

**CITY OF SAN ANTONIO** AGENDA ITEM NO. **23(A)**  
**INTERDEPARTMENTAL MEMORANDUM**  
**PUBLIC WORKS DEPARTMENT**

**TO:** Mayor and City Council

**FROM:** Thomas G. Wendorf, P.E., Director of Public Works

**THROUGH:** Terry M. Brechtel, City Manager

**COPIES:** Melissa Byrne Vossmer; Andrew Martin; Peter Zaroni; Milo D. Nitschke; file

**SUBJECT:** San Pedro/Huisache Area Drainage, Phase I

**DATE:** April 8, 2004

**SUMMARY AND RECOMMENDATIONS**

This ordinance accepts the proposal and awards a professional service contract in the amount of \$137,864.00 payable to CDS/Muery Services, a non-MBE, for engineering services and authorizes \$13,786.40 for design contingency expenses, for an overall total amount of \$151,650.40 in connection with the San Pedro/Huisache Area Drainage, Phase I project, an authorized 2003-2007 General Obligation Drainage Improvement Bond funded project located in City Council District 1.

Staff recommends approval of this ordinance.

**BACKGROUND INFORMATION**

This ordinance authorizes compensation to CDS/Muery Services for engineering services to include design, plan preparation and bid documents, construction phase services and additional services to include Texas Department of Licensing and Regulation (TDLR) review and inspection, Traffic Control Plan (TCP), tree surveying/inventory (only), test borings/foundation studies, Storm Water Pollution Prevention Plan (SW3P), record drawings and Railroad Permit as shown in the Professional Services Agreement included herein as Attachment 2. The project is anticipated to be advertised for construction in January of 2006 and to be completed by March of 2007.

This project provides for improvement to the inadequate drainage channel that is parallel to the railroad tracks from Ashby Place to Woodlawn and for the reconstruction of Mulberry from Breeden to San Pedro, San Pedro from Agarita to Mulberry, Breeden from Mulberry to Huisache and Huisache from Ripley to Breeden. This is the first phase of a multi-phased project, and this improvement to the existing channel will enable future project development to eliminate flooding and ponding along San Pedro at Mark Twain Middle School, as well as improve the drainage for the surrounding streets.

**POLICY ANALYSIS**

Approval of this ordinance will be a continuation of City Council policy to complete previously approved 2003-2007 General Obligation Drainage Improvement Bond projects.

## **FISCAL IMPACT**

This project was approved as a result of the November 4, 2003 bond election. Although this project was not included in the FY 04-09 Capital Improvement Program Budget, approval of this ordinance will appropriately modify the capital budget. Funds in the amount of \$151,650.40 are available from 2003-2007 General Obligation Drainage Improvement Bonds, and are authorized payable as follows:

\$137,864.00	payable to CDS/Muery Services for engineering services
\$ 13,786.40	payable for design contingency expenses

## **COORDINATION**

This request for ordinance has been coordinated with the Finance Department and the Office of Management and Budget.

## **SUPPLEMENTARY COMMENTS**

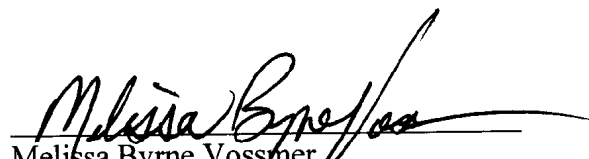
The Discretionary Contracts Disclosure Form required by the Ethics Ordinance is attached.

## **ATTACHMENTS**


- 1) Project Map
- 2) Professional Services Agreement
- 3) Discretionary Contracts Disclosure Form

 4/2/04

Thomas G. Wendorf, P. E.  
Director of Public Works

  
Melissa Byrne Vossmer  
Assistant City Manager

Approved:

  
Terry M. Brechtel  
City Manager



**PROFESSIONAL SERVICES AGREEMENT  
FOR  
ENGINEERING SERVICES**

STATE OF TEXAS

COUNTY OF BEXAR

**COPY**

**AGREEMENT FOR**

**SAN PEDRO/HUISACHE AREA DRAINAGE PHASE I**

This **AGREEMENT** is made and entered into by and between the City of San Antonio (hereinafter referred to as "**CITY**"), a Texas Municipal Corporation acting by and through its City Manager, pursuant to Ordinance No. \_\_\_\_\_, passed and approved on the \_\_\_\_\_ day of \_\_\_\_\_, 2004 and CDS/Muery Services (hereinafter referred to as "**CONSULTANT**"), both of which may be referred to herein collectively as the "**PARTIES**".

**IN CONSIDERATION** of the mutual covenants, terms, conditions, privileges and obligations herein contained, **CITY** and **CONSULTANT** do hereby agree as follows:

**I. DEFINITIONS**

As used in this **AGREEMENT**, the following terms shall have meanings as set out below:

1.1 "Director" means the director of **CITY**'s Public Works Department, or the designated project manager identified by the Notice to Proceed.

1.2 "Project" means the capital improvement/construction development undertaking of **CITY** for which **CONSULTANT**'s design services, as stated in the Scope of Services, are to be provided pursuant to this **AGREEMENT**.

1.3 "Ab Initio" means from the beginning; from the first act; from the inception. *See Black's Law Dictionary, 5<sup>th</sup> Ed., © 1983.*

1.4 "Respondeat Superior" means let the master answer. This maxim means that a master is liable in certain cases for the wrongful acts of his servant, and a principal for those of his agent. *See Black's Law Dictionary, 5<sup>th</sup> Ed., © 1983.*

**II. PERIOD OF SERVICE**

This **AGREEMENT** shall take effect on the eleventh (11<sup>th</sup>) calendar day after it is approved by the San Antonio City Council or upon execution by both parties, whichever date is later, and continue in full force and effect for the period required for completion of the duties as set forth in the Scope of Services.

### **III. SCOPE OF SERVICES**

3.1 **CONSULTANT** shall not commence work until **CONSULTANT** has been thoroughly briefed on the scope of Project, and has been notified in writing by Director to proceed. **CONSULTANT** shall provide a written summary of the scope meeting, including a description of the Project's scope and **CONSULTANT**'s services required by said scope. Should the scope subsequently change, either party may request a review of the anticipated services, with an appropriate adjustment in fees; however, such adjustment cannot exceed the maximum allowed for additional services in Article V, Compensation, and cannot substantially alter the original scope of this **AGREEMENT**.

3.2 **CONSULTANT**, in consideration for the compensation herein provided, shall render the professional services necessary for the development of the Project to substantial completion, including plans and specifications, construction services and any special and general conditions and instruction to bidders as acceptable to Director.

3.3 **CONSULTANT** shall be represented by a professional engineer licensed to practice in the State of Texas at meetings of any official nature concerning the Project, including but not limited to scope meetings, review meetings and other meetings as may be required by the Project development process. All design submittals shall carry the signature and seal or, in the case of progress, or incomplete submittals, an appropriate disclaimer with the professional engineer's name and license number, with the date of the submittal adjacent thereto of a licensed professional engineer.

3.4 **CONSULTANT** shall complete the various phases of work listed in this Article III "Scope of Services", including all attachments hereto, in accordance with the Production Schedule in Attachment "B" of this **AGREEMENT**. Director may, in writing, extend any delivery dates contained in said Attachment "B", Production Schedule, as requested by **CONSULTANT**.

3.5 Upon acceptance and approval of the plans, reports or other producibles required for a phase of work, as set forth in the Scope of Services, Director shall authorize **CONSULTANT**, in writing, to proceed with the next phase of work.

3.6 The following is a list of all the documents that comprise the Scope of Services for this Project: Each such document is attached hereto and incorporated herein for all purposes. **CONSULTANT** agrees to perform all work required by this Scope of Services.

3.6.1 ATTACHMENT "A" (Scope of Services)

3.6.2 ATTACHMENT "B" – (Production Schedule)

3.6.3 ATTACHMENT "C" – (Consultant's Fee Proposal and SBEDA Participation Statement From Consultant's Interest Statement)

#### **IV. COORDINATION WITH THE CITY**

4.1 **CONSULTANT** shall hold periodic conferences with Director, so that the project, as developed, shall have the full benefit of **CITY's** experience and knowledge of existing needs and facilities and be consistent with its current policies and standards. No more than two conferences shall be held per phase, unless otherwise agreed to by Parties. **CITY** shall make available, for **CONSULTANT's** use, all existing plans, maps, field notes, statistics, computations, and other data in its possession relative to existing facilities and to this Project as may be requested by **CONSULTANT** at no cost to **CONSULTANT**.

4.2 Director shall act on behalf of **CITY** with respect to the work performed under this **AGREEMENT**. He shall have complete authority to transmit instructions, receive information, and interpret and define **CITY's** policies and decisions with respect to materials, equipment elements and systems pertinent to **CONSULTANT's** services.

4.3 **CITY** shall provide written notice to the **CONSULTANT** of any errors or omissions discovered in the **CONSULTANT's** services, or performance, or of any development that affects the scope or timing of **CONSULTANT's** services.

4.4 **CONSULTANT** shall complete all applications and furnish all required data, as set forth in the Scope of Services, compiled by **CONSULTANT** for **CITY's** use in obtaining any permits or approvals from governmental authorities having jurisdiction over the Project as may be necessary for completion of the Project. **CONSULTANT** shall not be obligated to develop additional data, prepare extensive reports or appear at hearings in order to obtain said permits or approvals, unless compensated therefore as provided in Article V, entitled "Compensation".

#### **V. COMPENSATION**

5.1 For and in consideration of the services to be rendered by **CONSULTANT**, **CITY** shall pay **CONSULTANT** the fee set forth in this Article V, Compensation. **CITY** may request **CONSULTANT** to perform an engineering study to refine the Project scope. Payment for such a study will be negotiated in accordance with Article V, Section 5.5 herein.

5.2 Nothing contained in this **AGREEMENT** shall require **CITY** to pay for any unsatisfactory work, as determined by Director, or for work that is not in compliance with the terms of this **AGREEMENT**. **CITY** shall not be required to make any payments to **CONSULTANT** at any time **CONSULTANT** is in default under this **AGREEMENT**.

##### **5.3 BASIS FOR COMPENSATION**

A. The total fee for **CONSULTANT's** work as defined in the Scope of Services shall be one hundred thirty-seven thousand eight hundred sixty-four and 00/100 dollars (\$137,864.00).

B. **CONSULTANT** may submit invoices for partial payment prior to submittal of review documents as outlined below. **CONSULTANT** must submit a written progress report detailing work performed for the billing period reflected in the invoice. A partial payment made must be in proportion to the work performed as reflected in the report and approved by Director. Partial payments shall be payable no later than thirty (30) days following acceptance by Director. Partial payments shall not exceed 70% of each phase prior to acceptance of that phase by **CITY**. The balance due for that phase will be paid upon acceptance of the phase by **CITY**. **CITY** shall have no more than 45 days from the date of submittal within which to review and approve or reject said phase. If no action has been taken by Director at the expiration of the 45 day review period, said phase shall be deemed approved. If any phases are authorized to be omitted then the percentage allocation will be applied to the next appropriate phase. Payments shall be made to the **CONSULTANT** in accordance with the following:

- 1) PRELIMINARY PHASE "A": 30% of the total fee due **CONSULTANT** shall be payable no later than thirty (30) days following acceptance of the Preliminary Phase "A" work by **CITY**;
- 2) PRELIMINARY PHASE "B": 30% of the total fee due **CONSULTANT** shall be payable no later than thirty (30) days following acceptance of the Preliminary Phase "B" work by **CITY**.
- 3) FINAL DESIGN: 20% of the total fee due **CONSULTANT** shall be payable no later than thirty (30) days following acceptance of the Final Design by **CITY**.
- 4) BID PHASE & DOCUMENTS: 5% of the total fee due **CONSULTANT** shall be payable no later than thirty (30) days following acceptance of the Bid Documents by **CITY**.
- 5) CONSTRUCTION PHASE: 15% of the total fee due **CONSULTANT** shall be payable by **CITY** in monthly installments in accordance with the percentage of construction completed as determine by Director in his sole discretion.

5.4 **MODIFICATIONS** - **CONSULTANT** and **CITY** acknowledge the fact that the base fee as determined in section 5.3(A) above has been established predicated upon the total estimated costs of services to be rendered under the **AGREEMENT**. For additional services, compensation shall be subject to renegotiations in accordance with section 5.5 below.

#### 5.5 **COMPENSATION FOR ADDITIONAL PROFESSIONAL SERVICES**

**CONSULTANT** may be required to perform the additional services listed in 5.5(B) below, subject to appropriations having been made therefore, in connection with this **AGREEMENT**. Should **CONSULTANT** be directed in writing by Director to perform these services, compensation shall be paid by **CITY** to **CONSULTANT** as authorized in writing by Director, as follows:

- A. The basis for compensation for additional services may be in one or more of the following forms:

- (1) Rate for testimony of principals to be negotiated.
- (2) Non-Principal - Salary cost times a multiplier of 2.5 with a stated maximum not to be exceeded.
- (3) Principal - hourly rate set forth in 5.5(D) herein with a stated maximum not to be exceeded.
- (4) Reimbursement of non-labor expenses and **CITY** directed subcontract expenses at invoice cost plus a 15% service charge.
- (5) Lump sum per item of work to be negotiated.
- (6) Lump sum to be negotiated.

B. Additional services include, but are not limited to the following:

- (1) Assistance to **CITY** as an expert witness in any litigation with third parties, arising from the development or construction of the Project including the preparation of engineering data and reports.
- (2) Preparation of plats and field notes for acquisition of property required for the construction of the project.
- (3) Site visits for ROW pin locating and/or setting for utility companies.
- (4) Preparation of applications and supporting documents for governmental grants, loans, or advances in connection with the Project.
- (5) Preparation or review of environmental assessments and impact statements.
- (6) Review and evaluation of the effect on design requirements of the Project of any assessments, statements, or documents prepared by others.
- (7) Assistance in obtaining approvals of authorities having jurisdiction over the anticipated environmental impact of the Project.
- (8) Revising previously accepted studies, reports, design documents or **AGREEMENT** documents when such revisions are required by changes in laws, rules, regulations, ordinances, codes, standards, design criteria or orders enacted subsequent to the preparation of such studies, reports, and documents, or are due to causes beyond **CONSULTANT's** control.
- (9) Preparation of feasibility studies not required in the base **AGREEMENT**.
- (10) Detailed quantity surveys of materials, equipment and labor during or after construction phase.
- (11) Services in making revisions to Drawings and Specifications occasioned by the acceptance of substitutions by **CITY** proposed by the **CONTRACTOR** retained to construct the designed Project; and services after the award of each **CONTRACT** in evaluating and determining the acceptability of an unreasonable and excessive number of substitutions proposed by **CONTRACTOR**.
- (12) Services after the completion of the Construction Phase, such as inspections during any guarantee period and reporting observed discrepancies under guarantee called for in any contract for the Project.
- (13) Additional copies of reports, drawings and specifications over the number specified in the base **AGREEMENT**.
- (14) Preparation of all documents dealing with 404 permits, highway permits, and railroad agreements.
- (15) Preparation of driveway plats.



- (16) Obtaining Right of Entry Agreements on behalf of **CITY** for driveway penetrations.
- (17) Detailed measurements and surveys for exploration for utilities, if required.
- (18) Preparation of record drawing after completion of work by CONTRACTOR.
- (19) Actual performance of test borings and other soil or foundation investigations and related analysis.
- (20) Tree surveys.

C. Salary Cost - Salary cost is defined as the cost of salaries of engineers, draftsmen, stenographers, surveymen, clerks, laborers, etc. for time directly chargeable to the Project, plus customary and statutory benefits including but not limited to social security contributions, unemployment, excise and payroll taxes, employment compensation insurance, retirement benefits, medical and insurance benefits, sick leave, vacation and holiday pay applicable thereto.

- a. The amount of customary and statutory benefits of all personnel other than Principals of the Consulting Firm will be considered equal to 38 % of salaries or wages.

D. Principals of the Consulting Firm - For the purpose of this provision, the Principals of the Consulting Firm and their total hourly charge will be as follows, except as stated previously for testimony as expert witnesses:

<u>Principal Name</u>	<u>Hourly Charge</u>
Kenneth R. Rothe	<u>140.00</u>
John T. Kubala	<u>140.00</u>
Billy H. Ethridge	<u>140.00</u>

5.6 **MAXIMUM COMPENSATION FOR ADDITIONAL SERVICES** – Total cumulative costs for the additional services listed in Section 5.5 or in Article VI below shall not exceed that amount appropriated by **CITY** as set forth in the ordinance authorizing this **AGREEMENT**, without prior authorization of the San Antonio City Council by passage of an ordinance therefore.

## **VI. REVISIONS TO DRAWINGS AND SPECIFICATIONS**

**CONSULTANT** shall provide, at no expense to **CITY**, reasonable minor revisions to any phase, whether previously approved and accepted, as may be required to satisfy the scope of services established by this **AGREEMENT**. Approval of any phase constitutes **CITY's** acceptance of the design presented. After acceptance of each phase of the Project, any revisions, additions, or modifications made at **CITY's** request which constitute a change in the Scope of Services shall be subject to additional compensation to **CONSULTANT** as agreed upon by **CITY**, subject to Article V, Section 5.6 above.

## **VII. OWNERSHIP OF DOCUMENTS**

7.1 **CONSULTANT** acknowledges and agrees that **CITY** shall own exclusively any and all information in whatsoever form and character produced and/or maintained in accordance with, pursuant to, or as a result of this **AGREEMENT** and shall be used as **CITY** desires and shall be delivered to **CITY** at no additional cost to **CITY** upon request or completion or termination of this **AGREEMENT** without restriction on future use.

7.2 **CONSULTANT** agrees and covenants to protect any and all proprietary rights of **CITY** in any materials provided to **CONSULTANT**. Such protection of proprietary rights by **CONSULTANT** shall include, but not be limited to, the inclusion in any copy intended for publication of copyright mark reserving all rights to **CITY**. Additionally, any materials provided to **CONSULTANT** by **CITY** shall not be released to any third party without the consent of **CITY** and shall be returned intact to **CITY** upon completion or termination of this **AGREEMENT**.

7.3 **CONSULTANT** hereby assigns all statutory and common law copyrights to any copyrightable work that in part or in whole was produced from this **AGREEMENT** to **CITY**, including all moral rights. No reports, maps, documents or other copyrightable works produced in whole or in part by this **AGREEMENT** shall be subject of an application for copyright by **CONSULTANT**. All reports, maps, project logos, drawings or other copyrightable work produced under this **AGREEMENT** shall become the property of **CITY** (excluding any instrument of services, unless otherwise specified herein). **CONSULTANT** shall, at its expense, defend all suits or proceedings instituted against **CITY** and pay any award of damages or loss resulting from an injunction, against **CITY**, insofar as the same are based on any claim that materials or work provided under this **AGREEMENT** constitute an infringement of any patent, trade secret, trademark, copyright or other intellectual property rights.

7.4 **CONSULTANT** may make copies of any and all documents and items for its files. **CONSULTANT** shall have no liability for changes made to or use of the drawings, specifications and other documents by other engineers, or other persons, subsequent to the completion of the Project. **CITY** shall require that any such change or other use shall be appropriately marked to reflect what was changed or modified.

7.5 Copies of documents that may be relied upon by **CITY** are limited to the printed copies (also known as hard copies) that are sealed and signed by **CONSULTANT**. Files in electronic media format of text, data, graphics, or other types that are furnished by **CONSULTANT** to **CITY** are only for convenience of **CITY**. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk.

## **VIII. TERMINATION AND/OR SUSPENSION OF WORK**

8.1 For purposes of this **AGREEMENT**, termination of this **AGREEMENT** shall mean termination by expiration of the **AGREEMENT** term or earlier termination pursuant to any of the provisions hereof.

## **8.2 TERMINATION WITHOUT CAUSE.**

8.2.1 This **AGREEMENT** may be terminated by either party upon written notice in accordance with Article XVIII, Notice. Such notice must specify an effective date of termination, which shall be not less than thirty (30) calendar days after the date of receipt of the notice by the other Party. If the notice does not specify a date of termination, the effective date of termination shall be thirty (30) calendar days after receipt of the notice by the other Party.

8.2.2 This **AGREEMENT** may be terminated by **CITY** prior to Director giving **CONSULTANT** written notice to proceed pursuant to Article III, Section 3.1, should Director, at his sole discretion, determine that it is not in **CITY's** best interest to proceed with this **AGREEMENT**. Such notice shall be provided in accordance with Article XVIII, Notice and shall be effective upon delivery by **CITY** in accordance with Article XVIII.

8.2.3 **CITY** shall equitably compensate **CONSULTANT** in accordance with the terms of this **AGREEMENT** for the Services properly performed prior to the effective date of termination, following inspection and acceptance of same by **CITY**. **CONSULTANT** shall not, however, be entitled to lost or anticipated profits should **CITY** choose to exercise its option to terminate.

## **8.3 DEFAULTS WITH OPPORTUNITY FOR CURE.**

Should **CONSULTANT** fail to provide the required designs and/or documents required by Article III, Scope of Services by the due dates establish in Article III, Attachment B, Production Schedule, in acceptable form, as indicated in said Scope of Services as approved by Director, same shall be considered a default. However, Parties agree that no default shall be considered to occur where **CONSULTANT's** failure to provide the designs and/or documents is directly caused by the actions of **CITY**. **CITY** shall deliver written notice of said default specifying such matter(s) in default. **CONSULTANT** shall have ten (10) days after receipt of the written notice, in accordance with Article XVIII, Notice, to cure such default. If **CONSULTANT** fails to cure the default within such ten-day cure period, **CITY** shall have the right, without further notice, to terminate this **AGREEMENT** in whole or in part as **CITY** deems appropriate, and to **CONTRACT** with another contractor to complete the work required in this **AGREEMENT**. **CITY** shall also have the right to offset the cost of said new **CONTRACT** with a new contractor against **CONSULTANT's** future or unpaid invoice(s), subject to the duty on the part of **CITY** to mitigate its losses to the extent required by law.

## **8.4 TERMINATION FOR CAUSE.** Upon written notice, **CITY** may terminate this **AGREEMENT** upon the occurrence of one (1) or more of the following events, each of which shall constitute an Event for Cause under this **AGREEMENT**:

8.4.1 **CONSULTANT** makes or allows to be made any material misrepresentation or provides any materially misleading information in connection with this **AGREEMENT**, including, but not limited to, **CONSULTANT's** Interest Statement, or any covenant, obligation, term or condition contained in this **AGREEMENT**; or

8.4.2 **CONSULTANT** violates or fails to perform any covenant, provision, obligation, term or condition of a material nature contained in this **AGREEMENT**, except those events of default for which an opportunity to cure is provided herein; however, if such default as provided in Section 8.3, Defaults with Opportunity for Cure, exceeds the following, same shall be considered an Event for Cause, subject to the remedies as provided herein:

(A) **CONSULTANT** fails to cure a default listed in Section 8.3 within the time period required for cure; or

(B) **CONSULTANT** is in default as provided in Section 8.3 on more than one occasion in any consecutive twelve (12) month period.

8.4.3 **CONSULTANT** attempts to assign this **AGREEMENT** contrary to the terms hereof; or experiences a change in ownership interest greater than thirty percent (30%), or control of its business entity; or

8.4.4 **CONSULTANT** ceases to do business as a going concern; makes an assignment for the benefit of creditors; admits in writing its inability to pay debts as they become due; files a petition in bankruptcy or has an involuntary bankruptcy petition filed against it (except in connection with a reorganization under which the business of such party is continued and performance of all its obligations under this **AGREEMENT** shall continue); or if a receiver, trustee or liquidator is appointed for it or any substantial part of **CONSULTANT's** assets or properties; or

8.4.5 **CONSULTANT** fails to comply in any respect with the insurance requirements set forth in this **AGREEMENT**; or

8.4.6 **CONSULTANT** violates any rule, regulation or law by which **CONSULTANT** is bound or shall be bound while and in performing the services required under this **AGREEMENT**.

8.5 **TERMINATION BY LAW.** If any state or federal law or regulation is enacted or promulgated which prohibits the performance of any of the duties herein, or, if any law is interpreted to prohibit such performance, this **AGREEMENT** shall automatically terminate as of the effective date of such prohibition.

8.6 **EFFECT OF TERMINATION.** Notwithstanding Section 8.3, Defaults with Opportunity for Cure, upon a decision to terminate by **CITY**, written notice of such shall be immediately provided to **CONSULTANT** specifying the effective date of termination, notice of which shall be given in accordance with Article XVIII, Notice.

8.6.1 Regardless of how this **AGREEMENT** is terminated, and subject to 8.6.2, **CONSULTANT** shall affect an orderly transfer to **CITY** or to such person(s) or firm(s) as the **CITY** may designate, at no additional cost to **CITY**, all completed or partially completed specifications and reproducibles of all completed or partially completed designs

and plans prepared pursuant to this **AGREEMENT**, documents, papers, records, charts, reports, and any other materials or information produced as a result of or pertaining to the services rendered by **CONSULTANT**, or provided to **CONSULTANT**, hereunder in accordance with Article VII, Ownership of Documents. Any record transfer shall be completed within thirty (30) calendar days of the termination date and shall be completed at **CONSULTANT**'s sole cost and expense. Payment of compensation due or to become due to **CONSULTANT** is conditioned upon delivery of all such documents.

8.6.2 Within forty-five (45) calendar days of the effective date of completion, or termination or expiration of this **AGREEMENT**, **CONSULTANT** shall submit to **CITY** its claims, in detail, for the monies owed by **CITY** for services performed under this **AGREEMENT** through the effective date of termination. Failure by **CONSULTANT** to submit its claims within said forty-five (45) calendar days shall negate any liability on the part of **CITY** and constitute a **Waiver** by **CONSULTANT** of any and all right or claims to collect moneys that **CONSULTANT** may rightfully be otherwise entitled to for services performed pursuant to this **AGREEMENT**.

8.6.3 Upon the effective date of expiration or termination of this **AGREEMENT**, **CONSULTANT** shall cease all operations of work being performed by **CONSULTANT** or any of its subcontractors pursuant to this **AGREEMENT**.

8.6.4 **Termination not sole remedy.** In no event shall **CITY**'s action of terminating this **AGREEMENT**, whether for cause or otherwise, be deemed an election of **CITY**'s remedies, nor shall such termination limit, in any way, at law or at equity, **CITY**'s right to seek damages from or otherwise pursue **CONSULTANT** for any default hereunder or other action.

8.7 **RIGHT OF CITY TO SUSPEND GIVING RISE TO RIGHT OF CONSULTANT TO TERMINATE.**

8.7.1 **CITY** may suspend this **AGREEMENT** at the end of any phase for the convenience of **CITY** by issuing a signed, written notice of suspension (citing this paragraph) as provided in Article XVIII, Notice, which shall outline the reasons for the suspension and the duration of the suspension. However, it is understood and agreed by the Parties that the total number of days of suspension as reflected in said notice is not guaranteed, and in fact, may be shorter or longer. Such suspension shall take effect upon the date set forth in the notice, or if no date is set forth, immediately upon **CONSULTANT**'s receipt of said notice.

8.7.2 **CONSULTANT** may terminate this **AGREEMENT** in the event such suspension exceeds one hundred and twenty (120) calendar days. **CONSULTANT** may exercise this right to terminate by issuing a signed, written notice of termination, in accordance with Article XVIII, Notice, (citing this paragraph) to **CITY** after the expiration of one hundred and twenty (120) calendar days from the effective date of the suspension. Termination pursuant to this paragraph shall become effective immediately upon receipt of said written notice by **CITY**.

## **8.8 PROCEDURES FOR CONSULTANT TO FOLLOW UPON RECEIPT OF NOTICE OF SUSPENSION.**

- 8.8.1 Upon receipt of written notice of suspension, **CONSULTANT** shall, unless the notice otherwise directs, immediately discontinue all services in connection with the performance of this agreement and cancel all existing orders and contracts.
- 8.8.2 **CONSULTANT** shall prepare a statement showing in detail the services performed under this agreement prior to the effective date of suspension.
- 8.8.3 All completed or partially completed designs, plans and specifications prepared under this agreement prior to the effective date of suspension shall be prepared for possible delivery to **CITY** but shall be retained by **CONSULTANT** until such time as **CONSULTANT** may exercise the right to terminate.
- 8.8.4 In the event that **CONSULTANT** exercises the right to terminate after the suspension date as provided by this Article, within thirty (30) calendar days after receipt by **CITY** of **CONSULTANT**'s notice of termination, **CONSULTANT** shall submit the above referenced statement showing in detail the services performed under this agreement prior to the effective date of suspension. Nothing in this section 8.8.4 shall prevent **CONSULTANT** from submitting invoices for partial payments for work performed prior to the termination date as provided by Article V, Compensation.
- 8.8.5 Additionally, any documents prepared in association with this **AGREEMENT** shall be delivered to **CITY** by **CONSULTANT**, as a pre-condition to final payment, within thirty (30) calendar days after receipt by **CITY** of **CONSULTANT**'s notice of termination.
- 8.8.6 Upon the above conditions being met, **CITY** shall pay **CONSULTANT** that proportion of the prescribed fee which the services actually performed under this agreement bear to the total services called for under this agreement, less previous payments of the fee.
- 8.8.7 **CITY**, as a public entity, has a duty to document the expenditure of public funds. **CONSULTANT** acknowledges this duty on the part of **CITY**. To this end, **CONSULTANT** understands that failure of **CONSULTANT** to substantially comply with the submittal of the statements and documents as required herein shall constitute a waiver by **CONSULTANT** of any portion of the fee for which **CONSULTANT** did not supply such necessary statements and/or documents.

## **IX. INSURANCE REQUIREMENTS**

- 9.1 Prior to the commencement of any work under this **AGREEMENT**, **CONSULTANT** shall furnish an original completed Certificate of Insurance to **CITY**'s Public Works Department and **CITY**'s Risk Management Division, and shall be clearly labeled "**SAN PEDRO/HUISACHE AREA DRAINAGE, PHASE I**", which shall be completed by an agent authorized to bind the

named underwriter(s) and their company to the coverage, limits, and termination provisions shown thereon, containing all required information referenced or indicated thereon. The original certificate must have the agent's original signature, including the signer's company affiliation, title and phone number, and be mailed directly from the agent to **CITY**. **CITY** shall have no duty to pay or perform under this **AGREEMENT** until such certificate shall have been delivered to **CITY's** Public Works Department and **CITY's** Risk Management Office, and no officer or employee shall have authority to waive this requirement.

9.2 **CONSULTANT's** financial integrity is of interest to **CITY**, therefore, subject to **CONSULTANT's** right to maintain reasonable deductibles in such amounts as are approved by **CITY**, **CONSULTANT** shall obtain and maintain in full force and effect for the duration of this **AGREEMENT**, and any extension hereof, at **CONSULTANT's** sole expense, insurance coverage written on an occurrence basis, except for professional liability, by companies authorized, approved or admitted to do business in the State of Texas and rated A- or better by A.M. Best Company and/or otherwise acceptable to **CITY**, in the following types and amounts:

<u>TYPE</u>	<u>MINIMUM AMOUNTS</u>
1. Workers' Compensation	Statutory
2. Employers' Liability	\$500,000/\$500,000/\$500,000
3. Commercial General (public) Liability Insurance to include coverage for the following: a. Premises/Operations b. Independent Contractors c. Products/completed operations d. Personal Injury e. Contractual liability	Combined Single Limit for Bodily Injury and Property Damage of \$1,000,000 per; General Aggregate limit of \$2,000,000 occurrence or its equivalent in umbrella or excess liability coverage
4. Business Automobile Liability a. Owned/Leased Vehicles b. Non-Owned Vehicles c. Hired Vehicles	Combined Single Limit for Bodily Injury and Property Damage of \$1,000,000 per occurrence
5. Professional Liability (Claims made form)	\$1,000,000 per claim to pay on behalf of the insured all sums which the insured shall become legally obligated to pay as damages by reason of any negligent act, malpractice, error or omission in professional services.

9.3 **CITY** shall be entitled, upon request and without expense, to receive copies of the policies and all endorsements thereto as they apply to the limits required by **CITY**. **CONSULTANT** shall be required to comply with any such requests and shall submit a copy of the replacement certificate of insurance to **CITY** at the address provided in Article IX herein within 10 days of the requested change.

9.4 **CONSULTANT** agrees that with respect to the above required insurance, all insurance contracts and Certificate(s) of Insurance will contain the following required provisions:

- Name **CITY** and its officers, employees, and elected representatives as additional insureds as respects operations and activities of, or on behalf of, the named insured performed under contract with **CITY**, with the exception of the workers' compensation and professional liability policies;
- Provide for an endorsement that the "other insurance" clause shall not apply to the City of San Antonio where **CITY** is an additional insured shown on the policy;
- Workers' compensation and employers' liability policy will provide a waiver of subrogation in favor of **CITY**.

9.5 When there is a cancellation, non-renewal or material change in coverage which is not made pursuant to a request by **CITY**, **CONSULTANT** shall notify **CITY** of such and shall give such notices not less than thirty (30) days prior to the change, if **CONSULTANT** knows of said change in advance, or ten (10) days notice after the change, if the **CONSULTANT** did not know of the change in advance. In the event of cancellation or non-renewal, such notice must be accompanied by a replacement Certificate of Insurance. All notices under this Article shall be given to **CITY** at the following addresses:

City of San Antonio	City of San Antonio
Public Works Department – Capital Programs	Risk Management
P.O. Box 839966	111 Soledad, 10 <sup>th</sup> Floor
San Antonio, Texas 78283-3966	San Antonio, Texas 78205

9.6 If **CONSULTANT** fails to maintain the aforementioned insurance, or fails to secure and maintain the aforementioned endorsements, **CITY** may obtain such insurance, and deduct and retain the amount of the premiums for such insurance from any sums due under the AGREEMENT; however, procuring of said insurance by **CITY** is an alternative to other remedies **CITY** may have, and is not the exclusive remedy for failure of **CONSULTANT** to maintain said insurance or secure such endorsement. In addition to any other remedies **CITY** may have upon **CONSULTANT**'s failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, **CITY** shall have the right to order **CONSULTANT** to stop work hereunder, and/or withhold any payment(s) which become due to **CONSULTANT** hereunder until **CONSULTANT** demonstrates compliance with the requirements hereof. A stop work order given to **CONSULTANT** by **CITY** in accordance with this Article shall not constitute a Suspension of Work pursuant to Article VIII, Section 8.7.

9.7 Nothing herein contained shall be construed as limiting in any way the extent to which **CONSULTANT** may be held responsible for payments of damages to persons or property resulting from **CONSULTANT**'s or its subcontractors' performance of the work covered under this AGREEMENT.



9.8 It is agreed that **CONSULTANT's** insurance shall be deemed primary with respect to any insurance or self insurance carried by **CITY** of San Antonio for liability arising out of operations under this **AGREEMENT**.

## **X. INDEMNIFICATION**

**10.1 CONSULTANT**, whose work product is the subject of this **AGREEMENT** for engineering services, agrees to **INDEMNIFY AND HOLD CITY, ITS ELECTED OFFICIALS, OFFICERS AND EMPLOYEES HARMLESS** against any and all claims, lawsuits, judgments, cost, liens, losses, expenses, fees (including attorney's fees and costs of defense), proceedings, actions, demands, causes of action, liability and suits of any kind and nature, including but not limited to, personal injury (including death), property damage, or other harm for which recovery of damages is sought that may **ARISE OUT OF OR BE OCCASIONED OR CAUSED BY CONSULTANT'S NEGLIGENT ACT, ERROR, OR OMISSION OF CONSULTANT, ANY AGENT, OFFICER, DIRECTOR, REPRESENTATIVE, EMPLOYEE, CONSULTANT OR SUBCONSULTANT OF CONSULTANT, AND THEIR RESPECTIVE OFFICERS, AGENTS, EMPLOYEES, DIRECTORS AND REPRESENTATIVES** while in the exercise of performance of the rights or duties under this **AGREEMENT**. The indemnity provided for in this paragraph shall not apply to any liability resulting from the negligence of **CITY**, its officers or employees, in instances where such negligence causes personal injury, death, or property damage. **IN THE EVENT CONSULTANT AND CITY ARE FOUND JOINTLY LIABLE BY A COURT OF COMPETENT JURISDICTION, LIABILITY SHALL BE APPORTIONED COMPARATIVELY IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS, WITHOUT, HOWEVER, WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO CITY UNDER TEXAS LAW AND WITHOUT WAIVING ANY DEFENSES OF THE PARTIES UNDER TEXAS LAW.**

**10.2 CONSULTANT** shall advise **CITY** in writing within 24 hours of any claim or demand against **CITY** or **CONSULTANT** known to **CONSULTANT** related to or arising out of **CONSULTANT's** activities under this **AGREEMENT**.

**10.3** The provisions of this section are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity.

## **XI. ENGINEER'S LIABILITY**

**11.1** Acceptance of the final plans by **CITY** shall not constitute nor be deemed a release of the responsibility and liability of **CONSULTANT**, its employees, associates, agents or subcontractors for the accuracy and competency of their designs, working drawings, specifications or other documents and work; nor shall such acceptance be deemed an assumption of responsibility or liability by **CITY** for any defect in the designs, working drawings, specifications or other documents and work prepared by said **CONSULTANT**, its employees, subcontractors, and agents.

11.2 Standard of Care: Services provided by **CONSULTANT** under this **AGREEMENT** will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

## **XII. LICENSING**

**CONSULTANT** shall utilize qualified personnel to complete the work to be performed under this **AGREEMENT**, and all work performed under this **AGREEMENT** is to be executed under the direct supervision of a licensed professional engineer as required by state law. Persons retained to perform work pursuant to this **AGREEMENT** shall be the employees or subcontractors of **CONSULTANT**. **CONSULTANT** or its subcontractors shall perform all necessary work.

## **XIII. ASSIGNMENT OF RIGHTS OR DUTIES**

13.1 By entering into this **AGREEMENT**, **CITY** has approved the use of any subcontractors identified in **CONSULTANT**'s Interest Statement. No further approval shall be needed for **CONSULTANT** to use such subcontractors as are identified in **CONSULTANT**'s Interest Statement.

13.2 Except as otherwise required herein, **CONSULTANT** may not sell, assign, pledge, transfer or convey any interest in this **AGREEMENT** nor delegate the performance of any duties hereunder, by transfer, by subcontracting or any other means, without the consent of **CITY**. Actual engineering services, those required by law to be performed by a licensed engineer, or services to be performed which, by law, require the supervision and approval of a licensed engineer, may only be subcontracted upon the written approval of the San Antonio City Council, by approval and passage of an ordinance therefore. Any other services to be performed under this **AGREEMENT** may be subcontracted upon the written approval of Director.

13.3 As a condition of consent, if same is given, **CONSULTANT** shall remain liable for completion of the services outlined in this **AGREEMENT** in the event of default by the successor consultant, assignee, transferee or subcontractor. Any references in this **AGREEMENT** to an assignee, transferee, or subcontractor, indicate only such an entity as has been approved by **CITY** in accordance with this Article.

13.4 Any attempt to assign, transfer, pledge, convey or otherwise dispose of any part of, or all of its right, title, interest or duties to or under this **AGREEMENT**, without said written approval, shall be void ab initio and shall confer no rights upon any third person. Should **CONSULTANT** assign, transfer, convey or otherwise dispose of any part of, or all of its right, title or interest or duties to or under this **AGREEMENT**, **CITY** may, at its option, terminate this **AGREEMENT** in accordance with Article VIII, Termination, and all rights, titles and interest of **CONSULTANT** shall thereupon cease and terminate, notwithstanding any other remedy available to **CITY** under this **AGREEMENT**. The violation of this provision by **CONSULTANT** shall in no event release **CONSULTANT** from any obligation under the terms of this **AGREEMENT**, nor shall it relieve or release **CONSULTANT** from the payment of any damages to **CITY**, which **CITY** sustains as a result of such violation.

13.5 **CONSULTANT** agrees to notify Director of any changes in ownership interest greater than thirty percent (30%), or control of its business entity not less than sixty (60) days in advance of the effective date of such change. Notwithstanding any other remedies that are available to **CITY** under this **AGREEMENT**, any such change of ownership interest or control of its business entity may be grounds for termination of this **AGREEMENT** in accordance with Article VIII, Termination.

#### **XIV. INDEPENDENT CONTRACTOR**

14.1 **CONSULTANT** covenants and agrees that (s)he is an independent contractor and not an officer, agent, servant, or employee of **CITY**; that **CONSULTANT** shall have exclusive control of and exclusive right to control the details of the work performed hereunder and all persons performing same, and shall be responsible for the acts and omissions of its officers, agents, employees, contractors, and subcontractors; that the doctrine of respondeat superior shall not apply as between **CITY** and **CONSULTANT**, its officers, agents, employees, contractors, and subcontractors, and nothing herein shall be construed as creating a partnership or joint enterprise between **CITY** and **CONSULTANT**.

14.2 No Third Party Beneficiaries - For purposes of this **AGREEMENT**, including its intended operation and effect, the Parties specifically agree and **CONTRACT** that: (1) this **AGREEMENT** only affects matters/disputes between the Parties to this **AGREEMENT**, and is in no way intended by the Parties to benefit or otherwise affect any third person or entity, notwithstanding the fact that such third person or entities may be in a contractual relationship with **CITY** or **CONSULTANT** or both, or that such third parties may benefit incidentally by this **AGREEMENT**; and (2) the terms of this **AGREEMENT** are not intended to release, either by contract or operation of law, any third person or entity from obligations owing by them to either **CITY** or **CONSULTANT**.

#### **XV. EQUAL EMPLOYMENT OPPORTUNITY**

**CONSULTANT** shall not engage in employment practices which have the effect of discriminating against any employee or applicant for employment, and, will take affirmative steps to ensure that applicants are employed and employees are treated during employment without regard to their race, color, religion, national origin, sex, age, handicap, or political belief or affiliation. Specifically, **CONSULTANT** agrees to abide by all applicable provisions of San Antonio City ordinance number 69403 on file in the City Clerk's office.

#### **XVI. SBEDA REQUIREMENTS**

16.1 **CONSULTANT** hereby acknowledges that it is the policy of the **CITY** of San Antonio to assist in increasing the competitiveness and qualifications of small ("SBE"), women ("WBE"), handicapped and minority-owned business ("MBE") enterprises in order to afford greater opportunities for obtaining and participating in contracts, related subcontracts, and leases and concessions awarded by **CITY**. This policy and its implementation is known as the Small Business Economic Development Advocacy Program (hereinafter referred to as "SBEDA Program").

16.2 **CONSULTANT** agrees to implement the plan submitted in **CONSULTANT**'s response to **CITY**'s Request for Interest Statement under the SBEDA Program for Small, Minority and Women-owned Business Participation in this **AGREEMENT**, thereby meeting the percentages for participation of those groups as submitted therein. **CONSULTANT** agrees to be in full compliance with this article by meeting the percentages listed in **CONSULTANT**'s Interest Statement no later than 60 days from the date of execution of this **AGREEMENT**, and to remain in compliance throughout the term of this **AGREEMENT**. **CONSULTANT** further agrees to continue to make every effort to utilize businesses for subcontracting and supplying during the duration of this **AGREEMENT**, as may be approved pursuant to this **AGREEMENT**, that will meet the percentages submitted in **CONSULTANT**'s Interest Statement. Changes in contract value by changes in work orders, **AGREEMENT** amendments, or use of contract alternatives, which result in an increase in the value of the **AGREEMENT** by 10% or greater require the **CONSULTANT** to increase its use of business enterprises described in this section, if such is necessary to maintain the same percentages as exist in **CONSULTANT**'s Interest Statement. However, the delegation of any duties hereunder by any means must be approved by **CITY** as stated herein.

16.3 **CONSULTANT** shall maintain records showing all contracts, subcontracts, and supplier awards to SBE/MBE/WBE's. **CONSULTANT** shall submit annual reports to **CITY**'s Department of Economic Development, identifying the above activity and other efforts at increasing SBE/MBE/WBE participation in the **AGREEMENT**. Further, such records shall be open to inspection by **CITY** or its authorized agent at all reasonable times. Should **CITY** find that **CONSULTANT** is not in compliance with this article, **CITY** shall give notice of non-compliance to **CONSULTANT**. **CONSULTANT** shall have 30 calendar days to correct any and all deficiencies in compliance with this article. Failure to comply with this article and/or to correct any deficiencies within the time allotted shall be considered a material breach of this **AGREEMENT** and may subject **CONSULTANT** to any of the penalties listed in **CITY** of San Antonio Ordinance No. 77758, at **CITY**'s option. Further, such failure may be considered a default for which **CITY** may terminate this **AGREEMENT** in accordance with Article VIII, Termination.

16.4 **CONSULTANT** shall appoint a representative of its company to administer and coordinate its efforts to carry out these requirements.

16.5 In all events, **CONSULTANT** shall comply with the **CITY**'s Small, Business Economic Development Advocacy Program, contained in San Antonio Ordinance No. 77758, and the amendments thereto. Said ordinances are incorporated herein for all purposes, as if fully set forth herein.

16.6 It is **CITY**'s understanding, and this **AGREEMENT** is made in reliance thereon, that **CONSULTANT**, in the performance of services required hereunder, will use the subcontractor(s) listed in its response to **CITY**'s Request for Interest Statement.

16.7 Any work or services subcontracted by **CONSULTANT** shall be by written contract, and unless specific waiver is granted in writing by **CITY**, shall be subject by its terms to each and every provision of this **AGREEMENT**. Compliance by subcontractor with the provisions of said contract shall be the responsibility of **CONSULTANT**.

16.8 **CITY** shall in no event be obligated to any third party, including any subcontractor of **CONSULTANT**, for performance or services or payment of fees.

## **XVII. ESTIMATES OF COST**

Because **CONSULTANT** has no control over the cost of construction labor, materials or equipment or over the construction contractor's methods of determining prices, or over competitive bidding or market conditions, **CONSULTANT's** opinions of probable construction cost provided herein shall be made on the basis of **CONSULTANT's** experience and qualifications and represent **CONSULTANT's** best judgment as a design professional familiar with the construction industry. **CONSULTANT** cannot and does not guarantee that proposals, bids or the construction cost will not vary from opinions of probable cost prepared by **CONSULTANT**.

## **XVIII. NOTICES**

Unless otherwise expressly provided elsewhere in this **AGREEMENT**, any election, notice or communication required or permitted to be given under this **AGREEMENT** shall be in writing and deemed to have been duly given if and when delivered personally (with receipt acknowledged), or on receipt after mailing the same by certified mail, return receipt request with proper postage prepaid, or three (3) days after mailing the same by first class U.S. mail, postage prepaid (in accordance with the "Mailbox Rule"), or when sent by a national commercial courier service (such as Federal Express or DHL Worldwide Express) for expedited delivery to be confirmed in writing by such courier.

### **If intended for CITY, to:**

CITY of San Antonio  
Public Works Department - Capital Programs  
Attn: William E. Krause, Capital Programs Mgr.  
P.O. Box 839966  
San Antonio, Texas 78283-3966

### **If intended for CONSULTANT, to:**

Kenneth R. Rothe, P.E.,  
President  
CDS/Muery Services  
3411 Magic Drive  
San Antonio, Texas 78229

## **XIX. INTEREST IN CITY CONTRACTS PROHIBITED**

19.1 **CONSULTANT** acknowledges that it is informed that the Charter of the City of San Antonio and its Ethics Code prohibit a City officer or employee, as those terms are defined in the Ethics Code, from having a financial interest in any contract with **CITY** or any **CITY** agency such as **CITY** owned utilities. An officer or employee has a "prohibited financial interest" in a contract with **CITY** or in the sale to **CITY** of land, materials, supplies or service, if any of the following individual(s) or entities is a party to the contract or sale: a **CITY** officer or employee;

his parent, child or spouse; a business entity in which the officer or employee, or his parent, child or spouse owns ten (10) percent or more of the voting stock or shares of the business entity, or ten (10) percent or more of the fair market value of the business entity; a business entity in which any individual or entity above listed is a subcontractor on a **CITY** contract, a partner or a parent or subsidiary business entity.

19.2 **CONSULTANT** warrants and certifies, and this **AGREEMENT** is made in reliance thereon, that it, its officers, employees and agents are neither officers nor employees of **CITY**. **CONSULTANT** further warrants and certifies that it has tendered to **CITY** a Discretionary Contracts Disclosure Statement in compliance with **CITY**'s Ethics Code.

## **XX. SOLICITATION**

**CONSULTANT** warrants and represents that he has not employed or retained any company or person, other than a bona fide employee working solely for **CONSULTANT**, to solicit or secure this **AGREEMENT**, nor paid or agreed to pay any company or person, other than a bona fide employee working solely for **CONSULTANT**, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of this **AGREEMENT**. This representation constitutes a substantial part of the consideration for the making of this **AGREEMENT**.

## **XXI. CONTRACT CONSTRUCTION**

All parties have participated fully in the review and revision of this **AGREEMENT**. Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply to the interpretation of this **AGREEMENT**.

## **XXII. FAMILIARITY WITH LAW AND CONTRACT TERMS**

**CONSULTANT** represents that, prior to signing this **AGREEMENT**, **CONSULTANT** has become thoroughly acquainted with all matters relating to the performance of this **AGREEMENT**, all applicable laws, and all of the terms and conditions of this **AGREEMENT**.

## **XXIII. APPLICABLE LAW**

This **AGREEMENT** shall be governed by and construed in accordance with the laws and court decisions of the State of Texas.

## **XXIV. VENUE**

The obligations of the parties to this **AGREEMENT** shall be performable in San Antonio, Bexar County, Texas, and if legal action, such as civil litigation, is necessary in connection therewith, exclusive venue shall lie in Bexar County, Texas.

## **XXV. SEVERABILITY**

In the event any one or more paragraphs or portions of this **AGREEMENT** are held invalid or unenforceable, such shall not affect, impair or invalidate the remaining portions of this **AGREEMENT**, but such shall be confined to the specific section, sentences, clauses or portions of this **AGREEMENT** held invalid or unenforceable.

## **XVI. FORCE MAJEURE**

In the event that performance by either party of any of its' obligations or undertakings hereunder shall be interrupted or delayed by any occurrence and not occasioned by the conduct of either party hereto, whether such occurrence be an act of God or the common enemy or the result of war, riot, civil commotion, sovereign conduct, or the act or conduct of any person or persons not party or privy hereto, then such party shall be excused from performance for a period of time as is reasonably necessary after such occurrence to remedy the effects thereof, and each party shall bear the cost of any expense it may incur due to the occurrence.

## **XVII. SUCCESSORS**

This **AGREEMENT** shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors and, except as otherwise provided in this **AGREEMENT**, their assigns.

## **XXVIII. NON-WAIVER OF PERFORMANCE**

28.1 A waiver by either Party of a breach of any of the terms, conditions, covenants or guarantees of this **AGREEMENT** shall not be construed or held to be a waiver of any succeeding or preceding breach of the same or any other term, condition, covenant or guarantee herein contained. Further, any failure of either Party to insist in any one or more cases upon the strict performance of any of the covenants of this **AGREEMENT**, or to exercise any option herein contained, shall in no event be construed as a waiver or relinquishment for the future of such covenant or option. In fact, no waiver, change, modification or discharge by either party hereto of any provision of this **AGREEMENT** shall be deemed to have been made or shall be effective unless expressed in writing and signed by the party to be charged. In case of **CITY**, such changes must be approved by the San Antonio City Council.

28.2 No act or omission by a Party shall in any manner impair or prejudice any right, power, privilege, or remedy available to that Party hereunder or by law or in equity, such rights, powers, privileges, or remedies to be always specifically preserved hereby.

## **XXIX. PARAGRAPH HEADINGS**

The headings of this **AGREEMENT** are for the convenience of reference only and shall not affect in any manner any of the terms and conditions hereof.

### **XXX. LEGAL AUTHORITY**

The signer of this **AGREEMENT** for **CITY** and **CONSULTANT** each represents, warrants, assures and guarantees that he has full legal authority to execute this **AGREEMENT** on behalf of **CITY** and **CONSULTANT** respectively, and to bind **CITY** and **CONSULTANT** to all of the terms, conditions, provisions and obligations herein contained.

### **XXXI. INCORPORATION OF ATTACHMENTS**

**CONSULTANT** understands and agrees that all attachments, including appendices thereto, referred to in this **AGREEMENT** are intended to be and hereby are incorporated herein and specifically made a part of this **AGREEMENT** for all purposes. Said attachments are as follows:

ATTACHMENT "A" (Scope of Services)

ATTACHMENT "B" – (Production Schedule)

ATTACHMENT "C" – (**CONSULTANT's** Fee Proposal and SBEDA Participation Statement from **CONSULTANT's** Interest Statement)

In the event of a conflict or inconsistency between any attachment and the terms of this **AGREEMENT**, the terms of this **AGREEMENT** shall govern and prevail. In the event of a conflict or inconsistency between Attachment "A" and Attachments "B" and/or Attachment "C", the terms of Attachment "A" shall control over the terms of Attachment "B" and Attachment "C". In the event of a conflict or inconsistency between Attachment "B" and Attachment "C", the terms of Attachment "B" shall control over the terms of Attachment "C".

### **XXXII. ENTIRE AGREEMENT**

32.1 This **AGREEMENT**, together with its authorizing ordinance and Attachments, as listed in Article XXXI, Incorporation of Attachments, embodies the complete **AGREEMENT** of the Parties hereto, superseding all oral or written previous and contemporary agreements between the Parties relating to matters herein; and except as otherwise provided herein, cannot be modified without written consent of the parties and approved by ordinance passed by the San Antonio City Council.




32.2 It is understood and agreed by the Parties hereto that changes in local, state or federal rules, regulations or laws applicable hereto may occur during the term of this **AGREEMENT** and that any such changes shall be automatically incorporated into this **AGREEMENT** without written amendment hereto, and shall become a part hereof as of the effective date of the rule, regulation or law.

EXECUTED ON THIS, THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2004.

**CITY OF SAN ANTONIO**

**CONSULTANT:**

**CDS/MUERY SERVICES**



\_\_\_\_\_  
**CITY MANAGER**

\_\_\_\_\_  
**KENNETH R. ROTHE, P.E.,**  
**PRESIDENT**

APPROVED AS TO FORM:

\_\_\_\_\_  
**CITY ATTORNEY**

\_\_\_\_\_  
**CITY CLERK**

\_\_\_\_\_  
**DATE**

## ATTACHMENT "A"

### SCOPE OF SERVICES

#### A. The Preliminary Phase:

#### CONSULTANT SHALL:

##### 1. Phase "A"

- a. Meet with CITY officials to determine the scope of the proposed project.
- b. Contact the Right-of-Way Division CITY if any easements, fee title right-of-way, or fee title land acquisition is to be involved in the project. Confer with CITY's Right of Way division on possible alternate routes or sites, if any, that may result in cost savings. CONSULTANT shall advise CITY on Right-of-Way and land cost alternatives as weighed against any increased construction costs entailed as a part of this Phase.
- c. Make personal contact with each of the Utility Company Coordinators whose utility services may be affected by this Project and request the most current records showing the location of facilities. CONSULTANT shall identify particular problems and conflicts arising from such facilities affecting the Project and shall make recommendations with respect thereto. In accordance with an Agreement existing between CITY and City Public Service, documents will be furnished by the City Public Service Utility Coordinator at no cost to CONSULTANT upon request by CONSULTANT and CONSULTANT shall attach a copy of documentation to the Preliminary Phase "A" Report. CITY will assist CONSULTANT in obtaining data and services requested from the Utility Companies by CONSULTANT after diligent effort has been made by CONSULTANT to no avail.
- d. Perform any field surveys, required to establish existing right-of-way or easement boundaries (but not right-of-way acquisition surveys), and, where necessary, site topography required to collect information needed in the design of the Project, establishing or locating at least two bench marks set to U.S. Coast and Geodetic Survey Datum within the job site in accordance with sound engineering practices. Detailed measurements and surveys for exploration for utilities, if required, will be additional services.
- e. Meet with CITY's Drainage Engineer to review existing preliminary drainage studies that include the project area with consideration for the relative location of the project within the watershed as well as upstream and downstream drainage facilities. Study the existing drainage conditions for the project. Determine drainage area impacting the project limits, and prepare preliminary calculation of drainage flows within the project limits. Review, study and report adequacy of existing drainage systems and drainage design alternatives for the project including street drainage, storm sewer system, detention and/or combinations thereof. Provide schematic presentation of proposed design solutions to address all drainage issues within the project limits and associated upstream and downstream of the project. Include these solutions in the Phase "A" report for determining project feasibility.
- f. Develop a program for the project including schematic layouts and drawings in sufficient detail to determine Project feasibility and give opinions of probable construction costs of the various components or portions of the Project. Include a statement addressing any anticipated right-of-way needs. After determining that sufficient data and information has been compiled, and to the extent that a recommendation can be made, prepare a report of findings and recommendations and furnish CITY with fourteen (14) copies of said report. Upon review of said report and after approval of same, CITY will furnish to CONSULTANT, in writing, authority to proceed with the completion of Preliminary Phase "B."

2. Phase "B"

- a. Prepare a preliminary plan and supporting documents of the proposed project, including plan and profile, in sufficient detail to indicate clearly the problems involved, including trees of 6" caliper or greater, if tree survey has been authorized as an additional service, and approximate locations of the existing utilities within the project site or right-of-way, and anticipate the design, if appropriate, of solutions to minimize conflicts.
- b. Prepare a complete hydrologic and hydraulic design report for the drainage system. This report must include computer models and hydraulic and energy lines plotted on a set of drawing profiles, if applicable.
- c. Show on the preliminary plan existing topographical features and improvements within and outside the right-of-way, necessary for the design of the project. Show any fence or structural encroachments; identify whether or not removal is necessary for construction and/or utility relocation, and show house numbers of each residence on the plans.
- d. When applicable, show adequate existing property lines elevations, proposed top of curb elevations, proposed top of channel elevations and all adequate proposed flow line elevations on the profiles.
- e. Under separate cover, submit one set of pavement design calculations to support the proposed roadway design. Plot and submit the energy grade lines and hydraulic grade lines on one set of prints for review by CITY's Drainage Engineer.
- f. Where applicable, under separate cover, provide supporting documents for design of corrugated pipe to support the proposed design loads.
- g. When both drainage and street reconstruction are included in the project, show the proposed drainage facilities and street improvements on the same plan and profile sheets with the proposed or existing sanitary sewer inverts shown in dashed lines on the profile. Proposed sanitary sewers must be shown on separate plan and profile sheets including proposed top of curb elevations, channel flow lines elevation, drainage crossings, wherever applicable, and storm sewers dashed double line thereon.
- h. Where no drainage improvements are required, show the street and sanitary improvements on the same plan and profile sheets.
- i. Unless directed otherwise by Director, the CONTRACT drawings shall include, but not be limited to, plan and profile sheets with the plan portion at a scale of 1" = 20'-0" horizontally and 1" = 5'-0" vertically. All drawings shall be submitted on standard 22" by 34" sheets, untrimmed, trim line to trim line.
- j. Furnish an opinion of probable construction cost based on the plan and supporting documents of the proposed construction, excluding land costs. The opinion of probable construction cost will be based on the latest unit prices provided by CITY for similar work, and when approved by CITY, include adjustments to reflect the level of complexity of constructing the project.
- k. Plan and coordinate Consultant services for foundation investigations, soil borings, and other tests required for design of the project. Furnish locations and elevations of the borings.
- l. Furnish CITY with fourteen (14) copies of the Preliminary Phase plans and supporting documents including any and all of those mentioned immediately above. Upon review of said plan and supporting documents and after approval of same, CITY may furnish to CONSULTANT, in writing, approval of such plan, opinion of probable construction cost and authority to proceed with the Design Phase of the Project.

**B. Design Phase:****The Consultant Shall:**

1. Attend not more than three (3) citizen meetings, and, as deemed necessary by Director in his sole discretion, meet with City officials.
2. Furnish data required by CITY for the development of any applications or supporting documents for State or Federal Government permits, grants, or planning advances, provided that such data shall not extend beyond that actually developed in the performance of other provisions of this CONTRACT.
3. Conduct preliminary investigation of the need for a 404 Permit. As additional service, if necessary, assist CITY by preparing documents as required.
4. Prepare documentation and application forms for the obtaining of highway permits and railroad agreements, and furnish to CITY. Include approved permits or forms and agreements in specifications.
5. Perform additional field surveys, including, but not limited to one-time staking of design center-line control at each intersection and points of inflection, but not right-of-way acquisition surveys. Site topography required to collect information needed in the design of the Project.
6. Prepare detailed contract drawings, specifications, instruction to bidders, general provisions, proposal and other documents necessary for CITY to advertise for bids for construction, all based on guides furnished CONSULTANT by CITY after authorization has been received from Director to proceed with the final plans.
  - a. Street and drainage cross sections shall be included for every fifty foot station (plus any intermediate stations if field conditions so dictate) at a scale of 1" = 10'-0" horizontally and 1"=5'0' vertically unless otherwise directed by Director. These designs shall combine the application of sound engineering principles with a high degree of economy. Design standards of other agencies, when approved by CITY shall be used when so directed by Director.
  - b. Detailed specifications shall be developed using CITY's standard Specifications for Public works Construction, and other necessary special specifications.
7. Provide fifteen (15) sets of final plans to CITY's Engineering Division of the Public Works Department for review and comments. If the plans as submitted by CONSULTANT for final review are deemed by Director to be incomplete, CONSULTANT shall make the corrections as specified and resubmit fifteen (15) sets of revised sheets only for this review. CONSULTANT shall bear the expense of the additional fifteen (15) sets of revised sheets required for this review.

**C. Bid Phase:****The Consultant Shall:**

1. A sample copy of standard general provisions, instructions to bidders, and applicable prevailing wage rates will be furnished to CONSULTANT by CITY for incorporation in the specifications for the proposed project.
2. Prepare and provide one complete set of the bid package, including plans, specifications, instructions to bidders, general provisions, proposal, cost estimates, and other documents necessary for CITY to advertise for bids for construction, all based on guides furnished to CONSULTANT by CITY after authorization has been received from Director to proceed with the final plans. The cost estimate shall include Public Works costs, SAWS Water and Sanitary Sewer costs, and CPS costs, if applicable.

3. Furnish not more than twenty (20) sets of bidding documents, including those specified in this paragraph.
  - a. Upon notification by CITY, CONSULTANT shall provide and submit, prior to a bid opening, ten (10) sets of plans and specifications to CITY's Plans & Records Section, Engineering Division, Public Works Department.
  - b. After the bid opening, CONSULTANT shall provide all remaining sets of plans and specifications to CITY's Capital Programs Division office, Public works Department.
4. In consultation with CITY, set a charge for plans and specifications (bid documents) based on the cost of printing, materials and handling, said charge to be assessed all bidders and vendors.

Upon the direction of CITY, issue Plans and Specifications for bidding purposes, receive and record plan depositions, issue and deliver all addenda required to perfect the bid documents, maintain a record of issuance and receipt of same. Attend the Pre-Bid Conference as scheduled by CITY to provide clarification and interpretation to bidders

5. Attend the formal opening of bids by CITY's Clerk and tabulate and furnish to CITY an original and five (5) copies of the bid tabulation together with written recommendation regarding the award of the contract.

**D. Construction Phase:**

**The Consultant Shall:**

1. Attend a Pre-Construction conference with the representative of the interested CITY Department and the Contractor.
2. Make periodic visits, no less than twice a month, to the Project site to observe, as an experienced and qualified design professional, the progress and quality of the executed work, and to determine in general, if the work is proceeding in accordance with the plans and specifications. During such visits and on the basis of on-site observations, consult and advise CITY during construction, and submit monthly reports to CITY relating to such visits, indicating progress of construction. CONSULTANT shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the work. CONSULTANT shall not be responsible for the means, methods, techniques, sequences or procedures of construction selected by the contractor or the safety precautions and programs incident to the work of the contractor. CONSULTANT shall provide CONSULTANT's best judgment in providing advice to CITY so that the completed project will conform to the plans and specifications. CONSULTANT shall not be responsible for the failure of the contractor to perform the construction work in accordance with plans and specifications and the contractor's contract; however, CONSULTANT shall report to CITY any deficiencies in the work actually detected by CONSULTANT. If more than six visits are required in any month, CONSULTANT may request additional compensation.
3. After Contractor's approval, CONSULTANT shall review and take appropriate action (approve with modifications, reject, etc.) on the Contractor's submittals, such as Shop Drawings, Product Data and samples, but only for conformance with the design concept of the project and compliance with the information given in the Contract Documents. CONSULTANT shall take such with reasonable promptness so as to minimize delay. Such reviews and approvals or other action shall not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto. The approval of a specific item shall not indicate approval of an assembly of which the item is a component.
4. Prepare and deliver one (1) set of driveway plats to Project Manager for approval and furnish four (4) approved copies for CITY's Inspector, if requested by Director pursuant to Article 5, section 5.5(B)(15) in the main body of this AGREEMENT.
5. Receive and review certificates of inspections, testing (to include Field, Laboratory, shop and Mill testing of materials), and approvals required by law, rules, regulations, ordinances, codes, orders, or the Contract

Documents to determine generally that the results certified substantially comply with the Contract Documents. CONSULTANT shall recommend to CITY special inspection or testing when deemed necessary to assure that materials, products, assemblages and equipment conform to the design concept and the Contract Documents.

6. Evaluate and determine the acceptability of substitute materials and equipment proposed by the Contractor(s).
7. Review monthly estimates and recommend approval or other appropriate action on estimates to the Contractor.
8. Observe the initial startup of the Project and the necessary performance tests required by the specifications of any machinery or equipment installed in and made a part of the Project. CONSULTANT shall advise CITY if in CONSULTANT's opinion the machinery or equipment is not operating properly and make recommendations for corrections of perceived problems.
9. Perform in company with CITY representative(s) a "conditional approval" and a "final" inspection of the project to observe any apparent defects in the completed construction with regard to conformance with design concept and intent of the Contract Documents. Assist CITY in consultation and discussions with Contractor(s) concerning such deficiencies, and make recommendation as to replacement or correction of the defective work.
10. After completion of the work, and before final payment to the Contractor, CITY shall require a set of "Record Drawings" from the Contractor, who has control of the work and who is in a position to know how the project was constructed. CONSULTANT, after receiving the record drawings, shall transfer the information to a set of "Mylar" tracings as "Record Drawings" or documents for the CITY's permanent file. CONSULTANT shall also provide electronic files of "Record Drawings" to the CITY.
11. CITY shall require the Contractor to submit to CONSULTANT, who shall review and deliver to CITY, manufacturer's warranties or bonds on materials and equipment incorporated in the project of which such warranties or bonds were required by the specifications.
12. Develop, at the request of CITY, any changes, alterations or modifications to the Project, which appear to be advisable and feasible, and in the best interest of CITY. CONSULTANT shall be cognizant that any such change may affect one or more of the various utilities and every effort shall be made to avoid creating a conflict because of the change. Such alterations shall appear on or be attached to CITY's form "Field Alteration Request." A supply of these forms will be furnished to CONSULTANT by CITY for this purpose. At the direction of CITY's Inspector, CONSULTANT shall obtain the Contractor's price of the proposed alteration prior to submitting it to CITY for its approval. No work shall be authorized to be done by the Contractor prior to receipt of CITY's approval of the "Field Alteration Request."

**ATTACHMENT B**

**PRODUCTION SCHEDULE**

# SAN PEDRO/HUISACHE AREA DRAINAGE, PHASE I

## PRELIMINARY PROJECT SCHEDULE

Project Phases																																	
	2004									2005												2006											
	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	
Preliminary Phase "A"																																	
CSA Review																																	
Intermediate Phase "B"																																	
CSA and Utility Company Review																																	
Railroad Permit																																	
Design Phase																																	
CSA and Utility Company Review																																	
Bidding and Award																																	
Construction Phase																																	

**NOTES:**

PHASE "A"	PRELIMINARY PHASE	-	3	MONTHS
PHASE "B"	INTERMEDIATE PHASE	-	3	MONTHS
	DESIGN PHASE	-	2	MONTHS
	CONSTRUCTION	-	12	MONTHS

BEGIN PROJECT: May 2004  
 PROJECT COMPLETION DATE: November 2006

**CDS/MUERY SERVICES**  
*Engineering & Surveying*

3411 Magic Drive, San Antonio, Texas 78229 Tel: 210-581-1111 Fax: 210-581-5555



**ATTACHMENT B**  
**PROFESSIONAL SERVICES CONTRACT**  
**PRODUCTION SCHEDULE**

Project: San Pedro/Huisache Area Drainage, Phase I

Architect/Engineer Firm: CDS/Muery Services

SECTION 1 (Not applicable to total time)

	<u>SCHEDULED</u>	<u>ACTUAL</u>
PRELIMINARY PHASE A: (Days to be Negotiated)		
Beginning Date:	_____	_____
Completion Date:	_____	_____
Calendar Days Used:	_____ Days	_____ Days
City Review & Approval:	_____ Days	_____ Days

SECTION 2

PRELIMINARY PHASE B:

Beginning Date:	_____	_____
Completion Date:	_____	_____
Calendar Days Used:	_____ Days	_____ Days
City Review & Approval:	_____ Days	_____ Days

DESIGN PHASE

Beginning Date:	_____	_____
Completion Date:	_____	_____
Calendar Days Used:	_____ Days	_____ Days
Total Contract Time:	_____ Days	_____ Days

BID PHASE & DOCUMENTS

Beginning Date:	_____	_____
Completion Date:	_____	_____
Calendar Days Used:	_____ Days	_____ Days
City Review & Approval:	_____ Days	_____ Days

BY: \_\_\_\_\_

Kenneth R. Rothe, P.E., President

**ATTACHMENT C**

**CONSULTANT'S FEE PROPOSAL AND SBEDA PARTICIPATION STATEMENT FROM  
CONSULTANT'S INTEREST STATEMENT**

March 8, 2004

Mr. Jim Clements, P.E.  
Capital Programs Division  
Public Works Department  
City of San Antonio  
P.O. Box 839966  
San Antonio, Texas 78283-3966

**RE: ENGINEERING SERVICES  
SAN PEDRO/HUISACHE AREA DRAINAGE, PHASE I**

Dear Mr. Clements:

CDS/Muery Services appreciates the opportunity to submit this proposal to provide engineering services for the above referenced project. Included with our proposal are backup attachments that help to outline the project and fee justification. These include:

1. Scope Meeting Minutes
2. Consultant Fee Proposal Summary
3. "Additional Services" - Scope and Manhour Breakdown
4. Union Pacific Railroad - Scope of Work with UPRR Rules and Procedures Documentation
5. CDS/MS Rate Schedule

A project schedule is also included based on an approximate start date of May 2004 and a construction finish date of November 2006. The Railroad Permit will have a significant impact on the project schedule.

I look forward to hearing from you.

Sincerely,



Kenneth R. Rothe, P.E.  
Principal

## SAN PEDRO/HUISACHE AREA DRAINAGE, PHASE I ENGINEERING SERVICES PROPOSAL

The Project Team of CDS/Muery Services (CDS/MS) and K.M. Ng & Associates (NG) proposes to provide surveying, engineering design, and construction phase services for the drainage improvement project San Pedro/Huisache Area Drainage, Phase I. We understand from the proceedings of our scope meeting held February 24, 2004 that CDS/MS - NG will be contracted to perform Phase "A" - Preliminary Design, Phase "B" - Intermediate Design, Final Design, and Construction Phase Services for approximately 1300 L.F. of storm drain outfall and associated street reconstruction as outlined in the Project Summary Report provided by City Staff during the meeting. We anticipate preparation of the plans and contract documents in accordance with current CSA Standard Specifications. We understand this project is to be coordinated with Union Pacific Railroad, all relevant utilities, City Departments/Divisions, Texas Department of Licensing and Regulations, and other projects planned or ongoing in the vicinity.

The scope of services anticipated by CDS/MS - NG includes CSA Standard services outlined in their "Professional Services Agreement for Engineering Services" currently in affect and project specific ("Additional Services") services necessary for design and permitting the proposed project. These "Additional Services" include:

1. TDLR Review and Inspection
2. Traffic Control Plan Preparation
3. Tree Survey and Inventory (only)
4. Furnishing Record Drawings
5. Stormwater Pollution Prevention Plan (SW3P)
6. Union Pacific Railroad Permitting (See attachment for anticipated scope of work)

Other "Additional Services" common to many CSA street and drainage projects were investigated for applicability. These services are not included in our proposal because they are not needed, the CSA is providing them under separate contract, or a specific scope of work cannot be defined at this time. These services include:

1. Driveway Plats
2. Right-of-Entry Agreements
3. Geotechnical Investigation
4. Project Enhancement
5. Environmental Investigations/Remediations (Phase I & II)
6. Archaeological Study/Report
7. Standing Structure Surveys
8. Tree Mitigation Plan
9. Design for Special Sharing (Sheet Piles, Soldier Piles, etc.)

CDS/MS - NG will provide the services outlined above for a lump sum fee of \$137,864.00. This fee is based on the combination of typical/standard services normally provided on a street and drainage project plus additional services unique to this project. The breakdown of these services is provided on the attached "Consultant Fee Proposal Summary" form provided by City Staff.

The base fee was established as a percentage of an anticipated construction cost for a project of greater complexity than a typical CSA street and drainage project. At this time, it cannot be determined as to which

drainage conveyance structure (open channel or box culvert) will be appropriate for the project. The CSA cost estimate provided in the project summary included an open concrete channel (\$1,128,000). CDS/MS - NG expects the box culvert alternative to exceed the open channel cost (roughly \$1,300,000). Using a 9.5% fee, the base fee is proposed to be \$123,500. This fee includes construction staking typical of CSA Projects (\$4,200). City staff has asked that we break this fee out because new contracts will be eliminating staking from consultant provided services. Therefore, the base fee proposed is \$119,300.

The Additional Services fees were established using a manhour estimate and our Standard CDS/MS Rate Schedule, see attached. A separate explanation of services is provided in conjunction with the Union Pacific Railroad Permit and Procedures.

**MINUTES**  
**2-24-2004 SCOPE MEETING**  
**SAN PEDRO/HUISACHE AREA DRAINAGE, PHASE I**

10:40 am - Meeting called to order by Jim Clements, P.E.

Mr. Clements introduced Al Siam Ferdous, P.E as the project engineering associate. Ferdous handed out a Scope Meeting Checklist and a project summary. Mr. Clements presented a brief project overview as follows:

- This project is a 2003 bond project, expected to be bid in January 2006.
- The work under this engineering contract will be drainage improvements only to the existing channel between Ashby and Woodlawn.
- The engineer's proposal should include some upstream analysis to insure compatibility with the remaining phases of the project.

Mr. Mark Bird (City Arborist's office) was introduced. Mr. Bird explained that the project would be compliant with the 2003 Tree Protection Ordinance and that he would give CDS/MS a checklist to complete. Mr. Bird explained that a tree survey, if required, should include locating and cataloging of any trees that may be affected by construction to include those where construction may encroach the root protection zone. Mr. Clements added the expectation that no mitigation would be required in this project.

Mr. Clements decided to hear from the utility representatives first and dismiss them when finished. The utility representatives reported as follows:

**CPS – John Offer**

- Block maps were provided.
- Three gas crossings were identified.
- Possible joint bid for gas work was discussed with no conclusion.
- Railroad permitting was discussed with the concern for the length of time required to procure a permit from the railroad.

**SBC – Louis Jimenez**

- No information was provided.
- Maps were promised.

**Time-Warner – Joel Gonzales**

- No information was provided.
- Maps were promised.

SAWS – Jose Carreno

- Block maps were provided for water and sewer.
- There are no water crossings.
- Sewer crossings may be a problem and may influence design.

Mindy Litman (COSA Drainage) was asked to comment next. Mindy delivered a brief overview from a Drainage Division perspective and offered relevant information as follows:

- Mullberry is inundated by 4 to 5 feet of water during heavy rainfall. Just one of the reasons this project is important.
- Flowrates are available from the City.
- The flow is approximately 1200 cfs.
- An 8' x 8' has been preliminarily sized for the segment between Mistletoe and Woodlawn.
- Construction is anticipated to be confined by the railroad right-of-way and adjacent properties/structures. Consequently, the work may be specialized to the extent that CDS/MS may need to employ a subconsultant to assist in estimating the cost.

Edward Mery (COSA Traffic) was asked to comment next. Edward stated the need for a traffic control plan and the requirement that no two street could be closed at the same time.

John Cantu (COSA Environmental) was asked to comment next. John briefly mentioned hazmat, Corp of Engineers, historical, and archeological issues. Relevant information offered follows:

- The City will provide a Phase I environmental site assessment.
- CDS/MS will determine the need for and type of Corp permitting required and will perform the work if necessary.
- Structures 50 years old and older will require a standing structure survey. If necessary, CDS/MS will employ a subconsultant for this work.
- If 5 acres are disturbed or more than 5000 cubic yards of earth are moved, an archeological survey will be required. If determined to be necessary, the City will provide the survey.

Jim Clements suggested we briefly address the checklist items to see if anything had been overlooked. During the checklist review and afterward, the following topics issues were discussed:

- Roads at crossings will be widened to 30' (preferable) or whatever width makes sense given the existing section and right-of-way width.
- Neighborhood associations will need to be contacted. The COSA web site has a GIS wherein the associations may be found from maps.
- Minutes of this meeting are due in a week and our proposal is due in two weeks. A

schedule should accompany the proposal. Bill percentages by phase are to be suggested in the proposal.

- Schedule is very important. Design of the project is expected to completed in 6 to 9 months.
- Progress meetings will be held between formal phase submittals and reviews. Three to four meetings may be anticipated.
- Construction staking will be the responsibility of the contractor. All COSA projects are being structured this way now. Centerline staking for CPS will be required by the engineer.

The attendance list is attached.



## CONSULTANT FEE PROPOSAL SUMMARY

PROJECT: 195 D 01 II - San Pedro/Huisache Area Drainage, Phase I

DATE: 3/8/2004

Please provide the fee amounts that you are requesting compensation for in the blanks as shown below. The line items that are eligible for compensation will be "checked" in the corresponding box adjacent to the description.

Amount:

A. ☒ BASE FEE (as per Professional Services Agreement) . . . . . = \$ 119,300  
(Excludes Construction Staking)

Amount:

B. ADDITIONAL SERVICES FEE

<input checked="" type="checkbox"/> 1.	TDLR review and inspection	= \$	<u>1,475</u>
<input type="checkbox"/> 2.	Design Enhancement sub-consultant Services	= \$	<u>          </u>
<input checked="" type="checkbox"/> 3.	Traffic Control plan (TCP) preparation	= \$	<u>3,820</u>
<input checked="" type="checkbox"/> 4.	Tree survey/Inventory (only)	= \$	<u>694</u>
<input type="checkbox"/> 5.	Performance of test borings/foundation studies	= \$	<u>          </u>
<input checked="" type="checkbox"/> 6.	Furnishing of Record Drawings	= \$	<u>1,610</u>
<input checked="" type="checkbox"/> 7.	SW3P	= \$	<u>2,340</u>
<input type="checkbox"/> 8.	USACE 404 Permit	= \$	<u>          </u>
<input checked="" type="checkbox"/> 9.	Railroad Permit	= \$	<u>8,625</u>
<input type="checkbox"/> 10.	TxDOT Permit	= \$	<u>          </u>
Subtotal		= \$	<u>18,564</u>

Additional Services Fee Subtotal . . . . . = \$ 18,564

TOTAL PROFESSIONAL SERVICES FEE . . . . . = \$ 137,864

C. For the purpose of establishing a unit rate for certain design efforts that are understood to be additional services, the following unit rates are requested.

<input checked="" type="checkbox"/> 1.	Preparation of driveway plats	= \$	<u>125</u> /ea.
<input type="checkbox"/> 2.	Preparation of plats and field notes for property acquisition or easement procurement	= \$	<u>1,500</u> /parcel

**CITY OF SAN ANTONIO - 2003 BOND PROJECT**  
**SAN PEDRO/HUISACHE AREA DRAINAGE, PHASE I**  
**ENGINEERING SERVICES PROPOSAL - ADDITIONAL SERVICES TASKS**  
(MARCH 3, 2004)

	PERSONNEL CATEGORIES W/ MAN-HOUR BREAKDOWN								
	SUB-CONSULT/ MISC.	Sr Engr/PM	Sr. Surv	Engr.	Sr. Tech.	Tech.	Draft/Cler	Srvy Crew	GPS Crew
	EXPENSE	MAN-HRS	MAN-HRS	MAN-HRS	MAN-HRS	MAN-HRS	MAN-HRS	MAN-HRS	MAN-HRS
<b>TDLR REVIEW AND INSPECTION</b>									
Review by TDLR Reviewer (Outside Consultant)	\$545								
Inspection by TDLR Insptr (Outside Consultant)	\$545								
TDLR plan review/inspection coordination		1		2		2			
SUBTOTAL HOURS		1	0	2	0	2	0	0	0
SUBTOTAL \$	\$1,090	\$115	\$0	\$180	\$0	\$90	\$0	\$0	\$0
ITEM SUBTOTAL \$	\$1,475								
<b>TRAFFIC CONTROL PLAN PREPARATION (TCP)</b>									
Traffic Control Plan Preparation		2		16	8	16	4		
TCP Coordination		2		6					
SUBTOTAL HOURS		4	0	22	8	16	4	0	0
SUBTOTAL \$	\$0	\$460	\$0	\$1,980	\$520	\$720	\$140	\$0	\$0
ITEM SUBTOTAL \$	\$3,820								
<b>TREE SURVEY/INVENTORY</b>									
Field Ties				1				3	
Tree Inventory Drawing		1			2		1		
SUBTOTAL HOURS		1	0	1	2	0	1	3	0
SUBTOTAL \$	\$0	\$115	\$0	\$90	\$130	\$0	\$35	\$324	\$0
ITEM SUBTOTAL \$	\$694								
<b>FURNISHING OF RECORD DOCUMENTS</b>									
Plan Revisions from Contractor Markups		1		2	4	12	1		
Final Plotting and Digital File Creation	\$150	1				4	1		
SUBTOTAL HOURS		2	0	2	4	16	2	0	0
SUBTOTAL \$	\$150	\$230	\$0	\$180	\$260	\$720	\$70	\$0	\$0
ITEM SUBTOTAL \$	\$1,610								
<b>TPDES PERMITTING - STORM WATER POLLUTION PREVENTION PLAN</b>									
TPDES Permit - SW3P Preparation		2		8	6	16	8		
SUBTOTAL HOURS		2	0	8	6	16	8	0	0
SUBTOTAL \$	\$0	\$230	\$0	\$720	\$390	\$720	\$280	\$0	\$0
ITEM SUBTOTAL \$	\$2,340								
<b>RAILROAD PERMITTING</b>									
Permit for Survey Work		2					1		
Construction Permit Application Preparation		2		16	8	16			
UPRR Permit Application Review Fee	\$1,055								
Permit Coordination		6		8			4		
Incorporation of UPRR Construction Requirements		2		8			4		
UPRR As-Built Drawings		1		4		16	16		
SUBTOTAL HOURS		13	0	36	8	32	25	0	0
SUBTOTAL \$	\$1,055	\$1,495	\$0	\$3,240	\$520	\$1,440	\$675	\$0	\$0
ITEM SUBTOTAL \$	\$8,625								

**PROJECT TOTAL ADDITIONAL SERVICES \$18,564**

PREPARED BY:

**CDS/Muery Services**

Engineering & Surveying

3411 Magic Drive, San Antonio, TX 78229

Tel: 210-581-1111 Fax: 210-581-5555

**RATE SCHEDULE  
2004**

**Personnel:**

Principal	-	\$140.00 per hour
Senior Project Engineer	-	\$100.00 - 115.00 per hour
Project Manager	-	\$100.00 - 115.00 per hour
Project Engineer	-	\$ 80.00 - 100.00 per hour
Staff Engineer	-	\$ 60.00 - 85.00 per hour
Senior Project Surveyor	-	\$ 85.00 - 100.00 per hour
Project Surveyor	-	\$ 65.00 - 85.00 per hour
Senior Engineering/Survey Technician	-	\$ 55.00 - 70.00 per hour
Engineering/Survey Technician	-	\$ 40.00 - 55.00 per hour
Draftsman I	-	\$ 30.00 - 45.00 per hour
Clerical/Messenger	-	\$ 25.00 - 45.00 per hour

The rate for expert testimony shall be negotiated at the time of request.

**Survey Crews:**

Survey crews are available at fixed hourly party rates. Hourly rates include normal supplies used in the field such as laths, guards, flagging, etc.

One (1) man field crew	-	\$ 55.00 per hour
Two (2) man field crew	-	\$ 96.00 per hour
Three (3) man field crew	-	\$ 120.00 per hour
Four (4) man field crew	-	\$ 140.00 per hour
GPS - One (1) man crew	-	\$ 75.00 per hour
GPS - Two (2) man crew	-	\$136.00 per hour
GPS - Three (3) man crew	-	\$160.00 per hour
GPS - Four (4) man crew	-	\$180.00 per hour

**Overtime charges:**

Any jobs requiring personnel to work overtime to meet schedules set by the client will be billed at a premium multiplier of 1.5 times the standard hourly rate.

**Travel Expenses:**

Travel charges for survey crews on projects involving overnight stay will be billed at standard crew rates.

Per-diem of \$25.00 per person plus hotel costs will be charged on any jobs where field crews or office personnel must stay out of town overnight.

**Purchased Services:**

All purchased services are billed at actual cost plus 10%. These services include but are not limited to out of house reproduction, approved subcontract services and special supplies.

**CONSULTANT RESPONSIBILITIES AND SERVICES ASSOCIATED WITH  
UNION PACIFIC RAILROAD PERMITTING & PROCEDURES**

1. Coordinate and obtain permit to perform survey work on Railroad Property.
2. Coordinate the project with the UPRR Local representative; site meetings, design coordination.
3. Prepare the UPRR License Application and "Exhibit A" for permitting. Prepare and submit an engineering report for UPRR review and approval.
- 4a. Incorporate UPRR Safety Rules & Regulations into the Construction Contract.
- 4b. Incorporate UPRR Insurance requirements into the Construction Contract.
- 4c. Incorporate UPRR Construction Procedures into the Construction Contract.
5. Prepare as-built drawings on standard railroad right-of-way maps to standards specified by railroad.

The railroad permit fee represented in this proposal includes the \$1,055 License Application Fee only. The proposal does not include any other fees or costs assessed by UPRR associated with this project.



**PERMIT TO BE ON RAILROAD PROPERTY  
FOR NONINTRUSIVE CIVIL ENGINEERING SURVEY WORK**

**RECITALS:**

1. The undersigned party seeking permission to be on Railroad property is hereinafter called "Permittee".
2. Due to the nature of Railroad operations, Railroad property can be a dangerous place for people and/or property. Railroad's safety rules and practices shall be strictly observed and followed at all times while on Railroad property.

WHEREAS, Permittee desires to obtain temporary permission to enter and be on or about the tracks and/or property of the UNION PACIFIC RAILROAD COMPANY (hereinafter called "Railroad"), for the purpose of performing nonintrusive civil engineering survey work, without the use of vehicles and/or machinery on Railroad's property; and

WHEREAS, the Railroad is willing to allow the Permittee temporary permission to be on or about its premises for the purpose aforesaid on the terms and conditions stated herein:

NOW THEREFORE, Railroad grants to Permittee temporary permission to be on or about the tracks and/or property of the Railroad for the purpose above stated, subject to the following conditions:

1. Before exercising any privilege under the permission herein given, Permittee shall contact the Railroad Superintendent's office having jurisdiction over the property involved.
2. Permittee shall become familiar with and strictly observe Railroad's safety rules and all other rules, regulations, or directions of Railroad's Superintendent or his representatives.
3. Permittee shall agree to the terms and conditions of this instrument, and shall so evidence by his execution of same.
4. The above recited permission is granted solely upon the condition that Permittee shall and hereby does agree to indemnify, protect and save harmless, Railroad from any and all loss or damage that Railroad may sustain or become liable for, caused by, resulting from, or by reason of any injury to or death of any persons whomsoever, or destruction of property of any kind to whomsoever belonging, howsoever suffered or caused, regardless of whether caused solely or contributed to in part by the negligence or fault of the Railroad, in or incident to or in connection with the aforesaid work on Railroad's property hereinabove referred to. Public Agencies shall indemnify Railroad as herein described to the extent allowed by law.
5. Upon completion of your work, but in no event later than the last day of the term of this agreement, Permittee will remove all of his tools, equipment, and other property of any kind whatsoever, and restore Railroad's property to substantially the same condition that existed prior to the performance of your work hereunder.
6. This permit may be revoked at any time by the Railroad, but if not revoked shall expire at the end of the last date written below. PLEASE complete the following information and execute in the space marked "By". You should then FAX a copy to 402-233-2018 for execution on behalf of the Railroad Company, after which one copy will be returned to you by fax. You must **KEEP** your fully-executed copy in your possession at all times while on Railroad property. It **MUST** be shown on request to any Railroad employee or official.

\_\_\_\_\_  
(Company Name)  
\_\_\_\_\_  
(Street Address)  
\_\_\_\_\_  
(City, State, Zip)  
\_\_\_\_\_  
(Telephone) (Return Fax Number)  
\_\_\_\_\_  
(E-mail Address)  
By: \_\_\_\_\_ / \_\_\_\_\_  
(Print Name) (Signature)  
Title: \_\_\_\_\_  
Date of Survey: \_\_\_\_\_ / \_\_\_\_\_  
(30 Day Max)  
Location of Survey: \_\_\_\_\_  
(City, State)

UNION PACIFIC RAILROAD COMPANY

BY: \_\_\_\_\_  
Director Contracts



## Real Estate & Utility Specifications

### Drainage Modifications Procedures

#### Procedures for Drainage Modifications

1. If it is necessary to enter the railroad company's property to conduct a survey for the completion of required engineering plans and location information, the **Permit To Be On Railroad Property for Utility Survey** [13K PDF] form must be printed, executed and returned following the instructions given in the permit. (The Permit To Be On Railroad Property for Utility Survey is a PDF [Portable Document Format] file, which requires the Adobe Acrobat Reader for viewing. See the instructions on **Viewing/Printing PDF Files** on the Drainage Modification index page.)
2. The **Application** [8K PDF] and the appropriate Exhibit "A" document must be printed and completed in their entirety. Choose the appropriate Exhibit "A" to accompany your application from the following:
  - \* **Exhibit "A"--Flammable** [177K PDF]
  - \* **Exhibit "A"--Non-Flammable** [179K PDF]

(The Application and Exhibit "A" documents in this section are PDF [Portable Document Format] files, which require the Adobe Acrobat Reader for viewing. See the instructions on **Viewing/Printing PDF Files** on the Drainage Modification index page.)

Failure to complete Exhibit "A" merely delays the review process of the entire application. Please review the **Sample Copy of Completed Exhibit "A"** [42K GIF] which is provided to enable you to complete the form as accurately as possible.

3. Engineering plans must be completed in accordance with the requirements stipulated in the **Drainage and Waterway Encroachment Planning Guide & Construction Procedures** and **Drainage and Waterway Hydrology Study Guide**. Failure to do so merely delays the review process. In addition, any application not conforming to railroad minimum standards will delay processing. If there is a valid reason why compliance with the railroad standards is not possible, these reasons must be clearly explained or the application will be rejected and returned to you for further explanation.
4. If possible, please provide a City, County or topographical map of the area, showing the proposed installation.
5. When using a street name on the application which has been changed, please include the current name as well as any previous name. Many of the old railroad company maps do not reflect these name changes.
6. A non-refundable \$1,055 application fee must accompany your application. Applicant will reimburse the railroad company for all expenses incurred for review of drainage applications. All expenses will be due and payable when billed.

7. Applications should be submitted to the appropriate individual within the Real Estate Department. Select the representative for your region from the map of **Pipeline, Wireline, Right of Entry and Drainage Contacts**, and address the application to:

[Name of Your Region Representative]  
Union Pacific Railroad Company  
1800 Farnam Street  
Omaha, Nebraska 68102

8. Generally, agreement processing time will be approximately 3 to 6 months. Please allow sufficient lead time for document handling prior to desired construction date. Before construction begins, agreements must be executed by the licensee and contractor, if applicable, and returned to this office. **Verbal authorizations will not be permitted or granted.** Generally, a minimum of 48 hours' advance notice after execution of an agreement will be required prior to entry.
9. License fees and insurance certificates, if required, must be submitted at the time you execute and return the agreement. Because license fees are based on property values, we will only be able to provide you with fee information after your application has been reviewed and approved.
10. Depending on the scope of the work and proximity to our tracks we may require that Railroad Protective Liability Insurance be obtained, in addition to general liability insurance. We have acquired a blanket Railroad Protective Liability Insurance policy which may allow inclusion of your project under our coverage for an additional charge. We've found that in many instances it may be cheaper for the contractor to do this than to obtain their own coverage. However, we do encourage you to shop around, as you may find a more favorable rate. An application form and additional information on **Railroad Protective Liability Insurance** through UPRR can be found in this section.
11. **Note: Applications will only be accepted that are prepared on our standard application form identified as Exhibit "A."**
12. Questions? Need Assistance? Check the map of **Pipeline, Wireline, Right of Entry and Drainage Contacts** for the names of those who can help.

APPLICATION

1). Name of Licensee: \_\_\_\_\_  
(Name to be shown on Document)

a) If a corporation \_\_\_\_\_  
(Exact Name of Corporation)

a corporation of the State of \_\_\_\_\_  
(State of Incorporation)

NOTE: The corporate name of a company should be exactly as stated in its Articles of Incorporation. Type of Corporation, if other than a normal business corporation, MUST be shown:

\_\_\_\_\_  
(Municipal, quasi-municipal, body politic, etc.)

b) If an Individual \_\_\_\_\_  
(Name of Individual)

of \_\_\_\_\_  
(City & State)

c) If an individual or corporation doing business under a trade name:

\_\_\_\_\_  
(Doing Business As or Trade Name)

d) If a partnership \_\_\_\_\_  
(Name of Partnership)

a partnership consisting of:

and \_\_\_\_\_

all of \_\_\_\_\_  
(City & State)

2). Address of Licensee:

3). Name and mailing address of individual to whom instrument is to be sent for execution if different than shown in Item 2:

\_\_\_\_\_  
(Name & Address)

4). Billing address if different than shown in Item 2:

\_\_\_\_\_  
(Address)

5). Name and phone number of individual to contact in event of questions:

\_\_\_\_\_  
FAX # \_\_\_\_\_

6). a) Do you plan to utilize the right-of-way for a public use (for a utility crossing)? ( ) Yes ( ) No

b) Do you have authority to utilize the right-of-way for a public use by condemnation? ( ) Yes ( ) No

c) Will you initiate condemnation proceedings to acquire the subject property in the event negotiations are unsuccessful? ( ) Yes ( ) No



- 7). When do you expect construction to begin on the Railroad Company's property? \_\_\_\_\_
- 8). When do you need to receive this agreement from the Railroad Company? \_\_\_\_\_  
(Please allow 30-45 days for crossings and 90-120 days for encroachments)
- 9). Permanent or Temporary Installation - \_\_\_\_\_  
If Temporary, estimated term - \_\_\_\_\_
- 10). Location of installation - \_\_\_\_\_  
(City, County & State)  
\_\_\_\_\_ ft. (N), (S), (E), or (W) of the (N), (S), (E), (W) or (Center) line of Section \_\_\_\_\_,  
Township \_\_\_\_\_ (N) or (S), Range \_\_\_\_\_ (E) or (W).
- 11). New installation, relocation or modification of existing installation which is located on the Railroad Company's property or across tracks?  
\_\_\_\_\_
- 12). Do you have an existing agreement at this location with the Railroad Company which is to be affected by this request?  
( ) No ( ) Yes, Railroad Company Contract Number: \_\_\_\_\_
- 13). Is installation a crossing \_\_\_\_\_ or encroachment \_\_\_\_\_ or both? \_\_\_\_\_
- 14). Is installation located within a dedicated public street? No \_\_\_\_\_.  
Yes \_\_\_\_\_, enclosed are records which identify and prove the dedication of such public way.
- 15). Additional information pertinent to this installation:  
\_\_\_\_\_  
\_\_\_\_\_
- 16). If an encroachment, who will be served?  
\_\_\_\_\_  
(Railroad, Railroad Tenant, General Public, etc.)
- 17). Did the Railroad Company's magazine advertisement affect your decision to utilize the right-of-way for a utility corridor?  
( ) Yes ( ) No. If not, did another medium impress your decision? ( ) Yes ( ) No.  
If applicable, please advise other medium: \_\_\_\_\_

#### CONTRACTOR AND INSTALLATION INFORMATION

- 18). Will construction be by a Contractor? ( ) No ( ) Yes  
If yes, Contractor will be: \_\_\_\_\_  
Address: \_\_\_\_\_  
Corporate Status: \_\_\_\_\_  
Name and Phone Number of individual to contact in the event of questions:  
\_\_\_\_\_
- 19). Describe in detail the method and manner of installation on the Railroad Company's property:  
\_\_\_\_\_



## Real Estate & Utility Specifications

### Drainage and Waterway Encroachment Planning Guide & Construction Procedures

#### Preparation of Construction Drawings for Engineering Review Process

The following information may be used to aid in the preparation of construction drawings for engineering review process by the railroad company and may expedite the approval of the drawings by the railroad for consideration of a drainage facilities on the right-of-way.

1. The drainage ditch must be located at the outer limits of the railroad company right-of-way within 5 feet of property line and a minimum of 35 feet from centerline of nearest track with a flat bottom drainage ditch for future maintenance.
2. The drainage structure plans must be approved and stamped by a registered engineer for the state the structure is to be located in.
3. The following must be shown on the drawings: bridges, culverts, signal, signal houses, and other signal facilities, street, and road crossings, overpasses and bridge piers in relation to track and drainage facilities, pole line, railroad mile post, streets and name of streets, river, fences, underground facilities, railroad right-of-way, all necessary dimensions measured at right angles to the main track, and any other information which could be helpful.
4. All excavations and back filling must be done using workmanship acceptable to the railroad. All back filling must be placed in a maximum of 6-inch layers and compacted to 95% of maximum standard density as determined by ASTM T-99 or ASTM D698. All areas disturbed in any manner must be reseeded in a manner to prevent erosion using a grass seed mixture native to the area.
5. Drainage ditches cannot be installed in the slope of cut or fill sections of the roadbed nor can the slope of cut or fill sections of the roadbed be benched, unless permission has been obtained from the vice president of engineering services office in writing to do otherwise. Drainage ditches found in the slope section of the roadbed without permission to be installed there will have to be removed and the slope restored to Union Pacific's satisfaction at the complete cost of the applicant. In addition, the owner will be liable for all damage cost to train operations and roadbed restoration costs due to a slip or slide caused by improper installation of the drainage ditch or structure being installed in the slope without the permission from the railroad company.
6. Any proposed pipeline crossings may use the Standard Pipeline Crossings Applications (see information on **Pipeline Installation**). Each crossing location must be filled out separately, Track bores must be a minimum of 60 inches below base of rail. Wet bores are not permitted on Union Pacific Railroad property. The ends of steel casings (see Union Pacific Common Standard 1029) will have to be a minimum of 30 feet from centerline of the track when measured at right angle to the track. Also bore pits must be a minimum of 30 feet from the centerline of the track when measured at right angle to the track. Also bore pits must be a minimum of 30 feet from centerline of track when measured at right angles to the track. In addition, no bore pits can be located in the slope of a cut or fill section of the road bed. The bore pit size must be kept to a minimum.

7. Manholes must be capable of withstanding H-20 highway loading requirements and must be installed so as not to create a stumbling hazard.
8. Construction drawings submitted to the railroad must contain the following information in addition to Nos. 2 and 3 above:
  - a. General notes along with the symbols and their meanings.
  - b. A sheet showing all the special details.
  - c. Small scale maps showing overall drainage routes.
  - d. Sheet showing all details for installation at track. Include all shoring plans (sealed by registered professional engineer in the respective state).
  - e. As built drawings shall be provided on standard railroad right-of-way maps to standards specified by railroad.
9. Before work can begin on railroad rights of way, the agreement between Union Pacific and the owner must be fully executed. An agreement between the railroad and the contractor must also be fully executed, and employees of the applicant and its contractor personnel that will be on and about railroad property must have a copy of the **Minimum Safety Requirements for Contractors** Exhibit B and be safety-trained by a Union Pacific Project Inspector.

#### **Construction Procedures**

1. The drainage facilities must be located behind (field side) all signal facilities because of the numerous underground signal cable running between track and the signal facility. Signal department personnel will remove and replace all guy wires on railroad poles lines.
2. Trees or brush must be chipped to \_ inch size and can be blown onto railroad rights of way or removed from site; however, care must be taken not to obstruct ditches, streams tracks, railroad structures, or private property. Trees or brush which cannot be chipped to \_ inch size must be removed from the right-of-way.
3. Please keep in mind it normal takes three weeks to obtain flagman for a project; therefore, work schedules will have to be planned accordingly.
4. Adequate barrier protection is required for all excavation on railroad right-of-way to protect individuals from falling into holes.
5. Grading is required on the railroad right-of-way on all areas disturbed by construction to prevent ponding or storm water.
6. Erosion protection must be established on all areas disturbed by construction using perennial grasses native to areas.
7. All drainage projects approved by the railroad company may require a railroad flagman for work within 25 feet of the track and on the railroad right-of-way at applicant's expense.
8. All costs incurred for any and all parts of review, approval, and construction will be at applicant's expense.



## **Real Estate & Utility Specifications**

### **Drainage and Waterway Hydrology Study Guide**

#### **Instructions for Preparing Hydrology Study**

Applicant must prepare a hydrology study for the drainage and waterway facilities as follows:

1. Prepare a drawing showing the area involved. This drawing should include the top of rail elevation, the top of subgrade elevation, the bottom of ditch elevation, the invert elevation of the drainage structure and show the track, subgrade, ditch and any other important information (fences, pipelines, other culverts, etc.).
2. Prepare a drawing showing a cross section at the point the water enters the railroad right-of-way.
3. Advise the drainage area, the amount of water, the flow rate, the type of protection provided at the outlet end, where the water will flow, the nearest structure to remove the runoff from the right-of-way and the capacity of the existing structure.
4. Advise the existing and proposed 50 and 100 year water surface elevations at both the point the water enters the right-of-way and at the existing structure that removes the water from the right-of-way.

#### **Criteria for Drainage Improvements**

**For your information, the railroad's hydrology\hydraulic criteria for drainage improvements is as follows:**

1. Ensure that the water does not contact bridge structures in the 50-year event.
2. Ensure that water does not pond over the top of culverts or structures in the 50-year event.
3. Ensure that water does not overtop the railroad's subgrade, which is 2' 3" below the base of rail, or damage upstream property in the 100-year event.
4. Ensure that any new installations on railroad property comply with local, state, and federal design requirements.

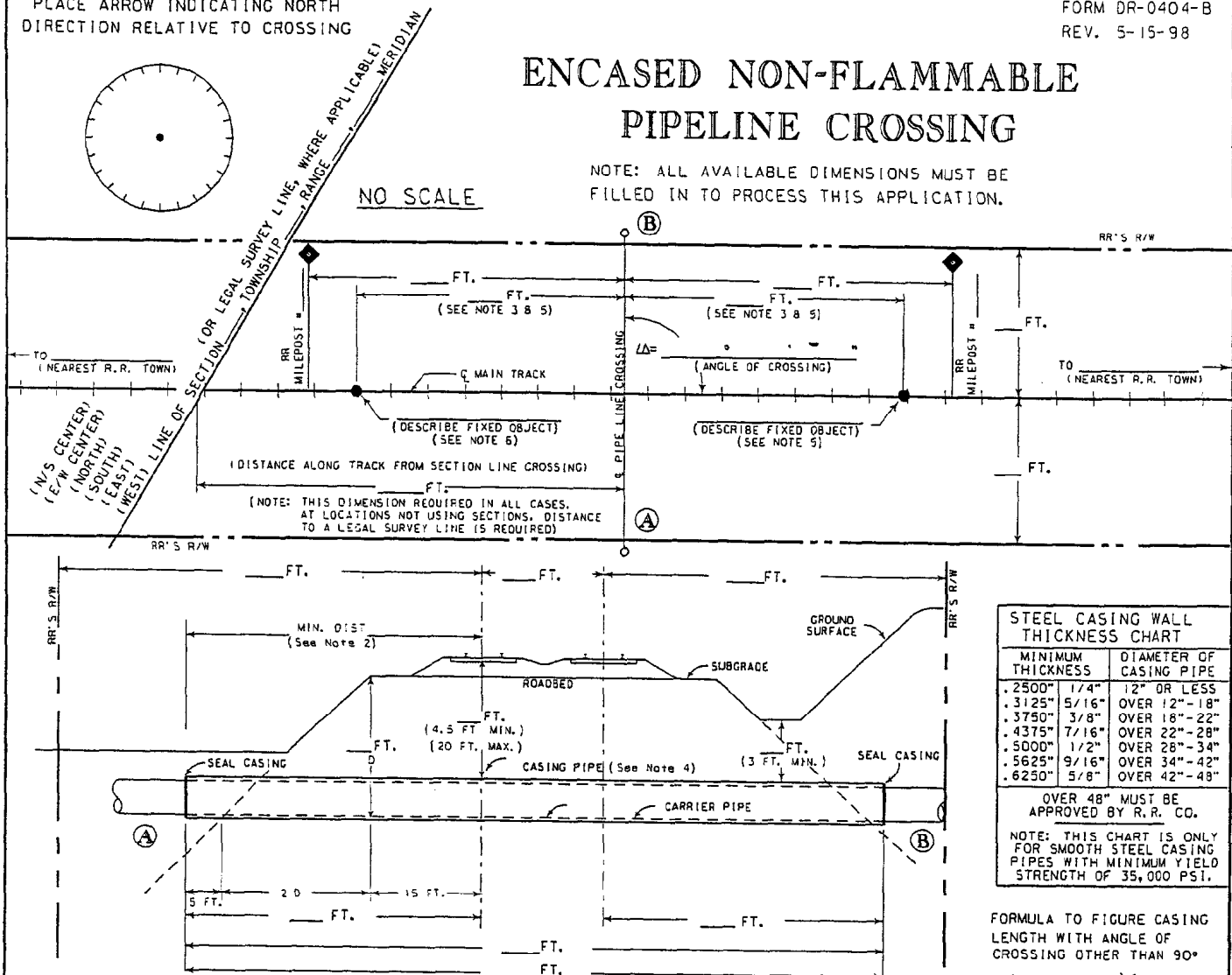
PLACE ARROW INDICATING NORTH  
DIRECTION RELATIVE TO CROSSING

FORM DR-0404-B  
REV. 5-15-98

# ENCASED NON-FLAMMABLE PIPELINE CROSSING

NOTE: ALL AVAILABLE DIMENSIONS MUST BE  
FILLED IN TO PROCESS THIS APPLICATION.

NO SCALE



STEEL CASING WALL THICKNESS CHART		
MINIMUM THICKNESS		DIAMETER OF CASING PIPE
.2500"	1/4"	12" OR LESS
.3125"	5/16"	OVER 12"-18"
.3750"	3/8"	OVER 18"-22"
.4375"	7/16"	OVER 22"-28"
.5000"	1/2"	OVER 28"-34"
.5625"	9/16"	OVER 34"-42"
.6250"	5/8"	OVER 42"-48"

OVER 48" MUST BE APPROVED BY R. R. CO.

NOTE: THIS CHART IS ONLY FOR SMOOTH STEEL CASING PIPES WITH MINIMUM YIELD STRENGTH OF 35,000 PSI.

FORMULA TO FIGURE CASING LENGTH WITH ANGLE OF CROSSING OTHER THAN 90°

$$\frac{B}{\Delta \sin} = \frac{1}{2} \text{ CASING LENGTH}$$

B MIN. DIST. (NOTE 2)

- NOTES:
- ALL HORIZONTAL DISTANCES TO BE MEASURED AT RIGHT ANGLES FROM Q. OF TRACK.
  - CASING TO EXTEND BEYOND THE Q. OF TRACK AT RIGHT ANGLES THE GREATER OF 20' + 20 FT., OR 30 FT., AND BEYOND LIMIT OF RAILROAD RIGHT-OF-WAY IF NECESSARY TO PROVIDE PROPER LENGTH OUTSIDE OF TRACK.
  - MINIMUM OF 50' FROM THE END OF ANY RAILROAD BRIDGE, Q. OF ANY CULVERT, OR FROM ANY SWITCHING AREA.
  - SIGNAL REPRESENTATIVE MUST BE PRESENT DURING INSTALLATION IF RAILROAD SIGNALS ARE IN THE VICINITY OF CROSSING.
  - ALLOWABLE FIXED OBJECTS INCLUDE: BACKWALLS OF BRIDGES; Q. OF ROAD CROSSINGS & OVERHEAD VIADUCTS (GIVE ROAD NAME), OR CULVERTS.
  - CASING AND CARRIER PIPE MUST BE PLACED A MINIMUM OF 2 FEET BELOW THE EXISTING FIBER OPTIC CABLE. ANY EXCAVATION REQUIRED WITHIN 5 FEET OF THE EXISTING FIBER OPTIC CABLE MUST BE HAND DUG.

- A) IS PIPELINE CROSSING WITHIN DEDICATED STREET? ☐ YES; ☐ NO;
- B) IF YES, NAME OF STREET \_\_\_\_\_
- D) DISTRIBUTION LINE \_\_\_\_\_ OR TRANSMISSION LINE \_\_\_\_\_
- C) CARRIER PIPE :  
COMMODITY TO BE CONVEYED \_\_\_\_\_  
OPERATING PRESSURE \_\_\_\_\_ PSI  
WALL THICKNESS \_\_\_\_\_; DIAMETER \_\_\_\_\_; MATERIAL \_\_\_\_\_;
- E) CASING PIPE :  
WALL THICKNESS \_\_\_\_\_; DIAMETER \_\_\_\_\_; MATERIAL \_\_\_\_\_;  
NOTE: CASING MUST HAVE 2" CLEARANCE BETWEEN GREATEST OUTSIDE DIAMETER OF CARRIER PIPE AND INTERIOR DIAMETER OF CASING PIPE. WHEN FURNISHING DIMENSIONS, GIVE OUTSIDE OF CARRIER PIPE AND INSIDE OF CASING PIPE.
- F) METHOD OF INSTALLING CASING PIPE UNDER TRACK(S):  
\_\_\_\_\_ DRY BORE AND JACK (WET BORE NOT PERMITTED);  
\_\_\_\_\_ TUNNEL; OTHER \_\_\_\_\_
- G) WILL CONSTRUCTION BE BY AN OUTSIDE CONTRACTOR? ☐ YES; ☐ NO;
- H) DISTANCE FROM CENTER LINE OF TRACK TO NEAR FACE OF BORING AND JACKING PITS WHEN MEASURED AT RIGHT ANGLES TO TRACK \_\_\_\_\_ (30' MIN.)
- I) APPLICANT HAS CONTACTED 1-800-336-9193, U. P. COMMUNICATION DEPARTMENT, AND HAS DETERMINED FIBER OPTIC CABLE \_\_\_\_\_ DOES; \_\_\_\_\_ DOES NOT; EXIST IN VICINITY OF WORK TO BE PERFORMED: TICKET NO. \_\_\_\_\_

## EXHIBIT "A"

(FOR RAILROAD USE ONLY)

UNION PACIFIC RAILROAD CO.

(SUBDIVISION) \_\_\_\_\_  
M. P. \_\_\_\_\_ E. S. \_\_\_\_\_  
ENCASED \_\_\_\_\_ CROSSING AT \_\_\_\_\_  
(NEAREST CITY) \_\_\_\_\_ (COUNTY) \_\_\_\_\_ (STATE) \_\_\_\_\_  
(APPLICANT) \_\_\_\_\_  
RR FILE NO. \_\_\_\_\_ DATE \_\_\_\_\_

### WARNING

IN ALL OCCASIONS, U. P. COMMUNICATIONS DEPARTMENT MUST BE CONTACTED IN ADVANCE OF ANY WORK TO DETERMINE EXISTENCE AND LOCATION OF FIBER OPTIC CABLE.  
PHONE : 1-800-336-9193



## Real Estate & Utility Specifications

### Pipeline, Wireline, Right of Entry and Private Crossings Contacts

**Name:** Mary Gross  
**Address:** 1800 Farnam  
 Omaha, NE 68102  
**Phone:** (402) 997-3623  
**Fax:** (402) 997-3601  
**E-mail:** mcgross@up.com

#### State/Counties within Territory

Arkansas: (All counties within state)

Louisiana: (All counties within state)

Mississippi: Adams

New Mexico: (All counties within state)

Texas:	Andrews	Dickens	Jones	Reagan
	Archer	Dimmit	Kaufman	Real
	Armstrong	Donley	Kendall	Red River
	Bailey	Eastland	Kent	Reeves
	Bandera	Ector	Kerr	Roberts
	Baylor	Edwards	Kimble	Rockwall
	Bell	Ellis	King	Runnels
	Bexar	El Paso	Kinney	San Saba
	Blanco	Erath	Knox	Schleicher
	Borden	Fannin	Lamar	Scurry
	Bosque	Fisher	Lamb	Shackelford
	Bowie	Floyd	Lampasas	Sherman
	Brewster	Foard	La Salle	Somervell
	Briscoe	Franklin	Lipscomb	Stephens
	Brown	Frio	Llano	Sterling
	Burnet	Gaines	Loving	Stonewall
	Callahan	Garza	Lubbock	Sutton
	Camp	Gillespie	Lynn	Swisher
	Carson	Glasscock	McCulloch	Tarrant
	Cass	Gray	McLennan	Taylor
	Castro	Grayson	Marion	Terrell
	Childress	Gregg	Martin	Terry
	Clay	Hale	Mason	Throckmorton
	Cochran	Hall	Maverick	Titus
	Coke	Hamilton	Medina	Tom Green
	Coleman	Hansford	Menard	Travis

Collin	Hardeman	Midland	Upshur
Collingsworth	Harrison	Mills	Upton
Comal	Hartley	Mitchell	Uvalde
Comanche	Haskell	Montague	Val Verde
Concho	Hays	Moore	Van Zandt
Cooke	Hemphill	Morris	Ward
Coryell	Hill	Motley	Webb
Cottle	Hockley	Nolan	Wheeler
Crane	Hood	Ochiltree	Wichita
Crockett	Hopkins	Oldham	Wilbarger
Crosby	Howard	Palo Pinto	Williamson
Culberson	Hudspeth	Parker	Winkler
Dallam	Hunt	Parmer	Wise
Dallas	Hutchinson	Pecos	Wood
Dawson	Irion	Potter	Yoakum
Deaf Smith	Jack	Presidio	Young
Delta	Jeff Davis	Rains	Zavala
Denton	Johnson	Randall	



## Real Estate & Utility Specifications

### Minimum Safety Requirements for Contractors

#### UPRR Safety Instructions

The following Safety Instructions are contained in all miscellaneous work contracts, work or service contracts, and major construction project contracts.

Safety of personnel, property, rail operations, and the public is of paramount importance in the prosecution of the work pursuant to this agreement. As reinforcement and in furtherance of overall safety measures to be observed by the contractor (and not by way of limitation), the following special safety rules shall be followed:

- A. The contractor shall keep the job site free from safety and health hazards and ensure that its employees are competent and adequately trained in all safety and health aspects of the job. The contractor shall have proper firstaid supplies available on the job site so that prompt firstaid services can be provided to any person that may be injured on the job site. The contractor shall promptly notify the railroad of any U.S. Occupational Safety and Health Administration reportable injuries occurring to any person that may arise during the work performed on the job site. The contractor shall have a nondelegable duty to control its employees, while they are on the job site or any other property of the railroad, to be certain they do not use, be under the influence of, or have in their possession any alcoholic beverage or illegally obtained drug, narcotic or other substance.
- B. The employee of the contractor shall be suitably dressed to perform their duties safely and in a manner that will not interfere with their vision, hearing, or free use of their hands or feet. Only waist length shirts with sleeves and trousers that cover the entire leg are to be worn. If flarelegged trousers are worn, the trouser bottoms must be tied to prevent catching. The employees should wear sturdy and protective footwear. Employees shall not wear boots (other than work boots), sandals, canvas type shoes, or other shoes that have thin soles or heels that are higher than normal. In addition, the contractor shall require its employees to wear personal protective equipment as specified by railroad rules, regulations, or railroad officials overlooking the work at the job site. In particular, the protective equipment to be worn shall be:
  1. Protective head gear that meets American National Standard Z89. 1--latest revision. It is suggested that all hard hats be affixed with contractor's or subcontractor's company logo or name.
  2. Eye protection that meets American National Standard for occupational and educational eye and face protection, Z87. 1 - latest revision. Additional eye protection must be provided to meet specific job situations such as welding, grinding, burning, etc.
  3. Hearing protection which affords enough attenuation to give protection from noise levels that will be occurring on the job site.
- C. All heavy equipment provided or leased by the contractor shall be equipped with audible backup warning devices.
- D. If in the opinion of the railroad representative any of contractor's or any of its subcontractor's



equipment is unsafe for use on the railroad's right-of-way, the contractor, at the request of the railroad representative, shall remove such equipment from the railroad's right-of-way.

- E. If the railroad representative has given the contractor permission to use certain equipment on any trackage at the job site, contractor shall ensure that each and all of its employees responsible for operating any motive power including, without limitation, any trackage equipment (such equipment hereafter being referred to as "motive power") on any trackage of railroad will be trained to know and understand, and will comply with railroad's operating rules applicable to the operation and use of such motive power.

In the event contractor's employees use any such motive power to move any rail cars or other railbound equipment equipped with air brakes, contractor shall further ensure that the employees are trained to know and understand and will comply with railroad's rules for handling such motive power, cars and equipment, and that contractor's employees perform all required tests of the operating systems of any motive power, cars and other equipment before and after movement. Contractor acknowledges receipt of railroad's applicable rules governing:

1. operation and use of motive power, cars and other equipment, and
  2. the movement of such motive power, cars and equipment by rail.
- F. In live track operations, a distance of 20 feet from track must be maintained unless the contract necessitates working in close proximity to the track. When doing so, your employees and equipment must first have authorization of Union Pacific Railroad. When so authorized where work is in close proximity to tracks, a Union Pacific Railroad flagman must be present.

Your employees must be familiar with procedures to clear men and equipment from track area for approaching trains. In addition, the following safety procedures shall be adhered to by all of your employees:

1. Always be on the alert for moving equipment while working near any railroad tracks or facilities.
2. Do not step or walk on the top of the rail, frog, switches, guard rails, or other track components.
3. In passing around ends of standing cars, engines, railroad machinery, and other ontrack equipment, leave at least one rail car length (50 feet) between yourself and the end of the equipment.
4. Avoid walking or standing on track at any time.
5. When it is necessary to walk or work on track, always keep a sharp lookout in both directions for approaching trains.
6. Before stepping or crossing tracks, look in both directions first. The same is true when walking around machinery and equipment on and about the tracks.
7. Do not sit on, lie under, or cross between cars except as required in performance of your duty, and only when track and equipment are under proper protection.
8. In multiple track territory, do not stand on one track while a train is passing on

another.

8a. (SUB - KG Ng)

**Brief Description of Firm's Qualifications:**

K.M. Ng & Associates, Inc., a certified minority-owned small business corporation, was established in 1969 after a corporate reorganization. The predecessor firm was organized in 1960. Our firm has an impressive record of achievement having successfully completed over 100 projects for municipal agencies and several hundred projects for federal agencies. We believe our firm is uniquely qualified to serve because we have extensive experience and qualifications working on civil, mechanical, and electrical projects.

K.M. Ng & Associates has a staff of 25 personnel including 8 licensed professional engineers and surveyors with combined professional experience of over two centuries. These professional personnel have also achieved 4 advanced degrees in their field of expertise. All this expertise is located at our offices in San Antonio.

K.M. Ng & Associates has an enviable record of performance working on public works and institutional projects as well as private sector clients both in the United States and abroad. That record is impressive in the number of projects successfully completed and the varying nature of these projects as well as in their size and complexity. **(For Municipal and Other Related Projects see Appendix B)**

9. **FIRM'S AVAILABILITY:** (When can firm start work? Is there any concurrent commitment that would impede progress on this project, i.e. other jobs?)

CAN YOU MEET THE PROPOSED TIME SCHEDULE FOR DESIGN OF THIS PROJECT?

      X       YES

                     NO

In question 10-15 please refer to the definitions on the attached definition sheet in order to answer the questions properly.

10. **ARE YOU A SMALL BUSINESS ENTERPRISE? (SBE)**  
**(IF YES, INDICATE BELOW)**

                     YES

      X       NO

11. **DO YOU OR YOUR TEAM QUALIFY AS A MINORITY BUSINESS ENTERPRISE?**

                     YES

      X       NO

(IF YES, INDICATE BELOW)

IF YES: CERTIFICATION NO.: \_\_\_\_\_

\_\_\_\_\_ BLACK

\_\_\_\_\_ AMERICAN INDIAN OR ALASKAN NATIVE

\_\_\_\_\_ ASIAN OR PACIFIC ISLANDER

\_\_\_\_\_ HISPANIC

\_\_\_\_\_ TWO OR MORE DIFFERENT MINORITY GROUPS

12. ARE YOU CERTIFIED BY THE SOUTH CENTRAL TEXAS REGIONAL CERTIFICATION AGENCY (SCTRCA) AS A WOMEN-OWNED BUSINESS ENTERPRISED? (WBE)

\_\_\_\_\_ YES                        X   NO

IF YES: CERTIFICATION NO.: \_\_\_\_\_

13. ARE YOU CERTIFIED BY THE SCTRCA AS A DISADVANTAGED BUSINESS ENTERPRISE (DBE)

\_\_\_\_\_ YES                        X   NO

14. IF YES TO ANY OF THE QUESTIONS 10-13, LIST OWNERS AND PERCENTAGE OF OWNERSHIP: IF JOINT VENTURE INCLUDES A CERTIFIED MBE OR WBE INDICATE PERCENTAGE TO WHICH THE CERTIFIED MBE OR WBE MEMBER WILL PARTICPATE:

\_\_\_\_\_ %                      WBE CERTIFICATE NO. \_\_\_\_\_

\_\_\_\_\_ %                      MBE CERTIFICATE NO. \_\_\_\_\_

15. PLEASE INDICATE THE TOTAL NUMBER OF EMPLOYEES IN YOUR FIRM.

63      (San Antonio Office)

11      (Houston Office)

16. ARE YOU A LOCAL BUSINESS ENTERPRISE HEADQUARTED WITHIN BEXAR COUNTY?

  X   YES                      \_\_\_\_\_ NO

**(ATTACHMENT 3)**  
**GOOD FAITH EFFORT PLAN**

**NAME OF COMPANY:** CDS/MUERY SERVICES

**PROJECT NAME:** "DRAINAGE IMPROVEMENTS"

1. Indicate all MBE-WBE-AABE-SBE subcontractors proposed for this contract. (Use additional sheets as needed.)

NAME OF SUBCONTRACTOR	CONTRACT AMOUNT	% LEVEL OF PARTICIPATION	MBE-WBE- AABE CERTIFICATION NUMBER	SBE (Y/N)
K.M. Ng & Associates		40	99-08-0097	Y

**NOTE: IF MBE-WBE-AABE-SBE contracting goals were met, skip to #9.**

2. If MBE-WBE-AABE-SBE contracting goals were not achieved in a percentage that equals or exceeds the City's goals, please give explanation.

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3. List MBE-WBE-AABE-SBE Listings or Directories utilized to solicit participation.

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N/A

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4. List all contractor associations and other associations solicited for MBE-WBE-AABE-SBE referrals.

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AGC, Client Contacts

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5. Discuss all efforts aimed at utilizing MBE-WBE-AABE-SBEs.

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All subcontracting will be with MBE, WBE, AABE, or SBEs. CDS/Muery Services tries to make a Good Faith Effort to meet CSA goals.

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6. Indicate advertisement mediums used for soliciting bids from MBE-WBE-AABE-SBEs.

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N/A

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Good Faith Effort Plan

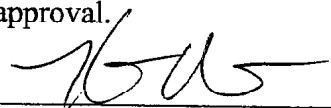
7. List all MBE-WBE-AABE-SBE bids received but rejected. (Use additional sheets as needed.)

COMPANY NAME	MBE-WBE-AABE-SBE CERTIFICATION NUMBER	HUE (Y/N)	REASON FOR REJECTION
N/A			

8. Please attach a copy of your company's MBE-WBE-AABE-SBE policy.
9. Name and phone number of person appointed to coordinate and administer the Good Faith Efforts of your company on this project.

Jackie M. Worley, Business Manager (210) 581-1111

- 10 This Good Faith Effort Plan is subject to the Economic Development Department's approval.

  
SIGNATURE OF AUTHORIZED OFFICIAL

President  
TITLE OF OFFICIAL

1-9-2004      210-581-1111  
DATE      PHONE

\*\*\*\*\*

**FOR CITY USE**

Plan Reviewed by: \_\_\_\_\_

Recommendation:      Approval \_\_\_\_\_      Denial \_\_\_\_\_

Action Taken:      Approved \_\_\_\_\_      Denied \_\_\_\_\_



# SCTRCA

## Small, Disadvantaged, Minority, Women Business Enterprise (S/D/M/WBE) Program



### K.M. NG & ASSOCIATES, INC.

dba Name

has filed the appropriate affidavit with the South Central Texas Regional Certification Agency (SCTRCA) and is hereby certified in the Texas Unified Certification Program, in accordance with 49 CFR Part 26 and SCTRCA Standards, as a:

#### SBE DBE MBE

This Certification Certificate must be updated annually by submission of a Compliance Affidavit. You are required to notify the SCTRCA within 30 days of any change in circumstances affecting your ability to meet size, disadvantaged status, ownership, or control requirements and any material change in the information provided in the submission of the business' application for DBE certification.

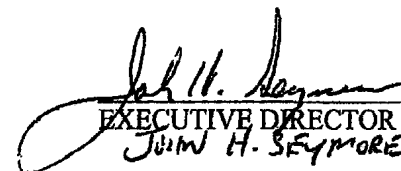
CERTIFICATE EXPIRES: 08/18/2004 CERTIFICATION NO.: 99-08-0097

Certified in the following work categories:

North American Industry Classification System (NAICS) code(s):

54133

Engineering Services

  
EXECUTIVE DIRECTOR  
JOHN H. SEYMOUR



(ATTACHMENT 4)  
**City of San Antonio**  
**Discretionary Contract Disclosure\***

*For use of this, see City of San Antonio Ethics Code, Part D, Section 1 & 2  
Attach additional sheets if space provided is not sufficient.  
State Not Applicable for questions that do not apply.*

*\*This form is required to be supplemented in the event there is any change in the information under (1), (2), or (3) below, before the discretionary contract is the subject of council action, and no later than five (5) business days after any change about which information is required to be filed.*

**Disclosure of Parties, Owners, and Closely Related Persons**

For the purpose of assisting the city in the enforcement of provisions contained in the City Charter and the code of ethics, an individual or business entity seeking a discretionary contract from the city is required to disclose in connection with a proposal for a discretionary contract:

- (1) the identity of any **individual** who would be a party to the discretionary contract:

N/A

- (2) the identity of any **business entity** that would be a party to the discretionary contract:

Civil Design Services, Inc.  
Dbas CDS/Muery Services

and the name of:

- (A) any individual or business entity that would be a **subcontractor** on the discretionary contract;

N/A

and the name of:

- (B) any individual or business entity that is known to be a **partner**, or a **parent** or **subsidiary** business entity, of any individual or business entity who would be a party to the discretionary contract:

N/A

<sup>1</sup> A business entity means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, unincorporated association, or any other entity recognized by law.

- (3) the identity of any *lobbyist* or *public relations firm* employed for purposes relating to the discretionary contract being sought by any individual or business entity who would be a party to the discretionary contract.

N/A


#### Political Contributions

Any individual or business entity seeking a discretionary contract from the city must disclose in connection with a proposal for a discretionary contract all political contributions totaling one hundred dollars (\$100) or more within the past twenty-four (24) months made directly or indirectly to any current or former member of City Council, any candidate for City Council, or to any political action committee that contributes to City Council elections, by any individual or business entity whose identity must be disclosed under (1), (2), or (3) above. Indirect contributions by an individual include, but are not limited to, contributions made by the individual's spouse, whether statutory or common-law. Indirect contributions by an entity include, but are not limited to, contributions made through the officers, owners, attorneys, or registered lobbyist of the entity.

To Whom Made:	Amount:	Date of Contribution:

#### Disclosures in Proposals

Any individual or business entity seeking a discretionary contract with the city shall disclose any known facts which, reasonably understood, raise a question<sup>1</sup> as to whether any city official or employee would violate Section 1 of Part B, Improper Economic Benefit, by participating in official action relating to the discretionary contract.

Signature 	Title: <b>President</b>  Company: <b>CDS Muery Services</b>	Date: <b>01/09/04</b>

<sup>2</sup> For purposes of this rule, facts are "reasonably understood" to "raise a question" about the appropriateness of official action if a disinterested person would conclude that the facts, if true, require recusal or require careful consideration of whether or not recusal is required.