

PROFESSIONAL SERVICES AGREEMENT

This **PROFESSIONAL SERVICES AGREEMENT** (the “Agreement”) is made and entered by and between **NEW BRAUNFELS UTILITIES**, a Texas municipal owned utility (“NBU”), and **FREESE AND NICHOLS, INC.**, a Texas corporation (the “Professional”).

Section 1. Term of Agreement. This Agreement shall become effective the date on which the last party to this Agreement executes this Agreement and this Agreement shall not be binding until executed by all parties (the “Effective Date”). Once this Agreement is executed by both parties, this Agreement shall remain in effect until the completion date specified in Exhibit A, unless terminated as provided for in this Agreement. Subject to Section 271.904 of the Texas Local Government Code, as amended, Exhibit A shall provide, in either calendar days or by providing a final date, a time of completion prior to which the Professional shall have completed all tasks related to the Services (hereinafter defined).

Section 2. Scope of Services.

(A) The Professional shall perform the services described in Exhibit A (the “Services”) within the timeframe specified therein. The time limits for the Services stated in Exhibit A are of the essence of the Agreement. By executing this Agreement, the Professional confirms that the timeframe in Exhibit A is a reasonable period for performing the Services. The scope of work described in the Services constitutes the “Project.”

(B) The quality of Services provided hereunder shall be of the level of professional quality performed by professionals regularly rendering this type of service.

(C) The Professional shall perform the Services in compliance with all statutory, regulatory, and contractual requirements now or hereafter in effect as may be applicable to the rights and obligations set forth in the Agreement.

(D) The Professional may rely upon the accuracy of reports and surveys provided to it by NBU except when defects should have been apparent to a reasonably competent professional or when it has actual notice of any defects in the reports and surveys.

Section 3. Compensation.

(A) Amount. The Professional shall be paid the amount set forth in Exhibit B as described herein.

(B) Billing Period. NBU shall pay the Professional within thirty (30) days after receipt and approval of invoices and based upon work satisfactorily performed and completed to date. All invoices shall document and itemize all work completed to date. Each invoice statement shall include a record of time expended and work performed in sufficient detail to justify payment. In the event any uncontested portions of any invoice are not paid within thirty (30) days of receipt and approval of the Professional’s invoice, the Professional shall have the right to suspend work.

(C) Reimbursable Expenses. Any and all reimbursable expenses related to the Project shall be described in the Services defined in Exhibit A and accounted for in the total compensation amount in Exhibit B. If these items are not specifically accounted for in both Exhibit A and Exhibit B, NBU shall not be required to pay such amounts unless otherwise agreed to in writing by both parties or unless agreed to pursuant to Section 4 of this Agreement.

Section 4. Changes to the Project Work; Additional Work.

(A) Changes to Work. The Professional shall make such revisions to any work that has been completed as are necessary to correct any errors or omissions as may appear in such work. If NBU finds it necessary to make changes to previously satisfactorily completed work or parts thereof, the Professional shall make such revisions if requested and as directed by NBU and such services shall be considered as additional work and paid for as specified under the following paragraph.

(B) Additional Work. NBU retains the right to make changes to the Services at any time by a written order. Work that is clearly not within the general description of the Services under this Agreement must be approved in writing by NBU by supplemental agreement before the additional work is undertaken by the Professional. If the Professional is of the opinion that any work is beyond that contemplated in this Agreement and the Services described in Exhibit A and therefore constitutes additional work, the Professional shall promptly notify NBU of that opinion in writing. If NBU agrees that such work does constitute additional work, then NBU and the Professional shall execute a supplemental agreement for the additional work and NBU shall compensate the Professional for the additional work on the same basis of the rates for the Services contained in Exhibit B. If the changes deduct from the extent of the scope of work for the Services, the contract sum shall be adjusted accordingly. All such changes shall be executed under the conditions of the original Agreement. Any work undertaken by the Professional not previously approved as additional work shall be at risk of the Professional.

Section 5. Ownership of Documents. Upon completion or termination of this Agreement, all documents prepared by the Professional or furnished to the Professional by NBU shall be delivered to and become the property of NBU. All drawings, charts, calculations, plans, specifications and other data, including electronic files and raw data, prepared under or pursuant to this Agreement shall be made available, upon request, to NBU without restriction or limitation on the further use of such materials; however, such materials are not intended or represented to be suitable for reuse by NBU or others. Any reuse of the materials related to the Services without prior verification or adaptation by the Professional for the specific purpose intended will be at NBU's sole risk and without liability to the Professional. Where applicable, the Professional shall retain all pre-existing proprietary rights in the materials provided to NBU but shall grant to NBU a non-exclusive, perpetual, royalty-free license to use such proprietary information solely for the purposes for which the information was provided. The Professional may, at the Professional's expense, have copies made of the documents or any other data furnished to NBU under or pursuant to this Agreement.

Section 6. Personnel. The Professional shall provide adequate, experienced personnel, capable of and devoted to the successful completion of the Services to be performed under this Agreement. The Professional agrees that, upon commencement of the Services to be performed

under this Agreement, key personnel will not be removed or replaced without prior written notice to NBU. If key personnel are not available to perform the Services for a continuous period exceeding thirty (30) calendar days, or are expected to devote substantially less effort to the Services than initially anticipated, the Professional shall immediately notify NBU of same and shall replace such personnel with personnel possessing substantially equal ability and qualifications.

Section 7. Licenses; Materials. The Professional shall maintain in current status all federal, state, and local licenses and permits required for the Professional to perform the Services and operate its business. NBU has no obligation to provide the Professional, its employees or subcontractors any business registrations or licenses required to perform the Services described in this Agreement. NBU has no obligation to provide tools, equipment, or materials to the Professional.

Section 8. Professional's Seal; Standard of Care. To the extent the Professional has a professional seal, the Professional shall place such seal on all final documents and data furnished by the Professional to NBU. Preliminary documents released from a license holder's control shall identify the purpose of the document, the engineer(s) of record and the engineer license number(s), and the release date on the title sheet of bound engineering reports, specifications, details, calculations or estimates, and each sheet of plans or drawings regardless of size or binding. As required by Section 271.904 of the Texas Local Government Code, as amended, all work and services provided under this Agreement will be performed with the professional skill and care ordinarily provided by competent engineers or architects, as applicable, practicing under the same or similar locality under the same or similar circumstances and professional license. The Professional shall perform its services as expeditiously as is prudent considering the ordinary professional skill of a competent engineer or architect, as applicable. The plans, specifications, and data provided by the Professional shall be adequate and sufficient to enable those performing the actual work to perform the work as and within the time contemplated by NBU and the Professional. NBU acknowledges that the Professional does not have control over the methods or means of work or the costs of labor, materials, or equipment. Unless otherwise agreed in writing, any estimates of costs by the Professional are for informational purposes only and are not guarantees.

Section 9. Indemnification.

(A) GENERAL. TO THE EXTENT PERMITTED BY LAW, INCLUDING SECTION 271.904 OF THE TEXAS LOCAL GOVERNMENT CODE, THE PROFESSIONAL SHALL INDEMNIFY AND HOLD HARMLESS NBU AND EACH BOARD MEMBER, OFFICER, EMPLOYEE, AGENT, AND REPRESENTATIVE THEREOF (NBU AND ANY SUCH PERSON BEING HEREIN CALLED AN "INDEMNIFIED PARTY") FOR, FROM AND AGAINST ANY AND ALL LOSSES, CLAIMS, DAMAGES, LIABILITIES, COSTS AND EXPENSES (INCLUDING, BUT NOT LIMITED TO, REASONABLE ATTORNEYS' FEES AND COURT COSTS) INCURRED BY ANY INDEMNIFIED PARTY WHICH ARE:

- i. DUE TO THE VIOLATION OF ANY ORDINANCE, REGULATION, STATUTE, OR OTHER LEGAL REQUIREMENT IN THE PERFORMANCE OF THIS AGREEMENT, BY THE PROFESSIONAL, ITS AGENT, EMPLOYEE, ANY CONSULTANT UNDER CONTRACT, OR ANY OTHER ENTITY OVER WHICH THE PROFESSIONAL EXERCISES CONTROL;
- ii. CAUSED BY OR RESULTING FROM ANY NEGLIGENT OR INTENTIONAL ACT OR OMISSION IN VIOLATION OF PROFESSIONAL'S STANDARD OF CARE, BY THE PROFESSIONAL, ITS AGENT, ANY CONSULTANT UNDER CONTRACT, OR ANY OTHER ENTITY OVER WHICH THE PROFESSIONAL EXERCISES CONTROL;
- iii. CAUSED BY OR RESULTING FROM ANY CLAIM ASSERTING INFRINGEMENT OR ALLEGED INFRINGEMENT OF A PATENT, TRADEMARK, COPYRIGHT OR OTHER INTELLECTUAL PROPERTY RIGHT IN CONNECTION WITH THE INFORMATION FURNISHED BY OR THROUGH THE PROFESSIONAL, ITS AGENT, ANY CONSULTANT UNDER CONTRACT, OR ANY OTHER ENTITY OVER WHICH THE PROFESSIONAL EXERCISES CONTROL;
- iv. DUE TO THE FAILURE OF THE PROFESSIONAL, ITS AGENT, ANY CONSULTANT UNDER CONTRACT, OR ANY OTHER ENTITY OVER WHICH THE PROFESSIONAL EXERCISES CONTROL TO PAY THEIR CONSULTANTS OR SUBCONSULTANTS AMOUNTS DUE FOR SERVICES PROVIDED IN CONNECTION WITH THE PROJECT; OR
- v. OTHERWISE ARISING OUT OF OR RESULTING FROM THE PERFORMANCE OF THE SERVICES UNDER THIS AGREEMENT, INCLUDING SUCH CLAIMS, DAMAGES, LOSSES OR EXPENSES ATTRIBUTABLE TO BODILY INJURY, SICKNESS, DISEASE OR DEATH, OR TO INJURY TO OR DESTRUCTION OF TANGIBLE PROPERTY, INCLUDING LOSS OF USE RESULTING THEREFROM, BUT ONLY TO THE EXTENT SUCH CLAIMS, DAMAGES, LOSSES, COSTS AND EXPENSES ARE CAUSED BY OR RESULT FROM ANY NEGLIGENT OR INTENTIONAL ACTS OR OMISSIONS OF THE PROFESSIONAL, ITS AGENT, ANY CONSULTANT UNDER CONTRACT, OR ANY OTHER ENTITY OVER WHICH THE PROFESSIONAL EXERCISES CONTROL.

(B) REIMBURSEMENT OF NBU'S FEES IN DEFENSE OF CLAIMS. TO THE EXTENT NBU INCURS ATTORNEY'S FEES IN DEFENSE OF ANY CLAIM ASSERTED AGAINST NBU THAT ARISES OR RESULTS FROM THE ALLEGED ACTS OR OMISSIONS OF THE PROFESSIONAL DESCRIBED IN THIS SECTION, THE PROFESSIONAL SHALL REIMBURSE NBU ITS REASONABLE ATTORNEY'S FEES IN PROPORTION TO THE PROFESSIONAL'S LIABILITY FOUND AFTER A FINAL ADJUDICATION OF LIABILITY.

The obligations of the Professional under this Section shall survive the termination of this Agreement.

Section 10. Insurance.

(A) General.

- i. Insurer Qualifications. Without limiting any obligations or liabilities of the Professional, the Professional shall purchase and maintain, at its own expense, hereinafter stipulated minimum insurance with insurance companies authorized to do business in the State of Texas with an A.M. Best, Inc. rating of A- or above with policies and forms satisfactory to NBU. Failure to maintain insurance as specified herein may result in termination of this Agreement at NBU's option.
- ii. No Representation of Coverage Adequacy. By requiring insurance, NBU does not represent that coverage and limits will be adequate to protect the Professional. NBU reserves the right to review any and all of the insurance policies and/or endorsements cited in this Agreement, but has no obligation to do so. Failure to demand such evidence of full compliance with the insurance requirements set forth in this Agreement or failure to identify any insurance deficiency will not relieve the Professional from, nor be construed or deemed a waiver of, its obligation to maintain the required insurance at all times during the performance of this Agreement.
- iii. Additional Insured. All insurance coverage and self-insured retention or deductible portions, except Workers' Compensation insurance and Professional Liability insurance, if applicable, shall name, to the fullest extent permitted by law for claims arising out of the performance of this Agreement, NBU, its agents, representatives, officers, directors, officials and employees as an Additional Insured as specified under the respective coverage sections of this Agreement.
- iv. Coverage Term. All insurance required herein shall be maintained in full force and effect until all the Services required to be performed under the terms of this Agreement are satisfactorily performed, completed and formally accepted by NBU, unless specified otherwise in this Agreement.
- v. Primary Insurance. The Professional's insurance shall be primary insurance with respect to performance of this Agreement and in the protection of NBU as an Additional Insured.
- vi. Claims Made. In the event any insurance policies required by this Agreement are written on a "claims made" basis, coverage will extend, either by keeping coverage in force or purchasing an extended reporting option, for three years after the conclusion of the term of this Agreement. Such continuing coverage will be evidenced by submission of annual certificates of insurance stating applicable coverage is in force and containing provisions as required herein for the three-year period.
- vii. Waiver. All policies (except for Professional Liability, if applicable), including Workers' Compensation insurance, will contain a waiver of rights of recovery (subrogation) against NBU, its agents, representatives, officials, officers and

employees for any claims arising out of the Services performed by the Professional. The Professional shall arrange to have such subrogation waivers incorporated into each policy via formal written endorsement thereto.

- viii. Policy Deductibles and/or Self-Insured Retentions. The policies set forth in these requirements may provide coverage that contains deductibles or self-insured retention amounts. Such deductibles or self-insured retention shall not be applicable with respect to the policy limits provided to NBU. The Professional shall be solely responsible for any such deductible or self-insured retention amount.
- ix. Use of Subcontractors. The Professional shall not use subcontractors for all or any work under this Agreement without the prior written consent of NBU in its sole discretion. If any work under this Agreement is subcontracted in any way, the Professional shall execute written agreements with its subcontractors containing the indemnification provisions set forth in this Agreement and insurance requirements set forth herein protecting NBU and the Professional. The Professional shall be responsible for executing any agreements with its subcontractors and obtaining certificates of insurance verifying the insurance requirements.
- x. Evidence of Insurance. Prior to commencing any the Services under this Agreement, the Professional shall provide NBU with suitable evidence of insurance in the form of certificates of insurance and a copy of the declaration page(s) of the insurance policies as required by this Agreement, issued by the Professional's insurance provider(s) as evidence that policies are in place with acceptable insurers as specified herein and provide the required coverage, conditions and limits of coverage specified in this Agreement and that such coverage and provisions are in full force and effect. Evidence of such insurance shall be attached as Exhibit C. Confidential information such as the policy premium may be redacted from the declaration page(s) of each insurance policy, provided that such redactions do not alter any of the information required by this Agreement. NBU will rely upon the certificates of insurance and declaration page(s) of the insurance policies as evidence of coverage but such acceptance and reliance will not waive or alter in any way the insurance requirements or obligations of this Agreement. If any of the policies required by this Agreement expire during the life of this Agreement, it will be the Professional's responsibility to forward renewal certificates and declaration page(s) to NBU thirty (30) days prior to the expiration date. All certificates of insurance and declarations required by this Agreement will be identified by referencing this Agreement. Additionally, certificates of insurance and declaration page(s) of the insurance policies submitted without referencing this Agreement will be subject to rejection and may be returned or discarded.

(B) Required Insurance Coverage. Any of the coverage set forth below may be waived by NBU in its sole discretion, but any such waiver must be signed by an authorized representative of NBU on or before the Effective Date of this Agreement.

- i. Commercial General Liability. The Professional shall maintain “occurrence” form Commercial General Liability insurance with an unimpaired limit of not less than \$1,000,000 for each occurrence and a \$2,000,000 General Aggregate Limit. The policy shall cover liability arising from premises, operations, independent contractors, products, completed operations, personal injury, and property damage. To the fullest extent allowed by law, for claims arising out of the performance of this Agreement, NBU, its agents, representatives, officers, officials and employees shall be cited as an Additional Insured. If any Excess insurance is utilized to fulfill the requirements of this subsection, such Excess insurance shall be “follow form” equal or broader in coverage scope than underlying insurance.
- ii. Vehicle Liability. The Professional shall maintain Business Automobile Liability insurance with a limit of \$1,000,000 each occurrence on the Professional’s owned, hired and non-owned vehicles assigned to or used in the performance of the Services by the Professional under this Agreement. To the fullest extent allowed by law, for claims arising out of the performance of this Agreement, NBU, its agents, representatives, officers, directors, officials and employees shall be cited as an Additional Insured. If any Excess insurance is utilized to fulfill the requirements of this subsection, such Excess insurance shall be “follow form” equal or broader in coverage scope than underlying insurance.
- iii. Professional Liability. The Professional shall maintain Professional Liability insurance covering negligent errors and omissions arising out of the Services performed by the Professional, or anyone employed by the Professional, or anyone for whose negligent acts, mistakes, errors and omissions the Professional is legally liable, with an unimpaired liability insurance limit of \$1,000,000 each claim and \$2,000,000 annual aggregate. In the event the Professional Liability insurance policy is written on a “claims made” basis, coverage shall extend for three years after the conclusion of the term of this Agreement, and the Professional shall be required to submit certificates of insurance and a copy of the declaration page(s) of the insurance policies evidencing proper coverage is in effect as required above. Confidential information such as the policy premium or proprietary information may be redacted from the declaration page(s) of each insurance policy, provided that such redactions do not alter any of the information required by this Agreement.
- iv. Workers’ Compensation and Employer’s Liability Insurance. The Professional shall maintain Workers’ Compensation insurance to cover the Professional’s employees engaged in the performance of the Services under this Agreement and shall also maintain Employers Liability Insurance of not less than \$1,000,000 for each accident, \$1,000,000 disease for each employee and \$1,000,000 disease policy limit.

(C) Cancellation and Expiration Notice. Insurance required herein shall not expire, be canceled, or be materially changed without thirty (30) days’ prior written notice to NBU.

Section 11. Termination.

(A) For NBU's Convenience. This Agreement is for the convenience of NBU and, as such, may be terminated by NBU for any reason upon thirty (30) days' written notice by NBU to the Professional. Upon termination for convenience, the Professional will be paid for the Services performed to the termination date less any offsets to which NBU may be entitled under the terms of this Agreement. By written notice to NBU, the Professional may suspend work if the Professional reasonably determines that working conditions at the site (outside the Professional's control) are unsafe, or in violation of applicable laws, or in the event NBU has not made timely payment in accordance with this Agreement, or for other circumstances not caused by the Professional that are materially interfering with the normal progress of the work. The Professional's suspension of work hereunder shall be without prejudice to any other remedy of the Professional at law or equity.

(B) For Cause. If either party violates any provision or fails to perform any obligation of this Agreement and such party fails to cure its nonperformance within thirty (30) days after written notice of nonperformance is given by the non-defaulting party, such party will be in default. In the event of such default, the non-defaulting party may terminate this Agreement immediately for cause and will have all remedies that are available to it at law or in equity including, without limitation, the remedy of specific performance. If the nature of the defaulting party's nonperformance is such that it cannot reasonably be cured within thirty (30) days, then the defaulting party will have such additional period of time as may be reasonably necessary under the circumstances, provided the defaulting party immediately (i) provides written notice to the non-defaulting party and (ii) commences to cure its nonperformance and thereafter diligently continues to completion the cure of its nonperformance. In no event will any such cure period exceed ninety (90) days. Only one notice of nonperformance will be required during the term of this Agreement and in the event of a second breach or violation, the nondefaulting party may immediately terminate this Agreement without notice to the defaulting party. In the event of any termination for cause by NBU, payment will be made by NBU to the Professional for the undisputed portion of its fee due as of the termination date less any offsets to which NBU may be entitled under the terms of this Agreement.

(C) Non-Collusion. The Professional represents and warrants that the Professional has not given, made, promised or paid, nor offered to give, make, promise or pay any gift, bonus, commission, money or other consideration to any person as an inducement to or in order to obtain the work to be provided to NBU under this Agreement. If NBU determines that the Professional gave, made, promised, paid or offered any gift, bonus, commission, money, or other consideration to NBU or any of its officers, agents, or employees to secure this Agreement, NBU may elect to cancel this Agreement by written notice to the Professional. The Professional further agrees that the Professional shall not accept any gift, bonus, commission, money, or other consideration from any person (other than from NBU pursuant to this Agreement) for any of the Services performed by the Professional under or related to this Agreement. If any such gift, bonus, commission, money, or other consideration is received by or offered to the Professional, the Professional shall immediately report that fact to NBU and, NBU, at its sole option, may elect to cancel this Agreement by written notice to the Professional.

(D) Agreement Subject to Appropriation. This Agreement is subject to appropriation of funds. The provisions of this Agreement for payment of funds by NBU shall be effective when funds are appropriated for purposes of this Agreement and are actually available for payment. NBU shall be the sole judge and authority in determining the availability of funds under this Agreement and NBU shall keep the Professional fully informed as to the availability of funds for the Agreement. The obligation of NBU to make any payment pursuant to this Agreement is a current expense of NBU, payable exclusively from such annual appropriations, and is not a general obligation or indebtedness of NBU. If sufficient funds are not appropriated to pay the amounts as set forth in this Agreement during any immediately succeeding fiscal year, this Agreement shall terminate at the end of the then-current fiscal year and NBU and the Professional shall be relieved of any subsequent obligation under this Agreement.

Section 12. Miscellaneous.

(A) Independent Contractor. The Professional acknowledges that the Professional is an independent contractor of NBU and is not an employee, agent, official or representative of NBU. The Professional shall not represent, either expressly or through implication, that the Professional is an employee, agent, official or representative of NBU. Income taxes, self-employment taxes, social security taxes and the like shall be the sole responsibility of the Professional.

(B) Governing Law; Venue. This Agreement and all of the transactions contemplated herein shall be governed by and construed in accordance with the laws of the State of Texas. The provisions and obligations of this Agreement are performable in Comal County, Texas such that exclusive venue for any action arising out of this Agreement shall be in Comal County, Texas.

(C) Compliance with Laws. The Professional shall comply with all federal, state and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts, administrative, or regulatory bodies in any matter affecting the performance of this Agreement, including, without limitation, worker's compensation laws, minimum and maximum salary and wage statutes and regulations, and licensing laws and regulations. When required, the Professional shall furnish satisfactory proof of compliance to NBU.

(D) Amendments. This Agreement may only be amended, modified, or supplemented by a written amendment signed by persons duly authorized to enter into contracts on behalf of NBU and the Professional.

(E) Provisions Required by Law. Each and every provision of law and any clause required by law to be in the Agreement shall be read and enforced as though it were included herein and, if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party, the Agreement shall promptly be physically amended to make such insertion or correction.

(F) Severability. If any term or provision of this Agreement is held to be invalid, illegal, or unenforceable in any respect under applicable law, the legality, validity or enforceability of the remaining terms or provisions of this Agreement shall not be affected thereby, and this Agreement

shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

(G) Entire Agreement; Interpretation; Parol Evidence. This Agreement and the related Exhibits constitute the entire agreement of the parties with respect to the subject matter, and all previous agreements, whether oral or written, entered into prior to this Agreement are hereby revoked and superseded thereby. No representations, inducements or oral agreements have been made by any of the parties except as expressly set forth in this Agreement. This Agreement shall be construed and interpreted according to its plain meaning, and no presumption shall be deemed to apply in favor of, or against the party drafting the Agreement.

(H) No Assignment. Neither party shall have the right to assign that party's interest in this Agreement without the prior written consent of the other party. Any purported assignment in violation of this Section shall be null and void.

(I) Subcontractors. The Professional shall not transfer any portion of the work related to the Services under this Agreement to any subcontractor without the prior written consent of NBU, which consent shall not be unreasonably withheld. The approval or acquiescence of NBU in the subletting of any work shall not relieve the Professional of any responsibility for work done by such subcontractor. Failure to pay subcontractors in a timely manner pursuant to any subcontract shall be a material breach of this Agreement by the Professional.

(J) Waiver. No waiver by any party of any of the provisions of this Agreement shall be effective unless explicitly set forth in writing and signed by the party so waiving. No waiver of any breach or violation of any term of this Agreement shall be deemed or construed to constitute a waiver of any other breach or violation, whether concurrent or subsequent, and whether of the same or of a different type of breach or violation. No failure to exercise, or delay in exercising, any right, remedy, power, or privilege arising from this Agreement shall operate or be construed as a waiver thereof; nor shall any single or partial exercise of any right, remedy, power, or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, power, or privilege.

(K) Attorneys' Fees. In the event either party brings any action for any relief, declaratory or otherwise, arising out of this Agreement or on account of any breach or default hereof, the prevailing party will be entitled to receive from the other party reasonable attorneys' fees and reasonable costs and expenses, which will be deemed to have accrued on the commencement of such action.

(L) Liens. All materials or services provided under this Agreement shall be free of all liens and, if NBU requests, a formal release of all liens shall be delivered to NBU.

(M) Offset.

- i. Offset for Damages. In addition to all other remedies at law or equity, NBU may offset from any money due to the Professional any amount the Professional owes to NBU for damages resulting from breach or deficiencies in performance or breach

of any obligation under this Agreement, including but not limited to all costs, expenses, fines, fees, and charges associated with obtaining performance from alternative sources, shipping, handling, materials, equipment rental, travel expenses and associated costs.

- ii. Offset for Delinquent Fees or Taxes. NBU may offset from any money due to the Professional any amount the Professional owes to NBU for delinquent fees, transaction privilege taxes and property taxes, including any interest or penalties.

(N) Notices. Any notice or other communication required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if (i) delivered to the party at the address set forth below, (ii) deposited in the U.S. Mail, registered or certified, return receipt requested, to the address set forth below, or (iii) given to a recognized and reputable overnight delivery service, to the address set forth below:

If to NBU:

New Braunfels Utilities
Attn: Director of Water Services
263 Main Plaza
New Braunfels, TX 78130

With copy to:

Purchasing Manager
New Braunfels Utilities
355 FM 306
New Braunfels, TX 78130

If to the Professional:

Freese and Nichols, Inc.
4055 International Plaza, Suite 200
Fort Worth, Texas 76109

or at such other address, and to the attention of such other person or officer, as any party may designate by providing thirty (30) days' prior written notice of such change to the other party in the manner set forth in this Section. Notices shall be deemed received (i) when delivered to the party, (ii) three business days after being placed in the U.S. Mail, properly addressed, with sufficient postage or (iii) the following business day after being given to a recognized overnight delivery service, with the person giving the notice paying all required charges and instructing the delivery service to deliver on the following business day. If a copy of a notice is also given to a party's counsel or other recipient, the provisions above governing the date on which a notice is deemed to have been received by a party shall mean and refer to the date on which the party, and not its counsel or other recipient to which a copy of the notice may be sent, is deemed to have received the notice.

(O) Confidentiality of Records. The Professional shall establish and maintain procedures and controls that are acceptable to NBU for the purpose of ensuring that information contained in its records or obtained from NBU or from others in carrying out the Professional's obligations under this Agreement shall not be used or disclosed by it, its agents, officers, or employees, except as required to perform the Professional's duties under this Agreement. Persons requesting such information should be referred to NBU. The Professional also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of the Professional as needed for the performance of duties under this Agreement.

(P) Right to Audit. NBU shall have the right to examine and audit the books and records of the Professional with regard to the Services, or any subsequent changes, at any reasonable time. Such books and records shall be maintained in accordance with generally accepted principles of accounting and shall be adequate to enable determination of: (1) the substantiation and accuracy of any payments required to be made under this Agreement; and (2) compliance with the provisions of this Agreement.

(Q) Paragraph Headings; Construction. The paragraph headings contained in this Agreement are for convenience only and shall in no way enlarge or limit the scope or meaning of the various and several paragraphs hereof. Both parties have participated in the negotiation and preparation of this Agreement and this Agreement shall not be construed either more or less strongly against or for either party.

(R) Binding Effect. Except as limited herein, the terms and provisions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, devisees, personal and legal representatives, successors and assigns.

(S) Gender. Within this Agreement, words of any gender shall be held and construed to include any other gender, and words in the singular number shall be held and construed to include the plural, unless the context otherwise requires.

(T) Multiple Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, and all of which shall constitute but one and the same instrument.

(U) Exhibits. Except as specified in Subsection (V) of this Section, all exhibits to this Agreement are incorporated herein by reference for all purposes wherever reference is made to the same.

(V) Conflicting Terms. In the case of any conflicts between the terms of this Agreement and the Exhibits, the statements in the body of this Agreement shall govern. The Exhibits are intended to detail the technical scope of services, fee schedule, and the term of the contract only and shall not dictate Agreement terms.

(W) Relationship of Parties. Nothing contained in this Agreement shall be deemed or construed by the parties hereto or by any third party to create the relationship of principal and agent or of

partnership or of joint venture or of any association whatsoever between the parties, it being expressly understood and agreed that no provision contained in this Agreement nor any act or acts of the parties hereto shall be deemed to create any relationship between the parties other than the relationship of independent parties contracting with each other solely for the purpose of effecting the provisions of this Agreement.

(X) No Third-Party Beneficiaries. This Agreement is for the sole benefit of the parties hereto and their respective assigns and nothing herein, express or implied, is intended to or shall confer upon any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement.

(Y) Non-Exclusive Contract. This Agreement is entered into with the understanding and agreement that it is for the sole convenience of NBU. NBU reserves the right to obtain like goods and services from another source when necessary.

Section 13. Force Majeure. If the performance of any covenant or obligation to be performed hereunder by any party is delayed as a result of circumstances that are beyond the reasonable control of such party (which circumstances may include, without limitation, pending litigation, acts of God, war, acts of civil disobedience, epidemic, pandemic, fire or other casualty, shortage of materials, adverse weather conditions (such as, by way of illustration and not of limitation, severe rain storms or below freezing temperatures, or tornados), labor action, strikes or similar acts, moratoriums or regulations or actions by governmental authorities), the time for such performance shall be extended by the amount of time of such delay, but no longer than the amount of time reasonably occasioned by the delay. The party claiming delay of performance as a result of any of the foregoing force majeure events shall deliver written notice of the commencement of any such delay resulting from such force majeure event not later than seven (7) days after the claiming party becomes aware of the same, and if the claiming party fails to so notify the other party of the occurrence of a force majeure event causing such delay and the other party shall not otherwise be aware of such force majeure event, the claiming party shall not be entitled to avail itself of the provisions for the extension of performance contained in this subsection.

Section 14. Dispute Resolution. In accordance with the provisions of Subchapter I, Chapter 271 of the Texas Local Government Code, as amended, the parties agree that, prior to instituting any lawsuit or other proceeding arising from a dispute under this agreement, the parties shall first attempt to resolve the dispute by taking the steps described in this Section. First, the dissatisfied party shall deliver to the other party a written notice substantially describing the nature of the dispute, which notice shall request a written response to be delivered to the dissatisfied party not less than five (5) days after receipt of the notice of dispute. Second, if the response does not reasonably resolve the dispute, in the opinion of the dissatisfied party, the dissatisfied party shall give five (5) days' written notice to that effect to the other party whereupon each party shall appoint a person having authority over the activities of the respective parties who shall promptly meet, in person, in an effort to resolve the dispute. Third, if those persons cannot or do not resolve the dispute, then the parties shall each appoint a person from the highest tier of managerial responsibility within each respective party, who shall then promptly meet, in person, in an effort to resolve the dispute.

Section 15. Disclosure of Business Relationships/Affiliations; Conflict of Interest Questionnaire. The Professional represents that it is in compliance with the applicable filing and disclosure requirements of Chapter 176 of the Texas Local Government Code, as amended.

Section 16. Information Technology

(A) Limited Access. If necessary for the fulfillment of the Agreement, NBU may provide the Professional with non-exclusive, limited access to NBU's information technology infrastructure. The Professional understands and agrees to abide by NBU policies, standards, regulations and restrictions regarding access and usage of NBU's information technology infrastructure. The Professional shall reasonably enforce such policies, standards, regulations and restrictions with all the Professional's employees, agents or any tier of subcontractor granted access in the performance of this Agreement, and shall be granted and authorize only such access as may be necessary for the purpose of fulfilling the requirements of the Agreement. The Professional's employees, agents and subcontractors must receive prior, written approval from NBU before being granted access to NBU's information technology infrastructure and data and NBU, in its sole determination, shall determine accessibility and limitations thereto. The Professional agrees that the requirements of this Section shall be incorporated into all subcontractor agreements entered into by the Professional. It is further agreed that a violation of this Section shall be deemed to cause irreparable harm that justifies injunctive relief in court. A violation of this Section may result in immediate termination of this Agreement without notice.

(B) Data Confidentiality. All data, regardless of form, including originals, images and reproductions, prepared by, obtained by or transmitted to the Professional in connection with this Agreement is confidential, proprietary information owned by NBU. Except as specifically provided in this Agreement, the Professional shall not intentionally disclose data generated in the performance of the Services to any third party without the prior, written consent of NBU.

(C) Data Security. Personal identifying information, financial account information, or restricted NBU information, whether electronic format or hard copy, is confidential and must be secured and protected at all times to avoid unauthorized access. At a minimum, the Professional must encrypt or password-protect electronic files. This includes data saved to laptop computers, computerized devices or removable storage devices.

(D) Compromised Security. In the event that data collected or obtained by the Professional in connection with this Agreement is believed to have been compromised, the Professional shall notify NBU immediately. **TO THE EXTENT PERMITTED BY SECTION 271.904 OF THE TEXAS LOCAL GOVERNMENT CODE, AS AMENDED, THE PROFESSIONAL SHALL INDEMNIFY AND HOLD NBU HARMLESS FROM ANY CLAIMS RESULTING FROM AN ACT OF NEGLIGENCE, INTENTIONAL TORT, INTELLECTUAL PROPERTY INFRINGEMENT, OR FAILURE TO PAY A SUBCONTRACTOR OR SUPPLIER COMMITTED IN CONNECTION WITH THE PERFORMANCE OF THIS AGREEMENT BY THE PROFESSIONAL, ITS OFFICERS, EMPLOYEES, CONSULTANTS, AGENTS, ANY TIER OF SUBCONTRACTOR, OR ANY ENTITY OVER WHICH THE PROFESSIONAL EXERCISES CONTROL.**

(E) Survival. The obligations of the Professional under this Section shall survive the termination of this Agreement.

Section 17. Prohibition on Contracts with Companies Boycotting Israel. The Professional hereby verifies that it and its parent company, wholly-or majority owned subsidiaries, and other affiliates, if any, does not boycott Israel and, to the extent this Agreement is a contract for goods or services, will not boycott Israel during the term of this Agreement as described in Chapter 2271 of the Texas Government Code, as amended. The foregoing verification is made solely to comply with Chapter 2271.002 of the Texas Government Code, as amended, and to the extent such Section does not contravene applicable federal and State law. As used in the foregoing verification, “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. The Professional understands “affiliate” to mean an entity that controls, is controlled by, or is under common control with the Professional and exists to make a profit.

Section 18. Contracts with Companies Engaged in Business with Iran, Sudan or Foreign Terrorist Organizations Prohibited. The Professional represents that neither it nor any of its parent company, wholly-or majority-owned subsidiaries, and other affiliates is a company identified on a list prepared and maintained by the Texas Comptroller of Public Accounts under Section 2252.153 or Section 2270.0201, Texas Government Code, as amended, and posted on any of the following pages of such officer’s internet website:

<https://comptroller.texas.gov/purchasing/docs/sudan-list.pdf>,
<https://comptroller.texas.gov/purchasing/docs/iran-list.pdf>, or
<https://comptroller.texas.gov/purchasing/docs/fto-list.pdf>.

The foregoing representation is made solely to comply with Section 2252.152, Texas Government Code, as amended, and to the extent such Section does not contravene applicable federal or State law and excludes the Professional and each of its parent company, wholly-or majority-owned subsidiaries, and other affiliates, if any, that the United States government has affirmatively declared to be excluded from its federal sanctions regime relating to Sudan or Iran or any federal sanctions regime relating to a foreign terrorist organization. The Professional understands “affiliate” to mean an entity that controls, is controlled by, or is under common control with the Professional and exists to make a profit.

Section 19. Texas Public Information Act. The Professional recognizes that NBU is subject to the disclosure requirements of the Texas Public Information Act (the “PIA”). As part of its obligations within this Agreement, the Professional agrees, at no additional cost to NBU, to cooperate with NBU for any particular needs or obligations arising out of the NBU’s obligations under the PIA. This acknowledgement and obligation are in addition to and complimentary to the NBU’s audit rights in section 12(P).

This provision applies if the Agreement has a stated expenditure of at least \$1 million in public funds for the purchase of goods or services by NBU or results in the expenditure of at least \$1 million in public funds for the purchase of goods or services by NBU in a fiscal year of NBU.

The Professional must (1) preserve all contracting information related to the Agreement as provided by the records retention requirements applicable to NBU for the duration of the Agreement; (2) promptly provide to NBU any contracting information related to the Agreement that is in the custody or possession of the Professional on request of NBU; and (3) on completion of the Agreement, either:

- i. provide at no cost to NBU all contracting information related to the Agreement that is in the custody or possession of the Professional; or
- ii. preserve the contracting information related to the Agreement as provided by the records retention requirements applicable to NBU.

The requirements of Subchapter J, Chapter 552, Texas Government Code, may apply to this Agreement and the Professional agrees that the Agreement can be terminated if the Professional knowingly or intentionally fails to comply with a requirement of that subchapter.

Section 20. Electronic Signatures. Pursuant to Chapter 322 of the Texas Business and Commerce Code, as amended, the parties agree to the use of electronic signatures herein and that the use of an electronic signature, whether digital or encrypted, is intended to have the same force and effect as a manual signature. Electronic signature means any electronic sound, symbol or process attached to or logically associated with a record and executed and adopted by a party with the intent to sign such record, including facsimile or e-mail electronic signatures. Each party further agrees that if it agrees to conduct a transaction by electronic means in this Agreement, it may refuse to conduct other transactions by electronic means and that such right may not be waived by this Agreement.

(The remainder of this page intentionally left blank)

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this the ____ day of _____, 20____.

NBU:
NEW BRAUNFELS UTILITIES,
a Texas municipal owned utility

By: _____
Name: Ian Taylor
Title: CEO

PROFESSIONAL:
FREESE AND NICHOLS, INC.,
a Texas corporation

By: _____
Name: _____
Title: _____

Exhibit A

Services

The Professional shall provide all labor, material, and equipment necessary to provide project management, design, bid, and construction phase services (collectively the “Services”) for the Landa Pump Station Expansion Project (the “Project”) located at the Landa Pump Station at the Landa Park Golf Course (the “Project Site”) and the Texas Pump Station and Ground Storage Tank (the “Secondary Project Site”). The Project shall include the facilities and/or improvements described herein.

Water Pump Station

The Professional shall perform Services for the water pump station scope described below.

- 1) Expanding the existing Landa Pump Station from 6.5 million gallons per day (“MGD”) to 10 MGD, including pumps, motors, piping, valves, electrical equipment, pump station building, and an electrical equipment canopy. Pump station expansion will include chemical feed, heating, ventilation and air conditioning, architectural, structural, plumbing, electrical, instrumentation, and controls as required.
- 2) Expanding the existing 6.5 MGD Well #5 Pump to 10 MGD.
- 3) Evaluating and expanding chemical storage and feed facilities to accommodate 10 MGD flow. Initial analysis indicates that the following equipment will need to be upgraded or replaced: chlorinators, ejectors, chlorine booster pumps, a Liquid Ammonium Sulfide (“LAS”) storage tank, a Hydrofluorosilic Acid (“HFSA”) storage tank, LAS and HFSA feed pumps, and chemical feed piping.
- 4) Providing site improvements that include: site piping, valves, flowmeters, site power distribution, site lighting, grading and drainage, detention ponds, site water and wastewater utilities, potable water lines, and field instrumentation.
- 5) Providing electrical improvements that include: replacing the existing supervisory control and data acquisition (“SCADA”) cabinet, 480V motor control center, motor starters associated with the downtown and Texas pressure zone pumps, and associated 120V panelboards and step-

down transformer. Electrical equipment shall be located outside on an electrical equipment pad with canopy.

- 6) Providing a back-up electric diesel generator and containment pad and an automatic throw over controller or transfer switch.
- 7) Reusing the existing communications method (radio antenna or fiber) to connect the proposed SCADA cabinet to the overall SCADA system.
- 8) Replacing security facilities including fencing and gates.
- 9) Re-paving of pump station approximately 1,100 linear feet (“LF”) of access road between Elizabeth Ave and Landa Pump Station.
- 10) Decommissioning the Texas Pump Station and Grounds Storage Tank/Standpipe to include:
 - a) demolition of two vertical turbine pumps, wet well, and associated piping and appurtenances;
 - b) demolition of electrical building and associated equipment and appurtenances; and
 - c) site civil improvements including but not limited to seeding/sodding and tree clearing.

Water Pipeline

The Professional shall perform Services for the water pipeline scope described below.

- 1) Install approximately 85 LF of new 24-inch water main installed by open-cut methods including all appurtenances, starting at the Landa Pump Station Downtown Pressure Zone discharge header and continuing to the cart path adjacent to the Landa Pump Station site fence.
- 2) Install approximately 130 LF of new 12-inch water main installed by open-cut methods including all appurtenances, starting upstream of the existing Texas Pump Station and tying into the existing 12-inch water main downstream of the existing Texas Pump Station.

Ground Storage Tank

The Professional shall perform Services for the ground storage tank scope described below.

- 1) Rehabilitate existing 1.5 million gallon (“MG”) ground welded/bolted steel storage tank at the Project Site. Improvements are as follows:
 - a) recoat interior and exterior of the tank;

- b) repair corroding rafters, ceiling and center support;
 - c) repair corroding chime around the exterior of the tank;
 - d) repair corrosion on tank appurtenances, ladders, and manway;
 - e) demolish and replace existing overflow weir and pipe to accommodate higher flows;
 - f) replace roof landing and add safety improvements including guardrail;
 - g) replace interior and exterior ladders and add safety devices;
 - h) replace roof vent and screen, and add gasket material to the access hatch to prevent intrusion;
 - i) add gasket material at all interior ladder/safety rail connections;
 - j) add pressure gauge;
 - k) backfill erosion areas around tank perimeter;
 - l) add concrete channel to guide overflow off the site;
 - m) repair of cracking and spalling concrete around tank perimeter; and
 - n) possible repair of corrosion areas on the tank floor.
- 2) Decommission existing 0.235 MG bolted ground storage tank at the Secondary Project Site. Improvements are as described herein.
- a) Perform testing of tank coating:
 - i) Retain a testing laboratory to perform laboratory analysis for lead, barium, cadmium and chromium on the existing tank and piping coating systems at the site by Environmental Protection Agency Method 6010.
 - ii) Obtain a maximum of six coating samples and test for total lead, cadmium, and chromium:
 - (1) one sample: interior coating of ground storage tank;
 - (2) two samples: exterior coating of ground storage tank; and
 - (3) two samples: existing structures and piping. Locations to be determined during site evaluation.
 - iii) Collect up to four soil samples, locations to be determined during field investigation, depending upon factors such as homogeneity, evidence of contamination, etc. The samples will be analyzed for:
 - (1) lead;
 - (2) cadmium; and

- (3) chromium.
- iv) Compare sample results to protective concentration limits (“PCLs”) established by the Texas Commission on Environmental Quality (“TCEQ”) under the Texas Risk Reduction Program and waste classification guidelines. In cases where sample results exceed relevant PCLs, additional testing such as Synthetic Precipitation Leaching Procedure (“SPLP”) and/or Toxicity Characteristic Leaching Procedure (“TCLP”) will be necessary in order to determine potential impacts to groundwater or waste classification if initial results indicate that soils may not be suitable for reuse on site.
- v) Analysis for a SPLP and TCLP on samples exceeding PCLs are not included within these Services.
- b) Demolish a 0.235 MG bolted ground storage tank.

SERVICES

The Professional shall provide the following Services in accordance with the tasks described herein.

Task 1. Project Management

1. The Professional shall provide the following project management services described herein.
 - 1.1. SCHEDULE. The Professional shall develop a baseline design schedule for the Project and prepare updated design schedules for the Project on a monthly basis on or before the 25th day of each month for NBU to monitor progress and identify design submittal dates. Schedules shall be provided to the NBU Project Manager via email.
 - 1.2. QUALITY CONTROL. The Professional shall develop a quality assurance/quality control (“QA/QC”) program for the Project, which shall be explained in detail via a written document and provided to NBU’s Project Manager via email within 30 days of notice to proceed (“NTP”).
 - 1.3. PROGRESS REPORTS. The Professional shall provide NBU with electronic monthly Project progress reports and submit written invoices on or before the 25th day of each month for the previous month’s effort. Progress reports shall be provided to the NBU Project Manager via email.
 - 1.4. MEETING AGENDA/MINUTES. The Professional shall provide meeting agenda one

(1) day prior to meetings and provide a copy of the documented meeting minutes and action item logs to NBU's Project Manager within one (1) week after each meeting.

1.5. PROJECT CONTROLS. The Professional shall manage Project integration, scope, schedule, cost, quality, staff resources, sub-consultants, communications, risk analysis and management, and procurements as NBU directs, including, but not limited to, the following:

- 1.5.1. assigning a senior advisor to oversee the QA/QC program;
- 1.5.2. developing cost estimates using recent bid tabs from similar projects or vendor prices;
- 1.5.3. using Microsoft Project to manage the schedule; and
- 1.5.4. coordinating communication with sub consultants through emails and meetings.

Task 2. Preliminary Engineering Phase

2. Upon NBU providing NTP to the Professional, the Professional shall perform the preliminary engineering phase services described below.

2.1. MEETINGS. The Professional shall provide meeting agenda and meeting minutes to NBU for the following meetings:

- 2.1.1. Project kick-off meeting with NBU (1 meeting);
- 2.1.2. monthly progress status meetings (3 meetings);
- 2.1.3. study memorandum review meeting;
- 2.1.4. 30% Design review meeting;
- 2.1.5. meetings with the City of New Braunfels ("CoNB") (1 meeting);
- 2.1.6. meetings with the CoNB Parks Department (2 meetings);
- 2.1.7. site visit at Landa Ground Storage Tank ("GST") (2 meetings); and
- 2.1.8. meeting at Texas Pump Station ("PS") site (2 meetings).

2.2. PUMP STATION ANALYSIS. The Professional shall analyze the pump station design requirements as described herein.

- 2.2.1. The Professional shall determine pump station system capacity and head requirements over the study period, determine system operation protocols in conjunction with NBU, and utilize hydraulic model of the pumping station, pipeline, and related facilities prepared by NBU's modeling consultant.

- 2.2.2. The Professional shall determine preferred location of facilities based upon hydraulic conditions, ease of operations and site conditions.
- 2.2.3. The Professional shall determine the electrical equipment required and provide an electrical layout, a one-line diagram and overall process diagram for the pump station.
- 2.2.4. The Professional shall determine size and capacity of pump stations, pipelines, and related facilities.
- 2.2.5. The Professional shall determine chemical feed improvements required and the required facilities to house these improvements.

2.3. 30% DESIGN DOCUMENTS

- 2.3.1. The Professional shall perform collection and review of existing data, reports, mapping, and records from NBU. The Professional shall review documents associated with the Project. The Professional shall provide analyses of NBU's requirements for the Project, including planning, surveys, site evaluations and comparative studies of prospective sites and solutions.
- 2.3.2. The Professional shall prepare 30% design drawings including plan views of all proposed infrastructure within the Project Site.
- 2.3.3. The Professional shall prepare a Class 4 opinion of probable construction cost ("OPCC") based on 30% design drawings.

2.4. PRELIMINARY ENGINEERING REPORT ("PER"). The Professional shall prepare a PER that includes 30% design plans and describes the scope of the Project for final design, right-of-way requirements, easement requirements, permitting, constructability, OPCC and schedule. The PER shall include Project implementation, phasing and packaging for all portions of the Project. The Professional shall submit a draft PER for NBU review and comment as well as a final PER incorporating all NBU comments. The final PER shall be submitted within 30 days of receiving comments.

2.5. DELIVERABLES. The Professional shall provide the following Preliminary Engineering Phase deliverables to NBU:

- 2.5.1. a PER and Class 4 OPCC – one (1) PDF electronic file; and
- 2.5.2. 30% design drawings – one (1) PDF electronic file, one (1) electronic Keyhole Markup language Zipped ("KMZ") or shape ("SHP") file and three (3) hard copies

of 11x17 size plans.

Task 3. Final Design Phase

3. Upon approval of the PER and 30% design documents, the Professional shall perform the final design phase services as described herein.

3.1. MEETINGS. The Professional shall provide meeting agenda and meeting minutes to NBU for the following meetings:

3.1.1. 60% design review meeting;

3.1.2. 90% design review meeting;

3.1.3. monthly design meetings (8 meetings); and

3.1.4. permitting meeting with CoNB (1 meeting).

3.2. 60% DESIGN DOCUMENTS. The Professional shall prepare 60% plans, specifications and an OPCC based on decisions made in the preliminary design phase. Design documents shall include:

3.2.1. plan view and/or site layout the proposed facilities;

3.2.2. process diagrams of the overall pump station and any chemical feed facilities;

3.2.3. electrical drawings to include major electrical duct bank and conduit routing, electrical layout and a one-line diagram;

3.2.4. profile view of water pipelines greater than 24 inches diameter;

3.2.5. mechanical drawings to include major design components of the pump station and Landa GST rehabilitation;

3.2.6. call outs for major design items;

3.2.7. table of contents for all required specifications and specifications that are provided by the Professional with the exception of NBU's standard specifications; and

3.2.8. Class 2 OPCC based on 60% design documents.

3.3. 90% DESIGN DOCUMENTS. Upon approval of 60% design documents, the Professional shall prepare 90% plans, specifications and an OPCC. 90% design documents shall include:

3.3.1. call outs for all design items on the plan sheets;

3.3.2. complete specifications; and

3.3.3. Class 1 OPCC based on 90% design documents.

- 3.4. 100% (FINAL) DESIGN DOCUMENTS. Upon approval of 90% design documents, the Professional shall prepare 100% plans, specifications and an OPCC. 100% design documents shall include:
- 3.4.1. final signed and sealed set of construction drawings and specifications based on decisions made in the 90% design phase. NBU shall provide the Professional easement requirements for each parcel via email to incorporate into the plans;
 - 3.4.2. Project files to include; .dwg, .mxd, and .kmz;
 - 3.4.3. preparation of the bid form; and
 - 3.4.4. Class 1 OPCC based on 100% design documents.
- 3.5. DELIVERABLES. The Professional shall provide the following deliverables to NBU:
- 3.5.1. 60% design – the Professional shall provide one (1) KMZ or SHP electronic file, one (1) PDF electronic file in PDF, one (1) PDF electronic file of a Class 2 OPCC and three (3) hard copies of 11x17 size plans and specifications;
 - 3.5.2. 90% design – the Professional shall provide one (1) KMZ or SHP electronic file, one (1) PDF electronic file in PDF, one (1) PDF electronic file of a Class 1 OPCC and three (3) hard copies of 11x17 size plans and specifications; and
 - 3.5.3. 100% design - the Professional shall provide one (1) KMZ or SHP electronic file, one (1) PDF electronic file in PDF, one (1) PDF electronic file of a Class 1 OPCC and three (3) hard copies of 11x17 size plans and specifications.

Task 4. Field Services

4. The Professional shall perform the field services described below.
- 4.1. TOPOGRAPHIC SURVEY. The Professional shall obtain a topographic, utility, and boundary survey as described herein.
 - 4.1.1. The Professional shall tie in all existing surface topographic features and structures within the Landa Pump Station site. This shall include, but is not limited to: tops of curbs, edges of pavement, pavement materials, driveways, sidewalks, retaining walls, drainage structures (top, edges and flow line), channels and drainage ways (tops, toes and flow line), manholes (rim, flow lines and diameters of pipes, type of material and photographs of the inside of manholes and drainage structures), including the same survey data for upstream and downstream manholes and

structures that are outside of the survey limits for all gravity wastewater and drainage lines within the survey limits, visible valves, meters, clean-outs, slabs, utility signs, utility poles and structures, fences, landscaping features, shrubbery, trees (including the approximate drip-line), tree canopies, buildings (edges within the survey limits) mailboxes, etc. Trees shall be tagged and tabulated by size and species in compliance with the City of New Braunfels (CoNB) Tree Preservation Ordinance as defined in New Braunfels City Code Chapter 5.3-5i. The survey limits shall extend approximately 100 feet on intersecting streets. The Professional shall provide sufficient ground shots to create one (1) foot contours for the Project.

4.1.2. The Professional shall conduct a utility survey and locate existing utilities within the Landa Pump Station. The Professional shall contact all utility service providers by calling Texas 811 and NBU to coordinate flagging of existing franchise utilities. The Professional shall request drawings of existing agency and municipal owned utilities and shall include locations of these utilities in the survey. The Professional shall tie in the locations of the existing utilities on the survey. The Professional shall bear all costs for the services associated with utility locates.

4.1.3. The Professional shall locate up to two (2) geotechnical borings and tie them in to the Project survey.

4.1.4. The Professional shall set and install control points and/or benchmarks as required for the survey work (minimum 1-foot intervals). The Professional shall provide horizontal and vertical coordinates of the benchmarks in the required coordinate system and datum and show the benchmarks on the survey drawing.

4.1.5. The Professional shall conduct a survey of the site's perimeter. The Professional shall provide a description of the site's metes and bounds.

4.2. GEOTECHNICAL DATA REPORT. The Professional shall conduct a geotechnical investigation to complete a Geotechnical Data Report ("GDR") for the Project as described herein.

4.2.1. Field Exploration shall be conducted as described herein.

4.2.1.1. The Professional shall determine the required boring locations on the Project Site. The Professional shall provide a Project Site boring location map that shows the exploratory borings within the vicinity of the proposed improvements

and along the proposed water main alignments.

- 4.2.1.2. The Professional shall coordinate with NBU, CoNB, and Texas 811 regarding underground utilities within the vicinity of the planned boring locations prior to commencement of the field exploration activities.
- 4.2.1.3. The Professional shall drill two (2) exploratory borings to a maximum depth of 20 feet below existing grade for the proposed improvements.
- 4.2.1.4. The borings conducted on the Project Site shall be advanced using standard rotary drilling equipment with continuous-flight augers or rotary wash methods. Subsurface samples shall be collected using 2-inch diameter split-spoon sampler in conjunction with the standard penetration test (“SPT”). Intermittent 3-inch diameter Shelby tube samples shall be collected in between the SPTs.
- 4.2.1.5. The Professional shall record groundwater observations within the borings at the time of drilling and at the completion of drilling and sampling.
- 4.2.1.6. The Professional shall backfill borings with auger cuttings upon completion of drilling and sampling.
- 4.2.1.7. The Professional shall patch borings drilled through pavement with like material (asphalt, concrete) upon completion of backfilling.
- 4.2.1.8. The Professional shall have personnel experienced in logging borings directing the drilling, and handling and transporting the samples. The Professional shall provide visual classification of the subsurface stratigraphy, in general accordance with the American Society for Testing and Materials, standard number D2488 and the Unified Soil Classification System during drilling and sampling.
- 4.2.2. The Professional shall provide laboratory testing to include the following:
 - 4.2.2.1. testing on samples obtained from the borings to determine soil classification and pertinent engineering properties of the subsurface materials; and
 - 4.2.2.2. laboratory tests assigned for the specific subsurface materials encountered during exploration on the Project Site, but which are expected to include the following number and type of tests:
 - 4.2.2.2.1. Atterberg limits tests (up to a 6 tests);
 - 4.2.2.2.2. Percent Passing the #200 Sieve (up to 6 tests);

4.2.2.2.3. Moisture content tests (up to 14 tests); and

4.2.2.2.4. Unconfined compressive strength tests (with unit weights; up to 2 tests).

4.2.3. The Professional shall prepare a GDR that includes the following information and recommendations, as applicable:

4.2.3.1. a summary of the field and laboratory sampling and testing program;

4.2.3.2. boring logs and laboratory testing results;

4.2.3.3. a review of general site conditions including descriptions of the site, the subsurface stratigraphy, groundwater conditions, and the presence and condition of fill materials, if encountered;

4.2.3.4. trenchless water main construction feasibility and recommendations of auger boring and/or horizontal directional drilling;

4.2.3.5. general discussion of expected construction related issues; and

4.2.3.6. earthwork related recommendations for use during development of plans and specifications.

4.2.4. The Professional shall provide the final GDR electronically as a 100% design deliverable with the specifications.

4.3. ENVIRONMENTAL AND CULTURAL INVESTIGATION AND COORDINATION.

The Professional shall perform environmental investigation and coordinate with the cultural consultant hired directly by NBU. The Professional shall perform the tasks described herein.

4.3.1. Waters of the United States (“WOTUS”) DESKTOP SURVEY AND DELINEATION. The Professional shall perform a desktop survey to determine if potential WOTUS are present within the Project footprint(s). Spatial data sources shall include, but are not limited to: US Geological Survey (“USGS”) 7.5-minute topographic maps; USGS National Hydrography Dataset (“NHD”); US Fish and Wildlife Service’s (“USFWS”) National Wetland Inventory (“NWI”); Federal Emergency Management Agency (“FEMA”) floodplain maps; Natural Resource Conservation Service (“NRCS”) soils data; and recent and past aerial imagery. Following the desktop survey, the Professional shall perform a delineation of WOTUS that were identified by the desktop survey. This delineation would follow

the 1987 U.S. Army Corps of Engineers (“USACE”) Wetland Delineation Manual, the Regional Supplement for the Great Plains, and various USACE guidance such as Regulatory Guidance Letters. If applicable, Wetland Determination Data Forms shall be prepared as supporting documentation, along with representative photographs. If applicable, following the WOTUS delineation, the Professional shall coordinate with the Project design team to determine the area (acres) and volume (cubic yards) of fills that would be discharged within the potential WOTUS.

4.3.2. **FEDERALLY LISTED SPECIES HABITAT ASSESSMENT.** The Professional shall first perform a desktop survey and file review to determine if a proposed project may affect a federally listed species. This effort will first include obtaining information from USFWS Information for Planning and Consultation and Texas Parks and Wildlife Department’s Natural Diversity Database. Given the NBU service area, the Professional shall review karst geological information, such as karst zone maps. Spatial data sources may also include, but are not limited to, USGS 7.5-minute topographic maps, USGS NHD, USFWS NWI, FEMA floodplain maps, NRCS soils data, and recent and past aerial imagery. The Professional shall compile information on life history or habitat requirements of each potentially occurring species. Following the desktop survey and file review, the Professional shall perform a field survey as part of the habitat assessment. Using information obtained during the desktop effort and habitat assessment, the Professional shall determine if the Project Site may include potential habitat for federally listed species.

4.3.3. **CULTURAL RESOURCE EVALUATION AND COORDINATION.** The Professional shall attend up to two (2) meetings to coordinate with the NBU hired on-call cultural resources consultant so that the hired consultant may provide a coordination letter and desktop review to the Texas Historical Commission (“THC”) that identifies areas that would potentially require archeological pedestrian surveys and/or historical reconnaissance field surveys. The Professional shall coordinate with the hired consultant to summarize results of the cultural evaluation.

4.4. **EASEMENT DOCUMENTS.** The Professional shall prepare a metes and bounds description and exhibits for required easements of the Project for one (1) permanent utility

easement and one (1) temporary construction easement at the Project Site based on the criteria described herein.

4.4.1. The Professional shall perform deed, plat and a courthouse record research, request title reports and obtain copies of deeds and easement documents.

4.4.2. The Professional shall survey property corners, fences and appurtenant property evidence.

4.4.3. Easements shall consist of a permanent easement and a temporary construction easement. There shall be a separate document for permanent easements and temporary easements for each parcel. Easements shall be signed and sealed by a registered professional land surveyor, currently registered in the State of Texas. Each easement shall have attached to it a copy of the corresponding deed for that property and a closure computation sheet for the easement tract. A draft copy of the easement shall be submitted for review by the Professional to NBU. The Professional shall incorporate comments as appropriate and submit one final copy of the easement and deed to NBU. Each draft metes and bounds exhibit shall be revised up to one (1) time per NBU's review.

4.4.4. Exhibit plat and legal description must meet all the rules of the Texas Board of Professional Land Surveying and the Professional Land Surveying Practices Act and the Manual of Practice for Land Surveying in the State of Texas as published by the Texas Society of Professional Surveyors. The latest revisions shall be used.

4.4.5. Legal descriptions shall include sufficient information to identify the location, boundaries, monumentation, and area of the described tract, as well as its relationship to the parent tract out of which it is surveyed. Each legal description shall be accompanied by an exhibit plat that depicts the worded description. Legal descriptions and exhibit plats shall be reproduced on 8.5" x 14" size paper. All must be legible. The exhibit plat or legal description shall be able to stand alone.

4.4.6. The Professional shall stake final easement boundaries.

4.5. DELIVERABLES:

4.5.1. a GDR (electronic submission with 100% design specifications); and

4.5.2. an Environmental Compliance Technical Memorandum – deliverable will outline compliance requirements pertaining to Section 404 of the Clean Waters Act,

Endangered Species Act, Section 106 of the National Historic Preservation Act, and Antiquities Code of Texas.

Task 5. Permitting & Stakeholders

5. The Professional shall coordinate with the following stakeholders/agencies as described herein.
 - 5.1. The TEXAS HISTORICAL COMMISSION. The Professional shall coordinate with the consultant hired directly by NBU who will prepare and provide a coordination letter and desktop review to the THC and to coordinate areas that would potentially require archeological pedestrian surveys and/or historical reconnaissance field surveys.
 - 5.2. The TEXAS COMMISSION ON ENVIRONMENTAL QUALITY. The Professional shall prepare and submit permit applications to the Texas Commission on Environmental Quality for approval of all design documents. The permit applications shall include the following:
 - 5.2.1. a variance letter (if needed); and
 - 5.2.2. an approval letter for water supply improvements.
 - 5.3. The CITY OF NEW BRAUNFELS. The Professional shall prepare and submit permit applications to the CoNB to obtain permits for:
 - 5.3.1. a floodplain; and
 - 5.3.2. a commercial development.
 - 5.4. DELIVERABLES:
 - 5.4.1. TCEQ permit(s)/ approval letter -one (1) PDF electronic copy; and
 - 5.4.2. CoNB permit(s) - one (1) PDF electronic copy.

Task 6. Bid Phase Services

6. Upon completion of the final design, the Professional shall proceed with the bid phase services as described herein.
 - 6.1. PRE-BID CONFERENCE. The Professional shall attend a pre-bid conference to be administered by NBU. The Professional shall assist NBU with preparation of agenda, provide NBU with meeting notes, and coordinate conference responses with NBU. Written responses to issues identified at the pre-bid conference shall be in the form of

addenda issued after the conference.

- 6.2. INTERPRET BID DOCUMENTS. The Professional shall assist NBU with responding to questions, interpreting bid documents, and prepare addenda to the bid documents if necessary.
- 6.3. BID EVALUATION. The Professional shall attend a bid-opening conference to be administered by NBU. The Professional shall assist NBU in the analyzing of the bids received for the Project. This includes researching contractor qualifications and references. The Professional shall recommend award of the contract or other actions as appropriate to be taken by NBU in the form of a letter of recommendation.
- 6.4. CONFORMED CONSTRUCTION DOCUMENTS. The Professional shall conform the construction documents by incorporating all addenda items into the plans and specifications
- 6.5. DELIVERABLES.
 - 6.5.1. addenda - one (1) PDF electronic copy and bidders;
 - 6.5.2. letter of recommendation - one (1) PDF electronic copy; and
 - 6.5.3. conformed construction documents - one (1) PDF electronic copy and 3 hard copies.

Task 7. Construction Phase Services

7. Upon completion of the bid phase services, the Professional shall proceed and provide construction phase administration services as described herein. The Professional shall provide general construction contract administration services described below. It is understood in providing these services, that the Professional shall not have control over the construction contractor and is not responsible for the means, methods, techniques, safety precautions or sequence of construction undertaken by the construction contractor.
 - 7.1. FACILITY INTEGRATION AND OPERATIONS (“FIO”). The Professional shall develop a FIO memorandum that provides specific instructions on how the new facilities should be integrated into the existing water system, as well as special operating instructions. The FIO memorandum shall generally include:
 - 7.1.1. a description of the new facilities – major components and equipment, purpose and intent and how the new facilities tie to the existing infrastructure;

- 7.1.2. integration requirements - completion & testing procedures, NBU staff required, and responsibilities and notifications; and
 - 7.1.3. operational & maintenance requirements - design settings & controls, and operating and maintenance procedures.
- 7.2. MEETINGS AND SITE VISITS. The Professional shall provide the services for meetings and site visits as described herein.
- 7.2.1. The Professional shall assist NBU in conducting a pre-construction conference with the construction contractor and prepare agenda, prepare and provide NBU with meeting notes and coordinate conference responses with NBU.
 - 7.2.2. The Professional shall conduct one construction document control workshop for the contractor.
 - 7.2.3. The Professional shall attend up to a total of 22 bi-weekly construction progress meetings. The Professional shall prepare agenda, record, and distribute meeting minutes to NBU and the contractor.
 - 7.2.4. The Professional shall attend up to a total of 11 monthly site visits during construction of the Project to observe the progress and the quality of work and to determine if the work is proceeding in accordance with the contract documents. The Professional shall prepare and provide NBU with electronic observation reports for each site visit and notify NBU of any non-conforming work performed by the contractor observed on the site visits.
 - 7.2.5. The Professional shall perform observations of the Ground Storage Tank floor during rehabilitation to identify corrosion areas in need of repair. The observation shall not exceed 2 calendar days.
 - 7.2.6. The Professional shall conduct with NBU's representatives two substantial completion inspections and punch list reviews of the Project for conformance with the design concept of the Project and compliance with the construction contract documents. The Professional shall prepare a list of deficiencies to be corrected by the contractors before recommendation of final payment.
 - 7.2.7. The Professional shall conduct 2 final completion inspections of the Project for conformance with the design concept of the Project and compliance with the construction contract documents. The Professional shall prepare final completion

reports and make recommendation of final payment.

7.3. SUBMITTAL MANAGEMENT. The Professional shall use FNiManager, a document management system for construction documents. The Professional shall monitor the processing of contractor's submittals (shop drawings, requests for information, schedules, certified test reports, etc.), provide for filing and retrieval of Project documentation, and verify that the contractor is sending and processing submittals in accordance with the schedules. The Professional shall produce monthly reports and submit to NBU indicating the status of all submittals in the review process.

7.3.1. SUBMITTAL REVIEW. The Professional shall review all contractor submittals for compliance with the design concepts to include the following:

- 7.3.1.1. shop drawings (up to 40);
- 7.3.1.2. record data (up to 10);
- 7.3.1.3. requests for information (up to 10);
- 7.3.1.4. schedules (up to 12);
- 7.3.1.5. certified test reports (up to 10);
- 7.3.1.6. operation and maintenance manuals (6); and
- 7.3.1.7. miscellaneous submittals (up to 10).

7.4. CHANGE ORDERS. The Professional shall manage the field/change order documents, requests for proposals, and contractor claim process for the Project as described herein.

7.4.1. The Professional shall establish procedures and document construction changes required to implement modifications to the Project.

7.4.2. The Professional shall process contract modifications and negotiate with the contractor at NBU's direction to determine the cost and time impacts of these changes.

7.4.3. The Professional shall prepare field/change order documentation for up to 5 field orders for minor alterations and up to 10 change orders.

7.4.4. The Professional shall evaluate notices of contractor claims and make initial recommendations to NBU on the merit and value of the claim based on information submitted by the contractor or available Project documentation. The Professional shall negotiate a settlement value with the contractor at NBU's direction.

7.5. INTERPRET DRAWINGS AND SPECIFICATIONS. The Professional shall interpret

the drawings and specifications for NBU and the contractor during the course of construction per the schedule assumed herein.

7.6. PAY ESTIMATES. The Professional shall review and comment on monthly and final estimates for payment to the contractor pursuant to the general conditions of the construction contract during the course of the construction per the schedule assumed herein.

7.7. CLOSE-OUT DOCUMENTS

7.7.1. RECORD DRAWINGS. The Professional shall prepare the record drawings based on the revised redline construction drawings and information furnished by the construction contractor reflecting changes in the Project made during construction. The Professional shall prepare one (1) set of record drawings at the completion of the Project and submit to NBU via email within 60 days of final completion.

7.7.2. ASSET INFORMATION. The Professional shall prepare a memorandum that provides the following asset information for all above grade facilities for insurance purposes within 30 days after substantial completion:

- 7.7.2.1. address;
- 7.7.2.2. year built;
- 7.7.2.3. description;
- 7.7.2.4. square footage of building;
- 7.7.2.5. building value; and
- 7.7.2.6. contents value.

7.8. RESIDENT REPRESENTATION. The Professional shall have a part-time (20 hours per week) resident Project representative (“RPR”) on the Project Site for thirty-eight (38) weeks and provide an average of five (5) hours per week of construction management time for forty-six (46) weeks. The duties, responsibilities, and the limitations of authority of the RPR, and designated assistants, shall be performed as described herein.

7.8.1. COMMUNICATION

7.8.1.1. The Professional shall establish the communication procedures for all parties involved in the Project. The communication procedures shall detail the amount of time all parties have to respond to questions, submittals, or other

documents, and the most efficient transmission of communication (via email, phone, etc.). These procedures shall be provided in writing and reviewed with NBU, the engineer of record (“EOR”), and the contractor. NBU shall approve all communication procedures.

- 7.8.1.2. The Professional shall conduct periodic progress meetings with NBU, EOR, and contractor to exchange information regarding the progress of construction, the status of submittals, the status of modifications, and/or to address any Project related issues.
- 7.8.1.3. The Professional shall prepare and distribute an agenda prior to the progress meetings and record the meeting minutes. The Professional shall email the meeting minutes to NBU.
- 7.8.1.4. The Professional shall submit monthly reports of the construction progress to NBU. The reports shall describe the construction progress and summarize Project costs, cash flow, construction schedule, pending and approved contract modifications, change order status, and any outstanding issues.

7.8.2. QA/QC PROGRAM

- 7.8.2.1. The Professional shall observe the contractor’s work to determine if the work is proceeding in accordance with the contract. The Professional shall prepare daily reports to be submitted electronically to NBU documenting the Professional’s observations.
- 7.8.2.2. The Professional shall document when non-conforming work is observed and submit this documentation via email to NBU and the contractor. The Professional shall verify and document when the observed non-conforming work has been corrected and submit documentation to that effect to NBU via email.
- 7.8.2.3. The Professional shall review documents submitted by the contractor, including test reports, equipment installation reports, or other documents required by the contract.
- 7.8.2.4. The Professional shall coordinate the completion of materials testing by testing laboratories and confirm the testing has been conducted in

accordance with applicable testing and inspection bureaus who set standards for the testing of materials, witness tests, and factory testing.

- 7.8.2.5. The Professional shall provide specifically qualified personnel to conduct specialty observations for structural, mechanical, electrical, and instrumentation systems as requested by NBU.

7.8.3. DOCUMENT MANAGEMENT

- 7.8.3.1. The Professional shall establish and maintain an electronic project management information system utilizing the web based FNiManager System.
- 7.8.3.2. The Professional shall manage the processing of contractor submittals, including the filing and retrieval of all Project documentation. The Professional shall receive contractor submittals including requests for information, modification requests, shop drawings, schedules, and other submittals. The Professional shall perform an initial review of the submittals and electronically send the submittals to the EOR and/or NBU for a detailed review and response.
- 7.8.3.3. The Professional shall monitor the progress of (i) the contractor in sending and processing submittals, including obtaining signatures from all required parties for documents, and of (ii) the EOR in reviewing and responding to submittals. The Professional shall verify that documentation is being processed according to the schedule.
- 7.8.3.4. The Professional shall prepare monthly reports that monitor the status of all submittals in the review process. The Professional shall submit an electronic copy of the report to NBU once a month.

7.8.4. SCHEDULE MANAGEMENT

- 7.8.4.1. The Professional shall review the baseline, the projected, and the monthly construction progress schedules submitted by the contractor. The Professional shall monitor the progress of the work completed relative to the planned progress and address any identified schedule delays by notifying via email, the EOR, NBU, and the contractor promptly.

7.8.5. COST MANAGEMENT

- 7.8.5.1. The Professional shall review the schedule of values and payment requests prepared by the contractor. The Professional shall establish with NBU and the contractor procedures to review the monthly quantities of work in place and the corresponding payment requests for work completed.
 - 7.8.5.2. The Professional shall prepare monthly cash flow requirements based upon information provided by the contractor. The Professional shall update cash flow reports monthly and include these reports with monthly updates to NBU.
 - 7.8.5.3. The Professional shall verify quantities of work in place, review the payment requests and supporting documentation, and provide an opinion of whether the payment requested matches the work completed to NBU via email.
- 7.8.6. ISSUE MANAGEMENT
- 7.8.6.1. The Professional shall provide an initial interpretation of the drawings and specifications when questions arise concerning the definition of the drawings and specifications. The Professional shall coordinate a resolution to these issues based upon a final interpretation of the drawings and specifications by the EOR, NBU, and the contractor.
 - 7.8.6.2. The Professional shall track and document issues, procure a resolution, and notify the EOR, NBU, and the contractor via email promptly.
- 7.8.7. CHANGE MANAGEMENT
- 7.8.7.1. The Professional shall establish and document procedures for administering changes to the construction contract.
 - 7.8.7.2. The Professional shall prepare documentation of the requested contract modifications. The Professional shall coordinate with the EOR for technical review and approval of any design modifications. All design modification documents shall have the EOR's State of Texas engineering seal affixed.
 - 7.8.7.3. The Professional shall process contract modifications and negotiate with the contractor on behalf of NBU to determine the cost and time impacts of any modifications to the contract. The Professional shall prepare change order documents for approved modifications and have them executed by NBU.

The documentation of field orders that do not impact cost or schedule shall also be prepared and submitted to NBU.

- 7.8.7.4. The Professional shall receive and evaluate notices of contractor claims and make recommendations to NBU on the merit and value of the claim.

7.8.8. PROJECT COMPLETION

- 7.8.8.1. The Professional shall coordinate the start-up and commissioning of the facility and all the process systems with the EOR, the contractor, and NBU. The Professional shall provide engineering and technical assistance to the contractor during the commissioning process.

- 7.8.8.2. When the contractor requests that substantial completion be granted for the Project (or applicable portions thereof), the Professional shall conduct a review of the Project to determine conformance or non-conformance with the Project design and construction documents. The Professional shall determine if a review of the work is required by the EOR, and if so, shall schedule the reviews of the work with the EOR. The Professional shall prepare a list of deficiencies to be corrected by the contractor before substantial completion is granted and any partial release or reduction of retainage is approved. The Professional shall prepare a certificate of substantial completion that includes a list of work to be completed prior to issuance of a final completion certificate.

- 7.8.8.3. The Professional shall conduct a final review of the Project for conformance with all of the Project documents. The Professional shall confirm work is complete and in accordance with the Project documents prior to recommending final payment.

- 7.8.8.4. The Professional shall assist NBU in obtaining legal releases, permits, warranties, spare parts, operation and maintenance manuals, as-built drawings, and facility keys from the contractor. The Professional shall review and confirm that the contractor has submitted all required documents to NBU prior to recommending the final payment.

7.8.9. MATERIALS TRANSFER

7.8.9.1. The Professional shall manage and coordinate the transfer of and acceptance by the contractor of any NBU furnished equipment or materials.

7.8.9.2. The Professional shall manage and coordinate the transfer of and acceptance by NBU of any contractor furnished spare parts, materials, keys, etc.

7.8.10. RECORD DRAWINGS

7.8.10.1. The Professional shall receive and review as-built drawings from the contractor. The Professional shall electronically transmit drawings and other documents to the EOR for the preparation of the record drawings. These drawings shall include notations that reflect as-built Project components and conditions. The record drawings shall include the Professional's on-site representative's notes, contractor's field notes, and NBU's field notes made during the construction process.

7.8.11. LIMITATIONS OF AUTHORITY OF THE RPR

7.8.11.1. The Professional shall not authorize any deviation from the contract documents or substitution of materials or equipment (including "or-equal" items), unless authorized by engineer of record ("EOR").

7.8.11.2. The Professional shall not exceed limitations of EOR's authority as set forth in this Agreement or the contract documents.

7.8.11.3. The Professional shall not undertake any of the responsibilities of the contractor, subcontractor, suppliers, or the contractor's superintendent.

7.8.11.4. The Professional shall not advise on, issue directions relative to or assume control over any aspect of the means, methods, techniques, sequences or procedures of the construction unless such advice or directions are specifically required by the contract documents.

7.8.11.5. The Professional shall not advise on, issue directions regarding or assume control over safety precautions and programs in connection with the work or any activities or operations of NBU or the contractor.

7.8.11.6. The Professional shall not accept shop drawings or sample submittals from anyone other than the contractor.

7.8.11.7. The Professional shall not participate in a specialized field or laboratory tests or inspections conducted by others, except as specifically authorized by EOR.

7.9. TANK COATING AND WELDING INSPECTION. The Professional shall provide inspection and testing of the construction and painting of the 1.5 MG elevated storage tank at Landa Park.

7.9.1. The Professional shall attend the preconstruction meeting (1 meeting).

7.9.2. The Professional shall visit the Project Site up to twenty-four (24) times for steel erection and welding inspection.

7.9.3. The Professional shall visit the Project Site up to thirty-two (32) times for painting inspection of the steel tank.

7.9.4. For Holiday testing, the Professional shall only observe the contractor performing Holiday testing and will not conduct Holiday tests.

7.10. DELIVERABLES. The Professional shall provide the following deliverables to NBU:

7.10.1. one (1) PDF electronic copy of the FIO memorandum;

7.10.2. Project Site and Secondary Project Site visit memos and construction progress meeting minutes;

7.10.3. one (1) PDF electronic copy and one (1) .georeferenced .dwg file of record drawings including plans and specifications in accordance with NBU standards, and with features adjusted to the location of GPS points collected in the field by the contractor; and

7.10.4. one (1) PDF electronic copy of an asset information memorandum.

SUPPLEMENTAL SERVICES

Pursuant to Section 4(B) of this Agreement, the Professional shall seek prior written approval from NBU before commencing work on any services described in this Section. If NBU requests the Professional to perform the additional services, NBU and the Professional shall execute a contract amendment or supplemental agreement, as appropriate, detailing the services to be performed and the completion date. The Professional acknowledges the contract duration will not increase as a

result of engaging the supplemental service unless noted in the supplemental agreement or contract amendment, as appropriate.

The additional services shall include Project specific professional engineering services as contemplated in Chapter 2254 of the Texas Government Code, as amended, which may include but are not limited to:

- Miscellaneous Engineering – The Professional shall provide additional design caused by unknown site conditions.

TIME OF COMPLETION

The Professional is authorized to commence work on the Services of the Project upon execution of this Agreement and agrees to complete these Services in accordance with the schedule below.

Project Milestones	Start Date	End Date
Notice to Proceed	08/01/2021	
30% Preliminary Design	08/01/2021	08/01/2021
60% Final Design	08/01/2021	08/27/2021
90% Final Design	08/27/2021	11/12/2021
100% Final Design	11/12/2021	12/17/2021
Permitting	12/17/2021	3/11/2022
Bid Phase	12/17/2021	05/26/2022
Construction Phase (Substantial Completion)	06/01/2022	04/04/2023
Construction Phase (Final Completion)	04/04/2023	06/04/2023

The Professional shall complete the Services by **August 6, 2023**.

Exhibit B

Compensation

NBU agrees to pay the Professional for the Services and the Supplemental Services rendered under this Agreement in accordance with the tables below and made part of this Agreement.

Services

NBU shall pay the Professional for the Services during the term of this Agreement in an amount not to exceed \$1,415,142.

Task	Cost
Task 1: Project Management	\$96,469
Task 2: Preliminary Design Phase	\$197,973
Task 3: Final Design Phase	\$614,913
Task 4: Field Services	\$38,329
Task 5: Permitting & Stakeholders	\$11,639
Task 6: Bid Phase	\$24,159
Task 7: Construction Phase	\$431,660
Total	\$1,415,142

Supplemental Services

NBU shall pay the Professional for the Supplemental Services in an amount not to exceed \$30,000; provided, however, that NBU must provide written approval in the form of a supplemental services agreement or contract amendment, as appropriate, prior to the Professional performing the Supplemental Services.

Exhibit C
Evidence of Insurance