

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT made and entered into this, the 19th day of September 2023, and between the **City of Dripping Springs**, Texas (hereinafter referred to as the “City”) and **Keenan E. Smith**, AIA, dba: City Lights Design Alliance, (hereinafter referred to as the “Consultant”), is understood and agreed to be as set forth herein:

1. **Description of Services:** Project Management, Staff Support, and Coordination Services for TIRZ #1 & #2 “Project Management” Selected Projects. Consultant shall assist the City by providing the described services for Project Management, Staff Support and Coordination Services for the Selected Projects proposed for TIRZ #1 & #2, Dripping Springs, TX 78620.

All services will be provided and performed at the City's sole direction. Professional Fees will be invoiced per the Compensation Schedule, not to exceed budgeted caps without prior authorization.

Project Management/ Staff Support & Coordination Services***

- A) **Project Management - TIRZ #1 & #2:** (***)for selected projects- tasks may vary)
 - (1) Project Team(s): Administer RFQ's; coordinate Team vetting & selection process; manage Team organization
 - (2) Project Tasks, Studies & Plans: Administer RFPs; coordinate proposal & award process; oversee tasks, studies & plans; ensure schedules & budgets; direct deliverable products, cost estimates, reports, etc.

- B) **Liaison & Staff Support - to TIRZ Entities, partners & Stakeholders**
 - (1) TIRZ #1 & #2 Board of Directors (Staff Support, Board Meetings)
 - (2) City of Dripping Springs (Liaison; Representation)
 - (3) Hays County (Liaison; Representation)
 - (4) Dripping Springs Community Library (Liaison; Representation)
 - (5) Dripping Springs Independent School District (Liaison; Representation)
 - (6) TIRZ Landowners & Developers (Liaison; Representation)

- C) **Coordination Services - with TIRZ Team(s)**
 - (1) TIRZ Administrator
 - (2) TIRZ Financial Advisor
 - (3) TIRZ Counsel (City Attorney)

2. **Payment for Services:** The City will compensate Consultant at the rate of \$125 an hour for Project Coordination & Liaison Fees, on a Budgeted Average of 21 hrs./Mo., with a capped annual amount of \$31,500/yr. Additional services or fees may be agreed to in writing by both parties. Payment terms: Net due on receipt of monthly invoice.

3. **Schedule:**

- A) **Begin Services:** October 1, 2023
- B) **End Services:** September 30, 2024 (end of Fiscal Year)
- C) **Renewal Option:** Annually or as mutually agreed - rates to be negotiated.

4. **Conditions and Termination:** Fees and Expenses are estimates strictly for the scope of work outlined. Any Addenda to Scope of Work, if approved and directed by City, are subject to billing at standard hourly fee schedule (above). Either party may terminate this agreement at any time upon thirty (30) days' written notice.
5. **Exclusions:** Provision of construction documents; surveying, structural, electrical, civil, geo-technical or mechanical engineering services.
6. **Limitations:** To the fullest extent permitted by law, the Consultant's total liability to the City for any and all injuries, claims, losses, expenses damages or claim expenses arising out of the Consultant's performance under this agreement, other than what is insurable by Consultant's insurance policies, shall not exceed the amount of the total fees paid to the Consultant. Such causes include, but not limited to, the Consultant's negligence, errors, omissions, strict liability, breach of contract or breach of warranty. The Consultant's liability does not extend to construction and design activities performed by third parties related to this Agreement.
7. **Relationship of Parties:** It is understood by the parties that the Consultant is an independent contractor with respect to the City and not an employee of the City. The City will not provide fringe benefits, including health insurance benefits, paid vacation, or any employee benefit, for the benefit of the Consultant. The City may contract with other individuals or firms for project management services.
8. **Conflicts of Interest:** During the period the Consultant is covered by this agreement, the Consultant will contact the City and TIRZ Board in writing if a potential conflict of interest with a third-party City may exist. If the TIRZ Board or the City Council finds that a project for a third-party City of the Consultant has a direct conflict with the TIRZs, the TIRZ Board or the City Council shall contact the Consultant in writing. If the conflict of interest cannot be resolved to either party's satisfaction, either the Consultant or the City Council may terminate this Agreement with seven (7) days' notice to the other party.
9. **Mandatory Disclosures:** Texas law requires that vendors make certain disclosures. Prior to the effective date of this Contract, the Contractor has submitted to the City a copy of the Conflict of Interest Questionnaire form (CIQ Form) approved by the Texas Ethics Commission (Texas Local Government Code Chapter 176), and the Contractor shall file a Form 1295 Certificate of Interested Parties (Form 1295) approved by the Texas Ethics Commission (Texas Government Code Section 2252.908). The Contractor also confirms it is in compliance with all Texas requirements related to government contracts including: (1) no boycott of Israel; (2) not listed as a foreign terrorist organization by the Texas Comptroller of Public Accounts; (3) Contractor does not have a policy or practice of discriminating against firearm entities or firearm trade associations; (4) Contractor does not boycott energy companies; and Contractor is compliant with all other Texas laws including any additional disclosure requirements.
10. **Injuries/Insurance:** Consultant acknowledges his obligation to obtain appropriate insurance coverage for the benefit of Consultant's employees, if any. Consultant waives the right to recover from the City for any injuries that Consultant and/or Consultant's employees may sustain while performing services under this Agreement. Consultant is to provide a copy of

insurance coverage to City at least ten (10) days prior to end of any existing coverage period if Consultant uses the services of any of Consultant's employees for the provision of services to the City.

- 11. **Assignment:** Consultant's obligation under this Agreement may not be assigned or transferred to any other person, firm, or corporation without the prior written consent of City.
- 12. **Notice:** All notice required or permitted under this Agreement shall be in writing and shall be delivered either in person or deposited in the United States mail, postage prepaid, addressed as follows:

For the City:

City of Dripping Springs
Attn: City Administrator
PO Box 384
Dripping Springs, TX 78620
(512) 858-4725

For the Contractor:

City Lights Design Alliance
Attn: Keenan Smith, AIA
PO Box 1166
Dripping Springs, TX 78620
(512) 659-5062

- 13. **Entire Agreement:** This Agreement contains the entire Agreement of the parties and there are no other promises or conditions in any other Agreement whether oral or written. This Agreement supersedes and prior written agreements between the parties.
- 14. **Amendment:** This agreement may be modified or amended only if the amendment is made in writing and is signed by both parties.
- 15. **Severability:** If any provision of this Agreement shall be held to be invalid or unenforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.
- 16. **Waiver of Contractual Right:** The failure of any party to enforce any provision of this Agreement shall not be construed as a waiver of that party's right to subsequently enforce and compel strict compliance with every provision of the Agreement.
- 17. **Applicable Law:** The laws of the State of Texas shall govern this Agreement.
- 18. **Venue:** The venue for any and all legal disputes arising under this Agreement shall be Hays County, Texas.

[signature page follows]

CITY OF DRIPPING SPRINGS:



Michelle Fischer, City Administrator

September 20, 2023

Date

CITY LIGHTS DESING ALLIANCE:



Keenan Smith, AIA, Owner

September 22, 2023

Date

ATTEST:



Andrea Cunningham, City Secretary



CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

City Lights Design Alliance- NO CONFLICT

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

N/A

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

N/A

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

N/A

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7



Keenan E. Smith, AIA

Signature of vendor doing business with the governmental entity

9/22/23

Date

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY
 CERTIFICATION OF FILING**

Certificate Number:
 2023-1074905

Date Filed:
 09/22/2023

Date Acknowledged:
 09/22/2023

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

City Lights Design Alliance
 Dripping Springs, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

City Of Dripping Springs

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

CLD09192023
 TIRZ Project Management Services

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

5 Check only if there is NO Interested Party.

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of _____, 20____.
(month) (year)

 Signature of authorized agent of contracting business entity
 (Declarant)