

**PROFESSIONAL SERVICES AGREEMENT  
FOR ON-CALL CONSTRUCTION INSPECTION SERVICES**

**STATE OF TEXAS**

**COUNTY OF BEXAR**

**CITY OF SAN ANTONIO**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(hereafter referred to as "Consultant"), said Agreement being executed by City pursuant to City Charter, Ordinances and Resolutions of the San Antonio City Council, and by Consultant for **ON- CALL CONSTRUCTION INSPECTION SERVICES** 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 “Application for Compensation” means written form for a request from Consultant, to be paid for completed work.
- 1.2 “CCMS” means City’s Contract Management System whereby payments made by Consultants to, and confirmed by, Sub-Consultants, pursuant to this Project, are entered by Consultants and Sub-Consultants and which are monitored by City for compliance.
- 1.3 "City" mean The City of San Antonio, Texas and its authorized representatives.
- 1.4 “Compensation” means amounts paid for services under this Agreement.
- 1.5 "Consultant" means \_\_\_\_\_ and its officers, partners, employees, agents and representatives, as well as all Sub-Consultants, if any, and all other persons or entities for which Consultant legally is responsible.
- 1.6 "Director" means the Director of City’s Capital Improvements Management Services Department or his/her designee.
- 1.7 "City Designated Representative (ODR)” means person designated by City to act for City.
- 1.8 "Plans and Specifications" means the construction documents.
- 1.9 “PRIMELink” means City’s internet-based project management software for submitting and approving Task Orders, Applications for Compensation and all other forms of correspondence between City and Consultant.
- 1.10 "Project" means the capital improvement/construction development undertaking of City.
- 1.11 "Proposal" means Consultant's Proposal to provide services for a project.
- 1.12 “Proposed Task Order Request” means a request to Consultant to submit a Proposal for a specific Project, as further defined herein.
- 1.13 “SAMSA” means the San Antonio Metropolitan Statistical Area or Relevant Marketplace, which collectively is comprised of Bexar County and the seven (7) surrounding counties of Atascosa, Bandera, Comal, Guadalupe, Kendall, Medina, and Wilson.
- 1.14 “Finalized Task Order” means a written agreement, authorized by both parties in the City’s Portal system and made a part of this Agreement, setting forth the agreed to scope, pricing and associated terms for an individual Project as further defined herein.

- 1.15 "SAWS" means the San Antonio Water System, Inc.
- 1.16 "Schedule of Values" means the values allocated to materials and various portions of the work, prepared in such form, and supported by such data to substantiate its accuracy as City may require.
- 1.17 "Scope of Services" mean the services described in **Article IV** Scope of Services herein.
- 1.18 "Services" means those services described in the Scope of Services, as set out in an issued Task Order.\_\_\_\_\_.
- 1.19 "Total Compensation" means the not-to-exceed amount of this Agreement.

**ARTICLE II.  
COMPENSATION**

- 2.1 The Compensation for all services included in this Agreement SHALL NOT EXCEED \_\_\_\_\_ **DOLLARS (\$ \_\_\_\_\_)**. Any extension of this Agreement, up to two (2) additional one-year "Extension Periods," may increase the total amount of this Agreement to an amount not to exceed \_\_\_\_\_ **AND NO/100 DOLLARS (\$ \_\_\_\_\_)**.
- 2.2 Consultant shall submit a Proposed Service Plan for each Project that City requests to be performed under this Agreement. City either will approve or disapprove each Proposed Service Plan. The City's approval shall be evidenced by the Finalized Task Order executed by both parties in *PRIMELink*. Task Orders shall be numbered sequentially starting with number one (1) and shall reference this Contract. Each Finalized Task Order, as entered into *PRIMELink*, shall become a part of this Agreement.
  - 2.2.1 Consultant understands and agrees that City has entered into multiple professional services agreements with other Consultants and has the authority to assign work tasks at its sole discretion.
  - 2.2.2 Consultant understands and agrees that City makes no minimum guarantees with regard to the amount of services, if any, Consultant may be extended under this Agreement.
- 2.3 Each Task Order amount shall be based on the Scope of Services for a particular Project and will be based on the not to exceed pre-priced tasks and or hourly rates included in **Exhibit 1** hereto.

**ARTICLE III.  
METHOD OF PAYMENT**

- 3.1 Payments to Consultant shall be in the amount shown on the invoices consistent with the Task Order and its supporting documentation submitted and shall be subject to City's approval. All services shall be performed to City's satisfaction, which satisfaction shall be judged by the Director in his/her sole discretion, and City shall not be liable for any payment under this Agreement for services which are unsatisfactory and which have not previously been approved by the Director. The final payment due hereunder shall not be paid until all reports, data and documents have been submitted, received, accepted and approved by City.
- 3.1.1 Payment may be made based solely on the units of services completed and approved by City and the associated unit price for such service, as may be described in Consultant's proposal/fee schedule (as shown in **Exhibit 1** hereto) and the approved Task Order.
- 3.1.2 Monthly payments for services performed in the various additional services shall be reviewed by Director upon Consultant entering itemized invoices, with required back-up and reference to the individual Task Order within *PRIMELink*. The invoice shall indicate the value of the additional services performed to date on that Task Order and any other invoices or payments made related to that Task Order.
- 3.2 Consultant shall, within ten (10) days following receipt of Compensation from City, pay all bills for services performed and furnished by others, in connection with a Project and the performance of the work, and shall, if requested, provide City with evidence of such payment. Consultant's failure to make payments within such time shall constitute a material breach of this Agreement, unless Consultant is able to demonstrate to City a bona fide dispute associated with the unpaid Sub-Consultant and its services. Consultant shall include a provision in each of its sub-agreements imposing the same payment obligations on Sub-Consultants as are applicable to Consultant hereunder and, if City so requests, shall provide copies of such payments by Consultant to City. If Consultant fails to make payment promptly to a Sub-Consultant for Services for which City has made payment to Consultant, City shall be entitled to withhold payment to Consultant to the extent necessary to protect City.
- 3.3 Consultant warrants that title to all Services covered by an Application for Payment shall pass to City no later than the time of payment by City. Consultant further warrants that, upon submittal of an Application for Compensation, all Services for which Applications for Compensation have previously been issued and payments received from City shall, to the best of Consultant's knowledge, information and belief, be free and clear of any and all liens, claims, security interests or encumbrance in favor of Consultant or other persons or entities making a claim by reason of having provided labor or services relating to this Agreement. Consultant shall indemnify and hold City harmless from any liens, claims, security interests or encumbrances filed by anyone claiming by, through or under the items covered by payments made by City to Consultant.

3.4 Consultant may submit a request for Partial Compensation prior to a Task Order's completion. A request for Partial Compensation must be accompanied by a progress report detailing the Services performed. Any partial payment made shall be in proportion to the Services performed, as reflected in the progress report, and approved by the Director and at City's sole discretion. Compensation also may be made based solely on the tasks and services completed and approved by City and the associated unit price for each service/Project, as may be described in fee schedule and/or hourly rates included in **Exhibit 1** hereto.

3.5 Project Close Out and Final Payment:

3.5.1 Consultant's final billing shall indicate "Final Bill - no additional compensation is due to Consultant".

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

3.5.2.1 delays in the performance of Consultant's work;

3.5.2.2 third-party claims filed or reasonable evidence received indicating probable filing of such claims unless security acceptable to City is provided by Consultant;

3.5.2.3 failure of Consultant to make payments properly to Sub-Consultants or vendors for labor, materials or equipment;

3.5.2.4 reasonable evidence that Consultant's work cannot be completed for the amount unpaid under this Agreement;

3.5.2.5 damage to City; or

3.5.2.6 persistent failure by Consultant to carry out the performance of its services in accordance with this Agreement.

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

3.5.3.1 In the event of any dispute(s) between the parties regarding the amount properly compensable for any Phase, as final compensation or regarding any amount that may be withheld by City, Consultant 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 the resolution of such claim. In the event Consultant does not initiate and follow the claim procedures provided in this Agreement in a timely manner and as required by the terms thereof, any such claim shall be waived by Consultant.

3.5.3.2 City shall make final compensation of all sums due Consultant not later than thirty (30) days after Consultant's execution and delivery of a final Pay Application.

3.5.3.3 Acceptance of final compensation by Consultant shall constitute a waiver of claims except those previously made in writing and identified by Consultant as unsettled at the time of final application for compensation.

3.5.3.4 Consultant agrees to maintain adequate books, payrolls and records in forms deemed satisfactory to City in connection with any and all Services performed hereunder. Consultant 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, unless a dispute regarding the Work is ongoing. If a dispute exists, upon notice from City, Consultant shall retain its books, payrolls and records for more than four (4) years after completion of all Services performed herein. At all reasonable times, Consultant shall provide access to City and its duly authorized representatives of all personnel of Consultant and all such books, payrolls and records and shall have the right to audit same.

3.6 Internet-based Project Management Systems. City shall administer its services through an Internet-Based Management System, *PRIMELink*. In such case, Consultant shall conduct communication through this media and Consultant shall perform all project-related functions utilizing this database system. This includes correspondence, submittals, requests for information, vouchers, compensation requests and processing, amendment, 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 necessary Project Team Members. All invoices shall be submitted through City's internet-based Project Management System (*PRIMELink*).

**ARTICLE IV.**  
**SCOPE OF SERVICES**  
**[SUBJECT TO REVISION AS APPLICABLE]**

4.1 Consultant understands and agrees that City has entered into multiple **On-Call Construction Inspection Service** agreements with other Consultants and has the authority to assign services at its sole discretion. As stated in **Section 2.2.2** herein, Consultant understands and agrees that City makes no minimum guarantees with regard to the amount of work, if any, which Consultant may be extended under this Agreement.

4.2 This Agreement is an on-call, Task Order or indefinite delivery agreement for **On-Call Construction Inspection Services** and such other services that are required for Consultant to provide or are associated with **On-Call Construction Inspection Services**. Specific requirements as to location, conditions, procedures and associated services pertaining to a Project shall be negotiated and set out in individual Task Orders for each request, which Task Orders are incorporated into and shall become a part of this Agreement.

4.3 Consultant shall provide Construction Inspection Services and all associated services required for Consultant to provide such Services, pursuant to this Agreement, as further defined in individual Task Orders. Services may include, but are not limited to, the following:

- Pre-construction services to include conducting constructability reviews.
- Checking of construction activities to ensure compliance with a project's plans and specifications (hereafter referred to as "the Specifications"), as well as informing City and the Contractor of any service that is in noncompliance.
- Assuring that all Project services are completed in compliance with the Contractor/City agreement and performing all duties so as not to impede the construction progress.
- Ensuring that all testing required by the Specifications is performed and all commercially produced products, such as pipe and reinforcing steel used on a project, are accompanied by numerical test results or a certification from the manufacturer that the material meets the required standards.
- Attending and taking notes at meetings with Contactor, such as pre-construction conferences, progress meetings, job conferences and other Project-related meetings.
- Ensuring that tests are performed at the frequency stated in the Specifications, determining when and where tests will be taken and witness said tests. If not indicated in the Specifications, a sufficient number of tests should be taken to verify that the construction is acceptable.
- Reviewing test reports and certifications for conformance with the Specifications. Each test report for material in-place should, at a minimum, contain the following:
  - Test performed and date.
  - Applicable standards or Project Specification.
  - Test location.
  - Test result.
  - Action taken on failing tests.
  - Lot size and location and adjusted contract price when statistical acceptance procedures are specified or when provisions allow for reduced payment.
- Maintaining a Project file of all test reports and certifications.

- Informing the Contractor of observed deficiencies so corrections are made and retesting performed, prior to covering any substandard work with additional material.
- Documenting quantities of materials used on a project by actual measurements and computations in a field notebook or computer printout retained in a Project folder. For materials paid for on a weight basis, keeping a summary of the material placed each day in a field notebook. The notebook and/or computer printouts, supported by the original set of weight tickets, is/are the basis for payment.
- Maintaining a set of working drawings on the job site that may be used to prepare “record” drawings. Recording names, addresses and telephone numbers of all Contractor(s), Consultants, Sub-Contractors, Sub-Consultants and major suppliers of material and equipment.
- Reviewing payment requests from the Contractor, including verifying the quantity or percentage of the work and/or services completed.
- Maintaining a diary with daily entries made and signed by the resident Engineer. Each entry should include, at minimum the following, as well as any additional pertinent data:
  - Date and weather conditions.
  - Names of important visitors.
  - Construction work in progress and locations by stations or similar references.
  - Size of Contractor’s work force and equipment in use.
  - Test performed and locations. Test results.
  - Instructions issued by Contractor.
  - Problems encountered and action taken.
  - Record date and time for placing pavement base materials, asphalt and/or concrete with test report numbers on working drawing.
  - Number of hours worked per day for Contractor and Sub-Contractors.
  - The substance of important conversations with the Contractor about conduct, progress, changes, test results, interpretations or specifications, or other details.

Upon completion of a project, Consultant shall submit all original inspection diaries to City.

- 4.4 Consultant shall provide all labor, equipment and transportation necessary to complete all services agreed to hereunder in a timely manner throughout the term of the Contract. Additionally, Consultant shall provide staff for regular, overtime, night, weekend and holiday service, as requested by Department. Persons retained by Consultant to perform work pursuant to this Agreement shall be employees or Sub-Contractors of Consultant.

- 4.5 Consultant shall not commence service on any Task Order authorized under this Agreement until being thoroughly briefed on the scope of a project and being notified in writing to proceed. Should the scope subsequently change, either Consultant or City may request a review of the anticipated services, with an appropriate adjustment in compensation.
- 4.6 Consultant, in consideration for the compensation herein provided, shall render the professional services described in this **Section IV Scope of Services** that are necessary for the advancement of a project to substantial completion.
- 4.7 Consultant shall perform its obligations under this Agreement in accordance with the Scope of Services outlined herein in each authorized Task Order and in accordance with the Consultant's Fee Schedule, attached hereto and incorporated herein and labeled as **Exhibit 1**. The Scope of Services shall be fully described in Consultant's Proposal, as revised in accordance with negotiations with City and with the approval of the Director for each authorized service task, and as provided in this Agreement.
- 4.8 Consultant's Fee Schedule, which includes pre-priced tasks and/or hourly rates, is incorporated by reference herein and attached as **Exhibit 1** hereto.

#### **ARTICLE V. TIME AND PERIOD OF SERVICE**

- 5.1 The term of this Agreement shall commence upon its approval by the San Antonio City Council and upon the execution by both parties and shall remain in force for the period of one (1) year, herein referred to as the "Initial Term".
- 5.2 As the enabling Ordinance provides, City shall retain an option to extend this Agreement for two (2) additional one-year periods, herein referred to as the "Extension Period(s)". The Director shall have the authority to exercise such options at his/her discretion.
- 5.3 Time is of the essence of this Agreement. Consultant shall perform and complete its obligations for the various Tasks of services under **Article IV** Scope of Services herein in a prompt and continuous manner so as to not delay the construction of the work for a Project in accordance with the schedules approved by City and Construction Contractor. If, upon review of task orders, corrections, modifications, alterations or additions are required of Consultant, these items shall be completed by Consultant before that Task Order is approved.
- 5.4 Consultant shall not proceed with the next appropriate Task Order without written authorization from City. City may elect to discontinue Consultant's services at the end of any Task Order for any reason or for no reason. However, if circumstance dictates, City may make adjustments to the scope of Consultant's obligations at any time to achieve the required services.

- 5.5 Consultant 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 Consultant's reasonable control. Within twenty one (21) days from the occurrence of any event, for which time for performance by Consultant shall be significantly extended under this provision, Consultant shall give written notice thereof to City stating the reason for such extension and the actual or estimated time thereof. If City determines that Consultant is responsible for the need for extended time, City shall have the right to make a Claim as provided in this Agreement.
- 5.6 This Agreement shall remain in force for a period which may reasonably be required for the design, award of the contract and the completion of a Project, including any extra work and any required extensions thereto, unless discontinued as provided for elsewhere in this Agreement.

#### **ARTICLE VI. PROJECT INSPECTION SERVICES REQUEST PROCESS**

- 6.1 Necessary inspection requirements will be established with each project-specific Task Order.
- 6.2 When City has a Project for which it desires to procure On-Call Construction Inspection Services, City shall notify Consultant by issuing a proposed Task Order Request. Each proposed Task Order Request shall include, at a minimum: the name of project, the location of project, copies of or access to project documentation (such as specifications, environmental reports, or drawings) needed by Consultant to prepare a Proposal, a project schedule and any specific deadlines for performance of On-Call Construction Inspection Services, any project-specific insurance requirements necessitated by the work which may require additional types of coverages or higher levels of coverage than required by the Agreement and a deadline for providing City with a Proposal based on the above supplied information.
- 6.3 Consultant shall prepare and submit to City, within the timeline stated in a proposed Task Order Request, a Proposal for the desired services which shall include, at a minimum: Scope of Services; specific staffing; and an estimate of project cost, based on the rates and fees agreed upon in **Exhibit 1** hereto and the approved Fee Schedule. Consultant shall submit the Proposal in editable electronic format to the City through PRIMELink. By submitting a Proposal, Consultant agrees to perform the requested service within the time stated in the proposed Task Order Request.
- 6.4 Consultant and City shall negotiate the Proposal. Once Consultant and City reach mutual agreement as to scope, staffing, scheduling and cost, City shall issue a finalized Task Order through PRIMELink to be accepted by both parties evidencing the agreed to scope and costs.
- 6.5 The Director has the authority to execute a Task Order in PRIMELink on behalf of the City so long as such finalized Task Order does not exceed the total contract value and funds are provided for in the project budget, as allocated by City Council.

- 6.6 Consultant shall not proceed with services until after a finalized Task Order has been accepted, Consultant receives a written Notice to Proceed and all documents required by City in advance of commencement of work (to include proof of insurance) have been provided to City. Any services provided or expenses incurred, prior to receiving a Notice to Proceed or after the expiration of this Agreement on a particular finalized Task Order, shall be at Consultant's sole risk and expense and may not be reimbursable by City.
- 6.7 Actual amounts billed shall not exceed the total amount as set out in the finalized Task Order.
- 6.8 Each Task Order shall be entered into PRIMELink and incorporated herein for all purposes. Each Task Order shall be numbered sequentially, starting with number one (1), and must reference this Agreement.
- 6.9 Consultant shall not invoice for any work associated with a project proposed Task Order Request process, including development of Proposal and the associated Task Order negotiation.

**ARTICLE VII.  
COORDINATION WITH THE CITY**

- 7.1 Consultant shall hold periodic conferences with City representative(s) through the end of a project. A project shall have the full benefit of City's experience and knowledge of existing needs and facilities and be consistent with City's current policies and standards. To assist Consultant in this coordination, City shall make available for Consultant's use in planning for a project all existing plans, maps, statistics, computations and other data in City's possession, relative to existing facilities and to a particular project, at no cost to Consultant. However, any and all such information shall remain the property of City and shall be returned by Consultant upon termination or the completion of a project or if instructed to do so by City.
- 7.2 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 Consultant's services.
- 7.3 City promptly shall give written notice to Consultant whenever City observes, discovers or otherwise becomes aware of any defect in Consultant's services, in the work of Construction Contractor or any development that affects the scope or timing of Consultant's services.
- 7.4 Unless otherwise required by City, City shall furnish approvals and permits from all governmental authorities having jurisdiction over a project and other such approvals and consents from others, as may be necessary, for the completion of a project. Consultant shall provide City reasonable assistance in connection with such approvals and permits, such as the furnishing of data compiled by Consultant pursuant to other provisions of the Agreement, but Consultant 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.

**ARTICLE VIII.  
REVISIONS TO DOCUMENTS**

Consultant 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 and which are within the Scope of Services. After the approval of reports or other documents by City, any revisions, additions or other modifications made at City's request, which involve extra services and expenses to Consultant, only shall be requested through an additional Task Order for services.

**ARTICLE IX.  
OWNERSHIP OF DOCUMENTS**

- 9.1 All documents, including any original drawings, estimates, specifications and all other documents and data, previously owned by Consultant, shall remain the property of Consultant as instruments of service. However, it is to be understood that City shall have free access to all such information and hold the right to make and retain copies of drawings, estimates, specifications and all other documents and data. Any reuse without specific written verification or adaptation by Consultant will be at City's sole risk and without liability or legal exposure to Consultant.
- 9.2 Consultant acknowledges and agrees that 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 Agreement and said information shall be used as City desires. Any and 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.
- 9.3 Consultant agrees and covenants to protect any and all proprietary rights of City in any materials provided to Consultant. Such protection of proprietary rights by Consultant 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 Consultant by City shall not be released to any third party without the consent of City and shall be returned intact to City upon termination or completion of this Agreement or if instructed to do so by City.
- 9.4 Consultant 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 Consultant. All reports, maps, project logos, drawings or other copyrightable work produced under this Agreement shall become the property of City (excluding any instrument of services, unless otherwise specified herein). Consultant shall, at its own expense, 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.

- 9.5 Consultant may make copies of any and all documents and items for its files. Consultant shall have no liability for changes made to or use of the drawings, specifications and other documents by other engineers, or other persons, subsequent to the completion of a project. City requires that Consultant appropriately mark all changes or modifications on all drawings, specifications and other documents by other engineers or other persons, including electronic copies, subsequent to the completion of a project.
- 9.6 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. Files in editable electronic media format of text, data, graphics or other types, (such as DWG or DGN) that are furnished by Consultant to City only are for convenience of City. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk.
- 9.7 Notwithstanding anything to the contrary contained herein, all previously owned intellectual property of Consultant, including but not limited to any computer software (object code and source code), tools, systems, equipment or other information used by Consultant or its suppliers in the course of delivering the Services hereunder, and any know-how, methodologies or processes used by Consultant 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 Consultant or its suppliers.

## **ARTICLE X. TERMINATION AND/OR SUSPENSION OF SERVICES**

### **10.1 Right of Either Party to Terminate for Default**

10.1.1 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 **Section 10.1**.

10.1.2 The party not in default must issue a written and signed Notice of Termination (citing this **Section 10.1.2**) 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) days to cure any failure to perform under this Agreement. Upon the completion of such ten-day period, commencing upon receipt of said Notice of Termination, if such party has not cured any failure to perform, such termination shall become effective without further written notice.

### **10.2 Right of City to Terminate**

10.2.1 City reserves the right to terminate this Agreement for reasons other than substantial failure by Consultant to perform by issuing a signed Notice of Termination (citing this **Section 10.2.1**), which shall take effect on the twentieth (20th) day following receipt of said Notice of Termination and/or upon the scheduled completion date of the performance phase in which Consultant then currently is working, whichever effective termination date occurs first.

### 10.3 Right of City to Suspend Giving Rise to Right of Consultant to Terminate

10.3.1 City reserves the right to suspend this Agreement at the end of any phase for the convenience of City by issuing a signed, written Notice of Suspension (citing this **Section 10.3.1**) which shall outline City's reasons for the suspension and the expected duration of the suspension. Such expected duration shall, in no way, guarantee what the total number of days of suspension shall occur. Such suspension shall take effect immediately upon receipt of said Notice of Suspension by the Consultant.

10.3.2 Consultant hereby is given the right to terminate this Agreement in the event such suspension extends for a period in excess of one hundred twenty (120) days. Consultant may exercise this right to terminate by issuing a signed, written Notice of Termination (citing this **Section 10.3.2**) to City after the expiration of one hundred twenty (120) days from the effective date of the suspension. Termination (under this **Section 10.3.2**) shall become effective immediately upon receipt of said written notice by City.

### 10.4 Procedures Consultant to follow upon Receipt of Notice of Termination

10.4.1 Upon receipt of a Notice of Termination from City and prior to the effective date of termination, unless the notice otherwise directs or Consultant immediately takes action to cure a failure to perform under the cure period set out hereinabove, Consultant immediately shall begin the phase-out and the discontinuance of all services in connection with the performance of this Agreement and shall promptly 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 Consultant successfully has cured a failure to perform) Consultant shall submit a statement showing in detail the services performed under this Agreement prior to the effective date of termination. City retains the option to grant an extension to the 30-day time period for submittal of such statement.

10.4.2 Copies of all completed or partially completed documents and all reproductions of all completed or partially completed documents, prepared under this Agreement prior to the effective date of termination, shall be delivered to City in a form requested by City as a pre-condition to final payment to Consultant. These documents shall be subject to the restrictions and conditions set forth in **Article IX** herein.

10.4.3 Upon the above conditions being met, City promptly shall pay Consultant 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 any previous payments of the fee.

10.4.4 City, as a public entity, has a duty to document the expenditure of public funds. Consultant acknowledges this duty on the part of City. To this end, Consultant understands that failure of Consultant to comply with the submittal of the required statement(s) and document(s), as required above, shall constitute a waiver by Consultant of any and all rights or claims to payment for services performed under this Agreement by Consultant.

10.4.5 Failure of Consultant to comply with the submittal of the required statement and documents, as outlined above, shall constitute a waiver by Consultant of any and all rights or claims to collect monies that Consultant otherwise may be entitled to for services performed under this Agreement.

#### 10.5 Procedures Consultant Shall Follow upon Receipt of Notice of Suspension

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

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

10.5.3 Copies of all completed or partially completed documents, prepared under this Agreement prior to the effective date of suspension, shall be prepared for possible delivery to City but shall be retained by Consultant until such time as Consultant may exercise the right to terminate.

10.5.4 In the event that Consultant exercises the right to terminate one hundred twenty (120) days after the effective suspension date, within thirty (30) days after receipt of City's Notice of Termination, Consultant 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.

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

10.5.6 Upon the above conditions being met, City promptly shall pay Consultant 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 any previous payments of the fee.

10.5.7 City, as a public entity, has a duty to document the expenditure of public funds. Consultant acknowledges this duty on the part of the City. To this end, Consultant understands that failure of Consultant substantially to comply with the submittal of the required statement(s) and document(s), as outlined above, shall constitute a waiver by Consultant of any portion of the fee for which Consultant did not supply such necessary statements and/or documents.

## **ARTICLE XI. CONSULTANT'S WARRANTY**

Consultant warrants that the services required under this Agreement shall be performed with the same degree of professional skill and care that typically are exercised by similar consulting professionals performing similar services in San Antonio, Bexar County, Texas. Consultant further warrants that it has not employed or retained any company or person other than a bona fide employee, working solely for Consultant, 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 X** herein.

## **ARTICLE XII. NON-DISCRIMINATION POLICY**

**12.1 Non-Discrimination.** As a party to a contract with City, Consultant understands and agrees to comply with the *Non-Discrimination Policy* of the City of San Antonio contained in Chapter 2, **Article X** of the City Code and further, shall not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, age or disability, unless exempted by state or federal law, or as otherwise established herein. Consultant represents and warrants that it has complied with City's *Non-Discrimination Policy* throughout the course of this solicitation and Agreement award process and will continue to comply with said *Non-Discrimination Policy*. As part of said compliance, Consultant shall adhere to City's *Non-Discrimination Policy* in the solicitation, selection, hiring or commercial treatment of Sub-Consultants, vendors, suppliers or commercial customers, nor shall Consultant retaliate against any person for reporting instances of such discrimination. Consultant shall provide equal opportunity for

Sub-Consultants, 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. Consultant 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 Consultant from participating in City contracts, or other sanctions. This **Section 12.1** is not enforceable by or for the benefit of, nor creates any obligation to, any third party. Consultant's certification of its compliance with City's *Non-Discrimination Policy*, as submitted to City pursuant to the solicitation for this Agreement, is hereby incorporated into the material terms of this Agreement. Consultant shall incorporate this clause into each of its Sub-Consultant and supplier agreements entered into, pursuant to City agreements/contracts.

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

### **ARTICLE XIII.**

#### **ASSIGNMENT OR TRANSFER OF INTEREST**

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

### **ARTICLE XIV.**

#### **INSURANCE REQUIREMENTS**

- 14.1 Prior to the commencement of any work under this Agreement, Consultant 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. If City so requests, said Certificates also shall be accompanied by an affidavit signed by Consultant, attesting that the furnished Certificate(s) represent Consultant's current coverages. 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.

14.2 City reserves the right to review the insurance requirements of this **Article XIV** during the effective period of this Agreement and any extension or renewal hereof and to request the modification of 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.

14.3 Consultant's financial integrity is of interest to City; therefore, subject to Consultant's obligation to maintain reasonable deductibles in such amounts as are approved by Consultant's insurance companies, Consultant shall obtain and maintain in full force and effect for the duration of this Agreement and any extension hereof at Consultant'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. These listed insurance limits are standard limits for all City projects. If a project does not justify these standard limits of insurance coverages, Consultant may request a review of the City's insurance requirements, to be considered on a project-by-project basis:

1. Workers' Compensation	Statutory
2. Employers' Liability	\$500,000/\$500,000/\$500,000
3. Commercial General Broad Form Liability Insurance to include coverage for the following: a. Premises/Operations b. Independent Contractors c. Products/completed operations d. Personal Injury e. Contractual liability	<u>C</u> ombined <u>S</u> ingle <u>L</u> imit for <u>B</u> odily <u>I</u> njury and <u>P</u> roperty <u>D</u> amage of \$1,000,000 per occurrence; General Aggregate limit of \$2,000,000 or its equivalent in umbrella or excess liability coverage
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 form)	\$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 negligent act, malpractice, error or omission in professional services.

City may request, without expense to City, to inspect copies of Consultant's policies and endorsements as they apply to the limits and forms required by City.

- 14.4 Consultant agrees to require, by written contract, that all Sub-Consultants and/or Sub-Contractors providing goods or services hereunder obtain the same insurance coverage required of Consultant herein, and provide to Consultant a certificate of insurance and endorsement that names Consultant and City as additional insureds. Consultant shall maintain said certificate and endorsement prior to the commencement of any work by any Sub-Consultant and/or Sub-Contractor and through the period referenced in **Section 14.3.5**. 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.
- 14.5 If City requests a copy/copies of an insurance policy, Consultant promptly shall comply and shall mark those portions of the policy, if any, Consultant regards as confidential. In the event a third party makes an Open Records Request, under the Texas Freedom of Information Act or other public information law asking to view or copy Consultant's policy, City shall submit the received request, along with Consultant's information, to the Texas Attorney General (hereafter referred to as "AG") for an opinion regarding the release of Consultant's policy information. Consultant and City agree that City will be bound by the AG opinion/decision. Similarly, Consultant agrees and accepts City will provide all Consultant information pursuant to a court order or a litigation discovery rule requiring or directing City to disclose any of Consultant's information.
- 14.6 Consultant 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 or within policy provisions, terms or conditions, with respect to 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, as allowed by respective policy provisions, terms and conditions;
  - Workers' compensation, employers' liability, general liability and automobile liability policies will provide a waiver of subrogation in favor of City; and

- Where allowed by respective policy provisions, terms and conditions, provide thirty (30) calendar days advance written notice to City of any cancellation or non-renewal or material change in coverage, any change in policy limits by endorsement and not less than ten (10) calendar days advance notice for nonpayment of premium.
- 14.7 Within ten (10) calendar days of notice to Consultant of a cancellation or non-renewal of coverage, Consultant shall provide a replacement Certificate of Insurance and applicable endorsements to City. City shall have the option to suspend Consultant'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.
- 14.8 In addition to any other remedies City may have upon Consultant'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 Consultant to stop work hereunder until Consultant demonstrates compliance with the requirements hereof.
- 14.9 Nothing herein contained shall be construed as limiting in any way the extent to which Consultant may be held responsible for payments of damages to persons or property resulting from Consultant's or its Sub-Consultants' and/or Sub-Contractors' performance of the work covered under this Agreement.
- 14.10 It is agreed that Consultant'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.
- 14.11 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..
- 14.12 Consultant and any Sub-Consultants and/or Sub-Contractors are responsible for all damage to their own equipment and/or property.

**ARTICLE XV.  
INDEMNIFICATION**

- 15.1 Consultant, whose professional services are the subject of this Agreement, covenants and agrees to FULLY INDEMNIFY 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 Consultant's activities under this Agreement, including any acts or omissions of Consultant, any agent, officer, director, representative, employee, Sub-Consultant or Sub-Contractor of Consultant, 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 CONSULTANT 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.
- 15.2 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. Consultant shall advise City in writing within twenty four (24) hours of any claim or demand against City or Consultant known to Consultant related to or arising out of Consultant's activities under this Agreement.

**ARTICLE XVI.  
CLAIMS AND DISPUTES**

- 16.1 As used herein, a Claim is a demand or assertion by one of the parties to this Agreement seeking, as a matter of right, adjustment or interpretation of the Agreement terms, payment of money, extension of time or other relief, with respect to the terms of the Agreement. The term "Claim" also includes other disputes and matters in question between City and Consultant arising out of or relating to this Agreement. Claims shall be initiated by written notice. Every Claim of Consultant, 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 Consultant by his signature) of Consultant, verifying the truth and accuracy of the Claim. The responsibility to substantiate Claims shall rest with the party making the Claim.
- 16.2 Claims by Consultant or by City must be initiated in writing to the other party, within twenty-one (21) days after the occurrence of the event giving rise to such Claim.

- 16.3 Pending final resolution of a Claim, except as otherwise agreed upon in writing, Consultant shall proceed diligently with performance of the Agreement and City shall continue to make payments in accordance with this Agreement.
- 16.4 If Consultant wishes to make a Claim for an increase in the time for performance, written notice, as stated in this **Section XVI** herein, must be given. Consultant's Claim shall include an estimate of probable effect of delay on progress of the Work. In the case of a continuing delay, only one Claim is necessary.
- 16.5 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 shall apply both to claims by Consultant and to claims by City:
- 16.5.1 No consequential damages shall be allowed.
- 16.5.2 Damages are limited to any extra costs specifically shown to have been directly caused by a proven wrong for which the other party is claimed to be responsible.
- 16.5.3 No profit will be allowed on any damage claim.
- 16.6 Nothing in this **Section XVI** shall be construed to waive City's Governmental Immunity from a lawsuit, which Governmental Immunity expressly is retained to the extent it is not clearly and unambiguously waived by State law.
- 16.7 Alternative Dispute Resolution.
- 16.7.1 Each party to this Agreement is required to continue to perform its obligations under this Agreement, pending a final resolution of any dispute arising out of or relating to this Agreement, unless it would be impossible or impracticable under the circumstances.
- 16.7.2 Before invoking mediation or any other alternative dispute process set forth herein, the parties to this Agreement agree 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 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) days after a party delivers a written notice of such dispute, then the parties shall proceed with mediation alternative dispute resolution process contained herein. All negotiations pursuant to this **Section 16.7.2** are confidential and shall be treated as compromise and settlement negotiations for purposes of applicable rules of evidence.

### 16.7.3 Mediation.

16.7.3.1 In the event that City or Consultant 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.

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

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

16.7.3.4 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 San Antonio, 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.

16.7.4 Consultant and City expressly agree that, in the event of litigation, both parties waive rights to payment of attorneys' fees that might otherwise be recoverable pursuant to the Texas Civil Practice and Remedies Code Chapter 38, Texas Local Government Code Section 271.153, the Prompt Payment Act, common law or any other provision for payment of Attorneys' fees.

## **ARTICLE XVII. 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, and 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 XVIII. INTEREST IN CITY CONTRACTS PROHIBITED**

18.1 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.

- 18.2 Consultant 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. Consultant's 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: a City officer or employee; a City officer or employee's parent, child or spouse; a business entity in which the City officer or employee, or the officer or employee's 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; a business entity in which any individual or entity above listed is a Sub-Contractor on a City contract, a partner or a parent or subsidiary business entity.
- 18.3 Consultant warrants and certifies, and this Agreement is made in reliance thereon, that Consultant, its officers, employees and agents are neither officers nor employees of City. Consultant further warrants and certifies that it has tendered to City a Discretionary Contracts Disclosure Statement in compliance with City's Ethics Code.

#### **ARTICLE XIX. CONFLICTS OF INTEREST DISCLOSURE**

Consultant must disclose if it is associated in any manner with a City officer or employee in a business venture or business dealings. Failure to do so will constitute a violation of City's Code. To be "associated" in a business venture or business dealings includes: a) being in a partnership or joint venture with a City officer or employee; b) having a contract with a City officer or employee; c) being joint owners of a business with a City officer or employee; d) 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 e) having an established business relationship with a City Officer or employee as a client or customer.

#### **ARTICLE XX. STANDARD OF CARE/LICENSING**

- 20.1 Services provided by Consultant under this Agreement shall 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.
- 20.2 Consultant shall be represented by personnel with appropriate certification(s) at meetings of any official nature concerning a project including, but not limited to, scope meetings, review meetings, pre-bid meetings and preconstruction meetings.

**ARTICLE XXI.  
RIGHT OF REVIEW AND AUDIT**

- 21.1 Consultant grants City, or its designees, the right to audit, examine or inspect, at City's election, all of Consultant's records relating to the performance of the Work under the Agreement, during the term of the Agreement and 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. Consultant agrees to retain its records for a minimum of four (4) years following termination of the Agreement, unless there is an ongoing dispute under the contract, then, such retention period shall extend until final resolution of the dispute. "Consultant'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 Consultant 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 issue in question and any and all other agreements, sources of information and matters that 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 Consultant's records only during regular business hours. Consultant agrees to allow City's designee access to all of Consultant's Records, Consultant's facilities and current or former employees of Consultant, deemed necessary by City or its designee(s), to perform such audit, inspection or examination. Consultant also agrees to provide adequate and appropriate work space necessary to City or its designees to conduct such audits, inspections or examinations.
- 21.3 Consultant must include this audit clause in any Sub-Contractor, supplier or vendor contract.

**ARTICLE XXII.  
ENTIRE AGREEMENT**

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

**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 San Antonio, Bexar County, Texas.

**ARTICLE XXIV.  
NOTICES**

Except as may be provided elsewhere herein, all notices, communications, and reports required or permitted under this Agreement shall be personally 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:**

Capital Improvements Management  
Services  
Attention: Contract Services  
114 West Commerce, 9th Floor  
San Antonio, Texas 78205

**If intended for Consultant, to:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ARTICLE XXV.  
INDEPENDENT CONTRACTOR**

In performing services under this Agreement, the relationship between City and Consultant is that of an independent contractor. By the execution of this Agreement, Consultant and City do not change the independent contractor status of Consultant. Consultant 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 work flow and determining how the work is to be performed. No term or provision of this Agreement or act of Consultant, in the performance of this Agreement, shall be construed as making Consultant the agent, servant or employee of City, or as making Consultant or any of its agents or employees eligible for any fringe benefits, such as retirement, insurance and 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, the City of San Antonio lawfully caused these present to execute this Agreement by the hand of City Manager, or designee; Consultant, acting by the hand of \_\_\_\_\_, thereunto authorized \_\_\_\_\_ does now sign, execute and deliver this document.

Executed on this \_\_\_\_ day of \_\_\_\_\_, **A. D.** \_\_\_\_\_ .

**CITY OF SAN ANTONIO**

\_\_\_\_\_  
(FIRM)

\_\_\_\_\_  
SHERYL SCULLEY  
CITY MANAGER

**By:** \_\_\_\_\_

\_\_\_\_\_  
Title

**APPROVED:**

\_\_\_\_\_  
CITY ATTORNEY

**EXHIBIT 1**  
**CONSULTANT'S FEE SCHEDULE**  
**(TO INCLUDE REIMBURSEABLES, IF ANY)**

**EXHIBIT 2**

**SBEDA SUBCONTRACTOR/SUPPLIER UTILIZATION PLAN  
AND  
SBEDA ORDINANCE COMPLIANCE AND PROVISIONS**

**EXHIBIT 3  
GENERAL CONDITIONS FOR  
CITY OF SAN ANTONIO CONSTRUCTION CONTRACTS**