



**PROFESSIONAL SERVICES AGREEMENT**

This **PROFESSIONAL SERVICES AGREEMENT** (“Agreement”) is made and entered into by and between the **CITY OF BURLESON** (the “City”), a home rule municipal corporation situated in portions of Tarrant and Johnson Counties, Texas and KEMP GOLF COURSE DESIGN (“Consultant”).

**1 SCOPE OF SERVICES.**

Attached hereto and incorporated for all purposes incident to this Agreement is **Attachment A** more specifically describing the services to be provided hereunder.

**2 TERM.**

This Agreement shall commence upon execution by the parties (the “Effective Date”) and terminate upon completion of the work specified in the scope of services unless terminated earlier in accordance with the provisions of this Agreement. Those obligations concerning warranties and representations which by their nature should survive termination of this Agreement, shall survive termination of this Agreement, including Articles 5, 6, 8, 12, 14-17, and 25-26.

**3 COMPENSATION.**

This is a fixed-price contract. The City shall pay Consultant an amount not to exceed ONE HUNDRED THREE THOUSAND AND NO/100 DOLLARS (\$103,000.00) in accordance with the fee schedule incorporated herein as **Attachment A**, and subject to the other terms and conditions of this Agreement, in exchange for completion of all tasks and delivery of all services listed in Attachment A, Scope of Work. In the event of partial performance, the City shall pay Consultant for only the itemized tasks completed and delivered. Consultant shall not perform any additional services for the City not specified by this Agreement unless the City requests and approves in writing the additional services and costs for such services. The City shall not be liable for any additional expenses of Consultant not specified by this Agreement unless the City first duly approves such expenses in a contract amendment executed by the City Manager or the City Manager’s designee.

The Consultant shall submit monthly payment invoices to the City. Invoices shall contain a detailed breakdown to include: task or deliverables to the City and date provided for the billing period, the amount billed for each task or deliverable, and the total amount due.

Payment for services rendered shall be due within thirty (30) days of the uncontested performance of the particular services so ordered and receipt by City of Consultant’s invoice for payment of same. In the event of a disputed or contested billing, only that portion so contested may be withheld from payment, and the undisputed portion will be paid. No interest will accrue on any contested portion of the billing until mutually resolved. City will exercise reasonableness in contesting any billing or portion thereof.



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#### **4 TERMINATION.**

##### **4.1 Written Notice.**

The City or Consultant may terminate this Agreement at any time and for any reason by providing the other party with 30 days written notice of termination.

##### **4.2 Non-appropriation of Funds.**

In the event no funds or insufficient funds are appropriated by the City in any fiscal period for any payments due hereunder, City will notify Consultant of such occurrence and this Agreement shall terminate on the last day of the fiscal period for which appropriations were received without penalty or expense to the City of any kind whatsoever, except as to the portions of the payments herein agreed upon for which funds shall have been appropriated.

##### **4.3 Duties and Obligations of the Parties.**

In the event that this Agreement is terminated prior to the end of the term of this agreement as provided in Article 2, the City shall pay Consultant for services actually rendered or consultant shall reimburse the City for services paid for but not actually rendered, up to the date of notice of termination.

#### **5 DISCLOSURE OF CONFLICTS AND CONFIDENTIAL INFORMATION.**

Consultant hereby warrants to the City that Consultant has made full disclosure in writing of any existing or potential conflicts of interest related to Consultant's services under this Agreement. In the event that any conflicts of interest arise after the Effective Date of this Agreement, Consultant hereby agrees immediately to make full disclosure to the City in writing. Consultant, for itself and its officers, agents and employees, further agrees that it shall treat all information provided to it by the City as confidential and shall not disclose any such information to a third party without the prior written approval of the City. Consultant shall store and maintain City information in a secure manner and shall not allow unauthorized users to access, modify, delete or otherwise corrupt City Information in any way. Consultant shall notify the City immediately if the security or integrity of any City information has been compromised or is believed to have been compromised.

#### **6 RIGHT TO AUDIT.**

Consultant agrees that the City shall, until the expiration of three (3) years after final payment under this contract, have access to and the right to examine at reasonable times any directly pertinent books, documents, papers and records of the consultant involving transactions relating to this Contract at no additional cost to the City. Consultant agrees that the City shall have access during normal working hours to all necessary Consultant facilities and shall be provided adequate and appropriate work space in order to conduct audits in compliance with the provisions of this section. The City shall give Consultant reasonable advance notice of intended audits.

Consultant further agrees to include in all its subcontractor agreements hereunder a provision to the effect that the subcontractor agrees that the City shall, until expiration of three (3) years after final payment of the subcontract, have access to and the right to examine at reasonable times any directly pertinent books, documents, papers and



records of such subcontractor involving transactions related to the subcontract, and further that City shall have access during normal working hours to all subcontractor facilities and shall be provided adequate and appropriate work space in order to conduct audits in compliance with the provisions of this paragraph. City shall give subcontractor reasonable notice of intended audits.

**7 INDEPENDENT CONTRACTOR.**

It is expressly understood and agreed that Consultant shall operate as an independent contractor as to all rights and privileges granted herein, and not as agent, representative or employee of the City. Subject to and in accordance with the conditions and provisions of this Agreement, Consultant shall have the exclusive right to control the details of its operations and activities and be solely responsible for the acts and omissions of its officers, agents, servants, employees, contractors, and subcontractors. Consultant acknowledges that the doctrine of *respondeat superior* shall not apply as between the City, its officers, agents, servants and employees, and Consultant, its officers, agents, employees, servants, contractors, and subcontractors. Consultant further agrees that nothing herein shall be construed as the creation of a partnership or joint enterprise between City and Consultant.

**8 CHARACTER OF SERVICES AND INDEMNIFICATION.**

**8.1 Character of Services.**

Consultant shall perform as an independent contractor all services under this Agreement with the professional skill and care ordinarily provided by competent architects, engineers, or landscape architects practicing under the same or similar circumstances and professional license. Further, Consultant shall perform as an independent contractor all services under this Agreement as expeditiously as possible as is prudent considering the ordinary professional skill and care of a competent engineer or architect. Provided, however, if this is a construction contract for architectural or engineering services or a contract related to the construction or repair of an improvement to real property that contains architectural or engineering services as a component part, the architectural or engineering services must be performed with the professional skill and care ordinarily provided by competent architects or engineers practicing under the same or similar circumstances and professional license. Consultant shall provide professional services necessary for the work described in Attachment "A," and incorporated herein and made a part hereof as if written word for word; provided, however, that in case of conflict in the language of Attachment "A" the terms and conditions of this Agreement shall be final and binding upon both parties hereto.

**8.2 Indemnification.**

**8.3 CONSULTANT DOES HEREBY COVENANT AND CONTRACT TO INDEMNIFY AND HOLD HARMLESS CITY AND ALL OF ITS OFFICIALS, OFFICERS, AGENTS, EMPLOYEES AND INVITEES, IN BOTH THEIR PUBLIC AND PRIVATE CAPACITIES, FROM ANY AND ALL LIABILITY,**



**CLAIMS, SUITS, DEMANDS OR CAUSES OF ACTION, INCLUDING REASONABLE ATTORNEY FEES OF LITIGATION AND/OR SETTLEMENT, THAT MAY ARISE BY REASON OF DEATH OF OR INJURY TO PERSONS OR DAMAGE TO OR LOSS OF USE OF PROPERTY OCCASIONED BY ANY WRONGFUL INTENTIONAL ACT OR OMISSION OF CONSULTANT AS WELL AS ANY NEGLIGENT OMISSION, ACT OR ERROR OF CONSULTANT, ITS OFFICIALS, OFFICERS, AGENTS, EMPLOYEES AND INVITEES, OR OTHER PERSONS FOR WHOM CONSULTANT IS LEGALLY LIABLE WITH REGARD TO THE PERFORMANCE OF THIS AGREEMENT, WHETHER SAID NEGLIGENCE IS SOLE NEGLIGENCE, CONTRACTUAL COMPARATIVE NEGLIGENCE, CONCURRENT NEGLIGENCE OR ANY OTHER FORM OF NEGLIGENCE. IN THE EVENT OF JOINT OR CONCURRENT NEGLIGENCE OF CONSULTANT AND CITY, RESPONSIBILITY, IF ANY, SHALL BE APPORTIONED COMPARATIVELY IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. NOTHING IN THIS PARAGRAPH IS INTENDED TO WAIVE ANY GOVERNMENTAL IMMUNITY AVAILABLE TO CITY UNDER TEXAS LAW OR WAIVE ANY DEFENSES OF CONSULTANT OR CITY UNDER TEXAS LAW. THIS PARAGRAPH SHALL NOT BE CONSTRUED FOR THE BENEFIT OF ANY THIRD PARTY, NOR DOES IT CREATE OR GRANT ANY RIGHT OR CAUSE OF ACTION IN FAVOR OF ANY THIRD PARTY AGAINST CITY OR CONSULTANT.**

**CONSULTANT WARRANTS THAT NO MUSIC, LITERARY OR ARTISTIC WORK OR OTHER PROPERTY PROTECTED BY COPYRIGHT WILL BE REPRODUCED OR USED, NOR WILL THE NAME OF ANY ENTITY PROTECTED BY TRADEMARK BE REPRODUCED OR USED BY CONSULTANT UNLESS CONSULTANT HAS OBTAINED WRITTEN PERMISSION FROM THE COPYRIGHT OR TRADEMARK HOLDER AS REQUIRED BY LAW, SUBJECT ALSO TO CITY'S CONSENT. CONSULTANT COVENANTS TO COMPLY STRICTLY WITH ALL LAWS RESPECTING COPYRIGHTS, ROYALTIES, AND TRADEMARKS AND WARRANTS THAT IT WILL NOT INFRINGE ANY RELATED STATUTORY, COMMON LAW OR OTHER RIGHT OF ANY PERSON OR ENTITY IN PERFORMING THIS AGREEMENT. CONSULTANT WILL INDEMNIFY AND HOLD CITY AND ITS OFFICERS, AGENTS AND EMPLOYEES HARMLESS FROM ALL CLAIMS, LOSSES AND DAMAGES (INCLUDING REASONABLE ATTORNEY'S FEES) WITH RESPECT TO SUCH COPYRIGHT, ROYALTY OR TRADEMARK RIGHTS TO THE EXTENT CAUSED BY CONSULTANT OR FOR WHOM CONSULTANT IS LEGALLY LIABLE.**

**THE PROVISIONS OF THIS SECTION ARE INTENDED TO ONLY PROVIDE INDEMNIFICATION TO THE EXTENT ALLOWED BY TEXAS**



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**LOCAL GOV'T CODE SEC. 271.904 AND SHALL BE CONSTRUED TO THAT EFFECT. THE CONSULTANT AS ALLOWED BY TEXAS LOCAL GOV'T CODE SEC. 271.904 WILL STILL NAME CITY AS ADDITIONAL INSURED IN ITS GENERAL LIABILITY POLICY AND PROVIDE ANY DEFENSE AS ALLOWED BY THE POLICY.**

**THIS SECTION SHALL SURVIVE TERMINATION OF THE AGREEMENT.**

### **9 ASSIGNMENT AND SUBCONTRACTING.**

Consultant shall not assign or subcontract any of its duties, obligations or rights under this Agreement without the prior written consent of the City. If the City grants consent to an assignment, the assignee shall execute a written agreement with the City and the Consultant under which the assignee agrees to be bound by the duties and obligations of Consultant under this Agreement. The Consultant and Assignee shall be jointly liable for all obligations under this Agreement prior to the assignment. If the City grants consent to a subcontract, the subcontractor shall execute a written agreement with the Consultant referencing this Agreement under which the subcontractor shall agree to be bound by the duties and obligations of the Consultant under this Agreement as such duties and obligations may apply. The Consultant shall provide the City with a fully executed copy of any such subcontract.

### **10 INSURANCE.**

Consultant shall provide the City with certificate(s) of insurance documenting policies of the following minimum coverage limits that are to be in effect prior to commencement of any work pursuant to this Agreement:

#### **10.1 Coverage and Limits**

- (a) Commercial General Liability
  - \$1,000,000 Each Occurrence
  - \$1,000,000 Aggregate
- (b) Automobile Liability
  - \$1,000,000 Each accident on a combined single limit basis
  - or
  - \$250,000 Bodily injury per person
  - \$500,000 Bodily injury per person per occurrence
  - \$100,000 Property damage

Coverage shall be on any vehicle used by the Consultant, its employees, agents, representatives in the course of the providing services under this Agreement. "Any vehicle" shall be any vehicle owned, hired and non- owned.

- (c) Worker's Compensation Statutory limits Employer's liability
  - \$100,000 Each accident/occurrence
  - \$100,000 Disease - per each employee



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- \$500,000 Disease - Policy limit This coverage may be written as follows:

Workers' Compensation and Employers' Liability coverage with limits consistent with statutory benefits outlined in the Texas workers' Compensation Act (Art. 8308 – 1.01 et seq. Tex. Rev. Civ. Stat.) and minimum policy limits for Employers' Liability of \$100,000 each accident/occurrence, \$500,000 bodily injury disease policy limit and \$100,000 per disease per employee

(d) Errors & Omissions (Professional Liability):

- \$1,000,000 Per Claim and Aggregate

If coverage is written on a claims-made basis, the retroactive date shall be coincident with or prior to the date to the contractual agreement. The certificate of insurance shall state that the coverage is claims-made and include the retroactive date. The insurance shall be maintained for the duration of the contractual agreement and for five (5) years following completion of the services provides under the contractual agreement or for the warranty period, which ever is longer. An annual certificate of insurance submitted to the City shall evidence coverage.

### 10.2 Certificates.

Certificates of Insurance evidencing that the Consultant has obtained all required insurance shall be delivered to the City prior to Consultant proceeding with any work pursuant to this Agreement. All applicable policies shall be endorsed to name the City as an additional insured thereon, as its interests may appear. The term City shall include its employees, officers, officials, agent, and volunteers in respect to the contracted services. Any failure on the part of the City to request required insurance documentation shall not constitute a waiver of the insurance requirement. The City reserves the right to make reasonable requests or revisions pertaining to the types and limits of that coverage. A minimum of thirty (30) days notice of cancellation or reduction in limits of coverage shall be provided to the City. Ten (10) days notice shall be acceptable in the event of non-payment of premium. Such terms shall be endorsed onto Consultant's insurance policies. Notice shall be sent to the Purchasing Manager, City of Burleson, 141 W. Renfro, Burleson, Texas 76028, with copies to the City Attorney at the same address.

### 10.3 Additional Insurance Requirements.

The insurance required herein must be provided by an insurer licensed to do business in the State of Texas. The insurance required herein must be provided by an insurer rated by the A.M. Best as "A-" or better or are rated "A" by Standard and Poor's. The insurance required herein shall be in full force and effect at all times during this Agreement.

## 11 COMPLIANCE WITH LAWS, ORDINANCES, RULES AND REGULATIONS.

Consultant agrees to comply with all applicable federal, state and local laws, ordinances, rules and regulations. If the City notifies Consultant of any violation of such laws, ordinances, rules or regulations, Consultant shall immediately desist from and correct the





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violation.

### 12 **NON-DISCRIMINATION COVENANT.**

Consultant, for itself, its personal representatives, assigns, subcontractors and successors in interest, as part of the consideration herein, agrees that in the performance of Consultant's duties and obligations hereunder, it shall not discriminate in the treatment or employment of any individual or group of individuals on any basis prohibited by law. If any claim arises from an alleged violation of this non-discrimination covenant by Consultant, its personal representatives, assigns, subcontractors or successors in interest, Consultant agrees to assume such liability and to indemnify and defend the City and hold the City harmless from such claim.

### 13 **NOTICES.**

Notices required pursuant to the provisions of this Agreement shall be conclusively determined to have been delivered when (1) hand-delivered to the other party, its agents, employees, servants or representatives, (2) delivered by facsimile with electronic confirmation of the transmission, or (3) received by the other party by United States Mail, registered, return receipt requested, addressed as follows:

#### TO CITY:

City of Burleson  
City Manager  
Attn: Tommy Ludwig  
141 W. Renfro St.  
Burleson, TX 76028

#### TO CONSULTANT:

KEMP GOLF COURSE DESIGN  
TREY KEMP, ASGCA  
1513 CEDAR HILL AVE  
DALLAS, TX 75208

### 14 **GOVERNMENTAL POWERS.**

It is understood and agreed that by execution of this Agreement, the City does not waive or surrender any of its governmental powers.

### 15 **NO WAIVER.**

The failure of the City or Consultant to insist upon the performance of any term or provision of this Agreement or to exercise any right granted herein shall not constitute a waiver of the City's or Consultant's respective right to insist upon appropriate performance or to assert any such right on any future occasion.

### 16 **GOVERNING LAW / VENUE.**

This Agreement shall be construed in accordance with the internal laws of the State of Texas. If any action, whether real or asserted, at law or in equity, is brought on the basis of this Agreement, venue for such action shall lie in state courts located in Johnson County, Texas or the United States District Court for the Northern District of Texas.

### 17 **SEVERABILITY.**



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If any provision of this Agreement is held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired.

**18 FORCE MAJEURE.**

The City and Consultant shall exercise their best efforts to meet their respective duties and obligations as set forth in this Agreement, but shall not be held liable for any delay or omission in performance due to force majeure or other causes beyond their reasonable control (force majeure), including, but not limited to, compliance with any government law, ordinance or regulation, acts of God, acts of the public enemy, fires, strikes, lockouts, natural disasters, wars, riots, material or labor restrictions by any governmental authority, transportation problems and/or any other similar causes.

**19 HEADINGS NOT CONTROLLING.**

Headings and titles used in this Agreement are for reference purposes only and shall not be deemed a part of this Agreement.

**20 REVIEW OF COUNSEL.**

The parties acknowledge that each party and its counsel have reviewed and revised this Agreement and that the normal rules of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this Agreement or exhibits hereto.

**21 AMENDMENTS / MODIFICATIONS / EXTENSIONS.**

No extension, modification or amendment of this Agreement shall be binding upon a party hereto unless such extension, modification, or amendment is set forth in a written instrument, which is executed by an authorized representative and delivered on behalf of such party.

**22 ENTIRETY OF AGREEMENT.**

This Agreement, including the schedule of exhibits attached hereto and any documents incorporated herein by reference, contains the entire understanding and agreement between the City and Consultant, their assigns and successors in interest, as to the matters contained herein. Any prior or contemporaneous oral or written agreement is hereby declared null and void to the extent in conflict with any provision of this Agreement.

**23 SIGNATURE AUTHORITY.**

The person signing this agreement hereby warrants that he/she has the legal authority to execute this agreement on behalf of the respective party, and that such binding authority has been granted by proper order, resolution, ordinance or other authorization of the entity. The other party is fully entitled to rely on this warranty and representation in entering into this Agreement.

**24 NO WAIVER OF GOVERNMENTAL IMMUNITY.**

Nothing contained in this Agreement shall be construed as a waiver of City's governmental immunity, or of any damage caps or limitations imposed by law, or any other legal





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protections granted to City by law, except to the extent expressly provided or necessarily implied herein.

### **25 MANDATORY OWNERSHIP DISCLOSURE PROVISION.**

Consultant shall submit completed Texas Ethics Commission Form 1295 Ownership Disclosure form to City at time of execution of Agreement pursuant to Texas Government Code Section 2252.908.

### **26 MANDATORY ANTI-ISRAEL BOYCOTT PROVISION.**

Consultant acknowledges this Agreement may be terminated and payment withheld if this certification is inaccurate:

- (a) Pursuant to Section 2271.002 of the Texas Government Code, Consultant certifies that either (i) it meets an exemption criterion under Section 2271.002; or (ii) it does not boycott Israel and will not boycott Israel during the term of the Agreement. Consultant acknowledges this Agreement may be terminated and payment withheld if this certification is inaccurate.
- (b) Pursuant to SB 13, 87th Texas Legislature, Consultant certifies that either (i) it meets an exemption criterion under SB 13, 87th Texas Legislature; or (ii) it does not boycott energy companies, as defined in Section 1 of SB 13, 87th Texas Legislature, and will not boycott energy companies during the term of the Agreement. Consultant acknowledges this Agreement may be terminated and payment withheld if this certification is inaccurate. Pursuant to SB 19, 87th Texas Legislature, Consultant certifies that either (i) it meets an exemption criterion under SB 19, 87th Texas Legislature; or (ii) it does not discriminate against a firearm entity or firearm trade association, as defined in Section 1 of SB 19, 87th Texas Legislature, and will not discriminate against a firearm entity or firearm trade association during the term of the Agreement. Consultant acknowledges this Agreement may be terminated and payment withheld if this certification is inaccurate.
- (c) Pursuant to Subchapter F, Chapter 2252, Texas Government Code, Consultant certifies that either (i) it meets an exemption criterion under Subchapter F, Chapter 2252, Texas Government Code; or (ii) is not engaged in business with Iran, Sudan, or a foreign terrorist organization. Vendor acknowledges this Agreement may be terminated and payment withheld if this certification is inaccurate.

### **27 STATUTORY TITLE VI CLAUSES**

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "consultant") agrees as follows:

- 27.1 Compliance with Regulations: The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, the FHWA, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
- 27.2 Non-discrimination: The Consultant, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment.



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The Consultant will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

- 27.3 Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the Consultant for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Consultant of the Consultant's obligations under this contract and the Acts and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
- 27.4 Information and Reports: The Consultant will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or FHWA to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a Consultant is in the exclusive possession of another who fails or refuses to furnish the information, the Consultant will so certify to the Recipient or FHWA, as appropriate, and will set forth what efforts it has made to obtain the information.
- 27.5 Sanctions for Noncompliance: In the event of a Consultant's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or FHWA may determine to be appropriate, including, but not limited to:
- (a) withholding payments to the Consultant under the contract until the Consultant complies, and/or
  - (b) cancelling, terminating, or suspending a contract, in whole or in part.
- 27.6 Incorporation of Provisions: The Consultant will include the provisions of §27.1-27.6 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Consultant will take action with respect to any subcontract or procurement as the Recipient or FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Consultant becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Consultant may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the Consultant may request the United States to enter into the litigation to protect the interests of the United States.
- 27.7 During the performance of this contract, the Consultant, for itself, its assignees, and successors in interest (hereinafter referred to as the "consultant") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

### Pertinent Non-Discrimination Authorities:

- (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.



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- (b) The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601 ), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- (c) Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- (d) Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- (e) The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- (f) Airport and Airway Improvement Act of 1982, (49 USC § 4 71, Section 4 7123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- (g) The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964,
- (h) The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and Consultants, whether such programs or activities are Federally funded or not);
- (i) Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.P.R. parts 37 and 38;
- (j) The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- (k) Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

### **28 NON-EXCLUSIVITY.**

Agreement is non-exclusive and City may enter into a separate Agreement with any other person or entity for some or all of the work to be performed under Agreement.

### **29 NO THIRD-PARTY BENEFICIARIES.**

Except as expressly provided herein, nothing herein is intended to confer upon any person other than the parties hereto any rights, benefits or remedies under or because of this Agreement, provided, however, that the described beneficiaries of the indemnity provisions of this Agreement are expressly intended third-party beneficiaries of this Agreement.



**30 BASIC SAFEGUARDING OF CONSULTANT INFORMATION SYSTEMS.**

The Consultant shall apply basic safeguarding requirements and procedures to protect the Consultant's information systems whenever the information systems store, process, or transmit any information, not intended for public release, which is provided by or generated for the City. This requirement does not include information provided by the City to the public or simple transactional information, such as that is necessary to process payments. These requirements and procedures shall include, at a minimum, the security control requirements "reflective of actions a prudent business person would employ" which are outlined in the Federal Acquisition Regulations FAR 52.204-21(b) and codified in the Code of Federal Regulations at 48 C.F.R. § 52.204-21(b) (2016).

Consultant shall include the substance of this clause in subcontracts under this contract (including subcontracts for the acquisition of commercial items other than commercially available off-the-shelf items) in which the subcontractor may have City contract information residing in or transiting through its information system.

**31 OWNERSHIP OF DOCUMENTS.**

All documents and materials prepared by Consultant under the terms of this Agreement are the City's property from the time of preparation. Consultant will deliver copies of the documents and materials to the City or make them available for inspection whenever requested. City has the right to make duplicate copies of such documents or materials for its own file or use for any other such purposes as the City deems necessary and there shall be no additional costs incurred because of such copying or use.

**32 COUNTERPARTS; PDF SIGNATURES.**

This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Any pdf- format or other electronic transmission of any signature of a signatory shall be deemed an original and shall bind such signatory.

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**SIGNATURE PAGE**

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement:

**CITY OF BURLESON:**

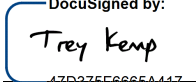
By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

**KEMP GOLF COURSE DESIGN:**

By:  \_\_\_\_\_  
47D375F6665A417...

Name: Trey Kemp

Title: Owner

Date: 1/22/2026

## ATTACHMENT A



### **GOLF COURSE MASTER PLAN AGREEMENT**

#### **HIDDEN CREEK GOLF COURSE**

**Burleson, Texas**

**November 12, 2025**

Kemp Golf Course Design ("Consultant") is pleased to submit this agreement to the City of Burleson ("Client") for providing professional services for the Master Plan at Hidden Creek Golf Course located at 555 E. Pkwy., Burleson, Texas 76028.

#### **SCOPE OF SERVICES**

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The Consultant will provide the services specifically set forth below.

#### **TASK I – PROJECT PROGRAM/GOLF COURSE ANALYSIS**

The purpose of the Project Program is to document the scope, goals, and objectives of the Master Plan for Hidden Creek Golf Course. The Project Program will establish the framework from which Master Plan recommendations will evolve. The Golf Course Analysis documents "existing conditions" and allows the Consultant to become familiar with the golf course, its history, and operations.

##### **1) Project Program**

- a. The Consultant will meet with the Client and Course representatives to confirm the project's scope, purpose, goals, objectives, preliminary budgets, and issues to be addressed in the proposed Master Plan.
- b. A "mission statement" will be formulated by the course and will be utilized to guide the scope of proposed improvements and individual phases.

##### **2) Golf Course Analysis**

- a. An extensive on-site evaluation will be conducted to assess existing golf course features including, but not limited to tees, greens, fairways, bunkers, bunker drainage, hazards, landscape treatments, circulation, and speed of play. Aesthetic qualities, views, vegetation, existing trees, golf hole orientation, safety and conditioning will also be reviewed.
- b. Playability and strategic values will be evaluated with specific regard to the skill levels of the golfers and the original design intent reflected in historical documents such as plans and aerial photographs. An analysis of available handicap data will provide a benchmark for evaluating issues of playability.





- c. The practice facilities will be reviewed and will include evaluation of the practice range, short game practice area and putting green. The functioning of these components for private lessons will be discussed.
- d. Infrastructure, drainage, and cart paths/circulation will be reviewed to assess condition, utility, and efficiency. All engineering work for storm drainage, irrigation, cart paths, bridging and related structures will be done by a Project Engineer under a separate contract.
- e. A base plan will be produced from information provided by the Client to assist in understanding the existing golf course elements and how they relate to each other. The base plan will also be used to explore various design possibilities.

The Consultant encourages open communication during the Master Planning process and will rely on the Client and Course representatives to provide detailed information on the subtle nuances and needs of Hidden Creek Golf Course.

## **TASK II – GOLF COURSE DESIGN**

For this Task, the Consultant will work closely with the Client and Course representatives to identify existing concerns, confirm project goals, and thoroughly explore opportunities for improvement. This collaborative process is intended to establish a clear framework for design decision-making and to ensure alignment with the City's operational, financial, and community objectives.

### **1) Preliminary Design Concepts**

The Consultant will prepare preliminary design concepts addressing playability, safety, pace of play, drainage, maintainability, strategy, and golfer circulation, as well as any specific concerns identified by the Client. Design recommendations will be developed with careful consideration of golfers of varying skill levels and are intended to enhance the overall golf experience.

### **2) Alternative Routing and Design Studies**

The Consultant will prepare alternative routing and design studies that evaluate different tee and bunker locations, fairway contours, and strategic shot values in order to capitalize on the inherent strengths and natural features of the property.

### **3) Preliminary Phasing and Cost Evaluation**

The Consultant will develop a preliminary schedule outlining the prioritization and phasing of recommended improvements. Planning-level cost estimates for proposed improvements will be prepared and reviewed with the Client and Course representatives to support informed discussion and decision-making.



These design recommendations will be presented to the Client and Course representatives for review and evaluation, providing a clear understanding of the design opportunities, anticipated costs, and implementation considerations. This phase is intended to build consensus and establish a shared vision that will guide the development of the Final Master Plan and support the creation of a high-quality, sustainable golf course for the community.

### **TASK III – GOLF COURSE OPERATIONS & FINANCIAL ANALYSIS**

The Consultant will retain the services of JJ Keegan+ as a subconsultant to lead the following master planning efforts for Hidden Creek Golf Course:

- Geographic – Local Market Analysis
- Weather
- Technology
- Yield Management, Key Metrics, and Financial Modeling Valuation
- Facilities and Maintenance Review
- Operational: Management, Customer Experience, Marketing, Food and Beverage
- Operational: Customer Preferences and Customer Loyalty Survey

The findings from Phase III will provide the City with a clear, data-driven understanding of Hidden Creek Golf Course's operational performance, market position, and long-term financial sustainability. The analysis will inform recommendations related to management strategies, capital prioritization, programming, and future investment decisions.

A detailed description of the Phase III scope of services is attached from this document, which expands upon the tasks and deliverables outlined above.

### **TASK IV – CONCEPTUAL CLUBHOUSE DESIGN**

The Consultant will retain the services of CDA Design as a subconsultant to lead the master planning efforts for the following facilities at :

- the clubhouse, and
- the on-course (golf course) restrooms

CDA Design will manage all design, planning, and documentation tasks necessary to deliver a coherent, functional, and cost-effective master plan that meets both the operational needs and aesthetic aspirations of the client.

This scope of work for this phase will include the following tasks:

- 1) High Level Conceptual Floor Plan for a renovated, or new clubhouse.**
- 2) Recommendations on the On-Course Restrooms**
- 3) Preliminary Cost Estimates**



## **TASK V – CONCEPTUAL DRAINAGE STUDY**

The Consultant will retain **FNI** to provide professional drainage assessment and planning support services in connection with the Hidden Creek Golf Course Master Plan. Services under this scope will include the following:

1) **Project Management**

Provide limited project management support, including coordination with the Consultant and invoicing, for an anticipated duration of approximately two (2) months.

2) **Site Visit and Kickoff Meeting**

Participate in an on-site kickoff meeting and site visit at Hidden Creek Golf Course to review drainage issues identified by the City of Burleson. City staff is anticipated to assist with identifying areas of concern and providing transportation throughout the course.

3) **Identification of Priority Drainage Projects**

Based on observations from the site visit, identify up to fifteen (15) drainage-related projects to be incorporated into the Master Plan. For each project, FNI will develop conceptual-level solutions and provide order-of-magnitude cost estimates. Concepts will be described in narrative form only and are intended for planning purposes; detailed design and cost breakdowns are not included.

4) **Technical Memorandum**

Prepare a technical memorandum summarizing the drainage assessment and documenting the identified projects and conceptual solutions. The memorandum will be delivered electronically. Kemp Golf Course Design will incorporate this material into the Master Plan document, as appropriate.

5) **Assessment Review Meeting**

Attend one (1) in-person assessment review meeting with the City of Burleson and Kemp Golf Course Design to review findings and recommendations.

6) **Comment Response**

Address one (1) round of comments received from the City of Burleson or Kemp Golf Course Design related to the technical memorandum.

## **TASK VI – IRRIGATION SYSTEM AUDIT**

The Consultant will retain the services of Larry Rodgers as a subconsultant to lead the irrigation audit for the Hidden Creek Golf Course.

This scope of work for this phase will include the following tasks:



- 1) **Assemble Site Plan to include aerial and any As-Built drawings**
- 2) **Prepare inventory list of existing equipment including pump station and performance**
- 3) **Recommendations and final irrigation report**

## **TASK VII – MASTER PLAN DOCUMENT**

Upon completion and approval of the preliminary design and technical studies, the Consultant will prepare a comprehensive **Master Plan** for **Hidden Creek Golf Course**. The completed Master Plan will integrate golf course design, conceptual clubhouse planning, infrastructure assessments, and operational and financial analysis, and will include the following components:

- 1) **Final Master Plan Rendering**

A full-color rendering (1" = 100'-0") illustrating all recommended golf course improvements, including proposed modifications to the golf course, practice facilities, infrastructure, and supporting amenities.

- 2) **Comprehensive Written Report**, including:

- a. **Golf Course and Practice Facility Design**

Design concepts and a hole-by-hole narrative describing proposed improvements to the golf course and practice areas, with recommendations intended to enhance playability, strategy, conditioning, and overall golfer experience.

- b. **Conceptual Clubhouse and Facility Planning**

Conceptual planning and illustrative graphics addressing potential clubhouse improvements, expansions, or reconfiguration, including adjacencies, functional relationships, and operational considerations.

- c. **Drainage and Infrastructure Assessment**

A summary of drainage conditions and identified improvement projects based on field observations and technical analysis, including conceptual solutions and planning-level cost estimates. Findings will be integrated into the overall Master Plan recommendations.

- d. **Irrigation System Audit and Recommendations**

An evaluation of the existing irrigation system, including system performance, efficiency, and coverage, with recommendations for upgrades or modifications to support long-term turf health and water-use efficiency.



#### **e. Operational and Financial Analysis**

A market-informed operational and financial analysis evaluating current performance and future scenarios, including key metrics, yield management considerations, and long-term financial sustainability.

#### **f. Visual Communication Materials**

Perspective sketches, diagrams, and/or digitally enhanced photographs prepared to graphically communicate proposed improvements in key areas. These materials may be used for stakeholder communication and public outreach to help users visualize recommended changes.

#### **g. Opinion of Probable Costs**

Planning-level cost estimates for recommended improvements based on historical construction data, adjusted for local market conditions, materials, and site considerations. Costs are intended for planning and prioritization purposes only.

#### **h. Phasing and Implementation Strategy**

A prioritized, long-term implementation plan identifying logical phasing, sequencing, and potential funding considerations.

### **3) Public Presentation**

The Consultant will present the Master Plan findings and recommendations at one (1) public meeting or workshop, such as a Parks Board or City Council session, to review the proposed improvements and respond to questions from City staff, elected officials, and the public.

## **INFORMATION TO BE PROVIDED BY THE CLIENT**

Kemp Golf Course Design shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client's consultants or representatives. The Client shall provide all information requested by Kemp Golf Course Design during the project, including but not limited to the following:

- An executed copy of this Agreement and Notice to Proceed.
- Current Aerial Photograph.
- Survey of the site to include topography (min. 2' contour intervals), property lines of project site, rights-of-way, easements, and location of all public and private utilities.
- Electronic copies of all previous plans and surveys.
- Access to property.



## ADDITIONAL SERVICES

- 1) Any services provided by the Consultant that are not included in the Scope of Services outlined in Tasks I, II, III, IV, V, VI, and VII shall be billed as additional services at our then current hourly rates. Additional services shall be approved by the Client in writing prior to commencing with such services.
- 2) Preparation of Construction Documents (Working Drawings, Specifications, etc.) will be executed under a separate contract.

## TERMS OF SERVICE

1. If at any time after the Client has initiated our services, you choose to terminate our service, a written notice from you will end any obligation from that point in time. The Client will be obligated for the services and expense to the time of such notice.
2. Invoices for services and expenses will be invoiced monthly and be due thirty (30) days from receipt.
3. Expenses, such as travel, reproduction, delivery services and other direct expenses will be billed as actual charges and have no administrative surcharges. All permitting, application, and similar project fees will be paid directly by the Client.
4. Consulting Fee Schedule of Values:

DESCRIPTION		FEE
	Execution of Agreement	n/a
<b>TASK I</b>	Project Program/Golf Course Analysis	\$5,000
<b>TASK II</b>	Golf Course Design	\$10,000
<b>TASK III</b>	Golf Course Operations and Financial Analysis	\$24,500
<b>TASK IV</b>	Conceptual Clubhouse Design	\$20,000
<b>TASK V</b>	Conceptual Drainage Study	\$23,500
<b>TASK VI</b>	Irrigation Audit	\$5,000
<b>TASK VII</b>	Master Plan Document	\$10,000
	<b>TOTAL LUMP SUM LABOR FEE</b>	<b>\$98,000</b>

\*Reimbursable Expenses not to exceed \$5,000.00.

### 5. Payment

All payments from Client to Consultant shall be paid to the order of Kemp Golf Course Design and to be delivered to the office whose address is 1513 Cedar Hill Ave., Dallas, TX 75208.





## 6. Dispute Resolution

Parties agree to mediate claims or disputes arising out of or relating to this Agreement before initiating litigation. The mediation shall be conducted by a mediation service acceptable to the parties. A party shall make a demand for mediation within a reasonable time after a claim or dispute arises, and the parties agree to mediate in good faith. In no event shall any demand for mediation be made after such claim or dispute would be barred by applicable law. Mediation fees shall be shared equally.

## MISCELLANEOUS PROVISIONS

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1. This agreement is governed by the laws of Texas.
2. Golf Consultant agrees that, unless changed by mutual agreement, the Master Plan will be completed within one hundred and twenty (120) days of the execution of this proposal. Golf Consultant agrees to strive to meet any reasonable timetable.
3. This agreement is the entire and integrated agreement between Client and Kemp Golf Course Design and supersedes all prior negotiations, statements, or agreements, either written or oral. The parties may amend this Agreement only by a written instrument signed by both Client and Kemp Golf Course Design.
4. In the event that any term or provision of this Agreement is found to be unenforceable or invalid for any reason, the remainder of this Agreement shall continue in full force and effect, and the parties agree that any unenforceable or invalid term or provision shall be amended to the minimum extent required to make such term or provision enforceable and valid.
5. Neither Client nor Kemp Golf Course Design shall assign this Agreement without the written consent of the other.
6. The Client and Kemp Golf Course Design mutually agree to indemnify and save harmless each other against and from any and all claims, liabilities, losses, costs, expenses, or damages arising in relation to the Golf Course, including without limitation any legal fees or expenses incurred in connection therewith, provided that the Client and Kemp Golf Course Design will not be required to indemnify each other with respect to claims, liabilities, losses, costs, expenses, or damages resulting from the Client's or Kemp Golf Design's own negligence.
7. Nothing in this agreement shall create a contractual relationship for the benefit of any third party.
8. If this Agreement is not signed and returned to Kemp Golf Course Design within 60 days, the offer to perform the described services may, in Kemp Golf Course Design's sole discretion, be withdrawn and be null and void.



ACCEPTANCE

This proposal is valid in accordance with the intent and discussions of the proposed work and schedule for immediate pursuit of the completion of the work. This proposal may be accepted by returning one (1) copy of this proposal signed by an authorized representative.

Trey Kemp

By: Trey Kemp, Owner  
Kemp Golf Course Design

December 18, 2025

Signature Date

Printed Name

Title

Company Name

Billing Address

Email for Invoices