



DocuSign City Council Transmittal Coversheet

RFQ	6590-025
File Name	Lake Lewisville Dewatering Improvements Design
Purchasing Contact	Jamie Cogdell
City Council Target Date	August 21, 2018
Contract Value	520,920
Piggy Back Option	No
Contract Expiration	N/A
Ordinance	18-1234

**PROFESSIONAL SERVICES AGREEMENT
FOR ARCHITECT OR ENGINEER
FILE 6590-025**

THIS AGREEMENT is made and entered into on 8/21/2018, by and between the City of Denton, Texas, a Texas municipal corporation, with its principal office at 215 East McKinney Street, Denton, Denton County, Texas 76201, hereinafter called "Owner" and Garver, LLC, with its corporate office at 3010 Gaylord Pkwy, Suite 190, Frisco, Texas 75034 hereinafter called "Design Professional," acting herein, by and through their duly authorized representatives.

In consideration of the covenants and agreements herein contained, the parties hereto do mutually agree as follows:

**SECTION 1
EMPLOYMENT OF DESIGN PROFESSIONAL**

The Owner hereby contracts with the Design Professional, a licensed Texas architect or engineer, as an independent contractor. The Design Professional hereby agrees to perform the services as described herein and in the Proposal, the General Conditions, and other attachments to this Agreement that are referenced in Section 6, in connection with the Project. The Project shall include, without limitation, design and bid phase services for the Lake Lewisville Water Treatment Plant filter backwash and sedimentation basin wash-down residuals dewatering facility.

**SECTION 2
COMPENSATION**

The Owner shall compensate the Design Professional a total not to exceed of **\$520,920** as follows:

2.1 BASIC SERVICES

2.1.1 For Design Services the total compensation shall be \$481,790.

2.1.2 For Bidding Services the total compensation shall be \$39,130.

**SECTION 3
INVOICES**

Invoices shall be sent directly to the City of Denton Accounts Payable Department, 215 E McKinney St, Denton, TX, 76201-4299. A pro-forma invoice shall be sent to the contract administrator as identified in the Notice to Proceed. It is the intention of the City of Denton to make payment on completed orders within thirty days after receipt of invoice or items; whichever is later, unless unusual circumstances arise. **Invoices must be fully documented as to labor, materials, and equipment provided, if applicable, and must reference the City of Denton Purchase Order Number in order to be processed. No payments shall be made on invoices not listing a Purchase Order Number.**

SECTION 4
CONTRACT TERM

The contract term shall become effective from date of award or notice to proceed as determined by the City of Denton Purchasing Department. The contract shall remain effective until completion and acceptance of the design project by an authorized representative of the Owner.

SECTION 5
Certificate of Interested Parties Electronic Filing

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that the City may not enter into this contract unless the Contractor submits a disclosure of interested parties (Form 1295) to the City at the time the Contractor submits the signed contract. The Texas Ethics Commission has adopted rules requiring the business entity to file Form 1295 electronically with the Commission.

Contractor will be required to furnish a Certificate of Interest Parties before the contract is awarded, in accordance with Government Code 2252.908.

The contractor shall:

1. Log onto the State Ethics Commission Website at :
https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm
2. Register utilizing the tutorial provided by the State
3. Print a copy of the completed Form 1295
4. Enter the Certificate Number on page 2 of this contract.
5. Complete and sign the Form 1295
6. Email the form to purchasing@cityofdenton.com with the contract number in the subject line.
(EX: Contract 1234 – Form 1295)

The City must acknowledge the receipt of the filed Form 1295 not later than the 30th day after Council award. Once a Form 1295 is acknowledged, it will be posted to the Texas Ethics Commission's website within seven business days.

SECTION 6
ENTIRE AGREEMENT

This Agreement includes this executed agreement and the following documents all of which are attached hereto and made a part hereof by reference as if fully set forth herein:

- Exhibit 1 - City of Denton General Conditions to Agreement for Architectural or Engineering Services.
- Exhibit 2 - The Design Professional's Proposal
- Exhibit 3 – House Bill 89 – Government Code 2270 Verification Form
- Exhibit 4- Senate Bill 252 – Government Code 2252 Certification Form

The parties agree to transact business electronically. Any statutory requirements that certain terms be in writing will be satisfied using electronic documents and signing. Electronic signing of this document will be deemed an original for all legal purposes.

This Agreement is signed by the parties hereto effective as of the date first above written.

CITY OF DENTON

THIS AGREEMENT HAS BEEN BOTH REVIEWED AND APPROVED as to financial and operational obligations and business terms.

BY: DocuSigned by: Todd Hileman
E776C711BA0D454...
TODD HILEMAN
CITY MANAGER

DocuSigned by: Tim Fisher
Tim Fisher
SIGNATURE PRINTED NAME

Director of water utilities
TITLE
utilities
DEPARTMENT

ATTEST:
JENNIFER WALTERS, CITY SECRETARY

BY: DocuSigned by: Jennifer Walters
C5BFAFC1821946D...

APPROVED AS TO LEGAL FORM:
AARON LEAL, CITY ATTORNEY

BY: DocuSigned by: Mack Peinwand
7F9D328BF0204E5...

DESIGN FIRM

BY: DocuSigned by: Randall G. McIntyre
Firm's Officer Representative
(Signature)

2018-382001

TEXAS ETHICS COMMISSION
CERTIFICATE NUMBER

**CITY OF DENTON
GENERAL CONDITIONS
TO
AGREEMENT FOR ARCHITECTURAL OR ENGINEERING SERVICES**

ARTICLE 1. ARCHITECT OR ENGINEER'S RESPONSIBILITIES

1.1 The Architect or Engineer's services consist of those services for the Project (as defined in the agreement (the "Agreement") and proposal (the "Proposal") to which these General Conditions are attached) performed by the Architect or Engineer (hereinafter called the "Design Professional") or Design Professional's employees and consultants as enumerated in Articles 2 and 3 of these General Conditions as modified by the Agreement and Proposal (the "Services").

1.2 The Design Professional will perform all Services as an independent contractor to the prevailing professional standards consistent with the level of care and skill ordinarily exercised by members of the same profession currently practicing in the same locality under similar conditions, including reasonable, informed judgments and prompt timely actions (the "Degree of Care"). The Services shall be performed as expeditiously as is consistent with the Degree of Care necessary for the orderly progress of the Project. Upon request of the Owner, the Design Professional shall submit for the Owner's approval a schedule for the performance of the Services which may be adjusted as the Project proceeds, and shall include allowances for periods of time required for the Owner's review and for approval of submissions by authorities having jurisdiction over the Project. Time limits established by this schedule and approved by the Owner shall not, except for reasonable cause, be exceeded by the Design Professional or Owner, and any adjustments to this schedule shall be mutually acceptable to both parties.

ARTICLE 2 SCOPE OF BASIC SERVICES

2.1 BASIC SERVICES DEFINED The Design Professional's Basic Services consist of those described in Sections 2.2 through 2.6 of these General Conditions and include without limitation normal structural, civil, mechanical and electrical engineering services and any other engineering services necessary to produce a complete and accurate set of Construction Documents, as described by and required in Section 2.4. The Basic Services may be modified by the Agreement.

2.2 SCHEMATIC DESIGN PHASE

2.2.1 The Design Professional, in consultation with the Owner, shall develop a written program for the Project to ascertain Owner's needs and to establish the requirements for the Project.

2.2.2 The Design Professional shall provide a preliminary evaluation of the Owner's program, construction schedule and construction budget requirements, each in terms of the other, subject to the limitations set forth in Subsection 5.2.1.

2.2.3 The Design Professional shall review with the Owner alternative approaches to design and construction of the Project.

2.2.4 Based on the mutually agreed-upon program, schedule and construction budget requirements, the Design Professional shall prepare, for approval by the Owner, Schematic Design Documents consisting of drawings and other documents illustrating the scale and relationship of Project components. The Schematic Design shall contemplate compliance with all applicable laws, statutes, ordinances, codes and regulations.

2.2.5 The Design Professional shall submit to the Owner a preliminary detailed estimate of Construction Cost based on current area, volume or other unit costs and which indicates the cost of each category of work involved in constructing the Project and establishes an elapsed time factor for the period of time from the commencement to the completion of construction.

2.3 DESIGN DEVELOPMENT PHASE

2.3.1 Based on the approved Schematic Design Documents and any adjustments authorized by the Owner in the program, schedule or construction budget, the Design Professional shall prepare for approval by the Owner, Design Development Documents consisting of drawings and other documents to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, materials and such other elements as may be appropriate, which shall comply with all applicable laws, statutes, ordinances, codes and regulations. Notwithstanding Owner's approval of the documents, Design Professional represents that the Documents and specifications will be sufficient and adequate to fulfill the purposes of the Project.

2.3.2 The Design Professional shall advise the Owner of any adjustments to the preliminary estimate of Construction Cost in a further Detailed Statement as described in Section 2.2.5.

2.4 CONSTRUCTION DOCUMENTS PHASE

2.4.1 Based on the approved Design Development Documents and any further adjustments in the scope or quality of the Project or in the construction budget authorized by the Owner, the Design Professional shall prepare, for approval by the Owner, Construction Documents consisting of Drawings and Specifications setting forth in detail requirements for the construction of the Project, which shall comply with all applicable laws, statutes, ordinances, codes and regulations.

2.4.2 The Design Professional shall assist the Owner in the preparation of the necessary bidding or procurement information, bidding or procurement forms, the Conditions of the contract, and the form of Agreement between the Owner and contractor.

2.4.3 The Design Professional shall advise the Owner of any adjustments to previous preliminary estimates of Construction Cost indicated by changes in requirements or general market conditions.

2.4.4 The Design Professional shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

2.5 CONSTRUCTION CONTRACT PROCUREMENT

2.5.1 The Design Professional, following the Owner's approval of the Construction Documents and of the latest preliminary detailed estimate of Construction Cost, shall assist the Owner in procuring a construction contract for the Project through any procurement method that is legally applicable to the Project including without limitation, the competitive sealed bidding process. Although the Owner will consider the advice of the Design Professional, the award of the construction contract is in the sole discretion of the Owner.

2.5.2 If the construction contract amount for the Project exceeds the total construction cost of the Project as set forth in the approved Detailed Statement of Probable Construction Costs of the Project submitted by the Design Professional, then the Design Professional, at its sole cost and expense, will revise the Construction Documents as may be required by the Owner to reduce or modify the quantity or quality of the work so that the total construction cost of the Project will not exceed the total construction cost set forth in the approved Detailed Statement of Probable Construction Costs.

2.6 CONSTRUCTION PHASE - ADMINISTRATION OF THE CONSTRUCTION CONTRACT

2.6.1 The Design Professional's responsibility to provide Basic Services for the Construction Phase under this Agreement commences with the award of the Contract for Construction and terminates at the issuance to the Owner of the final Certificate for Payment, unless extended under the terms of Subsection 8.3.2.

2.6.2 The Design Professional shall provide detailed administration of the Contract for Construction as set forth below. For design professionals the administration shall also be in accordance with AIA document A201, General Conditions of the Contract for Construction, current as of the date of the Agreement as may be amended by the City of Denton special conditions, unless otherwise provided in the Agreement. For engineers the administration shall also be in accordance with the Standard Specifications for Public Works Construction by the North Central Texas Council of Governments, current as of the date of the Agreement, unless otherwise provided in the Agreement.

2.6.3 Construction Phase duties, responsibilities and limitations of authority of the Design Professional shall not be restricted, modified or extended without written agreement of the Owner and Design Professional.

2.6.4 The Design Professional shall be a representative of and shall advise and consult with the Owner (1) during construction, and (2) at the Owner's direction from time to time during the correction, or warranty period described in the Contract for Construction. The Design Professional shall have authority to act on behalf of the Owner only to the extent provided in the Agreement and these General Conditions, unless otherwise modified by written instrument.

2.6.5 The Design Professional shall observe the construction site at least one time a week, while construction is in progress, and as reasonably necessary while construction is not in progress, to become familiar with the progress and quality of the work completed and to determine if the work is being performed in a manner indicating that the work when completed will be in accordance with the Contract Documents. Design Professional shall provide Owner a written report subsequent to each on-site visit. On the basis of on-site observations the Design Professional shall keep the Owner informed of the progress and quality of the work, and shall exercise the Degree of Care and diligence in discovering and promptly reporting to the Owner any observable defects or deficiencies in the work of Contractor or any subcontractors. The Design Professional represents that he will follow Degree of Care in performing all Services under the Agreement. The Design Professional shall promptly correct any defective designs or specifications furnished by the Design Professional at no cost to the Owner. The Owner's approval, acceptance, use of or payment for all or any part of the Design Professional's Services hereunder or of the Project itself shall in no way alter the Design Professional's obligations or the Owner's rights hereunder.

2.6.6 The Design Professional shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work. The Design Professional shall not be responsible for the Contractor's schedules or failure to carry out the work in accordance with the Contract Documents except insofar as such failure may result from Design Professional's negligent acts or omissions. The Design Professional shall not have control over or charge of acts or omissions of the Contractor, Subcontractors, or their agents or employees, or of any other persons performing portions of the work.

2.6.7 The Design Professional shall at all times have access to the work wherever it is in preparation or progress.

2.6.8 Except as may otherwise be provided in the Contract Documents or when direct communications have been specially authorized, the Owner and Contractor shall communicate through the Design Professional. Communications by and with the Design Professional's consultants shall be through the Design Professional.

2.6.9 Based on the Design Professional's observations at the site of the work and evaluations of the Contractor's Applications for Payment, the Design Professional shall review and certify the amounts due the Contractor.

2.6.10 The Design Professional's certification for payment shall constitute a representation to the Owner, based on the Design Professional's observations at the site as provided in Subsection 2.6.5 and on the data comprising the Contractor's Application for Payment, that the work has progressed to the point indicated and that the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject to minor deviations from the Contract Documents correctable prior to completion and to specific qualifications expressed by the Design Professional. The issuance of a Certificate for Payment shall further constitute a representation that the Contractor is entitled to payment in the amount certified. However, the issuance of a Certificate for Payment shall not be a representation that the Design Professional has (1) reviewed construction means, methods, techniques, sequences or procedures, or (2) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

2.6.11 The Design Professional shall have the responsibility and authority to reject work which does not conform to the Contract Documents. Whenever the Design Professional considers it necessary or advisable for implementation of the intent of the Contract Documents, the Design Professional will have authority to require additional inspection or testing of the work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed. However, neither this authority of the Design Professional nor a decision made in good faith either to exercise or not exercise such authority shall give rise to a duty or responsibility of the Design Professional to the Contractor, Subcontractors, material and equipment suppliers, their agents or employees or other persons performing portions of the work.

2.6.12 The Design Professional shall review and approve or take other appropriate action upon Contractor's submittals such as Shop Drawings, Product Data and Samples for the purpose of (1) determining compliance with applicable laws, statutes, ordinances and codes; and (2) determining whether or not the work, when completed, will be in compliance with the requirements of the Contract Documents. The Design Professional shall act with such reasonable promptness to cause no delay in the work or in the construction of the Owner or of separate contractors, while allowing sufficient time in the Design Professional's professional judgment to permit adequate review. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities or for substantiating instructions for installation or performance of equipment or systems designed by the Contractor, all of which remain the responsibility of the Contractor to the extent required by the Contract Documents. The Design Professional's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the Design Professional, of construction means, methods, techniques, sequences or procedures. The Design Professional's approval of a specific item shall not indicate approval of an assembly of which the item is a component. When professional certification of performance characteristics of materials, systems or equipment is required by the Contract Documents, the Design Professional shall be entitled to rely upon such certification to establish that the materials, systems or equipment will meet the performance criteria required by the Contract Documents.

2.6.13 The Design Professional shall prepare Change Orders and Construction Change Directives, with supporting documentation and data if deemed necessary by the Design Professional as provided in Subsections 3.1.1 and 3.3.3, for the Owner's approval and execution in accordance with the Contract Documents, and may authorize minor changes in the work not involving an adjustment in the Contract Sum or an extension of the Contract Time which are not inconsistent with the intent of the Contract Documents.

2.6.14 On behalf of the Owner, the Design Professional shall conduct inspections to determine the dates of Substantial Completion and Final Completion, and if requested by the Owner shall issue Certificates of Substantial and Final Completion. The Design Professional will receive and review written guarantees and related documents required by the Contract for Construction to be assembled by the Contractor and shall issue a final certificate for Payment upon compliance with the requirements of the Contract Documents.

2.6.15 The Design Professional shall interpret and provide recommendations on matters concerning performance of the Owner and Contractor under the requirements of the Contract Documents on written request of either the Owner or Contractor. The Design Professional's response to such requests shall be made with reasonable promptness and within any time limits agreed upon.

2.6.16 Interpretations and decisions of the Design Professional shall be consistent with the intent of and reasonably inferable from the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and initial decisions, the Design Professional shall endeavor to secure faithful performance by both Owner and Contractor, and shall not be liable for results or interpretations or decisions so rendered in good faith in accordance with all the provisions of this Agreement and in the absence of negligence.

2.6.17 The Design Professional shall render written decisions within a reasonable time on all claims, disputes or other matters in question between the Owner and Contractor relating to the execution or progress of the work as provided in the Contract Documents.

2.6.18 The Design Professional (1) shall render services under the Agreement in accordance with the Degree of Care; (2) will reimburse the Owner for all damages caused by the defective designs the Design Professional prepares; and (3) by acknowledging payment by the Owner of any fees due, shall not be released from any rights the Owner may have under the Agreement or diminish any of the Design Professional's obligations thereunder.

2.6.19 The Design Professional shall provide the Owner with four sets of reproducible prints showing all significant changes to the Construction Documents during the Construction Phase.

ARTICLE 3 ADDITIONAL SERVICES

3.1 GENERAL

3.1.1 The services described in this Article 3 are not included in Basic Services unless so identified in the Agreement or Proposal, and they shall be paid for by the Owner as provided in the Agreement, in addition to the compensation for Basic Services. The services described under Sections 3.2 and 3.4 shall only be provided if authorized or confirmed in writing by the Owner. If services described under Contingent Additional Services in Section 3.3 are required due to circumstances beyond the Design Professional's control, the Design Professional shall notify the Owner in writing and shall not commence such additional services until it receives written approval from the Owner to proceed. If the Owner indicates in writing that all or part of such Contingent Additional Services are not required, the Design Professional shall have no obligation to provide those services. Owner will be responsible for compensating the Design Professional for Contingent Additional Services only if they are not required due to the negligence or fault of Design Professional.

3.2 PROJECT REPRESENTATION BEYOND BASIC SERVICES

3.2.1 If more extensive representation at the site than is described in Subsection 2.6.5 is required, the Design Professional shall provide one or more Project Representatives to assist in carrying out such additional on-site responsibilities.

3.2.2 Project Representatives shall be selected, employed and directed by the Design Professional, and the Design Professional shall be compensated therefor as agreed by the Owner and Design Professional.

3.3 CONTINGENT ADDITIONAL SERVICES

3.3.1 Making material revisions in Drawings, Specifications or other documents when such revisions are:

1. inconsistent with approvals or instructions previously given by the Owner, including revisions made necessary by adjustments in the Owner's program or Project budget;
2. required by the enactment or revision of codes, laws or regulations subsequent to the preparation of such documents, or
3. due to changes required as a result of the Owner's failure to render decision in a timely manner.

3.3.2 Providing services required because of significant changes in the Project including, but not limited to, size, quality, complexity, or the Owner's schedule, except for services required under Subsection 2.5.2.

3.3.3 Preparing Drawings, Specifications and other documentation and supporting data, and providing other services in connection with Change Orders and Construction Change Directives.

3.3.4 Providing consultation concerning replacement of work damaged by fire or other cause during construction, and furnishing services required in connection with the replacement of such work.

3.3.5 Providing services made necessary by the default of the Contractor, by major defects or deficiencies in the work of the Contractor, or by failure of performance of either the Owner or Contractor under the Contract for Construction.

3.3.6 Providing services in evaluating an extensive number of claims submitted by the Contractor or others in connection with the work.

3.3.7 Providing services in connection with a public hearing, arbitration proceeding or legal proceeding except where the Design Professional is party thereto.

3.3.8 Providing services in addition to those required by Article 2 for preparing documents for alternate, separate or sequential bids or providing services in connection with bidding or construction prior to the completion of the Construction Documents Phase.

3.3.9 Notwithstanding anything contained in the Agreement, Proposal or these General Conditions to the contrary, all services described in this Article 3 that are caused or necessitated in whole or in part due to the negligent act or omission of the Design Professional shall be performed by the Design Professional as a part of the Basic Services under the Agreement with no additional compensation above and beyond the compensation due the Design Professional for the Basic Services. The intervening or concurrent negligence of the Owner shall not limit the Design Professional's obligations under this Subsection 3.3.9.

3.4 OPTIONAL ADDITIONAL SERVICES

3.4.1 Providing financial feasibility or other special studies.

3.4.2 Providing planning surveys, site evaluations or comparative studies of prospective sites.

3.4.3 Providing special surveys, environmental studies and submissions required for approvals of governmental authorities or others having jurisdiction over the Project.

3.4.4 Providing services relative to future facilities, systems and equipment.

3.4.5 Providing services to investigate existing conditions or facilities or to make measured drawings thereof.

3.4.6 Providing services to verify the accuracy of drawings or other information furnished by the Owner.

3.4.7 Providing coordination of construction performed by separate contractors or by the Owner's own forces and coordination of services required in connection with construction performed and equipment supplied by the Owner.

3.4.8 Providing detailed quantity surveys or inventories of material, equipment and labor.

3.4.9 Providing analyses of operating and maintenance costs.

3.4.10 Making investigations, inventories of materials or equipment, or valuations and detailed appraisals of existing facilities.

3.4.12 Providing assistance in the utilization of equipment or systems such as testing, adjusting and balancing, preparation of operation and maintenance manuals, training personnel for operation and maintenance and consultation during operation.

3.4.13 Providing interior design and similar services required for or in connection with the selection, procurement or installation of furniture, furnishings and related equipment.

3.4.14 Providing services other than as provided in Section 2.6.4, after issuance to the Owner of the final Certificate for Payment and expiration of the Warranty period of the Contract for Construction.

3.4.15 Providing services of consultants for other than architectural, civil, structural, mechanical and electrical engineering portions of the Project provided as a part of Basic Services.

3.4.16 Providing any other services not otherwise included in this Agreement or not customarily furnished in accordance with generally accepted architectural practice.

3.4.17 Preparing a set of reproducible record drawings in addition to those required by Subsection 2.6.19, showing significant changes in the work made during construction based on marked-up prints, drawings and other data furnished by the Contractor to the Design Professional.

3.4.18 Notwithstanding anything contained in the Agreement, Proposal or these General Conditions to the contrary, all services described in this Article 3 that are caused or necessitated in whole or in part due to the negligent act or omission of the Design Professional shall be performed by the Design Professional as a part of the Basic Services under the Agreement with no additional compensation above and beyond the compensation due the Design Professional for the Basic Services. The intervening or concurrent negligence of the Owner shall not limit the Design Professional's obligations under this Subsection 3.4.18.

ARTICLE 4 OWNER'S RESPONSIBILITIES

4.1 The Owner shall consult with the Design Professional regarding requirements for the Project, including (1) the Owner's objectives, (2) schedule and design constraints and criteria, including space requirements and relationships, flexibility, expendability, special equipment, systems and site requirements, as more specifically described in Subsection 2.2.1.

4.2 The Owner shall establish and update an overall budget for the Project, including the Construction Cost, the Owner's other costs and reasonable contingencies related to all of these costs.

4.3 If requested by the Design Professional, the Owner shall furnish evidence that financial arrangements have been made to fulfill the Owner's obligations under this Agreement.

4.4 The Owner shall designate a representative authorized to act on the Owner's behalf with respect to the Project. The Owner or such authorized representative shall render decisions in a timely manner pertaining to documents submitted by the Design Professional in order to avoid unreasonable delay in the orderly and sequential progress of the Design Professional's services.

4.5 Where applicable, the Owner shall furnish surveys describing physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and

structures; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and necessary data pertaining to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a project benchmark.

4.6 Where applicable, the Owner shall furnish the services of geotechnical engineers when such services are requested by the Design Professional. Such services may include but are not limited to test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, ground corrosion and resistivity tests, including necessary operations for anticipating sub-soil conditions, with reports and appropriate professional recommendations.

4.6.1 The Owner shall furnish the services of other consultants when such services are reasonably required by the scope of the Project and are requested by the Design Professional and are not retained by the Design Professional as part of its Basic Services or Additional Services.

4.7 When not a part of the Additional Services, the Owner shall furnish structural, mechanical, chemical, air and water pollution tests, tests of hazardous materials, and other laboratory and environmental tests, inspections and reports required by law or the Contract Documents.

4.8 The Owner shall furnish all legal, accounting and insurance counseling services as may be necessary at any time for the Project, including auditing services the Owner may require to verify the Contractor's Applications for Payment or to ascertain how or for what purposes the Contractor has used the money paid by or on behalf of the Owner.

4.9 The services, information, surveys and reports required by Owner under Sections 4.5 through 4.8 shall be furnished at the Owner's expense, and the Design Professional shall be entitled to rely upon the accuracy and completeness thereof in the absence of any negligence on the part of the Design Professional.

4.10 The Owner shall give prompt written notice to the Design Professional if the Owner becomes aware of any fault or defect in the Project or nonconformance with the Contract Documents.

4.11 Design Professional shall propose language for certificates or certifications to be requested of the Design Professional or Design Professional's consultants and shall submit such to the Owner for review and approval at least fourteen (14) days prior to execution. The Owner agrees not to request certifications that would require knowledge or services beyond the scope of the Agreement.

ARTICLE 5 CONSTRUCTION COST

5.1 CONSTRUCTION COST DEFINED

5.1.1 The Construction Cost shall be the total cost or estimated cost to the Owner of all elements of the Project designed or specified by the Design Professional.

5.1.2 The Construction Cost shall include the cost at current market rates of labor and materials furnished by the Owner and equipment designed, specified, selected or specially provided for by the Design Professional, plus a reasonable allowance for the Contractor's overhead and profit. In addition, a reasonable allowance for contingencies shall be included for market conditions at the time of bidding and for changes in the work during construction.

5.1.3 Construction Cost does not include the compensation of the Design Professional and Design Professional's consultants, the costs of the land, rights-of-way, financing or other costs which are the responsibility of the Owner as provided in Article 4.

5.2 RESPONSIBILITY FOR CONSTRUCTION COST

5.2.1 Evaluations of the Owner's Project budget, preliminary estimates of Construction Cost and detailed estimates of Construction Cost prepared by the Design Professional represent the Design Professional's best judgment as a design professional familiar with the construction industry. It is recognized, however, that neither the Design Professional nor the Owner has control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding or market conditions. Accordingly, the Design Professional cannot and does not warrant or represent that bids or cost proposals will not vary from the Owner's Project budget or from any estimate of Construction Cost or evaluation prepared or agreed to by the Design Professional.

5.2.2 No fixed limit of Construction Cost shall be established as a condition of the Agreement by the furnishing, proposal or establishment of a Project budget, unless such fixed limit has been agreed upon in writing and signed by the parties thereto. If such a fixed limit has been established, the Design Professional shall be permitted to include contingencies for design, bidding and price escalation, to determine what materials, equipment, component systems and types of construction are to be included in the Contract Documents, to make reasonable adjustments in the scope of the Project and to include in the Contract Documents alternate bids to adjust the Construction Cost to the fixed limit. Fixed limits, if any, shall be increased in the amount of an increase in the Contract Sum occurring after execution of the Contract for Construction.

5.2.3 If the Procurement Phase has not commenced within 90 days after the Design Professional submits the Construction Documents to the Owner, any Project budget or fixed limit of Construction Cost shall be adjusted to reflect changes in the general level of prices in the construction industry between the date of submission of the Construction Documents to the Owner and the date on which proposals are sought.

ARTICLE 6 OWNERSHIP AND USE OF DOCUMENTS

6.1 The Drawings, Specifications and other documents prepared by the Design Professional for this Project are instruments of the Design Professional's service and shall become the property of the Owner upon termination or completion of the Agreement. The Design Professional is entitled to retain copies of all such documents. Such documents are intended only be applicable to this Project, and Owner's use of such documents in other projects shall be at Owner's sole risk and expense. In the event the Owner uses any of the information or materials developed pursuant to the Agreement in another project or for other purposes than are specified in the Agreement, the Design Professional is released from any and all liability relating to their use in that project

6.2 Submission or distribution of documents to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the Design Professional's reserved rights.

ARTICLE 7 TERMINATION, SUSPENSION OR ABANDONMENT

7.1 The Design Professional may terminate the Agreement upon not less than thirty days written notice should the Owner fail substantially to perform in accordance with the terms of the Agreement through no fault of the Design Professional. Owner may terminate the Agreement or any phase thereof with or without cause upon thirty (30) days prior written notice to the Design Professional. All work and labor being performed under the Agreement shall cease immediately upon Design Professional's receipt of such notice. Before the end of the thirty (30) day period, Design Professional shall invoice the Owner for all work it satisfactorily performed prior to the receipt of such notice. No amount shall be due for lost or anticipated profits. All plans, field surveys, and other data related to the Project shall become property of the Owner upon termination of the Agreement and shall be promptly delivered to the Owner in a reasonably organized form. Should Owner subsequently contract with a new Design Professional for continuation of services on the Project, Design Professional shall cooperate in providing information.

7.2 If the Project is suspended by the Owner for more than 30 consecutive days, the Design Professional shall be compensated for services satisfactorily performed prior to notice of such suspension. When the Project is resumed, the Design Professional's compensation shall be equitably adjusted to provide for expenses incurred in the interruption and resumption of the Design Professional's services.

7.3 The Agreement may be terminated by the Owner upon not less than seven days written notice to the Design Professional in the event that the Project is permanently abandoned. If the Project is abandoned by the Owner for more than 90 consecutive days, the Design Professional or the Owner may terminate the Agreement by giving written notice.

7.4 Failure of the Owner to make payments to the Design Professional for work satisfactorily completed in accordance with the Agreement shall be considered substantial non-performance and cause for termination.

7.5 If the Owner fails to make payment to Design Professional within thirty (30) days of receipt of a statement for services properly and satisfactorily performed, the Design Professional may, upon seven days written notice to the Owner, suspend performance of services under the Agreement.

7.6 In the event of termination not the fault of the Design Professional, the Design Professional shall be compensated for services properly and satisfactorily performed prior to termination.

ARTICLE 8 PAYMENTS TO THE DESIGN PROFESSIONAL

8.1 DIRECT PERSONNEL EXPENSE

8.1.1 Direct Personnel Expense is defined as the direct salaries of the Design Professional's personnel engaged on the Project and the portion of the cost of their mandatory and customary contributions and benefits related thereto, such as employment taxes and other statutory employee benefits, insurance, sick leave, holidays, vacations, pensions and similar contributions and benefits.

8.2 REIMBURSABLE EXPENSES

8.2.1 Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Design Professional and Design Professional's employees and consultants in the interest of the Project, as identified in the following Clauses.

8.2.1.1 Expense of transportation in connection with the Project; expenses in connection with authorized out-of-town travel; long-distance communications; and fees paid for securing approval of authorities having jurisdiction over the Project.

8.2.1.2 Expense of reproductions (except the reproduction of the sets of documents referenced in Subsection 2.6.19), postage and handling of Drawings, Specifications and other documents.

8.2.1.3 If authorized in advance by the Owner, expense of overtime work requiring higher than regular rates.

8.2.1.4 Expense of renderings, models and mock-ups requested by the Owner.

8.2.1.5 Expense of computer-aided design and drafting equipment time when used in connection with the Project.

8.2.1.6 Other expenses that are approved in advance in writing by the Owner.

8.3 PAYMENTS ON ACCOUNT OF BASIC SERVICES

8.3.1 Payments for Basic Services shall be made monthly and, where applicable, shall be in proportion to services performed within each phase of service, on the basis set forth in Section 2 of the Agreement and the schedule of work.

8.3.2 If and to the extent that the time initially established in the Agreement is exceeded or extended through no fault of the Design Professional, compensation for any services rendered during the additional period of time shall be computed in the manner set forth in Section 2 of the Agreement.

8.3.3 When compensation is based on a percentage of Construction Cost and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions, in accordance with the schedule set forth in Section 2 of the Agreement based on (1) the lowest bona fide bid or (2) if no such bid or proposal is received, the most recent preliminary estimate of Construction Cost or detailed estimate of Construction Cost for such portions of the Project.

8.4 PAYMENTS ON ACCOUNT OF ADDITIONAL SERVICES

8.4.1 Payments on account of the Design Professional's Additional Services and for Reimbursable Expenses shall be made monthly within 30 days after the presentation to the Owner of the Design Professional's statement of services rendered or expenses incurred.

8.5 PAYMENTS WITHHELD No deductions shall be made from the Design Professional's compensation on account of penalty, damages or other sums withheld from payments to contractors, or on account of the cost of changes in the work other than those for which the Design Professional is responsible.

8.6 DESIGN PROFESSIONAL'S ACCOUNTING RECORDS Design Professional shall make available to Owner or Owner's authorized representative records of Reimbursable Expenses and expenses pertaining to Additional Services and services performed on the basis of a multiple of Direct Personnel Expense for inspection and

copying during regular business hours for three years after the date of the final Certificate of Payment, or until any litigation related to the Project is final, whichever date is later.

ARTICLE 9 INDEMNITY

9.1 The Design Professional shall indemnify and save and hold harmless the Owner and its officers, agents, and employees from and against any and all liability, claims, demands, damages, losses, and expenses, including, but not limited to court costs and reasonable attorney fees incurred by the Owner, and including, without limitation, damages for bodily and personal injury, death and property damage, resulting from the negligent acts or omissions of the Design Professional or its officers, shareholders, agents, or employees in the performance of the Agreement.

9.2 Nothing herein shall be construed to create a liability to any person who is not a party to the Agreement, and nothing herein shall waive any of the parties' defenses, both at law or equity, to any claim, cause of action, or litigation filed by anyone not a party to the Agreement, including the defense of governmental immunity, which defenses are hereby expressly reserved.

ARTICLE 10 INSURANCE During the performance of the Services under the Agreement, Design Professional shall maintain the following insurance with an insurance company licensed or authorized to do business in the State of Texas by the State Insurance Commission or any successor agency that has a rating with Best Rate Carriers of at least an A- or above:

10.1 Comprehensive General Liability Insurance with bodily injury limits of not less than \$1,000,000 for each occurrence and not less than \$2,000,000 in the aggregate, and with property damage limits of not less than \$100,000 for each occurrence and not less than \$250,000 in the aggregate.

10.2 Automobile Liability Insurance with bodily injury limits of not less than \$500,000 for each person and not less than \$500,000 for each accident, and with property damage limits of not less than \$100,000 for each accident.

10.3 Worker's Compensation Insurance in accordance with statutory requirements, and Employers' Liability Insurance with limits of not less than \$100,000 for each accident including occupational disease.

10.4 Professional Liability Insurance with limits of not less than \$1,000,000 annual aggregate.

10.5 The Design Professional shall furnish insurance certificates or insurance policies to the Owner evidencing insurance in compliance with this Article 10 at the time of the execution of the Agreement. The General Liability and Automobile Liability insurance policies shall name the Owner as an additional insured, the Workers' Compensation policy shall contain a waiver of subrogation in favor of the Owner, and each policy shall contain a provision that such insurance shall not be canceled or modified without thirty (30) days' prior written notice to Owner and Design Professional. In such event, the Design Professional shall, prior to the effective date of the change or cancellation, furnish Owner with substitute certificates of insurance meeting the requirements of this Article 10.

ARTICLE 11 MISCELLANEOUS PROVISIONS

11.1 The Agreement shall be governed by the laws of the State of Texas. Venue of any suit or cause of action under the Agreement shall lie exclusively in Denton County, Texas.

11.2 The Owner and Design Professional, respectively, bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. The Design Professional shall not assign its interests in the Agreement without the written consent of the Owner.

11.3 The term Agreement as used herein includes the executed Agreement, the Proposal, these General Conditions and other attachments referenced in Section 3 of the Agreement which together represent the entire and integrated agreement between the Owner and Design Professional and supersedes all prior negotiations, representations or agreements, either written or oral. The Agreement may be amended only by written instrument signed by both Owner and Design Professional. When interpreting the Agreement the executed Agreement, Proposal, these General Conditions and the other attachments referenced in Section 3 of the Agreement shall to the extent that is reasonably possible be read so as to harmonize the provisions. However, should the provisions of these documents be in conflict so that they can not be reasonably harmonized, such documents shall be given priority in the following order:

1. The executed Agreement
2. Attachments referenced in Section 3 of the Agreement other than the Proposal
3. These General Provisions
4. The Proposal

11.4 Nothing contained in the Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Design Professional.

11.5 Upon receipt of prior written approval of Owner, the Design Professional shall have the right to include representations of the design of the Project, including photographs of the exterior and interior, among the Design Professional's promotional and professional materials. The Design Professional's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Design Professional in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Design Professional on the construction sign and in the promotional materials for the Project.

11.6 Approval by the Owner shall not constitute, nor be deemed a release of the responsibility and liability of the Design Professional, its employees, associates, agents, subcontractors, and subconsultants for the accuracy and competency of their designs or other work; nor shall such approval be deemed to be an assumption of such responsibility by the Owner for any defect in the design or other work prepared by the Design Professional, its employees, subcontractors, agents, and consultants.

11.7 All notices, communications, and reports required or permitted under the Agreement shall be personally delivered or mailed to the respective parties by depositing same in the United States mail to the address shown below signature block on the Agreement, certified mail, return receipt requested, unless otherwise specified herein. All notices shall be deemed effective upon receipt by the party to whom such notice is given, or within three (3) days after mailing.

11.8 If any provision of the Agreement is found or deemed by a court of competent jurisdiction to be invalid or unenforceable, it shall be considered severable from the remainder of the Agreement and shall not cause the remainder to be invalid or unenforceable. In such event, the parties shall reform the Agreement to replace such stricken provision with a valid and enforceable provision which comes as close as possible to expressing the intention of the stricken provision.

11.9 The Design Professional shall comply with all federal, state, and local laws, rules, regulations, and ordinances applicable to the work covered hereunder as they may now read or hereinafter be amended during the term of this Agreement.

11.10 In performing the Services required hereunder, the Design Professional shall not discriminate against any person on the basis of race, color, religion, sex, national origin or ancestry, age, or physical handicap.

11.11 The captions of the Agreement are for informational purposes only, and shall not in any way affect the substantive terms or conditions of the Agreement.

City of Denton Lake Lewisville WTP Dewatering Improvements

FEE SUMMARY

Engineering Services	Estimated Fees
Design Services	\$481,790.00
Bidding Services	\$39,130.00
Total Proposed Contract Amount	\$520,920.00

City of Denton
Lake Lewisville WTP Dewatering Improvements

DETAILED DESIGN

WORK TASK DESCRIPTION	E-6	E-5	E-4	E-2	E-1	X-2	T-2
	hours						
I Project Management							
Kickoff Meeting	8				16		
Monthly Invoicing and Progress Reports					18	18	
Quality Assurance/Quality Control	8						
Subtotal - Project Management	16	0	0	0	34	18	0
II Preliminary Design							
Process Design	16		80	120			240
Site Civil Design	8		40	56			16
Electrical Design	8		40	56	16		24
I&C Design	8		100		20		16
Security Improvements			24		24		
Structural Design		80			20		32
Geotechnical Coordination		4			8		
OPCC		8	8	16	8		
Deliverable			8	24		80	16
Workshop	8		8	16			
Subtotal - Preliminary Design	48	92	308	288	96	80	344
III 60% and 90% Design							
Process Design	48		120	300			180
Site Civil Design	16		16	40			24
Electrical Design	16		80		80		40
I&C Design	16		120		80		32
Security Improvements	4		40		40		
Structural Design		120		24			60
Specifications	40		20	120	60		
OPCC (60 and 90)	4		16	40			
Deliverable (60 and 90)			24	40			48
Workshop (60 and 90)	32		32	16	40		
QA/QC Review	40		60		40		
TCEQ Submittal			4	16			2
Subtotal - 60 and 90% Design	216	120	532	596	340	0	386
V 100% Design							
Design Drawings Comments / Revisions / Producti	2	8	8	40			8
Specifications Comments / Revisions / Production	2	8	8	40		24	8
Opinion of Probable Construction Cost	2	8	8	8	12		
Subtotal - 100% Design	6	24	24	88	12	24	16

Total Hours 286 236 864 972 482 122 746

SUBTOTAL - ENGINEERING SERVICES: \$461,790.00

SUBTOTAL - DIRECT NON-LABOR EXPENSES: \$9,000.00

SUBCONSULTANTS FEE: (SURVEY + GEOTECH) \$11,000.00

TOTAL FEE: \$481,790.00

**City of Denton
Lake Lewisville WTP Dewatering Improvements**

BIDDING SERVICES ESTIMATE

WORK TASK DESCRIPTION	E-6	E-4	E-3	E-2	T-3	T-1
	hours					
1. Bidding Services						
Advertisement		2				
Dispense plans and specs to prospective bidders				12	12	
Addendums/Inquiries		24		40	60	
Pre-bid meeting	6			6		
Bid opening		4				
Prepare bid tabulation		2		4		
Evaluate bids and recommend award		4		4		
Prepare conformed documents		4		30		40
Prepare construction contracts		8		16		32
Subtotal - Bidding Services	6	48	0	112	72	72

SUBTOTAL - BIDDING: \$37,630.00

SUBTOTAL - DIRECT NON-LABOR EXPENSES: \$1,500.00

TOTAL FEE: \$39,130.00

**SCOPE OF SERVICES
CITY OF DENTON
LAKE LEWISVILLE WATER TREATMENT PLANT DEWATERING IMPROVEMENTS**

General

The scope of services for the City of Denton Lake Lewisville Water Treatment Plant (LLWTP) Dewatering Improvements generally includes new facilities and equipment necessary for dewatering of residual solids generated from filter backwash and sedimentation basin blowdown/washdown. The engineering services include detailed design and construction services for installation of a gravity thickener, pump station, two mechanical dewatering units, residuals conveyor, polymer systems, and a residual solids dewatering building. Minor improvements to existing infrastructure such as isolation valving and drainage improvements will also be included in the design. The design will evaluate the potential for continued use of existing vertical turbine pumps in the Washwater Recovery Basin with increased flows from the dewatering facility. The design of the dewatering facility will contain accommodations for future expansion. The design package will also define construction sequencing requirements for maintenance of dewatering operations during construction.

1. Dewatering Improvements Design

Design of the dewatering improvements includes the following:

1. Provide isolation valving on washwater recovery basin feed line downstream of MH 6.
2. Provide drainage improvements from adjacent parking lot to existing lagoon.
3. Replace and provide automation of valving for sedimentation basin blowdown/washdown to the equalization basin.
4. Provide piping from the existing equalization basin submersible pumps to the gravity thickener.
5. Provide a gravity thickener with a solids collection mechanism intended to store and thicken solids prior to mechanical dewatering.
6. Provide a new variable speed positive displacement pump station for conveying thickened solids to mechanical dewatering units, and for recirculating filtrate from the mechanical dewatering unit to the existing Washwater Recovery Basin.
7. Provide two mechanical dewatering units within a new dewatering building to dewater residual solids. The design will include polymer storage, feed equipment, and extension of existing plant water system as required for equipment systems, facility cleaning, and gravity thickener cleaning.
8. Provide dewatered sludge conveyance equipment to transfer sludge from the belt filter press discharge to dumpster or truck loading area.
9. Provide roadway access improvements for dewatered solids transport trucks from discharge of conveyor.
10. Provide HVAC and plumbing for dewatering building.
11. Evaluate automation including flow meters, mass meters, and automated valving and controls.
12. Provision of power and signal integration into SCADA for applicable equipment.
13. Provide additional security measures such as fencing around the new dewatering facility, key-card entry for the dewatering building, and cameras inside the dewatering building.
14. Develop appropriate construction sequencing for installation of the new equipment and integration within the existing dewatering scheme.
15. Provide geotechnical services necessary for gravity thickener and dewatering building.

1.1 Project Management and Administration

Garver will perform planning activities to setup the project financials, schedule, tools and templates. A project kick-off meeting will be held with the Owner to confirm project objectives, communications

protocols, schedule milestones, deliverables, and administrative requirements. The kick-off meeting will also determine the Owner's information and goals for dewatering alternative evaluations.

Garver will develop and deliver progress reports to the Owner's Project Manager. This report shall document overall progress, outstanding issues, decision logs, schedule status, major accomplishments and milestones achieved, and significant concerns requiring Owner input.

Up to four progress meetings will be held as necessary with the Owner to review the project status, discuss interim findings, discuss technical aspects, obtain deliverable review comments, review upcoming activities, and provide schedule updates.

1.2 Geotechnical Report

GARVER shall contract with a sub-consultant to provide the following professional services as follows:

1. GARVER will propose boring locations.
2. GARVER will check with the OWNER and OWNER will verify underground utilities are not in proximity to boring site.
3. Subcontract with a geotechnical company to drill up to 5 borings to 30 feet at the site. Samples will be collected intermittently using continuous flight augers and either split-spoon or tube samplers. For the deeper borings, shale may be sampled using an NX-size core barrel, or tested in-situ using a Texas Department of Transportation Cone Penetration Test, as appropriate for the material. At completion, the boreholes will be backfilled with auger cuttings to the ground surface.
4. Provide an engineer or geologist to direct the drilling, log the borings, record field test data, and handle and transport the samples.
5. Prepare a TM or summary report of the geotechnical investigation to include:
 - a. Appendix with the boring locations, boring logs, laboratory test results, and a key to the symbols used.
 - b. Discussion of subsurface conditions and soil properties indicated by the field and laboratory work, and the implications for design.
 - c. Foundation and site preparation recommendations for the PROJECT. The intent is for the proposed foundations to be compatible with the existing conditions.

1.3 Survey

GARVER will contract with a registered professional land surveyor to conduct a land survey at the proposed PROJECT site. The survey will base horizontal and vertical control on the treatment plant benchmark coordinates and datum. Survey measurements will be based on state plane coordinates.

Survey will be accomplished utilizing RTK GPS and Robotic Scanning Stations and will produce a topographical survey of project area to map utilities and existing structures. The topographic survey will include contours shown at one foot intervals, plotted locations of structures, paving, visible improvements, and utility information based on surface evidence.

1.4 Preliminary (30%) Design

During the preliminary design phase, GARVER will work with the OWNER to deliver the preliminary design of the proposed improvements and perform the services as described herein.

Based upon the agreed-to project concepts documented in the conceptual Evaluation of Dewatering Alternatives, GARVER will prepare, for approval by the OWNER, a package of Preliminary Design Documents for the proposed Dewatering Improvements. The Preliminary Design Documents will consist of preliminary drawings. The preliminary design drawings will represent approximately 30 percent of the final design documents. In addition to the preliminary design drawings, GARVER will develop and evaluate criteria for dewatering equipment. These criteria will be used to compare and contrast up to

three different vendors to supply one type of mechanical dewatering unit. The results of this comparison will be presented in the Preliminary Design Review Workshop.

This submittal will not include detailed technical specifications or “front end” contract documents. The preliminary design submittal will refine the project concepts and develop these concepts in further detail for later use in preparing Contract Documents and final design documents for bidding and construction.

GARVER will conduct a Preliminary Design Review Workshop with the OWNER to present the preliminary design. For the Preliminary Design Review Workshop, GARVER will lead and participate in joint discussions with the OWNER which include these topics:

- Review and refinement of preliminary layout.
- Review and refinement of preliminary P&ID and preliminary selection of instrumentation.
- Review of evaluated equipment criteria and determination for major equipment.
- Review of proposed construction sequencing.
- Review of Preliminary Design OPCC.

GARVER will begin detailed design after the OWNER provides written approval of a pre-selected vendor(s) for the dewatering units.

1.5 Detailed (60, 90, and 100%) Design

During the detailed design phase of the project, GARVER will prepare construction plans and specifications including final construction details and quantities, special provisions, and opinions of probable construction cost. Throughout the detailed design phase, GARVER will:

1. Prepare Contract Documents that will consist of drawings and specifications that set forth requirements for construction of the improvements, and shall include advertisement for bids, instructions to bidders, bid forms, bond forms, and other information as required by the OWNER to competitively bid the work. Standard contract forms including documents supplied by Denton from the Engineers Joint Contract Documents Committee (EJCDC), such as General Conditions and Supplemental Conditions as examples, will be used along with GARVER’s standard drawing format and technical specifications. As elements of the Contract Documents preparation, GARVER will:
 - a. Prepare the 60% documents (plans, details, specifications, and opinion of probable construction cost with 30 percent contingency) and submit three (3) sets to the OWNER for review. Conduct a workshop with the OWNER to receive comments; OWNER comments will be documented and incorporated into the subsequent submittal.
 - b. Prepare the 90% documents (plans, details, specifications, and opinion of probable construction cost with 20 percent contingency) and submit three (3) sets to the OWNER for review. Conduct a workshop with the OWNER to receive comments; OWNER comments will be documented and incorporated into the subsequent submittal. Concurrently, a set of 90% documents will be sent to TCEQ for review and approval.
 - c. Review and document OWNER comments for both the 60% documents and the 90% documents. In turn, incorporate an agreed-to set of revisions into the design.
2. GARVER will evaluate potential construction sequencing and the overall approach to project implementation to minimize disruption of the OWNER’s current residual solids handling operation. Construction sequencing recommendations will set forth specific requirements for the contractor and will be integrated into the Contract Documents.
3. GARVER will assist OWNER in submitting the design and Contract Documents for Texas Commission of Environmental Quality (TCEQ) review and approval for construction. Submittal will occur at 90% design. Based upon “agreed to” revisions, GARVER will revise the Contract Documents to pursue TCEQ approval.
4. Coordinate the review of drawings and specifications with the Texas Department of Licensing and Regulation (TDLR). This includes transmitting the specifications and drawings and technical memoranda, answering questions via telephone which may arise during the review

process, and providing supplemental information to support the design.

1.6 Bidding Services

During the bidding phase of the project, GARVER will:

1. Prepare and submit Advertisement for Bids to OWNER for OWNER publication in newspaper(s). The OWNER will pay advertising costs outside of this contract.
2. Dispense construction contract documents to prospective bidders using GARVER's online plan room.
3. Support the contract documents by preparing and issuing addenda.
4. Participate in one pre-bid meeting.
5. Attend the bid opening.
6. Prepare bid tabulation.
7. Evaluate bids and recommend award.
8. Prepare conformed contract documents (i.e. integrate addenda items).
9. Prepare construction contracts.

1.7 Construction Administration

During the construction administration phase of the project, GARVER will:

1. Issue a Notice to Proceed letter to the Contractor.
2. Attend monthly progress/coordination meetings with the Contractor, through the anticipated duration of construction (anticipated to be 12 months).
3. Review of Contractor Schedule and Payment Request:
 - a. Receive and review Construction Contractor's monthly Application for Progress Payment and progress schedules in accordance with this Agreement. The Contractor's payment schedule will be schedule constrained.
 - b. By recommending any payment, GARVER will not thereby be deemed to have represented that continuous or exhaustive examinations have been made by GARVER to check the quality or quantity of the work or to review the means, methods, sequences, techniques, or procedures of construction or safety precautions or programs incident thereto, or that GARVER has made an examination to ascertain how or for what purposes the Construction Contractor has used the monies paid on account of the contract price, or that title to any of the work, materials, or equipment has passed to the OWNER free and clear of any lien, claims, security interests or encumbrances, or that the Construction Contractor has completed his work exactly in accordance with the Construction Contract Documents. The recommendations of payment will constitute a representation to the OWNER that no substantial departure from the Construction Contract Documents or requirements exists.
 - c. GARVER will also review Construction Contractor's progress schedule and payment schedule in accordance with the requirements of the Construction Contract Documents and request that the Construction Contractor makes any necessary adjustments.
4. Evaluate and respond to a total of up to 150 construction material submittals and shop drawings. If the submittals (including resubmittals) are more than the specified number they may be considered Extra Work. Corrections or comments made by Garver on the shop drawings during this review will not relieve Contractor from compliance with requirements of the drawings and specifications. The check will only be for review of general conformance with the design concept of the project and general compliance with the information given in the contract documents. The Contractor will be responsible for confirming and correlating all quantities and dimensions, selecting fabrication processes and techniques of construction, coordinating his work with that of all other trades, and performing his work in a safe and satisfactory manner. Garver's review shall not constitute approval of safety precautions or constitute approval of construction means, methods, techniques, sequences, procedures, or assembly of various components. When certification of performance characteristics of materials, systems or equipment is required by the

- Contract Documents, either directly or implied for a complete and workable system, Garver shall be entitled to rely upon such submittal or implied certification to establish that the materials, systems or equipment will meet the performance criteria required by the Contract Documents.
5. Issue instructions to the Contractor on behalf of the OWNER and issue necessary clarifications (respond to up to 75 RFIs) regarding the construction contract documents. If the RFIs are more than the specified number they may be considered Extra Work.
 6. Maintain a set of working drawings and prepare and furnish record drawings.
 7. When authorized by the OWNER, prepare change orders for changes in the work from that originally provided for in the construction contract documents. This scope assumes four change orders.
 8. Make an average of one visit to the project site each month concurrent with the construction progress meetings to observe as an experienced and qualified design professional, the progress and quality of the executed work of the Construction Contractor and to determine, in general, if such work is proceeding in general accordance with the Construction Contract Documents. GARVER'S efforts will be directed toward providing a greater degree of confidence for the OWNER that the completed work of the Construction Contractor will conform to the Construction Contract Documents, but this shall not relieve the Construction Contractor of responsibility for performing the work in accordance with the Construction Contract Documents. A total of 12-one day site visits are anticipated.
 9. Participate in final project inspection, prepare punch list, and review final project closing documents.

2. Project Deliverables

The following will be submitted to the OWNER, or others as indicated, by GARVER:

1. Electronic copies of meeting minutes for each design workshops
2. Kickoff meeting
3. Up to four (4) intermittent progress meetings throughout the course of the project
4. Geotechnical report (electronic file)
5. Preliminary Design Package (Three (3) hard copies and a set of electronic files)
6. Preliminary Design Workshop
7. Detailed Design Packages (Three (3) hard copies and a set of electronic files)
 - a. 60% Design
 - b. 90% Design
 - c. 100% Design
8. 60% Design Workshop
9. 90% Design Workshop
10. Bidding Packages
 - a. Bid Advertisement (Electronic file only)
 - b. Addenda (Electronic files only)
 - c. Conformed Documents (Three (3) hard copies and a set of electronic files)
 - d. Construction Contracts (Five (5) hard copies and a set of electronic files)
11. Construction Package
 - a. Record Drawings (Three (3) hard copies and a set of electronic files)

3. Extra Work

The following items are not included under this agreement but will be considered as extra work:

1. Redesign for the OWNER's convenience or due to changed conditions after previous alternate direction and/or approval.
2. Funding assistance.
3. Deliverables in addition to those listed herein.
4. Meetings or workshops in addition to those listed herein.
5. Process testing or performance evaluation.
6. Evaluation of disposal alternatives.

7. Additional evaluation of dewatering alternatives.
8. Pilot Testing.
9. Manufacturer site visits.
10. Environmental Handling and Documentation, including wetlands identification or mitigation plans or other work related to environmentally or historically (culturally) significant items.
11. Services after construction, such as warranty follow-up, operations support, etc.
12. Training (to be provided by manufacturer).
13. On-Site Representation during construction.
14. Review of greater than 150 submittals.
15. Review of greater than 75 RFIs.

Extra Work will be as directed by the OWNER in writing for an additional fee as agreed upon by the OWNER and GARVER.

4. Schedule

GARVER shall begin work under this Agreement within ten (10) days of a Notice to Proceed. GARVER shall complete the work in accordance with the schedule below (based on calendar days):

<u>Phase Description</u>	<u>Calendar Days for Completion</u>
Preliminary Design	90 days from OWNER's Notice to Proceed
Detailed Design	180 days from OWNER's approval of Preliminary Design
Bidding Phase	45 days from OWNER's issuance of Advertisement for Bid
Construction Phase	365 days, concurrent with the Contractor's Notice to Proceed

Subsequent to the Notice to Proceed, the OWNER and the ENGINEER will schedule the following meetings and workshops within the associated schedules for each project phase:

<u>Phase</u>	<u>Project Meeting and Workshop</u>
Preliminary Design	Preliminary Design Review Workshop
Detailed Design	60% Design Review Workshop 90% Design Review Workshop
Bidding Phase	Pre-Bid Meeting Bid Opening Meeting

Exhibit 3

House Bill 89 - Government Code 2270

VERIFICATION

I, Randall G. McIntyre, the undersigned representative of Garver, LLC Company or Business name (hereafter referred to as company), being **an adult over the age of eighteen (18) years of age, verify that the company named-above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:**

- 1. Does not boycott Israel currently; and**
- 2. Will not boycott Israel during the term of the contract the above-named Company, business or individual with City of Denton.**

Pursuant to Section 2270.001, Texas Government Code:

- 1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and*
- 2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.*

Randall G. McIntyre

Name of Company Representative (Print)

DocuSigned by:

Randall G. McIntyre

Signature of Company Representative

7/23/2018

Date

Exhibit 4
Senate Bill 252 -Government Code 2252
CERTIFICATION

I, Randall G. McIntyre, the undersigned representative of Garver, LLC (Company or business name) being an adult over the age of eighteen (18) years of age, pursuant to Texas Government Code, Chapter 2252, Section 2252.152 and Section 2252.153, certify that the company named above is not listed on the website of the Comptroller of the State of Texas concerning the listing of companies that are identified under Section 806.051, Section 807.051 or Section 2253.153. I further certify that should the above-named company enter into a contract that is on said listing of companies on the website of the Comptroller of the State of Texas which do business with Iran, Sudan or any Foreign Terrorist Organization, I will immediately notify the City of Denton's Materials Management Department.

Randall G. McIntyre
Name of Company Representative (Print)

DocuSigned by:
Randall G. McIntyre
Signature of Company Representative

7/23/2018
Date

Certificate Of Completion

Envelope Id: 14B259944D684EB8A56E922C8F117ABA	Status: Completed
Subject: City Council DocuSign Item - 6590-025 Lake Lewisville Dewatering Improvements Design	
Source Envelope:	
Document Pages: 23	Signatures: 7
Certificate Pages: 6	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Jamie Cogdell
Time Zone: (UTC-06:00) Central Time (US & Canada)	901B Texas Street
	Denton, TX 76209
	Jamie.Cogdell@cityofdenton.com
	IP Address: 129.120.6.150

Record Tracking

Status: Original	Holder: Jamie Cogdell	Location: DocuSign
7/23/2018 10:42:32 AM	Jamie.Cogdell@cityofdenton.com	

Signer Events

Signer Events	Signature	Timestamp
Jamie Cogdell jamie.cogdell@cityofdenton.com Senior Buyer City Of Denton Security Level: Email, Account Authentication (None)	Completed Using IP Address: 129.120.6.150	Sent: 7/23/2018 11:07:07 AM Viewed: 7/23/2018 11:07:13 AM Signed: 7/23/2018 11:08:14 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Randall G. McIntyre rgmcintyre@garverusa.com Garver, LLC Security Level: Email, Account Authentication (None)	DocuSigned by: <i>Randall G. McIntyre</i> 365A5D80BC274CF...	Sent: 7/23/2018 11:08:16 AM Viewed: 7/23/2018 11:14:30 AM Signed: 7/23/2018 11:20:39 AM
Electronic Record and Signature Disclosure: Accepted: 7/23/2018 11:14:30 AM ID: 73d43ec9-f650-4fb7-876e-b9b90eba0924	Using IP Address: 96.95.254.29	

Tim Fisher tim.fisher@cityofdenton.com Director of Water Utilities Security Level: Email, Account Authentication (None)	DocuSigned by: <i>Tim Fisher</i> 5A876D0B7E714DB...	Sent: 7/23/2018 11:20:43 AM Resent: 7/23/2018 4:51:45 PM Viewed: 7/23/2018 4:53:47 PM Signed: 7/23/2018 4:55:32 PM
Electronic Record and Signature Disclosure: Accepted: 7/23/2018 4:53:47 PM ID: 5de336ad-44d7-457f-a77e-0103f610f401	Using IP Address: 129.120.6.150	

Mack Reinwand mack.reinwand@cityofdenton.com City of Denton Security Level: Email, Account Authentication (None)	DocuSigned by: <i>Mack Reinwand</i> 7F9D328BF0204E5...	Sent: 7/23/2018 4:55:35 PM Viewed: 7/31/2018 11:01:34 AM Signed: 8/9/2018 9:47:20 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign	Signature Adoption: Pre-selected Style Using IP Address: 129.120.6.150	

Signer Events	Signature	Timestamp
<p>Tabitha Millsop tabitha.millsop@cityofdenton.com City of Denton Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p>Completed</p> <p>Using IP Address: 129.120.6.150</p>	<p>Sent: 8/9/2018 9:47:24 AM Viewed: 8/22/2018 10:24:50 AM Signed: 8/22/2018 10:25:12 AM</p>
<p>Todd Hileman todd.hileman@cityofdenton.com City Manager City of Denton Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 7/25/2017 11:02:14 AM ID: 57619fbf-2aec-4b1f-805d-6bd7d9966f21</p>	<p>DocuSigned by: <i>Todd Hileman</i> B776C711BA0D454...</p> <p>Signature Adoption: Pre-selected Style Using IP Address: 129.120.6.150</p>	<p>Sent: 8/22/2018 10:25:16 AM Viewed: 8/22/2018 12:09:56 PM Signed: 8/22/2018 12:10:00 PM</p>
<p>Jennifer Walters jennifer.walters@cityofdenton.com City Secretary City of Denton Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<p>DocuSigned by: <i>Jennifer Walters</i> C5BF4FC1821946D...</p> <p>Signature Adoption: Pre-selected Style Using IP Address: 129.120.6.150</p>	<p>Sent: 8/22/2018 12:10:04 PM Viewed: 8/23/2018 12:44:54 PM Signed: 8/23/2018 12:47:06 PM</p>

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
<p>Sherri Thurman sherri.thurman@cityofdenton.com City of Denton Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	<p>Sent: 7/23/2018 4:55:35 PM</p>
<p>Jane Richardson jane.richardson@cityofdenton.com Assistant City Secretary City of Denton Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	<p>Sent: 8/22/2018 10:25:15 AM Viewed: 8/22/2018 11:58:28 AM</p>

Carbon Copy Events	Status	Timestamp
<p>Jennifer Bridges jennifer.bridges@cityofdenton.com Procurement Assistant City of Denton Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<div style="border: 2px solid blue; padding: 5px; width: fit-content; margin: 0 auto;">COPIED</div>	<p>Sent: 8/23/2018 12:47:09 PM Viewed: 8/30/2018 2:52:27 PM</p>
<p>Jane Richardson jane.richardson@cityofdenton.com Assistant City Secretary City of Denton Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<div style="border: 2px solid blue; padding: 5px; width: fit-content; margin: 0 auto;">COPIED</div>	<p>Sent: 8/23/2018 12:47:10 PM</p>
<p>Mamun Yusuf mamun.yusuf@cityofdenton.com Senior Engineer Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	<div style="border: 2px solid blue; padding: 5px; width: fit-content; margin: 0 auto;">COPIED</div>	<p>Sent: 8/23/2018 12:47:11 PM Viewed: 8/23/2018 1:07:16 PM</p>

Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/23/2018 12:47:11 PM
Certified Delivered	Security Checked	8/23/2018 12:47:11 PM
Signing Complete	Security Checked	8/23/2018 12:47:11 PM
Completed	Security Checked	8/23/2018 12:47:11 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: purchasing@cityofdenton.com

To advise City of Denton of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at melissa.kraft@cityofdenton.com and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

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- ii. send us an e-mail to purchasing@cityofdenton.com and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"> •Allow per session cookies •Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

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