connection with the performance of this Agreement and promptly shall proceed to cancel all existing orders and contracts, insofar as such orders and contracts are chargeable to this Agreement. Within thirty (30) days after receipt of such notice of termination, unless Architect successfully has cured a failure to perform, Architect shall submit a statement to City showing in detail the services performed under this Agreement prior to the effective date of termination. City shall have the option to grant an extension to the time period allowable for the submittal of such statement.

13.5.2 Copies of all completed or partially completed specifications and all reproductions of all completed or partially completed designs, plans and exhibits, prepared under this Agreement prior to the effective date of termination, shall be delivered to City, in the form requested by City, as a pre-condition to the payment of final Compensation.

13.5.3 Upon the above conditions being met, City promptly shall compensate Architect that proportion of the prescribed fee which the services actually performed under this Agreement bear to the total services called for under this Agreement, less previously paid Compensation.

13.5.4 City, as a public entity, has a duty to document the expenditure of public funds. Architect acknowledges this duty on the part of City. To that end, Architect further acknowledges that the failure of Architect to comply with the submittal of the statement and documents, as required herein, shall constitute a waiver by Architect of any and all rights or Claims to compensation for services performed under this Agreement and for which Architect otherwise may be entitled for services performed under this Agreement.

13.6 The procedures Architect is to follow, upon Receipt of Notice of Suspension, are:

13.6.1 Upon receipt of written Notice of Suspension, which date also shall be the effective date of the suspension, Architect shall, unless the Notice otherwise directs, immediately begin to phase-out and discontinue all services in connection with the performance of this Agreement and promptly shall proceed to suspend all existing orders and contracts, insofar as such orders and contracts are chargeable to this Agreement.

13.6.2 Architect shall prepare a statement showing in detail the services performed under this Agreement prior to the effective date of suspension.

13.6.3 Copies of all completed or partially completed designs, plans and specifications and models, prepared under this Agreement prior to the effective date of suspension, shall be prepared for possible delivery to City but shall be retained by Architect until such time as City may exercise the right to terminate this Agreement.

13.6.4 In the event that Architect elects to exercises its right to terminate one hundred twenty (120) calendar days after the effective suspension date, within thirty (30) days after receipt by City of Architect's Notice of Termination, Architect promptly shall cancel all existing orders and contracts, insofar as such orders and contracts are chargeable to this Agreement, and shall submit the above referenced statement showing in detail the services performed under this Agreement, prior to the effective date of suspension.

13.6.5 Any documents prepared in association with this Agreement shall be delivered to City as a pre-condition to final payment.

13.6.6 Upon the above conditions being met, City promptly shall compensate Architect that proportion of the prescribed fee which the services actually performed under this Agreement bear to the total services called for under this Agreement, less previously paid Compensation.

13.6.7 City, as a public entity, has a duty to document the expenditure of public funds. Architect acknowledges this duty on the part of City. To that end, Architect further acknowledges that the failure of Architect to comply with the submittal of the statement and documents, as required herein, shall constitute a waiver by Architect of any and all rights or Claims to compensation for services performed under this Agreement and for which Architect otherwise may be entitled for services performed under this Agreement.

ARTICLE XIV.
INDEMNIFICATION

14.1 Architect, whose professional services are the subject of this Agreement, covenants and agrees to FULLY INDEMNIFY, DEFEND and HOLD HARMLESS, City and the elected officials, employees, officers, directors, volunteers and representatives of City, individually and collectively, from and against any and all costs, claims, liens, damages, losses, expenses, fees, fines, penalties, proceedings, actions, demands, causes of action, liability and suits of any kind and nature including, but not limited to, personal or bodily injury, death and property damage, made upon City directly or indirectly arising out of, resulting from or related to Architect's activities under this Agreement, including any acts or omissions of Architect, any agent, officer, director, representative, employee, Sub-Architect or Subcontractor of Architect, their respective officers, agents, employees, directors and representatives while in the exercise of the rights or performance of the duties under this Agreement. The indemnity provided for in this Section 15.1 shall not apply to any liability resulting from the negligence of City, its officers or employees, in instances where such negligence causes personal injury, death or property damage. IN THE EVENT ARCHITECT AND CITY ARE FOUND JOINTLY LIABLE BY A COURT OF COMPETENT JURISDICTION, LIABILITY SHALL BE APPORTIONED COMPARATIVELY IN ACCORDANCE WITH THE LAWS FOR THE STATE OF TEXAS, WITHOUT, HOWEVER, WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO THE CITY UNDER TEXAS LAW AND WITHOUT WAIVING ANY DEFENSES OF THE PARTIES UNDER TEXAS LAW.

14.2 The provisions of this **Article XV** solely are for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity. Architect shall advise City in writing within twenty four (24) hours of any claim or demand against City or Architect known to Architect related to or arising out of Architect's activities under this Agreement and shall see to the investigation and defense of such claim or demand at Architect's cost. City shall have the right, at its option and at its own expense, to participate in such defense without relieving Architect of any of its obligations under this **Section XV**.

ARTICLE XV.
CLAIMS AND DISPUTES

15.1 **Definition.** A Claim is a demand or assertion by one of the parties seeking, as a matter of right, adjustment or interpretation of the Agreement terms, payment of money, and/or an extension of time or other relief, with respect to the terms of this Agreement. The term "Claim" also includes other disputes and matters in question between City and Architect arising out of or relating to this Agreement. Claims must be initiated by written notice to the other party. Every Claim of Architect, whether for additional compensation, additional time or other relief, shall be signed and sworn to by an authorized corporate officer (if not a corporation, then an official of the company authorized to bind Architect by his/her signature) of Architect, verifying the truth and accuracy of the Claim. The responsibility to substantiate Claims shall rest with the party making the Claim.

15.2 **Time Limit on Claims**. Claims by Architect or by City must be initiated within twenty one (21) calendar days after occurrence of the event giving rise to such Claim. Claims by Architect must be initiated by written notice to City. Claims by City must be initiated by written notice to Architect.

15.3 **Continuing Contract Performance**. Pending the final resolution of a Claim, except as otherwise agreed in writing, Architect shall proceed diligently with performance of this Agreement and City shall continue to make payments in accordance with this Agreement.

15.4 **Claims for Additional Time**. If Architect wishes to make a Claim for an increase in the time for performance, written notice, as provided in this **Section 15**, shall be given. Architect's Claim shall include an estimate of probable effect(s) of a delay on the progress of the Work. In the case of a continuing delay only one Claim is necessary.

15.5 **Claims for Consequential Damages**. Except as otherwise provided in this Agreement, in calculating the amount of any Claim or any measure of damages for Breach of Contract (such provision to survive any termination following such breach), the following standards will apply to Claims by either Architect or City:

15.5.1 No consequential damages will be allowed.

15.5.2 Damages are limited to extra costs specifically shown to have been directly caused by a proven wrong for which the other party is claimed to be responsible.

15.5.3 No profit will be allowed on any damage Claim by Architect.

15.6 No Waiver of Governmental Immunity. NOTHING IN THIS **SECTION XVI** SHALL BE CONSTRUED TO WAIVE CITY'S GOVERNMENTAL IMMUNITY FROM LAWSUIT. GOVERNMENTAL IMMUNITY EXPRESSLY IS RETAINED TO THE EXTENT IT IS NOT CLEARLY AND UNAMBIGUOUSLY WAIVED BY STATE LAW.

15.7 Alternative Dispute Resolution

15.7.1 **Continuation of Services Pending Dispute Resolution**. Each party is required to continue to perform its obligations under this Agreement, pending final resolution of any dispute arising out of or relating to this Agreement, less it would be impossible or impracticable under the circumstances.

15.7.2 **Requirement for Senior Level Negotiations**. Before invoking mediation or any other alternative dispute process set forth herein, the parties hereto agree that they first shall try to resolve any dispute arising out of or related to this Agreement through discussions directly between those senior management representatives within their respective organizations who have overall managerial responsibility for this or similar Projects. This step shall be a condition precedent to use of any other alternative dispute resolution process. If the parties' senior management representatives cannot resolve the dispute within thirty (30) calendar days after a party delivers a written notice of such dispute, then the parties shall proceed with mediation alternative dispute resolution

process contained herein.

15.7.3 All negotiations pursuant to this clause are confidential and shall be treated as compromise and settlement negotiations for the purposes of applicable rules of evidence.

15.8 Mediation.

15.8.1 In the event that City or Architect shall contend that the other has committed a material breach of this Agreement, the party alleging such breach shall, as a condition precedent to filing any lawsuit, request mediation of the dispute.

15.8.2 Request for mediation shall be in writing and shall request that the mediation commence not less than thirty (30) or more than ninety (90) calendar days following the date of the request, except upon the written agreement of both parties.

15.8.3 In the event City and Architect are unable to agree to a date for the mediation or to the identity of the mediator or mediators within thirty (30) calendar days, following the date of the request for mediation, all conditions precedent in this **Article XV** shall be deemed to have occurred.

15.8.4 The parties shall share the mediator's fee and any filing fees equally. Venue for any mediation or lawsuit arising under this Agreement shall be in Bexar County, Texas. Any agreement reached in mediation shall be enforceable as a settlement agreement in any court having jurisdiction thereof. No provision of this Agreement shall waive any immunity or defense. No provision of this Agreement is a consent to suit.

ARTICLE XVI.
COMMERCIAL NON-DISCRIMINATION POLICY

12.1 Compliance. As a condition of entering into this Agreement, Architect represents and warrants that it has complied with City's Commercial Nondiscrimination Policy throughout the course of this solicitation and Agreement award process, and will continue to comply with said Commercial Nondiscrimination Policy, as described under Section III. C. 1. of the SBEDA Ordinance. As part of such compliance, Architect shall not discriminate on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or other unlawful forms of discrimination in the solicitation, selection, hiring or commercial treatment of Sub-Architects, vendors, suppliers or commercial customers, nor shall Architect retaliate against any person for reporting instances of such discrimination. Architect shall provide equal opportunity for Sub-Architects, vendors and suppliers to participate in all of its public sector and private sector sub-consulting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination which have occurred or are occurring in City's Relevant Marketplace. Architect acknowledges that it understands and agrees that a material violation of this clause shall be considered a material breach of this Agreement and may result in termination of this Agreement, disqualification of Architect from participating in City contracts or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third

party. Architect's certification of its compliance with this Commercial Nondiscrimination Policy, as submitted to City pursuant to the solicitation for this Agreement, is hereby incorporated into the material terms of this Agreement. Architect shall incorporate this clause into each of its Sub-Architect and supplier agreements entered into, pursuant to City agreements/contracts.

12.2 **Sub-Architects.** Upon execution of this Agreement by Architect, Architect shall provide to City a detailed outreach and diversity plan for approval by City, including a list of Sub-Architects and shall require all of its Sub-Architects to register in City's Centralized Vendor Registry (hereafter referred to as "CVR") through the San Antonio Internet-Bases Project Management System. Architect shall obtain approval in writing from City prior to adding, substituting or deleting any Sub-Architects from this Project.

ARTICLE XVII.
ASSIGNMENT OR TRANSFER OF INTEREST

Architect shall not assign or transfer Architect's interest in this Agreement without the written consent of City.

ARTICLE XVIII.
SEVERABILITY

If for any reason, any one or more paragraphs of this Agreement are held invalid or unenforceable, such invalidity or unenforceability shall not affect, impair or invalidate the remaining paragraphs of this Agreement but shall be confined in its effect to the specific section, sentences, clauses or parts of this Agreement held invalid or unenforceable. The invalidity or unenforceability of any section, sentence, clause or parts of this Agreement in any one or more instance shall not affect or prejudice in any way the validity of this Agreement in any other instance.

ARTICLE XIX.
INTEREST IN CITY CONTRACTS PROHIBITED

19.1 Architect acknowledges that no officer or employee of City shall have a financial interest, directly or indirectly, in any contract with City, or shall be financially interested, directly or indirectly, in the sale to City of any land, materials, supplies or service, except on behalf of City as an officer or employee. This prohibition extends to City's Public Service Board, SAWS and other City boards and commissions, which are more than purely advisory. The prohibition also applies to subcontracts on City projects.

19.2 Architect acknowledges that it is informed that the Charter of City and its Ethics Code prohibit a City officer or employee, as those terms are defined in the Ethics Code, from having a financial interest in any contract with City or any City agency, such as City-owned utilities. An officer or employee has a "prohibited financial interest" in a contract with City or in the sale to City of land, materials, supplies or service, if any of the following individual(s) or entities is a party to the contract or sale: (1) a City officer or employee; his parent, child or spouse; (2) a business entity in which the officer or employee, or his parent, child or spouse owns ten percent (10%) or more of the voting stock or shares of the business entity, or ten percent (10%) or more of the fair market value of the business entity; and/or (3) a business entity in which any individual or entity above listed is a sub-Architect on a City contract, a partner or a parent or subsidiary business entity.

19.3 Architect warrants and certifies, and this Agreement is made in reliance thereon, that it, its officers, employees and agents neither are officers nor employees of City. Architect further warrants and certifies that it has tendered to City a Discretionary Contracts Disclosure Statement in compliance with City's Ethics Code.

ARTICLE XX.
CONFLICTS OF INTEREST DISCLOSURE

Architect must disclose if it is associated in any manner with a City Official or employee in a business venture or business dealings. Failure to do so will constitute a violation of City Ordinance No. 76933. To be "associated" in a business venture or business dealings includes:

(1) being in a partnership or joint venture with the officer or employee;

(2) having a contract with the officer or employee;

(3) being joint owners of a business; or

(4) owning at least ten percent (10%) of the stock in a corporation in which a City officer or employee also owns at least ten percent (10%), or having an established business relationship as client or customer.

ARTICLE XXI.
RIGHT OF REVIEW AND AUDIT

21.1 Architect grants City or its designees the right to audit, examine or inspect, at City's election, all of Architect's records relating to the performance of the Work under this Agreement during the term of this Agreement and during the retention period herein. The audit, examination or inspection may be performed by a City designee, which may include its internal auditors or an outside representative engaged by City. Architect agrees to retain its records for a minimum of four (4) years, following the termination of this Agreement, unless there is an ongoing dispute under the contract; then, such retention period shall extend until final resolution of the dispute. "Architect's records" include any and all information, materials and data, of every kind and character, generated as a result of the Work under this Agreement. Example of Architect records include, but are not limited to, billings, books, general ledger, cost ledgers, invoices, production sheets, documents, correspondence, meeting notes, subscriptions, agreements, purchase orders, leases, contracts, commitments, arrangements, notes, daily diaries, reports, drawings, receipts, vouchers, memoranda, time sheets, payroll records, policies, procedures, federal and state tax filings, for any issue in question, and any and all other agreements, sources of information and matters which may, in City's judgment, have any bearing on or pertain to any matters, rights, duties or obligations under or covered by any Agreement Documents.

21.2 City agrees that it will exercise the right to audit, examine or inspect only during regular business hours. Architect agrees to allow City's designee access to all of Architect's Records, facilities and current or former employees of Architect deemed necessary by City or its designee(s) to perform such audit, inspection or examination. Architect also agrees to provide adequate and appropriate Work space necessary to City or its designees to conduct such audits, inspections or examinations.

21.3 Architect shall include this audit clause in any Sub-Architect, Sub-Architect, supplier or vendor contract.

ARTICLE XXII.
ENTIRE AGREEMENT

This Agreement represents the entire and integrated Agreement between City and Architect and supersedes all prior negotiations, representations or agreements, either oral or written. This Agreement only may be amended by written instrument signed by both City and Architect.

ARTICLE XXIII.
VENUE

The obligations of the parties to this Agreement shall be performable in San Antonio, Bexar County, Texas, and if legal action, such as civil litigation, is necessary in connection therewith, exclusive venue shall lie in Bexar County, Texas.

ARTICLE XXIV.
NOTICES

Except as may be provided elsewhere herein, all notices, communications and reports, required or permitted under this Contract, shall personally be delivered or mailed to the respective party by depositing the same in the United States Postal Service, addressed to the applicable address shown below, unless and until either party is otherwise notified in writing by the other party of a change of such address. Mailed notices shall be deemed communicated as of five (5) days of mailing.

If intended for City, to:	If intended for Architect, to:
Capital Improvements Management Services Department	FIRM NAME
Attention: Contract Services 114 West Commerce, 9th Floor San Antonio, Texas 78205	Attention: ADDRESS

With a copy to:

Capital Improvements Management
Services Department
Attention: City Architect's Office
114 West Commerce, 4th Floor. Room 412
San Antonio, Texas 78205

ARTICLE XXV.
INDEPENDENT CONTRACTOR

In performing services under this Agreement, the relationship between City and Architect is that of independent contractor. By the execution of this Agreement, Architect and City do not change the independent contractor status of Architect. Architect shall exercise independent judgment in performing its duties and obligations under this Agreement and solely is responsible for setting working hours, scheduling or prioritizing the workflow and determining how the Services are to be performed. No term or provision of this Agreement, or act of Architect in the performance of this Agreement, shall be construed as making Architect the agent, servant or employee of City or as making Architect or any of its agents or employees eligible for any fringe benefits, such as retirement, insurance and/or Worker's compensation, which City provides to or for its employees.

ARTICLE XXVI.
CAPTIONS

The captions for the individual provisions of this Agreement are for informational purposes only and shall not be construed to effect or modify the substance of the terms and conditions of this Agreement to which any caption relates.

IN WITNESS WHEREOF, City of San Antonio has lawfully caused these present to execute this Agreement by the hand of City Manager, or designee; Architect, acting by the hand of _____ thereunto authorized _____ (TITLE) does now sign, execute and deliver this document.

Executed on this ____ day of _____, _____

.

CITY OF SAN ANTONIO

_____
PETER ZANONI
ASSISTANT CITY MANAGER

_____
FIRM NAME

_____

_____
TITLE

APPROVED:

_____
CITY ATTORNEY

EXHIBIT A

SCOPE / BUDGET / REIMBURSEABLES
See Attached Proposal Dated _____

EXHIBIT B

SCHEDULE OF PROJECT SERVICES

EXHIBIT C

ADDITIONAL SERVICES
See Attached Proposal Dated _____

EXHIBIT D

OUTREACH AND DIVERSITY PLAN
LIST OF SUB-ARCHITECTS

EXHIBIT E

GENERAL CONDITIONS FOR
CITY OF SAN ANTONIO CONSTRUCTION CONTRACTS