

**PROFESSIONAL SERVICES AGREEMENT  
FOR  
PFLUGERVILLE POLICE DEPARTMENT PARKING EXPANSION PROJECT**

STATE OF TEXAS           §  
  §  
COUNTY OF TRAVIS       §

This Agreement is entered into by and between the City of Pflugerville, a Texas Municipal Corporation (“City”), acting by and through its City Manager, and Halff Associates, Inc. (“Consultant”), both of which may be referred to herein singularly as “Party” or collectively as the “Parties.”

The Parties hereto severally and collectively agree, and by the execution hereof are bound, to the mutual obligations herein contained and to the performance and accomplishment of the tasks hereinafter described.

**I. DEFINITIONS**

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

“City” is defined in the preamble of this Agreement and includes its successors and assigns.

“Consultant” is defined in the preamble of this Agreement and includes its successors.

“City Manager” shall mean the City Manager and/or his designee.

**II. TERM**

2.1 This agreement shall become effective upon execution by the City and shall remain in effect until satisfactory completion of the Scope of Work unless terminated as provided for in this Agreement.

2.2 If funding for the entire Agreement is not appropriated at the time this Agreement is entered into, City retains the right to terminate this Agreement at the expiration of each of City’s budget periods, and any subsequent contract period is subject to and contingent upon such appropriation

**III. SCOPE OF SERVICES AND PROJECT SCHEDULE**

Consultant agrees to provide the services described in this Article III entitled Scope of Services and Project Schedule in exchange for the compensation described in Article IV. Compensation. Scope of Services and Project Schedule are detailed in *Attachment A Scope of Services* which are incorporated by reference as if written and copied herein.

All work performed by Consultant hereunder shall be performed to the satisfaction of the City Manager. The determination made by City Manager shall be final, binding and conclusive on all Parties hereto. City shall be under no obligation to pay for any work performed by Consultant, which is not satisfactory to City Manager. City shall have the right to terminate this Agreement, in accordance with Article VII. Termination, in whole or in part, should Consultant’s work not be satisfactory to City Manager; however, City shall have no obligation to terminate and

may withhold payment for any unsatisfactory work, as stated herein, even should City elect not to terminate.

#### **IV. COMPENSATION TO CONSULTANT**

4.1 In consideration of Consultant's performance in a satisfactory and efficient manner, as determined solely by City Manager, of all services and activities set forth in this Agreement, City agrees to pay Consultant an amount not to exceed ninety-six thousand seven hundred twenty-eight dollars (\$96,728.00) as total compensation, to be paid to Consultant as further detailed in Attachment A.

4.2 No additional fees or expenses of Consultant shall be charged by Consultant nor be payable by City. The parties hereby agree that all compensable expenses of Consultant have been provided for in the total payment to Consultant as specified in section 4.1 above. Total payments to Consultant cannot exceed that amount set forth in section 4.1 above, without prior approval and agreement of all parties, evidenced in writing and approved by the City.

4.3 Final acceptance of work products and services require written approval by City. The approval official shall be the City Manager. Payment will be made to Consultant following written approval of the final work products and services by the City Manager. City shall not be obligated or liable under this Agreement to any party, other than Consultant, for the payment of any monies or the provision of any goods or services.

#### **V. OWNERSHIP OF DOCUMENTS**

5.1 Any and all writings, documents or information in whatsoever form and character produced by Consultant pursuant to the provisions of this Agreement is the exclusive property of City; and no such writing, document or information shall be the subject of any copyright or proprietary claim by Consultant.

5.2 Consultant understands and acknowledges that as the exclusive owner of any and all such writings, documents and information, City has the right to use all such writings, documents and information as City desires, without restriction. Any use of such writings, documents and information on extensions of this project or on any other project without specific adaptation by Consultant shall be at the City's sole risk and without liability to the Consultant.

#### **VI. RECORDS RETENTION**

6.1 Consultant and its subcontractors, if any, shall properly, accurately and completely maintain all documents, papers, and records, and other evidence pertaining to the services rendered hereunder (hereafter referred to as "documents"), and shall make such materials available to the City at their respective offices, at all reasonable times and as often as City may deem necessary during the Agreement period, including any extension or renewal hereof, and the record retention period established herein, for purposes of audit, inspection, examination, and making excerpts or copies of same by City and any of its authorized representatives.

6.2 Consultant shall retain any and all documents produced as a result of services provided hereunder for a period of four (4) years (hereafter referred to as "retention period") from the date of termination of the Agreement. If, at the end of the retention period, there is litigation or other questions arising from, involving or concerning this documentation or the services provided hereunder, Consultant shall retain the records until the resolution of such litigation or other such

questions. Consultant acknowledges and agrees that City shall have access to any and all such documents at any and all times, as deemed necessary by City, during said retention period. City may, at its election, require Consultant to return said documents to City prior to or at the conclusion of said retention.

6.3 Consultant shall notify City, immediately, in the event Consultant receives any requests for information from a third party, which pertain to the documentation and records referenced herein. Consultant understands and agrees that City will process and handle all such requests.

## VII. TERMINATION

7.1 For purposes of this Agreement, "termination" of this Agreement shall mean termination by expiration of the Agreement term as stated in Article II. Term, or earlier termination pursuant to any of the provisions hereof.

7.2 *Termination Without Cause.* This Agreement may be terminated by either Party upon 15 calendar days' written notice, which notice shall be provided in accordance with Article VIII. Notice.

7.3 *Termination For Cause.* Upon written notice, which notice shall be provided in accordance with Article VIII. Notice, City may terminate this Agreement as of the date provided in the notice, in whole or in part, upon the occurrence of one (1) or more of the following events, each of which shall constitute an Event for Cause under this Agreement:

7.3.1 The sale, transfer, pledge, conveyance or assignment of this Agreement without prior approval, as provided in Article XII. Assignment and Subcontracting.

7.4 *Defaults With Opportunity for Cure.* Should Consultant default in the performance of this Agreement in a manner stated in this section 7.4 below, same shall be considered an event of default. City shall deliver written notice of said default specifying such matter(s) in default. Consultant shall have fifteen (15) calendar days after receipt of the written notice, in accordance with Article VIII. Notice, to cure such default. If Consultant fails to cure the default within such fifteen-day cure period, City shall have the right, without further notice, to terminate this Agreement in whole or in part as City deems appropriate, and to contract with another consultant to complete the work required in this Agreement. City shall also have the right to offset the cost of said new Agreement with a new consultant against Consultant's future or unpaid invoice(s), subject to the duty on the part of City to mitigate its losses to the extent required by law.

7.4.1 Bankruptcy or selling substantially all of company's assets

7.4.2 Failing to perform or failing to comply with any covenant herein required

7.4.3 Performing unsatisfactorily

7.5 *Termination By Law.* If any state or federal law or regulation is enacted or promulgated which prohibits the performance of any of the duties herein, or, if any law is interpreted to prohibit such performance, this Agreement shall automatically terminate as of the effective date of such prohibition.

7.6 Regardless of how this Agreement is terminated, Consultant shall affect an orderly transfer to City or to such person(s) or firm(s) as the City may designate, at no additional cost to City, all completed or partially completed documents, papers, records, charts, reports, and any

other materials or information produced as a result of or pertaining to the services rendered by Consultant, or provided to Consultant, hereunder, regardless of storage medium, if so requested by City, or shall otherwise be retained by Consultant in accordance with Article VI. Records Retention. Any record transfer shall be completed within thirty (30) calendar days of a written request by City and shall be completed at Consultant's sole cost and expense. Payment of compensation due or to become due to Consultant is conditioned upon delivery of all such documents, if requested.

7.7 Within forty-five (45) calendar days of the effective date of completion, or termination or expiration of this Agreement, Consultant shall submit to City its claims, in detail, for the monies owed by City for services performed under this Agreement through the effective date of termination. Failure by Consultant to submit its claims within said forty-five (45) calendar days shall negate any liability on the part of City and constitute a **Waiver** by Consultant of any and all right or claims to collect monies that Consultant may rightfully be otherwise entitled to for services performed pursuant to this Agreement.

7.8 Upon the effective date of expiration or termination of this Agreement, Consultant shall cease all operations of work being performed by Consultant or any of its subcontractors pursuant to this Agreement.

7.9 *Termination not sole remedy.* In no event shall City's action of terminating this Agreement, whether for cause or otherwise, be deemed an election of City's remedies, nor shall such termination limit, in any way, at law or at equity, City's right to seek damages from or otherwise pursue Consultant for any default hereunder or other action.

## VIII. NOTICE

Except where the terms of this Agreement expressly provide otherwise, any election, notice or communication required or permitted to be given under this Agreement shall be in writing and deemed to have been duly given if and when delivered personally (with receipt acknowledged), or three (3) days after depositing same in the U.S. mail, first class, with proper postage prepaid, or upon receipt if sending the same by certified mail, return receipt requested, or upon receipt when sent by a commercial courier service (such as Federal Express or DHL Worldwide Express) for expedited delivery to be confirmed in writing by such courier, at the addresses set forth below or to such other address as either Party may from time to time designate in writing.

If intended for City, to: City of Pflugerville  
Attn: Amy Giannini, P.E., CFM  
City Engineer  
P.O. Box 589  
Pflugerville, Texas 78660

If intended for Consultant, to: Halff Associates, Inc.  
Attn: Dan Tanksley, Esq., PE  
General Council  
1201 N. Bowser Rd  
Richardson, TX 75081

## IX. INSURANCE

9.1 Prior to the commencement of any work under this Agreement, Consultant shall furnish copies of all required endorsements and an original completed Certificate(s) of Insurance to the City, which shall be clearly labeled “*Pflugerville Police Department Parking Expansion Project*” in the Description of Operations block of the Certificate. The original Certificate(s) shall be completed by an agent and signed by a person authorized by that insurer to bind coverage on its behalf. The City will not accept Memorandum of Insurance or Binders as proof of insurance. The original certificate(s) or form must have the agent’s original signature, including the signer’s company affiliation, title and phone number, and be mailed, with copies of all applicable endorsements, directly from the insurer’s authorized representative to the City. The City shall have no duty to pay or perform under this Agreement until such certificate and endorsements have been received and approved by the City. No officer or employee, other than the City Attorney, shall have authority to waive this requirement.

9.2 The City reserves the right to review the insurance requirements of this Article during the effective period of this Agreement and any extension or renewal hereof and to modify insurance coverages and their limits when deemed necessary and prudent by City Attorney based upon changes in statutory law, court decisions, or circumstances surrounding this Agreement. In no instance will City allow modification whereupon City may incur increased risk.

9.3 A Consultant’s financial integrity is of interest to the City; therefore, subject to Consultant’s right to maintain reasonable deductibles in such amounts as are approved by the City, 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, by companies authorized and admitted 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:

City of Pflugerville

### **Insurance Requirements**

Consultant performing work on City property or public right-of-way for the City of Pflugerville shall provide the City a certificate of insurance evidencing the coverage provisions identified herein. Consultant shall provide the City evidence that all subcontractors performing work on the project have the same types and amounts of coverage as required herein or that the subcontractors are included under the contractor’s policy. The City, at its own discretion, may require a certified copy of the policy.

All insurance companies and coverage must be authorized by the Texas Department of Insurance to transact business in the State of Texas and must be acceptable to the City of Pflugerville.

Listed below are the types and amounts of insurance required. The City reserves the right to amend or require additional types and amounts of coverage or provisions depending on the nature of the work.

Type of Insurance	Amount of Insurance	Provisions
Commercial (Public) Liability to include Premises/Operations	General 1,000,000 per occurrence, 2,000,000 general aggregate coverage for: Or	City to be listed as additional insured and provide 30 days' notice of cancellation or material change in coverage
Products/ Completed Operations	2,000,000 combined single coverage limit	
Independent Contractors		City prefers that insurer be rated B+V1 or higher by A.M. Best or A or higher by Standard & Poors
Personal Injury		
Contractual Liability		
Business Auto Liability	1,000,000 combined single limit	City to be provided a waiver of subrogation
Workers' Compensation & Employers Liability	Statutory Limits 1,000,000 each accident	City to be provided a waiver of subrogation
Professional Liability	1,000,000	

Questions regarding this insurance should be directed to the City of Pflugerville (512) 990-6100. A contract will not be issued without evidence of Insurance. City will only accept the ACORD 25 or ISO certificate of insurance forms.

9.4 The City shall be entitled, upon request and without expense, to receive copies of the policies, declaration page and all endorsements thereto as they apply to the limits required by the City, and 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). Consultant shall be required to comply with any such requests and shall submit a copy of the replacement certificate of insurance to City at the address provided below within 10 days of the requested change. Consultant shall pay any costs incurred resulting from said changes.

City of Pflugerville  
Capital Improvement Program  
P.O. Box 589  
Pflugerville, Texas 78691-0589

9.5 Consultant agrees that with respect to the above required insurance, all insurance policies are to contain or be endorsed to contain the following provisions:

- Name the City, its officers, officials, employees, volunteers, and elected representatives as ***additional insured by endorsement under terms satisfactory to the City***, as respects operations and activities of, or on behalf of, the named insured performed under contract with the 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 Pflugerville where the City is an additional insured shown on the policy;
- Workers’ compensation and employers’ liability policies will provide a waiver of subrogation in favor of the 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.

9.6 Within five (5) calendar days of a suspension, 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 Agreement. Failure to provide and to maintain the required insurance shall constitute a material breach of this Agreement.

9.7 In addition to any other remedies the 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, the City shall have the right to order Consultant to stop work hereunder, and/or withhold any payment(s) which become due to Consultant hereunder until Consultant demonstrates compliance with the requirements hereof.

9.8 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 subcontractors’ performance of the work covered under this Agreement.

9.9 It is agreed that, excepting Professional Liability, Consultant’s insurance shall be deemed primary and non-contributory with respect to any insurance or self-insurance carried by the City of Pflugerville for liability arising out of operations under this Agreement.

9.10 It is understood and agreed that the insurance required is in addition to and separate from any other obligation contained in this Agreement.

9.11 Consultant and any of its Subcontractors are responsible for all damage to their own equipment and/or property.

## **X. INDEMNIFICATION**

**10.1 CONSULTANT covenants and agrees to INDEMNIFY and HOLD HARMLESS, the CITY and the elected officials, employees, officers, directors, volunteers and representatives of the 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, or liability for damages caused by or resulting from an act of negligence, intentional tort, intellectual property infringement, or failure to pay a subcontractor or supplier committed by the CONSULTANT or the CONSULTANT’s agent, CONSULTANT under contract, or another entity over which the CONSULTANT exercises control. Such acts may include personal or bodily injury, death and property damage, made upon the CITY directly or indirectly arising out of, resulting from or related to CONSULTANT’S activities under this Agreement, including any negligent or intentional acts or omissions of CONSULTANT, any agent, officer, director, representative, employee,**

**consultant or subcontractor of CONSULTANT, and 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 paragraph shall not apply to any liability resulting from the negligence of CITY, its elected officials, employees, officers, directors, volunteers and representatives, in instances where such negligence causes personal injury, death, or property damage. In no event shall the indemnification obligation extend beyond the date with when the institution of legal or equitable proceedings for the professional negligence would be barred by any applicable statute of repose or statute of limitations.**

10.2 The provisions of this INDEMNITY are solely 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 the CITY in writing within 24 hours of any claim or demand against the CITY or CONSULTANT known to CONSULTANT related to or arising out of CONSULTANT's activities under this AGREEMENT.

**10.3 Duty to Defend – Consultant covenants and agrees to hold a DUTY TO DEFEND the CITY and the elected officials, employees, officers, directors, volunteers and representatives of the CITY, individually and collectively, from and against any and all claims, liens, proceedings, actions or causes of action, other than claims based wholly or partly on the negligence of, fault of, or breach of contract by the CITY, the CITY’S agent, the CITY’S employee or other entity, excluding the CONSULTANT or the CONSULTANT’S agent, employee or sub-consultant, over which the CITY exercises control. CONSULTANT is required under this provision and fully satisfies this provision by naming the CITY and those representatives listed above as additional insured under the CONSULTANT’S general liability insurance policy and providing any defense provided by the policy upon demand by CITY.**

**10.4 CONSULTANT is required to perform services to the City under the standard of care provided for in Texas Local Government Code § 271.904 (d)(1-2).**

10.5 Employee Litigation – In any and all claims against any Party indemnified hereunder by any employee of CONSULTANT, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation herein provided shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for CONSULTANT or any subcontractor under worker’s compensation or other employee benefit acts.

10.6 Force Majeure - City agrees that the CONSULTANT is not responsible for damages arising from any circumstances such as strikes or other labor disputes; severe weather disruptions, natural disasters, fire or other acts of God; riots, war or other emergencies; or failure of any third party governmental agency to act in timely manner not caused or contributed to by CONSULTANT.

## **XI. ASSIGNMENT AND SUBCONTRACTING**

11.1 Consultant shall supply qualified personnel as may be necessary to complete the work to be performed under this Agreement. Persons retained to perform work pursuant to this Agreement shall be the employees or subcontractors of Consultant. Consultant, its employees or its subcontractors shall perform all necessary work.



11.2 It is City's understanding and this Agreement is made in reliance thereon, that Consultant intends to use the following subcontractors in the performance of this Agreement: Raba Kistner Consultants Inc. Any deviation from this subcontractor list, whether in the form of deletions, additions or substitutions shall be approved by City prior to the provision of any services by said subcontractor.

11.3 Any work or services approved for subcontracting hereunder shall be subcontracted only by written contract and, unless specific waiver is granted in writing by the City, shall be subject by its terms to each and every provision of this Agreement. Compliance by subcontractors with this Agreement shall be the responsibility of Consultant. City shall in no event be obligated to any third party, including any subcontractor of Consultant, for performance of services or payment of fees. Any references in this Agreement to an assignee, transferee, or subcontractor, indicate only such an entity as has been approved by the City.

11.4 Except as otherwise stated herein, Consultant may not sell, assign, pledge, transfer or convey any interest in this Agreement, nor delegate the performance of any duties hereunder, by transfer, by subcontracting or any other means, without the consent of the City Council, as evidenced by passage of an ordinance. As a condition of such consent, if such consent is granted, Consultant shall remain liable for completion of the services outlined in this Agreement in the event of default by the successor Consultant, assignee, transferee or subcontractor.

11.5 Any attempt to transfer, pledge or otherwise assign this Agreement without said written approval, shall be void ab initio and shall confer no rights upon any third person. Should Consultant assign, transfer, convey, delegate, or otherwise dispose of any part of all or any part of its right, title or interest in this Agreement, City may, at its option, cancel this Agreement and all rights, titles and interest of Consultant shall thereupon cease and terminate, in accordance with Article VII. Termination, notwithstanding any other remedy available to City under this Agreement. The violation of this provision by Consultant shall in no event release Consultant from any obligation under the terms of this Agreement, nor shall it relieve or release Consultant from the payment of any damages to City, which City sustains as a result of such violation.

## **XII. INDEPENDENT CONTRACTOR**

Consultant covenants and agrees that he or she is an independent contractor and not an officer, agent, servant or employee of City; that Consultant shall have exclusive control of and exclusive right to control the details of the work performed hereunder and all persons performing same, and shall be responsible for the acts and omissions of its officers, agents, employees, contractors, subcontractors and consultants; that the doctrine of respondent superior shall not apply as between City and Consultant, its officers, agents, employees, contractors, subcontractors and consultants, and nothing herein shall be construed as creating the relationship of employer-employee, principal-agent, partners or joint venturers between City and Consultant. The Parties hereto understand and agree that the City shall not be liable for any claims which may be asserted by any third party occurring in connection with the services to be performed by the Consultant under this Agreement and that the Consultant has no authority to bind the City.

### **XIII. CONFLICT OF INTEREST**

13.1 Consultant acknowledges that it is informed that the Charter of the City of Pflugerville and its Ethics Code prohibit a City officer or employee, as those terms are defined in Section 11.06 of the Ethics Code, from having a financial interest in any contract with the City or any City agency such as city owned utilities. An officer or employee has a “prohibited financial interest” in a contract with the City or in the sale to the 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; his parent, child or spouse; a business entity in which the officer or employee, or his parent, child or spouse owns ten (10) percent or more of the voting stock or shares of the business entity, or ten (10) percent or more of the fair market value of the business entity; a business entity in which any individual or entity above listed is a subcontractor on a City contract, a partner or a parent or subsidiary business entity.

13.2 Pursuant to the subsection above, Consultant warrants and certifies, and this Agreement is made in reliance thereon, that it, its officers, employees and agents are neither officers nor employees of the City. Consultant further warrants and certifies that it will comply with the City’s Ethics Code.

13.3 Certificate of Interested Parties (TEC Form 1295). For contracts needing City Council approval, or any subsequent changes thereto requiring City Council approval, the City may not accept or enter into a contract until it has received from the Consultant a completed, signed, and notarized TEC Form 1295 complete with a certificate number assigned by the Texas Ethics Commission (“TEC”), pursuant to Texas Government Code § 2252.908 and the rules promulgated thereunder by the TEC. The Consultant understands that failure to provide said form complete with a certificate number assigned by the TEC may prohibit the City from entering into this Agreement. Pursuant to the rules prescribed by the TEC, the TEC Form 1295 must be completed online through the TEC’s website, assigned a certificate number, printed, signed and notarized, and provided to the City. The TEC Form 1295 must be provided to the City prior to the award of the contract. The City does not have the ability to verify the information included in a TEC Form 1295, and does not have an obligation or undertake responsibility for advising Consultant with respect to the proper completion of the TEC Form 1295.

### **XIV. AMENDMENTS**

Except where the terms of this Agreement expressly provide otherwise, any alterations, additions, or deletions to the terms hereof, shall be effected by amendment, in writing, executed by both City and Consultant, and, if applicable, subject to formal approval by the City Council.

### **XV. SEVERABILITY**

If any clause or provision of this Agreement is held invalid, illegal or unenforceable under present or future federal, state or local laws, including but not limited to the City Charter, City Code, or ordinances of the City of Pflugerville, Texas, then and in that event it is the intention of the Parties hereto that such invalidity, illegality or unenforceability shall not affect any other clause or provision hereof and that the remainder of this Agreement shall be construed as if such invalid, illegal or unenforceable clause or provision was never contained herein; it is also the intention of the Parties hereto that in lieu of each clause or provision of this Agreement that is invalid, illegal, or unenforceable, there be added as a part of the Agreement a clause or provision as similar in terms to such invalid, illegal or unenforceable clause or provision as may be possible, legal, valid and enforceable.

## **XVI. LICENSES/CERTIFICATIONS**

Consultant warrants and certifies that Consultant and any other person designated to provide services hereunder has the requisite training, license and/or certification to provide said services, and meets all competence standards promulgated by all other authoritative bodies, as applicable to the services provided herein.

## **XVII. COMPLIANCE**

Consultant shall provide and perform all services required under this Agreement in compliance with all applicable federal, state and local laws, rules and regulations.

## **XVIII. NONWAIVER OF PERFORMANCE**

Unless otherwise specifically provided for in this Agreement, a waiver by either Party of a breach of any of the terms, conditions, covenants or guarantees of this Agreement shall not be construed or held to be a waiver of any succeeding or preceding breach of the same or any other term, condition, covenant or guarantee herein contained. Further, any failure of either Party to insist in any one or more cases upon the strict performance of any of the covenants of this Agreement, or to exercise any option herein contained, shall in no event be construed as a waiver or relinquishment for the future of such covenant or option. In fact, no waiver, change, modification or discharge by either Party hereto of any provision of this Agreement shall be deemed to have been made or shall be effective unless expressed in writing and signed by the Party to be charged. In case of City, such changes must be approved by the City Council, as described in Article XVI. Amendments. No act or omission by a Party shall in any manner impair or prejudice any right, power, privilege, or remedy available to that Party hereunder or by law or in equity, such rights, powers, privileges, or remedies to be always specifically preserved hereby.

## **XIX. LAW APPLICABLE**

**19.1 THIS AGREEMENT SHALL BE CONSTRUED UNDER AND IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS AND ALL OBLIGATIONS OF THE PARTIES CREATED HEREUNDER ARE PERFORMABLE IN TRAVIS COUNTY, TEXAS.**

19.2 Venue for any legal action or proceeding brought or maintained, directly or indirectly, as a result of this Agreement shall be heard and determined in a court of competent jurisdiction in Travis County, Texas.

## **XX. LEGAL AUTHORITY**

The signer of this Agreement for Consultant represents, warrants, assures and guarantees that he has full legal authority to execute this Agreement on behalf of Consultant and to bind Consultant to all of the terms, conditions, provisions and obligations herein contained.

## XXI. PARTIES BOUND

This Agreement shall be binding on and inure to the benefit of the Parties hereto and their respective heirs, executors, administrators, legal representatives, and successors and assigns, except as otherwise expressly provided for herein.

## XXII. CAPTIONS

The captions contained in this Agreement are for convenience of reference only, and in no way limit or enlarge the terms and/or conditions of this Agreement.

## XXIII. INCORPORATION OF EXHIBITS

Each of the Exhibits listed below is an essential part of the Agreement, which governs the rights and duties of the Parties, and shall be incorporated herein for all purposes:

Attachment "A" - Scope of Services, including Project Description/Scope of Services; Fee Summary for Professional Services and Proposed Project Schedule

## XXIV. ENTIRE AGREEMENT

This Agreement, together with its authorizing ordinance and its exhibits, if any, constitute the final and entire agreement between the Parties hereto and contain all of the terms and conditions agreed upon. No other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind the Parties hereto, unless same be in writing, dated subsequent to the date hereto, and duly executed by the Parties, in accordance with Article XIV. Amendments.

## XXV. MISCELLANEOUS CITY CODE PROVISIONS

**25.1 Representations and Warranties by Consultant.** If Consultant is a corporation, partnership or a limited liability company, Consultant warrants, represents, covenants, and agrees that it is duly organized, validly existing and in good standing under the laws of the state of its incorporation or organization and is duly authorized and in good standing to conduct business in the State of Texas.

**25.2 Franchise Tax Certification.** A corporate or limited liability company Consultant certifies that it is not currently delinquent in the payment of any Franchise Taxes due under Chapter 171 of the *Texas Tax Code*, or that the corporation or limited liability company is exempt from the payment of such taxes, or that the corporation or limited liability company is an out-of-state corporation or limited liability company that is not subject to the Texas Franchise Tax, whichever is applicable.

**25.3 Eligibility Certification.** Consultant certifies that the individual or business entity named in the Agreement is not ineligible to receive payments under the Agreement and acknowledges that the Agreement may be terminated and payment withheld if this certification is inaccurate.

**25.4 Payment of Debt or Delinquency to the State or Political Subdivision of the State.** Pursuant to Chapter 38, *City of Pflugerville Code of Ordinances*, Consultant agrees that any payments owing to Consultant under the Agreement may be applied directly toward any debt

or delinquency that Consultant owes the City of Pflugerville, State of Texas or any political subdivision of the State of Texas regardless of when it arises, until such debt or delinquency is paid in full.

**25.5 Texas Family Code Child Support Certification.** Consultant certifies that they are not delinquent in child support obligations and therefore is not ineligible to receive payments under the Agreement and acknowledges that the Agreement may be terminated and payment may be withheld if this certification is inaccurate.


**25.6 Texas Government Code Mandatory Provision.** The City of Pflugerville may not enter into a contract with a company for goods and services unless the contract contains a written verification from the company that it; (i) does not boycott Israel; and (ii) will not boycott Israel during the term of the contract. (Texas Government Code, Chapter 2271.002) by accepting this rider, the Consultant hereby verifies that it does not boycott Israel, and agrees that, during the term of this agreement, will not boycott Israel as that term is defined in the Texas Government Code, Section 808.001, as amended. Further, the Consultant hereby certifies that it is not a company identified under Texas Government Code, Section 2252.152 as a company engaged in business with Iran, Sudan, or Foreign Terrorist Organization.

**EXECUTED** and **AGREED** to as of the dates indicated below.

**CITY OF  
PFLUGERVILLE**

**HALFF ASSOCIATES, INC.**

\_\_\_\_\_  
(Signature)

  
\_\_\_\_\_  
(Signature)

Printed Name: Sereniah Breland

Printed Name: Dan Franz

Title: City Manager

Title: Director of Public Works

Date: \_\_\_\_\_

Date: 5/13/2022

APPROVED AS TO FORM:

\_\_\_\_\_  
Charles E. Zech  
City Attorney  
DENTON NAVARRO ROCHA BERNAL & ZECH, P.C.

**ATTACHMENT A  
PROPOSED SCOPE OF SERVICES**

**Pflugerville Police Department Parking Expansion  
Pflugerville, Texas**

**PROJECT DESCRIPTION**

The proposed Scope of Services delineates the items that Halff Associates, Inc. (Engineer) will provide the City of Pflugerville (City) for the development of an overall Pflugerville Police Department Parking Lot Expansion including Construction Plans, Specifications, and Estimates (PS&E), and Construction Phase Services. The Pflugerville Police Department parking lot expansion project consists of developing a portion of the adjacent property west of the existing Pflugerville Justice Center facility into a joint access parking facility. The parking lot design is intended to maximize the number of parking spaces based on the available area and achieve a maximum goal of 90 parking spaces. The new parking lot will be connected to the existing Justice Center parking lot with an all-weather roadway and will include detention pond(s) to help mitigate proposed condition runoff. The construction plans will include design for the pavement, drainage, and site plan improvements. Phasing of the parking lot improvements will be investigated to coincide with applicable City funding for construction. The proposed scope is broken down by phases and is expected to include various design services as shown below:

**Scope of Services**

**BASE SERVICES:**

Task 1 – Project Management and Coordination

Task 2 – Data Collection

Task 3 – Design Plans, Project Phasing, and Construction Documents

Task 4 – Permitting

**SECONDARY SERVICES:**

Task 5 – Construction Admin Services

**TECHNICAL STANDARDS AND PROCEDURE ASSUMPTIONS**

- Microstation and/or Geopak computer applications will be used for all design and plan sheets produced on this project, as well as the following:
- City of Pflugerville Engineering Design and Construction Standards and Unified Development Code (UDC)
- Architectural Barriers, Texas Department of Licensing and Regulation (TDLR)
- Americans with Disabilities Act (ADA) Regulations

## SCOPE OF SERVICES

### **Task 1 – PROJECT MANAGEMENT AND COORDINATION**

#### **1.1 Reports and Monthly Invoicing**

For the work performed, Engineer will prepare Monthly Invoices billed as a percentage complete per task and Progress Reports. These Reports will include:

- Tasks completed during the reporting period
- Tasks planned for upcoming periods.
- Issues encountered and recommended actions to address them.
- Overall Project status and development progress, including a tabulation of tasks showing percentage complete, and supporting documentation

#### **1.2 Progress Meetings, Coordination and administration of work products**

- Coordination - Engineer shall designate one Texas Registered Professional Engineer as the Project Manager responsible for Project Management, coordination, and communications.
- Administration - Engineer will manage project activities (including subconsultants), direct the project team/staff, attend up to two (2) progress meetings with City staff, handle deliverables, and keep records of project communications / files.

#### ***TASK 1 Deliverables:***

- Monthly progress reports, invoices, and meeting minutes

### **Task 2 – DATA COLLECTION**

#### **2.1 Surveying**

Subject tract(s): See Exhibit “A” attached hereto

- **Topographic Survey**

Half Associates will perform a topographic survey of a portion of the subject tract(s) outlined on the attached exhibit ( $\pm 2.9$  acres). The following specific services will be provided:

- o Obtain break lines and spot elevations sufficient for 1-foot contour intervals.
- o Obtain line and grade on handicap ramps, crosswalks, and sidewalks.
- o Locate above ground visible improvements.
- o Locate visible utility locations, including ties to above-ground features, such as power poles, valves, and other features (i.e. edges of pavement, curbs and gutter, sidewalks, building corners etc.) either found by our surveyors or located for us by utility companies and/or other agencies.
- o Provide spot elevations at center point of manhole covers and access vaults.
- o Provide invert elevation of manhole and elevation of pipe flowlines (if possible).
- o Provide location, pipe size, (if possible) and invert elevation of existing storm drain structures.
- o Process field collected data for field survey.
- o Perform quality control for survey requirements.
- o Extract spot elevations and break lines into DTM.
- o Extract and prepare triangulated irregular network into DTM.

- o Load 1-foot contour information.
- o Provide a MicroStation cadd file.

Services performed outside the above scope of services will be provided on an hourly basis in accordance with our standard hourly rates if first approved by the City in writing. In order to furnish a lump sum fee, the following assumptions were made:

- o The client will provide any permission or Right of Entry necessary for access on adjoining properties to gather topographic or boundary information that may be required.

## **2.2 Subsurface Utility Engineering (SUE)**

Halff will perform SUE in accordance with ASCE CI/ASCE 38-02 “Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data.” SUE test holes are recommended for the existing water main at the rear of the property and for any potential buried utility service line along the western Justice Center property line. This standard defines the following Quality Levels:

**Quality Level-A:** Precise horizontal and vertical location of utilities obtained by the actual exposure (or verification of previously exposed and surveyed utilities) and subsequent measurement of subsurface utilities, usually at a specific point. Minimally intrusive excavation equipment is typically used to minimize the potential for utility damage. A precise horizontal and vertical location, as well as other utility attributes, is shown on plan documents.

### **2.2.1 Quality Level-A Utility Holes (Vacuum Excavation):**

- Up to (2) test holes will be performed on various utilities at locations specified by The City of Pflugerville/Halff design engineer. Halff will cut up to a 12” square test hole, excavate down to utility, record the depth to top of utility, backfill & compact the hole, and restore the surface to its original condition. An iron rod with cap or “x-cut” will be set to mark the approximate centerline location of the utility. A jackhammer will be utilized for work to be performed in asphalt and concrete areas. This Scope of Services includes all test holes being performed under one (1) mobilization

### **2.2.2 SUE Field Manager / Professional Engineer:**

- A SUE Field Manager will be on-site for a portion of this project for field crew supervision, field quality control, and coordination with on-site personnel. A Professional Engineer will be responsible for QA/QC management of the contract, coordination with the project team, and signing the final deliverable if required.

### **2.2.2 Right-of-Entry:**

- Right-of-Entry is not part of this Scope of Services as work is anticipated within the existing limits of city property. If right-of-entry is required, it will be performed and provided to Halff by The City Engineer/Halff design engineer. Halff will coordinate with property owner(s) once right-of-entry has been obtained

### ***TASK 2 Deliverables:***

- 8.5”x11” Test Hole Data Form for each Test Hole
- CAD files of topographic survey
- CAD reference file of utility locations



### **Task 3 – DESIGN PLANS, PROJECT PHASING, AND CONSTRUCTION DOCUMENTS**

Upon completion of Task 2 and identifying the initial phase of construction, formal design of the initial project phase shall be in accordance with Pflugerville Engineering Design Guidelines. The scope of the project will consist of pavement design and a drainage system with a detention pond. The Task 3 design process will follow a 30/60/90/100 percent staged submittal. The 60 and 90 percent deliverables will require a review of the design plans from the City.

#### **3.1 30% Schematic Design**

- **30% Schematic Design Deliverable**
  - Prepare a 30% Schematic Design of the proposed project layout
    - It is under the city's current assumption no future building structures will be constructed in the proximity of the parking lot expansion project.
  - Provide schematic layout of parking spots for standard vehicles. Number of spots will be determined based on available land as a result of proposed detention facilities and Elevated Storage Tank construction.
    - Maximum goal of achieving 90 parking spaces
  - Prepare a 30% opinion of probable construction cost (OPCC)
  - Attend up to two (2) coordination meetings with city staff to review 30% schematic designs
  - Confirmation of Design will take the place of the 30% schematic design deliverable
  - Attend one Pre-Application Conference (PAC) Meeting with the City of Pflugerville Development Services once 30% schematic design has been confirmed by the City.

#### **3.2 Project Phasing Plan**

Upon confirmation of the 30% Schematic Design, Engineer shall coordinate with the city to prepare a potential project phasing plan for construction of the proposed improvements outlined in the 30% schematic design. Project phased construction plan shall be based on OPCC and available City funding.

#### **3.3 Civil Plans – 60% to 100% Design**

- **Drainage**
  - Drainage design for proposed parking lot (basin area at assumed 85% impervious cover).
  - Detention pond design capable of capturing storm water from proposed parking lot. (detention sized to mitigate 2, 25, and 100-year events)
  - Drainage plans including drainage area maps, drainage calculations, plan/profile of any storm sewer collection systems, and plan/profile of detention pond.
- **Parking Lot Plans**
  - Provide design plans for Phased parking lot identified in Task 3.2
  - Dimension Control Plan and Paving Plan, including connection to the adjacent Justice Center parking lot
  - Grading Plan showing proposed and existing contours to provide for positive drainage with spot elevations.
  - Pavement design will be based on Geotechnical Analysis conducted by Raba Kistner for the Pflugerville Justice Center Parking lot dated Aug 7, 2020.
  - Pavement Marking and Signage Layout
  - Parking plan design and parking spot sizing shall be in accordance with the City Unified Development Code and shall not include any covered parking facilities.

- **Utilities**
  - Design layout of conduits (lighting and other dry utilities, as needed) for proposed parking lot and connection to existing Justice Center Parking lot.
  - Recommendation for light pole foundations
    - Recommendations are based on geotechnical borings produced and recorded in the Geotechnical Report issued by Raba Kistner on May 22, 2020 (Project No. AAA20-031-00).
    - See attached proposal provided by Raba Kistner
  - Formal lighting photometrics, light pole structural design, and permitting with the local power providers are not included in this scope of work.
    - See “Items Excluded from Scope of Services” Section
- **Erosion Control Design**
  - Provide an erosion, sedimentation control and tree protection plan in conjunction with the site and drainage design. This task is for the preparation of design drawings and associated details only
- **City Standard Details and Special Details**
  - Provide city standard and special details for civil related items on the project.
- **Opinion of Probable Construction Cost (OPCC)**
  - Tabulate quantities for estimates and summary sheets
- **General Notes and Specifications**
  - Provide general notes and specifications including special provisions for civil related items as needed.

**3.3** At the 60% & 90% design deliverable stage, submit all plans, details, specifications, OPCCs to the City of Pflugerville Capital Improvements Program (CIP) for review. Attend up to two (2) meetings with City CIP staff for review of deliverables.

**3.4** Address final City of Pflugerville comments and finalize (seal) plans.

***TASK 3 Deliverables: (Submitted to the City of Pflugerville CIP)***

- Confirmation of site design (30%)
- 60% plans (22”x34” plan sheets), bid quantities and OPCCs
- 90% plans (22”x34” plan sheets), details, specifications, bid quantities and OPCCs
- Final 100% plans (22”x34” plan sheets), details, specifications, bid quantities and OPCCs

**Task 4 – PERMITTING**

Engineer shall submit 90% plans, for permitting purposes, to the City of Pflugerville Development Services Department.

**4.1 City of Pflugerville Site Development Permit**

Engineer shall follow all required development permit processes within the City of Pflugerville Development Services. Engineer shall establish a pre-development meeting and provide all documents necessary to secure approvals and permitting. Engineer shall provide the following services:

- Establish and attend one (1) meeting with the City of Pflugerville Development Services as required.
- Respond to one (1) round of comments from Development Services for Design Plan approval.

***TASK 4 Deliverables:***

- 90% plans (22"x34" plan sheets), 90% OPCCs, and all applicable permit documents

## **Task 5 – CONSTRUCTION ADMIN. SERVICES**

### **5.1 Bid Phase**

- Attend pre-bid meeting at City and answer bidder questions
- Provide assistance to the City in responding to questions from contractors and prepare contract addenda as necessary
- Attend bid opening at City
- Bid tabulation, evaluation, and award recommendation

### **5.2 Construction Phase**

- Monthly meetings – Engineer will attend pre-construction meeting, monthly meetings and final walk-through (6 meetings budgeted)
- Submittal Reviews – Review Contractor submittals and shop drawings. Shop drawings will be reviewed for general conformance with the plans and specifications and will include provided stamped concurrence, exceptions, or resubmittal notations to the Contractor. (7 submittals budgeted)
- Requests for Information (RFI)–Respond to Contractor RFI's and provide clarifications, additional information, and additional data to the City as requested
- General coordination for minor drawing revisions as needed. (4 RFI's budgeted)

### **5.3 Construction Materials Testing**

- Construction materials testing services to be performed by Raba Kistner (see attached proposal provided by Raba Kistner Inc.)

## **ITEMS EXCLUDED FROM SCOPE OF SERVICES**

- Boundary Survey
- Tree Survey
- Additional Geotechnical borings
- Design of public and franchised utility adjustments
- Detailed Structural Design
- Design of vertical structures which include:
  - Buildings
  - Parking Lot Canopies
  - Light Poles

- Elevated Storage Tanks
- Fuel Storage Facilities
- Analyzing or simulating water supply networks
- Determination of land usage for future fuel storage facilities
- Design of landscaping, irrigation, or hardscape (enhanced flatwork) facilities
- TDLR registration and RAS review
- Environmental Investigations or Reports
  - Also includes USACE 404 Permitting
- Land or easement acquisition
- Coordination with TCEQ, FEMA, TxDOT, or any other jurisdictional entity not identified in this proposal.
- Conditional Letter of Map Revision (CLOMR) or Letter of Map Revision (LOMR)
- Stormwater Pollution Prevention Plan (SWPPP)
- Water well design or modification
- Formal electrical design/permitting
- Filing fees or permit fees
- Construction: staking, inspection or quality control
- Water/Sewer connections for future buildings in proximity

**ATTACHMENT B****PROPOSED FEE SCHEDULE****Pflugerville Police Department Parking Expansion  
Pflugerville, Texas****HALFF CIVIL FEE**

<b>BASE SERVICES</b>	
Task 1 – Project Management and Coordination	\$ 4,070.00
Task 2 – Data Collection	\$ 10,135.00
Task 3 – Design Plans, Project Phasing, and Construction Documents	\$ 50,960.00
Task 4 – Permitting	\$ 5,210.00
<b>SECONDARY SERVICES</b>	
Task 5 – Construction Admin Services	\$ 26,353.00
<b>TOTAL CIVIL FEE: BASE SERVICES</b>	<b>\$ 70,375.00</b>
<b>TOTAL CIVIL FEE: SECONDARY SERVICES</b>	<b>\$ 26,353.00</b>
<b>TOTAL CIVIL FEE</b>	<b>\$ 96,728.00</b>

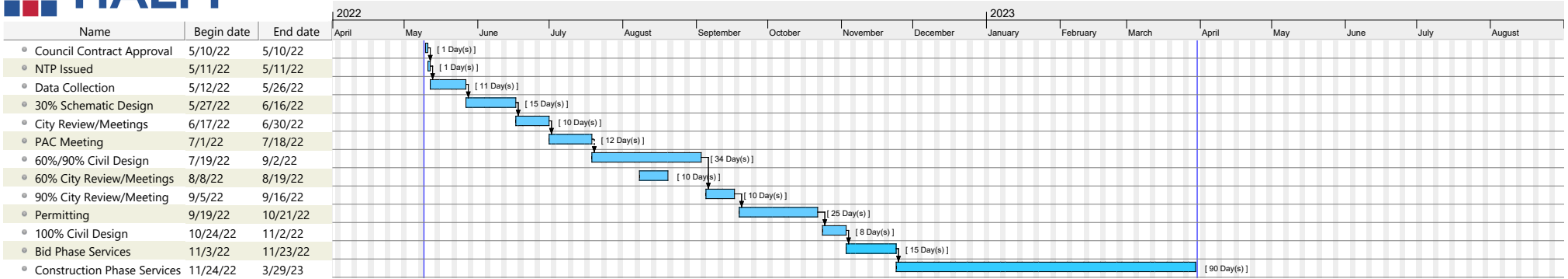
The fees for Tasks 1 through 5 shall be considered on a lump sum basis. Our services will be invoiced monthly based on percentage of work completed. Costs incurred will be carefully monitored during the progress of this project and the fees will not be exceeded without prior approval from the City.

**PROPOSED FEE SCHEDULE- Pflugerville Police Department Parking Expansion**

PROJECT TASK	PROJECT MANAGER	CIVIL ENGINEER, PE	CIVIL ENGINEER, EIT	RPLS PROJECT MANAGER	SR SURVEY/ SUE TECH	SURVEY/ SUE CREW	CADD TECHNICIAN	ARCHITECT	CLERICAL	SUB SERVICES	TOTAL
<b>Base Services</b>											
<i>Task 1: Project Management</i>											
1.1 Reports, and Monthly Invoices	4.0								4.0		\$1,200.00
1.2 Progress Meetings, Coordination and Administration	6.0	8.0									\$2,870.00
Subtotal											<b>\$4,070.00</b>
<i>Task 2: Data Collection</i>											
2.1 Topographic Survey (Half Associates, Inc.)											
Establish Control					2.0	2.0					\$610.00
Topographic Survey	1.0			2.0	12.0	24.0					\$6,395.00
2.2 Subsurface Utility Engineering (Half Associates, Inc.)											\$0.00
Quality Level-A Utility Holes (Vaccum Excavation)					2.0	16.0					\$3,130.00
Subtotal											<b>\$10,135.00</b>
<i>Task 3: Design Plans, Project Phasing, and Construction Documents</i>											
<b>3.1 Confirm Conceptual Design</b>											
30% Schematic Design*	2.0	16.0	48.0				20.0				\$10,910.00
Opinion of Probable Construction Costs*	1.0	4.0	6.0								\$1,675.00
(2) Coordination Meetings with City Staff	4.0	10.0									\$2,800.00
(1) PAC Meeting	1.0	4.0									\$985.00
<b>3.2 Project Phasing</b>	1.0	8.0					2.0				\$1,935.00
<b>3.3 Civil Plans</b>											
Drainage Design*	1.0	16.0	32.0				12.0				\$8,085.00
Parking Lot Plans*	1.0	12.0	32.0				12.0				\$7,325.00
Utilities*	1.0	10.0	16.0				8.0				\$4,725.00
- Light Pole Foundation Recommendation										\$ 800.00	\$800.00
Erosion Control*	0.5	4.0	10.0				6.0				\$2,592.50
City Standard Details and Special Details	1.0	4.0	8.0								\$1,905.00
Opinion of Probable Construction Costs*	1.0	4.0	8.0								\$1,905.00
General Notes and Specifications	1.0	4.0	10.0								\$2,135.00
<b>3.4 60%, 90% City Deliverable Meetings</b>	4.0	4.0									\$1,660.00
<b>3.5 Final Sealed Plans</b>	0.5	2.0	4.0				6.0				\$1,522.50
Subtotal											<b>\$50,960.00</b>
<i>Task 4: Permitting</i>											
Respond to 1 round of comments for site plan approval	2.0	8.0	10.0				22.0				\$5,210.00
<b>TOTAL Base Service Hours &amp; Fee</b>	<b>33.0</b>	<b>118.0</b>	<b>184.0</b>	<b>2.0</b>	<b>16.0</b>	<b>42.0</b>	<b>88.0</b>	<b>0.0</b>	<b>4.0</b>		<b>\$70,375.00</b>
<b>Secondary Services</b>											
<i>Task 5: Construction Admin Services</i>											
<b>5.1 Bid Phase</b>											
	4.0	10.0	4.0								\$3,260.00
<b>5.2 Construction Phase</b>											
Construction Meetings (6 Budgeted)	12.0	18.0	4.0								\$6,580.00
RFI Responses (4 Budgeted)	1.5	6.0	4.0								\$1,937.50
Submittal Reviews (7 Budgeted)	2.5	7.0									\$1,892.50
<b>5.3 Construction Materials Testing (Raba Kistner Inc.)</b>										\$ 12,683.00	\$12,683.00
<i>See attached Proposal from Raba Kistner Inc.</i>											
<b>TOTAL Secondary Service Hours &amp; Fee</b>	<b>20.0</b>	<b>41.0</b>	<b>12.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>		<b>\$26,353.00</b>
<b>TOTAL HOURS</b>	<b>53.0</b>	<b>159.0</b>	<b>196.0</b>	<b>2.0</b>	<b>16.0</b>	<b>42.0</b>	<b>88.0</b>	<b>0.0</b>	<b>4.0</b>		
<b>TOTAL PROJECT FEE</b>											<b>\$96,728.00</b>
<b>HOURLY RATES</b>	\$225	\$190	\$115	\$175	\$125	\$180	\$95	\$207	\$75		

\* Scope item includes effort for QAQC review

# Pflugerville Police Department Parking Expansion



[Delivery by Email: [dFranz@Halff.com](mailto:dFranz@Halff.com); [rhernandez@Halff.com](mailto:rhernandez@Halff.com)]

Proposal No. PAA22-081-00  
April 4, 2022

8100 Cameron Road, Suite B-150  
Austin, TX 78754

P 512.339.1745  
F 512.339.6174  
TBPE Firm F-3257

Mr. Dan Franz  
Halff Associates, Inc.  
9500 Amberglen Boulevard, Bldg. F, Suite 125  
Austin, Texas 78729-1102

[WWW.RKCI.COM](http://WWW.RKCI.COM)

**RE: Proposal for Geotechnical Engineering Study  
Pflugerville Police Department Building Addition and Parking Lot Expansion  
1611 Pfennig Lane  
Pflugerville, Texas**

Dear Mr. Franz:

RABA KISTNER Consultants, Inc. (RKCI) is pleased to submit this proposal for Geotechnical Engineering Services for the above referenced project. Described in this proposal are:

- our proposed scope for engineering evaluation and reporting;
- our tentative project schedule; and
- our lump sum study cost.

### **Project Description**

Under consideration in this study are light pole structures for the Pflugerville Police Department facility located at 1611 Pfennig Lane in Pflugerville, Texas. Since the issuance of our final geotechnical report RKCI Project No. AAA20-031-00 issued May 22, 2020, we understand additional information is need for light pole structures. RKCI will utilize previous borings drilled at the site and provide design parameters for light pole structures. No additional borings will be needed for our analysis.

### **Engineering Deliverable**

RKCI will utilize previous borings drilled at this site. The results of this information, together with the supporting field and laboratory data, will be utilized to establish design parameters for light pole structures. Our original geotechnical report submission will be updated to include this information.

The final report will be produced in a digital PDF and delivered via email.

### **Tentative Project Schedule**

Based on our present workload, we anticipate that we could begin our analysis within 2 to 3 business days of receiving your written authorization. Engineering analyses and preparation of updating our engineering report is expected to take an additional week to complete, for an approximate deliverable within 5 to 7 business days.



Proposal No. PAA22-081-00  
April 4, 2022

**Project Cost**

The total lump sum cost for the study scope outlined herein is **\$800.00**.

It should be noted that our study scope and project cost does not include professional time and travel expenses for participation in design team meetings. Furthermore, our estimate does not include professional time for plan review to determine whether the drawings comply with the intent of the geotechnical recommendations.

**Acceptance**

We appreciate the opportunity of submitting this contract and look forward to working with you in the development of this project, which will be carried out in accordance with this letter and the following attachments:

<u>Attachment</u>	<u>Description</u>
I	Standard Terms and Conditions
II	Schedule of Fees

Please return one signed copy of this letter proposal to provide written authorization for our firm to complete work on the services outlined herein. Our invoices are due and payable upon receipt at P.O. Box 971037, Dallas, Texas 75397-1037.

RKCI considers the data and information contained in this proposal to be proprietary. This statement of qualifications and any information contained herein shall not be disclosed and shall not be duplicated or used in whole or in part of any purpose other than to evaluate this proposal.

Very truly yours,

**RABA KISTNER CONSULTANTS, INC.**

Accepted  
By:

  
Yvonne Garcia Thomas, P.E.  
Vice President

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

YGT: jg  
Attachments I & II  
Copies Submitted: Above (1)

PAD22-076-00  
April 14, 2022

Mr. Dan Franz, P.E.  
Halff Associates, Inc.  
9500 Amberglen Blvd., Bldg. F, Suite 125  
Austin, Texas 78729

**Re: Construction Materials Testing Services  
Pflugerville Police Department – Light Poles and Parking Lot Expansion  
1611 Pfenning Lane  
Pflugerville, Texas 78660**

Dear Mr. Franz :

**RABA KISTNER Consultants, Inc.** (RKCI) is pleased to submit our proposal to provide the construction materials observation and testing services on the project referenced above.

We propose an estimated budget of **\$12,683.00** for testing and observation services for the referenced project. This budget is based on our understanding of the project, an estimate of quantities, and past experience with similar projects. A cost estimate breakdown is presented in the attached spreadsheet. Construction sequencing, delays, and the number of times that the client or their representative requests our services will affect the suggested budget. Services will be provided on a call-out basis for the cost-estimate spreadsheet attached to this proposal. The scope of work includes the observation and testing of the following construction materials:

- Soils laboratory testing, in-place field nuclear density testing,
- Reinforcing steel observations,
- Concrete compressive strength specimen sampling, testing, and reporting,
- Asphalt aggregate sampling and observation.

This proposal may serve as RKCI's work agreement for the referenced project. Please sign this proposal, initial every page of each attachment, fill out the Report Distribution List, and return one signed original to our office as authorization for RKCI to provide these services. If you choose to issue your own purchase order or work agreement, please reference our proposal number.

PAD22-076-00  
April 14, 2022

Thank you for allowing RKCI the opportunity to submit our proposal for the construction materials observation and testing services. We have a fully-equipped AASHTO Accredited laboratory and we look forward to providing these services to you during the construction of this project. If you have any questions concerning our proposal or need any additional information, please call us at (512) 339-1745.

Very truly yours,

**RABA KISTNER CONSULTANTS, INC.**

Approved  
By:



Claudia Olivar, EIT  
Graduate Engineer

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed or Typed Name)

\_\_\_\_\_  
(Title)



Yvonne Garcia Thomas, P.E.  
Vice President

\_\_\_\_\_  
(Company Name)

CO/YGT: am

\_\_\_\_\_  
(Date)

- Attachments: Cost Estimate Breakdown
- Scope of Work
- Report Distribution
- Terms & Conditions

COST ESTIMATE BREAKDOWN				
<b>Project Name:</b>	<b>Pflugerville Police Department - Light Poles and Parking Lot Expansion</b>			
<b>Project Location:</b>	<b>1611 Pfenning Lane, Pflugerville, Texas 78660</b>			
<b>Contact Name:</b>	<b>Mr. Dan Franz, P.E.</b>			
<b>Client:</b>	<b>Halff Associates, Inc</b>			
<b>Address:</b>	<b>9500 Amberglen Blvd., Bldg. F, Suite 125</b>			
<b>City/State /Zip</b>	<b>Austin, TX 78729</b>			
<b>Phone Number:</b>	<b>512-777-4581</b>			
<b>E-Mail:</b>	<a href="mailto:dFranz@Halff.com">dFranz@Halff.com</a> ; <a href="mailto:rHernandez@Halff.com">rHernandez@Halff.com</a>			
TESTING/OBSERVATION ITEM	UNIT COST	UNIT	ESTIMATED QUANTITY	COST EXTENSION
<b>SOILS</b>				
<b>Laboratory Testing</b>				
Moisture Density Relationship, TxDOT or ASTM (Includes Atterberg Limits and Sieve Analysis)	\$445.00	each	2	\$890.00
<b>Field Testing/Observation</b>				
In-Place Nuclear Densities	\$19.00	each	115	\$2,185.00
Materials Technician	\$65.00	hour	45	\$2,925.00
Materials Technician (overtime)	\$97.50	hour	0	\$0.00
Vehicle Travel Charge	\$35.00	trip	13	\$455.00
<b>Subtotal</b>				<b>\$6,455.00</b>
<b>REINFORCING STEEL OBSERVATIONS</b>				
<b>Field Observation/Testing</b>				
Materials Technician	\$65.00	hour	12	\$780.00
Vehicle Travel Charge	\$35.00	trip	4	\$140.00
<b>Subtotal</b>				<b>\$920.00</b>
<b>CONCRETE</b>				
<b>Laboratory Testing</b>				
Concrete Compressive Strength Cylinders	\$23.00	each	20	\$460.00
<b>Field Testing/Observation</b>				
Materials Technician	\$65.00	hour	18	\$1,170.00
Materials Technician (overtime)	\$97.50	hour	0	\$0.00
Vehicle Travel Charge	\$35.00	trip	5	\$175.00
<b>Subtotal</b>				<b>\$1,805.00</b>
<b>ASPHALT</b>				
<b>Laboratory Testing</b>				
Bag Sample (Extraction, Gradation, A/C content, Molding Specimens, Laboratory Density of Molded Specimens, Stability Test, Hveem, Maximum Theoretical Specific Gravity)	\$380.00	each	2	\$760.00
Density of Asphalt Cores	\$90.00	each	4	\$360.00
<b>Field Testing/Observation</b>				
Materials Technician	\$65.00	hour	8	\$520.00
Vehicle Travel Charge	\$35.00	trip	2	\$70.00
<b>Subtotal</b>				<b>\$1,710.00</b>
<b>PROJECT ADMINISTRATION</b>				
Project Coordinator	\$75.00	hour	4	\$300.00
Project Engineer	\$170.00	hour	2	\$340.00
<b>Subtotal</b>				<b>\$640.00</b>
Reporting, Engineer Review, and Report Distribution			10% of total cost	\$1,153.00
<b>GRAND TOTAL</b>				<b>\$12,683.00</b>