

**MASTER AGREEMENT BETWEEN CLIENT AND
KIMLEY-HORN AND ASSOCIATES, INC. FOR CONTINUING PROFESSIONAL SERVICES**

THIS AGREEMENT is made this 16 day of May, 2023 by and between City of Sanger ("the Client") and KIMLEY-HORN AND ASSOCIATES, INC. ("the Consultant"). This Agreement sets forth the terms whereby Kimley-Horn, or an affiliated company, will provide professional services on one or more projects (with respect to each engagement "the Project"), with the specifics of each engagement to be set forth in an Individual Project Order ("IPO"). If the IPO is executed by an affiliated company of Kimley-Horn, the IPO shall incorporate the terms of this Agreement as if signed by the affiliated company.

- 1) Scope of Services and Additional Services. The Consultant will perform only the services set forth in IPO's ("the Services"). If requested by the Client and agreed to by the Consultant, the Consultant will perform Additional Services, which shall be governed by these provisions. Unless otherwise agreed to in writing, the Client shall pay the Consultant for the performance of any Additional Services an amount based upon the Consultant's then-current hourly rates plus an amount to cover certain direct expenses including telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage. Other direct expenses will be billed at 1.15 times cost.

- 2) Client's Responsibilities. In addition to other responsibilities herein or imposed by law, the Client shall:
 - a) Designate in writing a person to act as the Client's representative. Such person shall have complete authority to transmit instructions, receive information, and make or interpret the Client's decisions.
 - b) Provide all criteria and information as to the Client's requirements, objectives and expectations for the Project, and all standards of development, design, or construction.
 - c) Provide the Consultant all available studies, plans, or other documents pertaining to the project, such as survey, engineering data, environmental information, etc., all of which the Consultant may rely upon.
 - d) Arrange for access to the project site and other property as required for the Consultant to perform services.
 - e) Review all documents or reports presented by the Consultant and communicate decisions pertaining thereto within a reasonable time so as not to delay the Consultant.
 - f) Furnish approvals and permits for all government authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary.
 - g) Obtain any independent accounting, legal, cost estimating and feasibility services as the Client may require.

- h) Give prompt written notice to the Consultant whenever the Client becomes aware of any development that affects the Consultant's services, or any defect or nonconformance in any aspect of the Project.
- 3) Period of Services. This Agreement and the rates of compensation in IPO's are agreed to in anticipation of conditions permitting orderly and continuous progress of the Project through completion of the Services. The Consultant shall begin work on each IPO after receipt of a fully executed copy of the IPO. The times for performance shall be extended as necessary for periods of suspension or delay resulting from circumstances the Consultant does not control. If such suspension or delay extends for more than six months, the rates of compensation shall be renegotiated.
- 4) Compensation for Services.
- a) The Consultant's compensation shall be as stated herein, unless otherwise stated in the IPO. The Client shall pay the Consultant an amount based upon the Consultant's then-current hourly rates plus an amount to cover certain direct expenses including telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage. Other direct expenses will be billed at 1.15 times cost.
 - b) If the Consultant's compensation is on an hourly basis, estimated fees and expenses incurred by the Consultant exceeding any estimates set forth in the IPO shall be the liability of the Client.
- 5) Method of Payment.
- a) Invoices will be submitted periodically for services performed and expenses incurred. Payment of each invoice will be due within 30 days of receipt. The Client shall also pay any applicable sales tax. All retainers will be held by the Consultant and applied against the final invoice. Interest will be added to accounts not paid within 30 days at the maximum rate allowed by law. If the Client fails to make any payment due the Consultant under this or any other agreement within 30 days after the Consultant's transmittal of its invoice, the Consultant may, after giving notice to the Client, suspend services and withhold deliverables until all amounts due are paid in full.
 - b) If the Client relies on payment or proceeds from a third party to pay Consultant and Client does not pay Consultant's invoice within 60 days of receipt, Consultant may communicate directly with such third party to secure payment.
 - c) If the Client objects to any charge on an invoice submitted by the Consultant, the Client shall so advise the Consultant in writing giving its reasons within 14 days of receipt of the invoice or all such objections shall be waived, and the amount stated in the invoice shall be conclusively deemed due and owing. If the Client objects to only a portion of the invoice, payment for all other portions remains due.

- d) If the Consultant initiates legal proceedings to collect payments for services, it may recover, in addition to all amounts due and payable, its reasonable attorneys' fees, reasonable experts' fees, and other expenses related to the proceedings, including the cost, determined at the Consultant's normal hourly billing rates, of the time devoted to such proceedings by its employees.
 - e) The Client agrees that the payment to the Consultant is not subject to any contingency or condition. The Consultant may negotiate payment of any check tendered by the Client, even if the words "in full satisfaction" or words intended to have similar effect appear on the check without such negotiation being an accord and satisfaction of any disputed debt and without prejudicing any right of the Consultant to collect additional amounts.
- 6) Use of Documents. All documents, data, and programs prepared by the Consultant are related exclusively to the services described in the IPO and may be used only if the Client has satisfied all of its obligations under this Agreement. They are not intended or represented to be suitable for use or reuse by the Client or others on extensions of this project or on any other project. Any modifications by the Client to any of the Consultant's documents, or any use, partial use or reuse of the documents without written authorization by the Consultant will be at the Client's sole risk and without liability to the Consultant, and the Client shall indemnify, defend and hold the Consultant harmless from all claims, damages, losses and expenses, including but not limited to attorneys' fees, resulting therefrom. The Consultant's electronic files and source code remain the property of the Consultant and shall be provided to the Client only if expressly provided for in the IPO. Any electronic files not containing an electronic seal are provided only for the convenience of the Client and use of them is at the Client's sole risk. In the case of any defects in the electronic files or any discrepancies between them and the hardcopy of the documents prepared by the Consultant, the hardcopy shall govern.
- 7) Intellectual Property. Consultant may use or develop its proprietary software, patents, copyrights, trademarks, trade secrets, and other intellectual property owned by Consultant or its affiliates ("Intellectual Property") in the performance of this Agreement. Unless explicitly agreed to in writing by both parties to the contrary, Consultant maintains all interest in and ownership of its Intellectual Property and conveys no interest, ownership, license to use, or any other rights in the Intellectual Property to Client. Any enhancements of Intellectual Property made during the performance of this Agreement are solely owned by Consultant and its affiliates. If Consultant's services include providing Client with access to or a license for Consultant's (or its affiliates') proprietary software of technology, Client agrees to the terms of the Software License Agreement set forth at <https://www.kimley-horn.com/khts-software-license-agreement> ("the License Agreement") which terms are incorporated herein by reference.

- 8) Opinions of Cost. Because the Consultant does not control the cost of labor, materials, equipment, or services furnished by others, methods of determining prices, or competitive bidding or market conditions, all opinions rendered as to costs, including but not limited to the costs of construction and materials, are solely based on its judgment as a professional familiar with the industry. The Consultant cannot and does not guarantee that proposals, bids or actual costs will not vary from opinions of cost prepared by it. If at any time the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator. Consultant's services required to bring costs within any limitation established by the Client will be paid for as Additional Services.
- 9) Termination. The obligation to provide further services under this Agreement may be terminated by either party upon seven days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof or upon thirty days' written notice for the convenience of the terminating party. The Consultant will be paid for all services performed to the effective date of termination, all expenses subject to reimbursement, and other reasonable expenses incurred by the Consultant as a result of such termination.
- 10) Standard of Care. The standard of care applicable to Consultant's services will be the degree of care and skill ordinarily exercised by consultants performing the same or similar services in the same locality at the time the services are provided. No warranty, express or implied, is made or intended by the Consultant's performance of services, and it is agreed that the Consultant is not a fiduciary with respect to the Client.
- 11) LIMITATION OF LIABILITY. IN RECOGNITION OF THE RELATIVE RISKS AND BENEFITS OF THE PROJECT TO BOTH THE CLIENT AND THE CONSULTANT, THE RISKS ARE ALLOCATED SUCH THAT, TO THE EXTENT ALLOWED BY LAW, AND NOTWITHSTANDING ANY OTHER PROVISIONS OF THIS AGREEMENT OR THE EXISTENCE OF APPLICABLE INSURANCE COVERAGE, THAT THE TOTAL LIABILITY, IN THE AGGREGATE OF THE CONSULTANT AND THE CONSULTANT'S OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, AND SUBCONSULTANTS TO THE CLIENT OR TO ANYONE CLAIMING BY, THROUGH OR UNDER THE CLIENT, FOR ANY AND ALL CLAIMS, LOSSES, COSTS OR DAMAGES WHATSOEVER ARISING OUT OF OR IN ANY WAY RELATED TO THE SERVICES UNDER THIS AGREEMENT FROM ANY CAUSE OR CAUSES, INCLUDING BUT NOT LIMITED TO, THE NEGLIGENCE, PROFESSIONAL ERRORS OR OMISSIONS, STRICT LIABILITY OR BREACH OF CONTRACT OR ANY WARRANTY, EXPRESS OR IMPLIED, OF THE CONSULTANT OR THE CONSULTANT'S OFFICERS, DIRECTORS, EMPLOYEES, AGENTS, AND SUBCONSULTANTS SHALL NOT EXCEED TWICE THE TOTAL COMPENSATION RECEIVED BY THE CONSULTANT UNDER THE IPO OR \$50,000, WHICHEVER IS GREATER. HIGHER LIMITS OF LIABILITY MAY BE NEGOTIATED FOR ADDITIONAL FEE. THIS SECTION IS INTENDED SOLELY TO LIMIT THE

REMEDIES AVAILABLE TO THE CLIENT OR THOSE CLAIMING BY OR THROUGH THE CLIENT, AND NOTHING IN THIS SECTION SHALL REQUIRE THE CLIENT TO INDEMNIFY THE CONSULTANT.

- 12) Mutual Waiver of Consequential Damages. In no event shall either party be liable to the other for any consequential, incidental, punitive, or indirect damages including but not limited to loss of income or loss of profits.
- 13) Construction Costs. Under no circumstances shall the Consultant be liable for extra costs or other consequences due to changed conditions, or for costs related to the failure of contractors to perform work in accordance with the plans and specifications. Consultant shall have no liability whatsoever for any costs arising out of the Client's decision to obtain bids or proceed with construction before the Consultant has issued final, fully approved plans and specifications. The Client acknowledges that all preliminary plans are subject to substantial revision until plans are fully approved and all permits obtained
- 14) Certifications. All requests for the Consultant to execute certificates, lender consents, or other third-party reliance letters must be submitted to the Consultant at least 14 days prior to the requested date of execution. The Consultant shall not be required to execute certificates, consents, or third-party reliance letters that are inaccurate, that relate to facts of which the Consultant does not have actual knowledge, or that would cause the Consultant to violate applicable rules of professional responsibility.
- 15) Dispute Resolution. Upon agreement of the Parties claims arising out of this Agreement may be submitted to mediation. Any civil action must be commenced pursuant to the limitations described under Texas Civil Practice and Remedies Code § 16.008. Venue for any dispute arising out of this Agreement shall be Denton County, Texas.
- 16) Construction Phase Services.
 - a) If the Consultant prepares construction documents and the Consultant is not retained to make periodic site visits, the Client assumes all responsibility for interpretation of the documents and for construction observation, and the Client waives any claims against the Consultant in any way connected thereto.
 - b) The Consultant shall have no responsibility for any contractor's means, methods, techniques, equipment choice and usage, sequence, schedule, safety programs, or safety practices, nor shall Consultant have any authority or responsibility to stop or direct the work of any contractor. The Consultant's visits will be for the purpose of endeavoring to provide the Client a greater degree of

confidence that the completed work of its contractors will generally conform to the construction documents prepared by the Consultant. Consultant neither guarantees the performance of contractors, nor assumes responsibility for any contractor's failure to perform its work in accordance with the contract documents.

- c) The Consultant is not responsible for any duties assigned to it in the construction contract that are not expressly provided for in this Agreement. The Client agrees that each contract with any contractor shall state that the contractor shall be solely responsible for job site safety and for its means and methods; that the contractor shall indemnify the Client and the Consultant for all claims and liability arising out of job site accidents; and that the Client and the Consultant shall be made additional insureds under the contractor's general liability insurance policy.

17) Hazardous Substances. Consultant shall not be a custodian, transporter, handler, arranger, contractor, or remediator with respect to hazardous substances and conditions. Consultant's services will be limited to analysis, recommendations, and reporting, including, when agreed to, plans and specifications for isolation, removal, or remediation. The Consultant shall notify the Client of unanticipated hazardous substances or conditions of which the Consultant actually becomes aware. The Consultant may stop affected portions of its services until the hazardous substance or condition is eliminated.

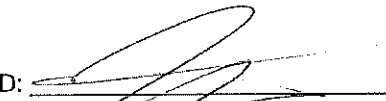
18) Assignment and Subcontracting. Nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than the Client and the Consultant, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of the Client and the Consultant and not for the benefit of any other party. The Client or the Consultant shall not assign, sublet or transfer any rights under or interest in this Agreement, or any claim arising out of the performance of services by Consultant, without the written consent of the either party. The Consultant reserves the right to augment its staff with subconsultants as it deems appropriate due to project logistics, schedules, or market conditions. If the Consultant exercises this right, they shall inform the Client in writing and the Consultant will maintain the agreed-upon billing rates for services identified in this Agreement or the IPO, regardless of whether the services are proved by in-house employees, contract employees, or independent subconsultants.

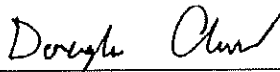
19) Confidentiality. The Client consents to the Consultant's use and dissemination of photographs of the Project and to its use of facts, data and information obtained by the Consultant in the performance of its services. If, however, any facts, data or information are specifically identified in writing by the Client as confidential, the Consultant shall use reasonable care to maintain the confidentiality of that material.

20) Miscellaneous Provisions. This Agreement is to be governed by the law of the State of Texas. This Agreement and each executed IPO contain the entire and fully integrated agreement between the parties, and supersedes all prior and contemporaneous negotiations, representations, agreements, or understandings, whether written or oral. Except as provided in Section 1, this Agreement can be supplemented or amended only by a written document executed by both parties. Any conflicting or additional terms on any purchase order issued by the Client shall be void and are hereby expressly rejected by the Consultant. If Client requires Consultant to register with or use an online vendor portal for payment or any other purpose, any terms included in the registration or use of the online vendor portal that are inconsistent or in addition to these terms shall be void and shall have no effect on Consultant or this Agreement. Any provision in this Agreement that is unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such unenforceability without invalidating the remaining provisions or affecting the enforceability of the provision in any other jurisdiction. The non-enforcement of any provision by either party shall not constitute a waiver of that provision or affect the enforceability of that provision or the remainder of this Agreement.

CITY OF SANGER, TEXAS

KIMLEY-HORN AND ASSOCIATES, INC.

SIGNED: 

SIGNED: 

PRINTED NAME: John Albritton

PRINTED NAME: Douglas Arnold

TITLE: City Manager

TITLE: Contract Specialist

DATE: 5-16-23

DATE: 05/02/2023

INDIVIDUAL PROJECT ORDER NUMBER 2023 RIF Update

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the Consultant), and City of Sanger (the Client) in accordance with the terms of the Master Agreement for Continuing Professional Services dated May 16, 2023, which is incorporated herein by reference.

Identification of Project:

Project Name: RIF Update
KH Project Manager: Brandon Forsythe
Project Number:

Specific scope of basic Services:

Task 1 - Project Management

- 1.1 *Project Status Reports and Invoicing.* Kimley-Horn will prepare and submit monthly status reports regarding project schedule and critical tasks and prepare monthly invoices.
- 1.2 *Project Meetings.* Kimley-Horn will prepare for and attend up to four (4) meetings with City staff. It is anticipated that two (2) will be spent discussing land use assumptions and two (2) will be spent discussing the CIP and max fee. All meetings are assumed to be virtual.

Task 2 – Land Use Assumptions

- 2.1 *Data Collection.* Kimley-Horn will coordinate with the City to obtain the following data:
 - 2.1.1 *City Contacts* – The City will provide the organization structure and contact information for the applicable City staff involved with the land use assumptions.
 - 2.1.2 *Comprehensive Master Plans* – The City will provide the Sanger 2040 Comprehensive Plan.
 - 2.1.3 Available demographic projections.
 - 2.1.4 *Maps* – The City will provide Kimley-Horn with available GIS shapefiles. Data should include:
 - 2.1.4.1 Current Zoning Map;
 - 2.1.4.2 Future Land Use Map;
 - 2.1.4.3 City Limits and ETJ Map.
- 2.2 *Service Area Boundaries.* Kimley-Horn will review the current service area for roadway impact fees and work with City staff to revise the service area boundaries (if necessary). Kimley-Horn anticipates the one service area adopted will remain similar to the currently adopted Roadway Impact Fee Study.
- 2.3 *Land Use Assumptions.* Kimley-Horn will provide City staff with an overview of the information required as part of the Land Use Assumptions for Impact Fees. This task will focus on growth projections for the next ten years which will either be determined by planned development information, or determining a City wide growth rate. All residential units shall be reported by the number of dwelling units; while all non-residential units shall be classified as number of square feet of floor area for Basic, Service, and Retail employment.

Task 3 – Roadway Impact Fee Update

- 3.1 *Data Collection.* Kimley-Horn will collect the following data:
 - 3.1.1 *Thoroughfare Plan* – Kimley-Horn will utilize the most recent thoroughfare plan adopted by the City. GIS shapefiles, databases, and layering information shall be provided.
 - 3.1.2 *Traffic Counts* – The City shall provide available data (current and historical) for all roadway segments on the current Master Thoroughfare Plan. Kimley-Horn will collect traffic count information available from TxDOT for state highway facilities.
 - 3.1.3 *Historical Project Costing Information* – The City shall provide Kimley-Horn with available data on the actual City costs for previously completed roadway improvement projects to assist in the development of planning level project costs for future projects and to include any project costs for previously completed projects with excess capacity available to serve future growth.
- 3.2 *10-Year Growth Projections and Capacity Analysis.*
 - 3.2.1 Kimley-Horn will use the service area boundaries established as part of Task 2. In consultation with City staff, Kimley-Horn will determine land use categories to be included in the land use vehicle-mile equivalency table.
 - 3.2.2 Kimley-Horn will identify the service units for new development and the average trip length. Using the 11th Edition of the Institute of Transportation Engineer's (ITE) Trip Generation Manual, Kimley-Horn will develop updated trip generation and pass-by trip rates.
 - 3.2.3 Kimley-Horn will perform an analysis of existing conditions. This will include a determination of roadway capacities, volumes, vehicle-miles of supply, vehicle-miles of demand, existing excess capacity, and existing deficiencies.
 - 3.2.4 Kimley-Horn will project traffic conditions for the ten-year planning period, the target year for the impact fee growth projections. This will include growth and new demand by service area. Kimley-Horn will determine the capacity available for new growth.
- 3.3 *Roadway Impact Fee Capital Improvements Plan.*
 - 3.3.1 Kimley-Horn will assist the City to develop a Roadway Impact Fee Capital Improvements Plan, which will include cost projections for anticipated projects to be included in the study. The Roadway Impact Fee Capital Improvements Plan will include existing oversized facilities and proposed facilities designed to serve future development. The Roadway Impact Fee Capital Improvements Plan shall include a general description of the project and a project cost projection. Planning level cost projections for future projects will be prepared based on previous experience with Roadway construction costs. The City shall provide Kimley-Horn with actual City cost information for previously completed projects with excess capacity and any cost contribution to County, Developer, or State projects.
 - 3.3.2 Kimley-Horn will identify the portion of project improvements required to serve existing demand and the portion of project improvements required to serve new development within the 10-year planning period.
- 3.4 *Maximum Assessable Roadway Impact Fee Calculation.* Using the newly developed 10-year growth projections, roadway impact fee capital improvements plan, and capacity available for new growth, Kimley-Horn will determine the cost of roadway improvements by service area, the maximum costs per service unit, and the resulting maximum assessable roadway impact fees by service area. A financial analysis for the credit calculation will not be performed as part of this scope; instead 50% of the pre-credit maximum assessable roadway impact fee calculated will be utilized to determine the maximum assessable roadway impact fee.
- 3.5 *Roadway Report.* Kimley-Horn will provide both a draft and final Roadway Impact Fee Report. The report will include:
 - 3.5.1 Land use assumptions
 - 3.5.2 Roadway service areas

- 3.5.3 Narrative of the impact fee update methodology
- 3.5.4 Roadway Impact Fee CIP
- 3.5.5 Exhibits
- 3.5.6 Impact fee calculations

Task 4 - Adoption Process and Administration Tools

- 4.1 *Comparison Data.* Kimley-Horn will collect information on actual Impact Fees collected for up to six benchmark cities for up to three different land uses (likely residential, commercial, and industrial land uses).
- 4.2 *Ordinance Support.* Kimley-Horn will review the proposed Impact Fee Ordinance as prepared by the City's Attorney. It is anticipated the City's Attorney will require exhibits from the Impact Fee Report to be included in the ordinance.
- 4.3 *Meetings.* It is anticipated that Kimley-Horn will prepare for and attend up to three (3) meetings during the adoption process. The following are anticipated:
 - 4.3.1 One (1) CIAC meetings to present the Land Use Assumptions, Impact Fee eligible projects, and Maximum Assessable Impact Fees;
 - 4.3.2 Up to two (2) City Council public hearings to present the Impact Fee, including the Land Use Assumptions, Impact Fee eligible projects, Maximum Assessable Impact Fees, and ordinance adoption.
- 4.4 *Impact Fee Estimator.* Kimley-Horn will create an Impact Fee estimator spreadsheet tool to assist in calculating a development's roadway impact fees based on the impact fee rates adopted.

Additional Services if required:

Services not specifically identified in the Scope of Services above shall be considered Additional Services and shall be performed on an individual basis upon authorization by the City. Compensation for additional services will be agreed to prior to their performance. Such services shall include, but are not limited to, the following:

1. Additional assistance developing the land use assumptions outside of that described in this agreement.
2. Preparation for an attendance at additional meetings not specifically identified in the Scope of Services.
3. Reanalysis or recalculation to reflect project scope changes or policy changes requested by the City, addressing changes in direction previously approved by the City, or mandated by changing governmental laws.

Schedule:

The scope of services will be completed within a mutually agreed upon schedule following receipt of a signed copy of this Letter Agreement, exclusive of Client review time. Additional services, if desired, will be performed within a mutually agreed upon schedule, once authorized by the Client in writing.

Deliverables:

- Roadway Impact Fee Update Report
- Impact Fee Estimator

Terms of compensation:

Kimley-Horn will perform the services in Tasks 1 – 4 for the total lump sum fee of \$50,000. Individual task amounts shown below are informational only.

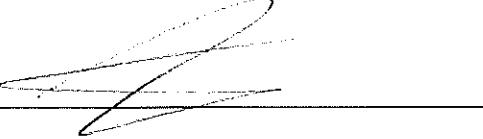
Task 1	Project Management	\$5,000
Task 2	Land Use Assumptions	\$5,000
Task 3	Roadway Impact Fee Update	\$28,000
Task 4	Adoption Process and Administration Tools	\$12,000
Total Lump Sum Fee		\$50,000

ACCEPTED:

CITY OF SANGER

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____



BY: Douglas Arnold



TITLE: _____

City Manager

TITLE: Contract Specialist

DATE: _____

5-16-23

DATE: 04/21/2023

