

THE STATE OF TEXAS §

COUNTY OF TRAVIS §

**CONTRACT FOR ENGINEERING SERVICES  
Unit Cost, Lump Sum, or Specified Rate  
Indefinite Deliverable with Work Authorizations**

**THIS CONTRACT FOR ENGINEERING SERVICES** is made by and between the State of Texas acting by and through the Texas Department of Transportation, 125 E. 11th St., Austin, Texas 78701, hereinafter called "State," and **Garver, LLC**, having its principal business address at **4701 Northshore Drive, North Little Rock, AR 72118**, hereinafter called "Engineer," for the purpose of contracting for engineering services.

**WITNESSETH**

**WHEREAS**, Government Code, Chapter 2254, Subchapter A, "Professional Services Procurement Act," provides for the procurement of engineering services; and

**WHEREAS**, 43 Texas Administrative Code §9.30 et seq. establishes the Texas Department of Transportation's policies and procedures for contracting for engineering services; and,

**WHEREAS**, the State desires to contract for engineering services generally described as **preparation of engineering studies, analyses, designs, and other related tasks in support of the maintenance including incidental surveying, geotechnical, and architectural services, at locations in all areas of the State of Texas**; and,

**WHEREAS**, the State has selected the Engineer to provide the needed services and the Engineer has agreed to provide the services subject to the terms and conditions hereinafter set forth.

**NOW, THEREFORE**, the State and the Engineer, in consideration of the mutual covenants and agreements herein contained, do hereby mutually agree as follows.

**AGREEMENT**

**ARTICLE 1. SCOPE OF SERVICES.** The State and the Engineer will furnish items and perform those services for fulfillment of the contract as identified in Attachment B, Services to be Provided by the State and Attachment C, Services to be Provided by the Engineer. All services provided by the Engineer will conform to standard engineering practices and applicable rules and regulations of the Texas Engineering Practices Act and the rules of the Texas Board of Professional Engineers.

**ARTICLE 2. CONTRACT PERIOD**

**A. Contract Effective Date.** This agreement becomes effective when signed by the last party whose signing makes the agreement fully executed.

**B. Contract Termination Date.** This contract terminates upon the earliest occurrence of the following:

1. **May 31, 2021** at 11:59 PM in Austin, Texas,
2. Fifth anniversary of execution at 11:59 PM in Austin, Texas in accordance with 43 Tex. Admin. Code § 9.32(b)(1)(C),
3. Completion of all work authorized in the first two years of the contract, or
4. Termination in accordance with Article 15, Termination, of Attachment A, General Provisions, or other applicable contract provision.

**C. Amendment of Contract Period.** The parties may modify the contract termination date by written supplemental agreement prior to the date of termination as set forth in Article 6, Supplemental Agreements, of attachment A, General Provisions, provided, however, that the termination date may, in no event, be extended past the fifth anniversary of execution.

**D. Work Performed Outside Contract Period.** Engineer shall not invoice State and State will not reimburse Engineer for any work performed or cost incurred before or after the contract period.

### **ARTICLE 3. COMPENSATION.**

**A. Maximum Amount Payable.** The maximum amount payable under this contract without modification is shown in Attachment E, Fee Schedule. Payment under this contract beyond the end of the current fiscal biennium is subject to availability of appropriated funds. If funds are not appropriated, this contract shall be terminated immediately with no liability to either party.

**B. Basis of Payment.** The basis of payment is identified in Attachment E, Fee Schedule. Reimbursement of costs incurred under a work authorization shall be in accordance with Attachment E, Fee Schedule.

**C. Reimbursement of Eligible Costs.** To be eligible for reimbursement, the Engineer's costs must (1) be incurred in accordance with the terms of a valid work authorization; (2) be in accordance with Attachment E, Fee Schedule; and (3) comply with cost principles set forth at 48 CFR Part 31, Federal Acquisition Regulation (FAR 31). Satisfactory progress of work shall be maintained as a condition of payment.

**D. Engineer Payment of Subproviders.** No later than ten (10) days after receiving payment from the State, the Engineer shall pay all subproviders for work performed under a subcontract authorized hereunder. The State may withhold all payments that have or may become due if the Engineer fails to comply with the ten-day payment requirement. The State may also suspend the work under this contract or any work authorization until subproviders are paid. This requirement also applies to all lower tier subproviders, and this provision must be incorporated into all subcontracts.

### **ARTICLE 4. PAYMENT REQUIREMENTS**

**A. Monthly Billing Statements.** The Engineer shall request reimbursement of costs incurred by submitting the original and one copy of an itemized billing statement in a form acceptable to the State. The Engineer is authorized to submit requests for reimbursement no more frequently than monthly and no later than ninety (90) days after costs are incurred.

**B. Billing Statement.** The billing statement shall show the work authorization number for each work authorization included in the billing, the total amount earned to the date of submission, and the amount due and payable as of the date of the current billing statement for each work authorization. The billing statement shall indicate if the work has been completed or if the billing is for partial completion of the work. The fixed fee will be paid in proportion to the percentage of work completed per work authorizations.

**C. Overhead Rates.** The Engineer shall use the provisional overhead rate indicated in Attachment E. If a periodic escalation of the provisional overhead rate is specified in Attachment E, the effective date of the revised provisional overhead rate must be included. For lump sum contracts, the overhead rate remains unchanged for the entire contract period.

**D. Thirty Day Payments.** Upon receipt of a billing statement that complies with all invoice requirements set forth in this Article, the State shall make a good faith effort to pay the amount which is due and payable within thirty (30) days.

**E. Withholding Payments.** The State reserves the right to withhold payment of the Engineer's billing statement in the event of any of the following: (1) If a dispute over the work or costs thereof is not resolved within a thirty day period; (2) pending verification of satisfactory work performed; (3) the Engineer becomes a delinquent obligor as set forth in Section 231.006 of the Family Code; (4) required reports are not received; or (5) the State Comptroller of Public Accounts will not issue a warrant to the Engineer. In the event that payment is withheld, the State shall notify the Engineer and give a remedy that would allow the State to release the payment.

### **F. Required Reports.**

(1) As required in Attachment H, Disadvantaged Business Enterprise or Historically Underutilized Business Program Requirements, the Engineer shall submit Progress Assessment Reports to report actual payments made to Disadvantaged Business Enterprises or Historically Underutilized Businesses. One copy shall be submitted

with each billing statement and one copy shall be submitted to the address included in Attachment H, Disadvantaged Business Enterprise or Historically Underutilized Business Program Requirements.

(2) Prior to contract closeout, the Engineer shall submit a Final Report (Exhibit H-4) to the address set forth in Attachment H.

(3) The Engineer shall submit a separate report with each billing statement showing the percent completion of the work accomplished during the billing period and the percent completion to date, and any additional written report requested by the State to document the progress of the work.

**G. Subproviders and Suppliers List.** Pursuant to requirements of 43 Texas Administrative Code §9.350 et seq., the Engineer must provide the State a list (Exhibit H-5/DBE or Exhibit H-6/HUB) of all Subproviders and suppliers that submitted quotes or proposals for subcontracts. This list shall include subproviders and suppliers names, addresses, telephone numbers, and type of work desired.

**H. Debt to the State.** If the State Comptroller of Public Accounts is prohibited from issuing a warrant or initiating an electronic funds transfer to the Engineer because of a debt owed to the State, the State shall apply all payment due the Engineer to the debt or delinquent tax until the debt or delinquent tax is paid in full.

**I. Audit.** The state auditor may conduct an audit or investigation of any entity receiving funds from the state directly under the contract or indirectly through a subcontract under the contract. Acceptance of funds directly under the contract or indirectly through a subcontract under this contract acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. An entity that is the subject of an audit or investigation must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit.

**ARTICLE 5. WORK AUTHORIZATIONS.** The State will issue work authorizations using the form included in Attachment D (Work Authorizations and Supplemental Work Authorizations) to authorize all work under this contract. The Engineer must sign and return a work authorization within seven (7) working days after receipt. Refusal to accept a work authorization may be grounds for termination of the contract. The State shall not be responsible for actions by the Engineer or any costs incurred by the Engineer relating to work not directly associated with or prior to the execution of a work authorization. Terms and conditions governing the use of work authorizations are set forth in Attachment A, General Provisions, Article 1.

**ARTICLE 6. SIGNATORY WARRANTY.** The undersigned signatory for the Engineer hereby represents and warrants that he or she is an officer of the organization for which he or she has executed this contract and that he or she has full and complete authority to enter into this contract on behalf of the firm. These representations and warranties are made for the purpose of inducing the State to enter into this contract.

**ARTICLE 7.** All notices to either party by the other required under this agreement shall be delivered personally or sent by certified or U.S. mail, postage prepaid, addressed to such party at the following addresses:

<b>Engineer:</b>  Garver, LLC 4701 Northshore Drive North Little Rock, Arkansas 72118	<b>State:</b>  Director, Professional Engineering Procurement Services Texas Department of Transportation 125 E. 11 <sup>th</sup> Street Austin, Texas 78701
---	--

All notices shall be deemed given on the date so delivered or so deposited in the mail, unless otherwise provided herein. Either party may change the above address by sending written notice of the change to the other party. Either party may request in writing that such notices shall be delivered personally or by certified U.S. mail and such request shall be honored and carried out by the other party.

**ARTICLE 8. INCORPORATION OF PROVISIONS.** Attachments A through H are attached hereto and incorporated into this contract as if fully set forth herein.

**IN WITNESS WHEREOF**, the **State** and the **Engineer** have executed this contract in duplicate.

**THE ENGINEER**

DocuSigned by:  
*John Watkins*  
\_\_\_\_\_  
157AA03D4F34411...  
(Signature)

John Watkins  
(Printed Name)  
Vice President  
(Title)

3/14/2017  
(Date)

**THE STATE OF TEXAS**

DocuSigned by:  
*M. Rodin*  
\_\_\_\_\_  
15069355F0544D1...  
(Signature)

Martin L. Rodin P.E.  
(Printed Name)  
PEPS Division Director  
(Title)

3/14/2017  
(Date)

**Attachments to Contract for Engineering Services  
 Incorporated into the Contract by Reference**

<b>Attachments</b>	<b>Title</b>
A	General Provisions
B	Services to Be Provided by the State
C	Services to Be Provided by the Engineer
D	Work Authorization and Supplemental Work Authorization
E	Fee Schedule
F	Not Applicable
G	Computer Graphics Files for Document and Information Exchange, if applicable
H-FG	Disadvantaged Business Enterprise (DBE) for Federal Funded Professional or Technical Services Contracts – See Attachment H Instructions <b>Not Applicable</b>
H – FN	Disadvantaged Business Enterprise (DBE) for Race-Neutral Professional or Technical Services Contracts – See Attachment H Instructions <b>Not Applicable</b>
H – SG	Historically Underutilized Business (HUB) Requirements for State Funded Professional or Technical Services Contracts – State of Texas HUB. Subcontracting plan required – See Attachment H Instructions
H – SN	Historically Underutilized Business (HUB) Requirements for State Funded Professional or Technical Services Contracts – No State of Texas HUB <b>Not Applicable</b>
<b>Exhibits</b>	<b>Title</b>
H – 1	Subprovider Monitoring System Commitment Worksheet
H – 2	Subprovider Monitoring System Commitment Agreement
H – 3	Monthly Progress Assessment Report <b>Not Applicable</b>
H - 4	Subprovider Monitoring System Final Report
H - 5	Federal Subproviders and Supplier Information <b>Not Applicable</b>
H - 6	HUB Subcontracting Plan (HSP) Prime Contractor Progress Assessment Report

**ATTACHMENT A**  
**GENERAL PROVISIONS**  
**INDEX TO PROVISIONS**

<b>Article</b>	<b>Title</b>
1	Work Authorizations
2	Progress
3	Suspension of Work
4	Additional Work
5	Changes in Work
6	Supplemental Agreements
7	Ownership of Data
8	Public Information
9	Personnel, Equipment and Material
10	License for TxDOT Logo Use
11	Subcontracting
12	Inspection of Work
13	Submission of Reports
14	Violation of Contract Terms
15	Termination
16	Compliance with Laws
17	Indemnification
18	Engineer's Responsibility
19	Non-collusion
20	Insurance
21	Gratuities
22	DBE/HUB Requirements
23	Maintenance, Retention and Audit of Records
24	Nepotism Disclosure
25	Civil Rights Compliance
26	Patent Rights
27	Computer Graphics Files
28	Child Support Certification
29	Disputes
30	Successors and Assigns
31	Severability
32	Prior Contracts Superseded
33	Conflict of Interest
34	Office of Management and Budget (OMB) Audit Requirements
35	Debarment Certifications
36	E-Verify Certification
37	Restrictions on Employment of Former State Officer or Employee
38	Pertinent Non-Discrimination Authorities

## ATTACHMENT A

### GENERAL PROVISIONS

#### ARTICLE 1. WORK AUTHORIZATIONS

**A. Use.** The Engineer shall not begin any work until the State and the Engineer have signed a work authorization. Costs incurred by the Engineer before a work authorization is fully executed or after the completion date specified in the work authorization are not eligible for reimbursement. All work must be completed on or before the completion date specified in the work authorization, and no work authorization completion date shall extend beyond the contract period set forth in Article 2 of the contract (Contract Period).

The maximum contract time is the time needed to complete all work authorizations that will be issued in the first two years of the contract. All work authorizations must be issued within the initial two-year period, starting from the contract execution date.

**B. Contents.** Each work authorization will specify (1) the types of services to be performed; (2) a period of performance with a beginning and ending date; (3) a full description of the work to be performed; (4) a work schedule with milestones; (5) a cost not to exceed amount, (6) the basis of payment whether cost plus fixed fee, unit cost, lump sum, or specified rate; and (7) a work authorization budget calculated using fees set forth in Attachment E, Fee Schedule. The Engineer is not to include additional contract terms and conditions in the work authorization. In the event of any conflicting terms and conditions between the work authorization and the contract, the terms and conditions of the contract shall prevail and govern the work and costs incurred.

**C. Work Authorization Budget.** A work authorization budget shall set forth in detail (1) the computation of the estimated cost of the work as described in the work authorization, (2) the estimated time (hours/days) required to complete the work at the hourly rates established in Attachment E, Fee Schedule; (3) a work plan that includes a list of the work to be performed, (4) a stated maximum number of calendar days to complete the work, and (5) a cost-not-to-exceed-amount or unit or lump sum cost and the total cost or price of the work authorization. The State will not pay items of cost that are not included in or rates that exceed those approved in Attachment E.

**D. No Guaranteed Work.** Work authorizations are issued at the discretion of the State. While it is the State's intent to issue work authorizations hereunder, the Engineer shall have no cause of action conditioned upon the lack or number of work authorizations issued.

**E. Incorporation into Contract.** Each work authorization shall be signed by both parties and become a part of the contract. No work authorization will waive the State's or the Engineer's responsibilities and obligations established in this contract. The Engineer shall promptly notify the State of any event that will affect completion of the work authorization.

**F. Supplemental Work Authorizations.** Before additional work may be performed or additional costs incurred, a change in a work authorization shall be enacted by a written supplemental work authorization in the form identified and attached hereto as Attachment D. Both parties must execute a supplemental work authorization within the period of performance specified in the work authorization. The State shall not be responsible for actions by the Engineer or any costs incurred by the Engineer relating to additional work not directly associated with the performance or prior to the execution of the work authorization. The Engineer shall allow adequate time for review and approval of the supplemental work authorization by the State prior to expiration of the work authorization. Any supplemental work authorization must be executed by both parties within the time period established in Article 2 of the contract, (Contract Period). Under no circumstances will a work authorization be allowed to extend beyond the contract's expiration date or will the total amount of funds exceed the maximum amount payable set forth in Article 3A of the contract (Compensation).

**F-1. More Time Needed.** If the Engineer determines or reasonably anticipates that the work authorized in a work authorization cannot be completed before the specified completion date, the Engineer shall promptly notify the State. The State may, at its sole discretion, extend the work authorization period by execution of supplemental authorization, using the form attached hereto as Attachment D.

**F-2. Changes in Scope.** Changes that would modify the scope of the work authorized in a work authorization must be enacted by a written supplemental work authorization. The Engineer must allow adequate time for the State to review and approve any request for a time extension prior to expiration of the work authorization. If the change in scope affects the amount payable under the work authorization, the Engineer shall prepare a revised work authorization budget for the State's approval.

**G. New Work Authorization.** If the Engineer does not complete the services authorized in a work authorization before the specified completion date and has not requested a supplemental work authorization, the work authorization shall terminate on the completion date. At the sole discretion of the State, it may issue a new work authorization to the Engineer for the incomplete work using the unexpended balance of the preceding work authorization for the project. If approved by the State, the Engineer may calculate any additional cost for the incomplete work using the rates set forth in the preceding work authorization and in accordance with Attachment E, Fee Schedule.

**H. Emergency Work Authorizations.** The State, at its sole discretion, may accept the Engineer's signature on a faxed copy of the work authorization as satisfying the requirements for executing the work authorization, provided that the signed original is received by the State within five business days from the date on the faxed copy.

**I. Proposal Work Authorizations.** The State may issue a proposal work authorization under which the Engineer will submit a proposal for additional work. The proposal must be for additional work that is within the defined scope of work under this contract. The amount to be paid for a proposal work authorization will be a lump sum for each proposal. The lump sum payment will be no less than two percent (2%) and no more than four percent (4%) of the State's estimate of the cost of the additional work. The Engineer may elect without penalty not to submit a proposal in response to a proposal work authorization. Any proposal submitted in response to a proposal work authorization will be the sole property of the State. The State may, at its option, issue similar or identical proposal work authorizations under other contracts, and the proposals submitted in response to the various proposal work authorizations may be compared by the State for the purpose of determining the contract under which the work will be awarded. The determination of the contract under which the work will be awarded will be based on the design characteristics of the proposal and the Engineer's qualifications and will not consider the Engineer's rates.

**J. Deliverables.** Upon satisfactory completion of the work authorization, the Engineer shall submit the deliverables as specified in the executed work authorization to the State for review and acceptance.

## **ARTICLE 2. PROGRESS**

**A. Progress meetings.** The Engineer shall from time to time during the progress of the work confer with the State. The Engineer shall prepare and present such information as may be pertinent and necessary or as may be requested by the State in order to evaluate features of the work.

**B. Conferences.** At the request of the State or the Engineer, conferences shall be provided at the Engineer's office, the office of the State, or at other locations designated by the State. These conferences shall also include evaluation of the Engineer's services and work when requested by the State.

**C. Inspections.** If federal funds are used to reimburse costs incurred under this contract, the work and all reimbursements will be subject to periodic review by the U. S. Department of Transportation.

**D. Reports.** The Engineer shall promptly advise the State in writing of events that have a significant impact upon the progress of a work authorization, including:

1. problems, delays, adverse conditions that will materially affect the ability to meet the time schedules and goals, or preclude the attainment of project work units by established time periods; this disclosure will be accompanied by statement of the action taken or contemplated, and any State or federal assistance needed to resolve the situation; and
2. favorable developments or events which enable meeting the work schedule goals sooner than anticipated.



**E. Corrective Action.** Should the State determine that the progress of work does not satisfy the milestone schedule set forth in a work authorization, the State shall review the work schedule with the Engineer to determine the nature of corrective action needed.

### **ARTICLE 3. SUSPENSION OF WORK AUTHORIZATION**

**A. Notice.** Should the State desire to suspend a work authorization but not terminate the contract, the State may verbally notify the Engineer followed by written confirmation, giving (30) thirty days notice. Both parties may waive the thirty-day notice in writing.

**B. Reinstatement.** A work authorization may be reinstated and resumed in full force and effect within sixty (60) business days of receipt of written notice from the State to resume the work. Both parties may waive the sixty-day notice in writing.

**C. Contract Period Not Affected.** If the State suspends a work authorization, the contract period as determined in Article 2 of the contract (Contract Period) is not affected and the contract and the work authorization will terminate on the date specified unless the contract or work authorization is amended to authorize additional time.

**D. Limitation of Liability.** The State shall have no liability for work performed or costs incurred prior to the date authorized by the State to begin work, during periods when work is suspended, or after the completion date of the contract or work authorization.

### **ARTICLE 4. ADDITIONAL WORK**

**A. Notice.** If the Engineer is of the opinion that any assigned work is beyond the scope of this contract and constitutes additional work, it shall promptly notify the State in writing, presenting the facts of the work authorization and showing how the work authorization constitutes additional work.

**B. Supplemental Agreement.** If the State finds that the work does constitute additional work, the State shall so advise the Engineer and a written supplemental agreement will be executed as provided in General Provisions, Article 6, Supplemental Agreements.

**C. Limitation of Liability.** The State shall not be responsible for actions by the Engineer or any costs incurred by the Engineer relating to additional work not directly associated with or prior to the execution of a supplemental agreement.

### **ARTICLE 5. CHANGES IN WORK**

**A. Work Previously Submitted as Satisfactory.** If the Engineer has submitted work in accordance with the terms of this contract but the State requests changes to the completed work or parts thereof which involve changes to the original scope of services or character of work under the contract, the Engineer shall make such revisions as requested and as directed by the State. This will be considered as additional work and paid for as specified under Article 4, Additional Work.

**B. Work Does Not Comply with Contract.** If the Engineer submits work that does not comply with the terms of this contract, the State shall instruct the Engineer to make such revision as is necessary to bring the work into compliance with the contract. No additional compensation shall be paid for this work.

**C. Errors/Omissions.** The Engineer shall make revisions to the work authorized in this contract which are necessary to correct errors or omissions appearing therein, when required to do so by the State. No additional compensation shall be paid for this work.

### **ARTICLE 6. SUPPLEMENTAL AGREEMENTS**

**A. Need.** The terms of this contract may be modified if the State determines that there has been a significant increase or decrease in the duration, scope, cost, complexity or character of the services to be performed. A supplemental agreement will be executed to authorize such significant increases or decreases. Significant is defined to mean a cost increase of any amount and a cost decrease of twenty percent (20%) or more of the original estimated project cost.

**B. Compensation.** Additional compensation, if appropriate, shall be calculated as set forth in Article 3 of the contract (Compensation). Significant changes affecting the cost or maximum amount payable shall be defined to include but not be limited to new work not previously authorized or previously authorized services that will not be performed. The parties may reevaluate and renegotiate costs at this time.

**C. When to Execute.** Both parties must execute a supplemental agreement within the contract period specified in Article 2 of the contract (Contract Period).

#### **ARTICLE 7. OWNERSHIP OF DATA**

**A. Work for Hire.** All services provided under this contract are considered work for hire and as such all data, basic sketches, charts, calculations, plans, specifications, and other documents created or collected under the terms of this contract are the property of the State.

**B. Disposition of Documents.** All documents prepared by the Engineer and all documents furnished to the Engineer by the State shall be delivered to the State upon request by the State. The Engineer, at its own expense, may retain copies of such documents or any other data which it has furnished the State under this contract, but further use of the data is subject to permission by the State.

**C. Release of Design Plan.** The Engineer (1) will not release any roadway design plan created or collected under this contract except to its subproviders as necessary to complete the contract; (2) shall include a provision in all subcontracts which acknowledges the State's ownership of the design plan and prohibits its use for any use other than the project identified in this contract; and (3) is responsible for any improper use of the design plan by its employees, officers, or subproviders, including costs, damages, or other liability resulting from improper use. Neither the Engineer nor any subprovider may charge a fee for the portion of the design plan created by the State.

#### **ARTICLE 8. PUBLIC INFORMATION AND CONFIDENTIALITY**

**A. Public Information.** The State will comply with Government Code, Chapter 552, the Public Information Act, and 43 Texas Administrative Code §3.10 et seq. in the release of information produced under this contract.

**B. Confidentiality.** The Engineer shall not disclose information obtained from the State under this contract without the express written consent of the State.

**C. Access to Information.** The Engineer is required to make any information created or exchanged with the state pursuant to this contract, and not otherwise excepted from disclosure under the Texas Public Information Act, available in a format that is accessible by the public at no additional charge to the state.

#### **ARTICLE 9. PERSONNEL, EQUIPMENT AND MATERIAL**

**A. Engineer Resources.** The Engineer shall furnish and maintain quarters for the performance of all services, in addition to providing adequate and sufficient personnel and equipment to perform the services required under the contract. The Engineer certifies that it presently has adequate qualified personnel in its employment for performance of the services required under this contract, or it will be able to obtain such personnel from sources other than the State.

**B. Removal of Contractor Employee.** All employees of the Engineer assigned to this contract shall have such knowledge and experience as will enable them to perform the duties assigned to them. The State may instruct the Engineer to remove any employee from association with work authorized in this contract if, in the sole opinion of the State, the work of that employee does not comply with the terms of this contract or if the conduct of that employee becomes detrimental to the work.

**C. Replacement of Key Personnel.** The Engineer must notify the State in writing as soon as possible, but no later than three business days after a project manager or other key personnel is removed from association with this contract, giving the reason for removal.

**D. State Approval of Replacement Personnel.** The Engineer may not replace the project manager or key personnel without prior consent of the State. The State must be satisfied that the new project manager or other key personnel is qualified to provide the authorized services. If the State determines that the new project manager or key personnel is not acceptable, the Engineer may not use that person in that capacity and shall replace him or her with one satisfactory to the State within forty-five (45) days.

**E. Ownership of Acquired Property.** Except to the extent that a specific provision of this contract states to the contrary, the State shall own all intellectual property acquired or developed under this contract and all equipment purchased by the Engineer or its subcontractors under this contract. All intellectual property and equipment owned by the State shall be delivered to the State when the contract terminates, or when it is no longer needed for work performed under this contract, whichever occurs first.

#### **ARTICLE 10. LICENSE FOR TxDOT LOGO USE**

**A. Grant of License; Limitations.** The Engineer is granted a limited revocable non-exclusive license to use the registered TxDOT trademark logo (TxDOT Flying "T") on any deliverables prepared under this contract that are the property of the State. The Engineer may not make any use of the registered TxDOT trademark logo on any other materials or documents unless it first submits that request in writing to the State and receives approval for the proposed use. The Engineer agrees that it shall not alter, modify, dilute, or otherwise misuse the registered TxDOT trademark logo or bring it into disrepute.

**B. Notice of Registration Required:** The Engineer's use of the Flying 'T' under this article shall be followed by the capital letter R enclosed within a circle (®) that gives notice that the Flying 'T' is registered in the United States Patent and Trademark Office (USPTO).

**C. No Assignment or Sublicense.** The Engineer may not assign or sublicense the rights granted by this article without the prior written consent of the State.

**D. Term of License.** The license granted to the Engineer by this article shall terminate at the end of the term specified in Article 2 of this contract.

#### **ARTICLE 11. SUBCONTRACTING**

**A. Prior Approval.** The Engineer shall not assign, subcontract or transfer any portion of professional services related to the work under this contract without prior written approval from the State.

**B. DBE/HUB Compliance.** The Engineer's subcontracting program shall comply with the requirements of Attachment H of the contract (DBE/HUB Requirements).

**C. Required Provisions.** All subcontracts for professional services shall include the provisions included in Attachment A, General Provisions, and any provisions required by law. The Engineer is authorized to pay subproviders in accordance with the terms of the subcontract, and the basis of payment may differ from the basis of payment by the State to the Engineer.

**D. Prior Review.** Subcontracts for professional services in excess of \$25,000 may be reviewed by the State prior to performance of work thereunder.

**E. Engineer Responsibilities.** No subcontract relieves the Engineer of any responsibilities under this contract.

#### **ARTICLE 12. INSPECTION OF WORK**

**A. Review Rights.** The State and the U.S. Department of Transportation, when federal funds are involved, and any of their authorized representatives shall have the right at all reasonable times to review or otherwise evaluate the work performed hereunder and the premises in which it is being performed.

**B. Reasonable Access.** If any review or evaluation is made on the premises of the Engineer or a subprovider, the Engineer shall provide and require its subproviders to provide all reasonable facilities and assistance for the safety and convenience of the state or federal representatives in the performance of their

duties.

### **ARTICLE 13. SUBMISSION OF REPORTS**

All applicable study reports shall be submitted in preliminary form for approval by the State before a final report is issued. The State's comments on the Engineer's preliminary report must be addressed in the final report.

### **ARTICLE 14. VIOLATION OF CONTRACT TERMS**

**A. Increased Costs.** Violation of contract terms, breach of contract, or default by the Engineer shall be grounds for termination of the contract, and any increased or additional cost incurred by the State arising from the Engineer's default, breach of contract or violation of contract terms shall be paid by the Engineer.

**B. Remedies.** This agreement shall not be considered as specifying the exclusive remedy for any default, but all remedies existing at law and in equity may be availed of by either party and shall be cumulative.

### **ARTICLE 15. TERMINATION**

**A. Causes.** The contract may be terminated before the stated completion date by any of the following conditions.

1. By mutual agreement and consent, in writing from both parties.
2. By the State by notice in writing to the Engineer as a consequence of failure by the Engineer to perform the services set forth herein in a satisfactory manner.
3. By either party, upon the failure of the other party to fulfill its obligations as set forth herein.
4. By the State for reasons of its own, not subject to the mutual consent of the Engineer, by giving thirty business days notice of termination in writing to the Engineer.
5. By the State, if the Engineer violates the provisions of Attachment A, General Provisions Article 21, Gratuities, or Attachment H, Disadvantaged Business Enterprise/Historically Underutilized Business Requirements.
6. By satisfactory completion of all services and obligations described herein.

**B. Measurement.** Should the State terminate this contract as herein provided, no fees other than fees due and payable at the time of termination shall thereafter be paid to the Engineer. In determining the value of the work performed by the Engineer prior to termination, the State shall be the sole judge. Compensation for work at termination will be based on a percentage of the work completed at that time. Should the State terminate this contract under paragraph (4) or (5) above, the Engineer shall not incur costs during the thirty-day notice period in excess of the amount incurred during the preceding thirty days.

**C. Value of Completed Work.** If the Engineer defaults in the performance of this contract or if the State terminates this contract for fault on the part of the Engineer, the State will give consideration to the following when calculating the value of the completed work: (1) the actual costs incurred (not to exceed the rates set forth in Attachment E, Fee Schedule) by the Engineer in performing the work to the date of default; (2) the amount of work required which was satisfactorily completed to date of default; (3) the value of the work which is usable to the State; (4) the cost to the State of employing another firm to complete the required work; (5) the time required to employ another firm to complete the work; and (6) other factors which affect the value to the State of the work performed.

**D. Calculation of Payments.** The State shall use the fee schedule set forth in Attachment E to the contract (Fee Schedule) in determining the value of the work performed up to the time of termination. In the case of partially completed engineering services, eligible costs will be calculated as set forth in Attachment E, Fee Schedule. The sum of the provisional overhead percentage rate for payroll additives and for general and administrative overhead costs during the years in which work was performed shall be used to calculate partial payments. Any portion of the fixed fee not previously paid in the partial payments shall not be included in the final payment.

**E. Excusable Delays.** Except with respect to defaults of subproviders, the Engineer shall not be in default by reason of any failure in performance of this contract in accordance with its terms (including any failure to progress in the performance of the work) if such failure arises out of causes beyond the control and without the default or negligence of the Engineer. Such causes may include, but are not restricted to, acts of God or the

public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather.

**F. Surviving Requirements.** The termination of this contract and payment of an amount in settlement as prescribed above shall extinguish the rights, duties, and obligations of the State and the Engineer under this contract, except for those provisions that establish responsibilities that extend beyond the contract period.

**G. Payment of Additional Costs.** If termination of this contract is due to the failure of the Engineer to fulfill its contract obligations, the State may take over the project and prosecute the work to completion, and the Engineer shall be liable to the State for any additional cost to the State.

#### **ARTICLE 16. COMPLIANCE WITH LAWS**

The Engineer shall comply with all applicable federal, state and local laws, statutes, codes, ordinances, rules and regulations, and the orders and decrees of any court, or administrative bodies or tribunals in any manner affecting the performance of this contract, including, without limitation, worker's compensation laws, minimum and maximum salary and wage statutes and regulations, nondiscrimination, and licensing laws and regulations. When required, the Engineer shall furnish the State with satisfactory proof of its compliance therewith.

#### **ARTICLE 17. INDEMNIFICATION**

**A. Errors, Omissions, Negligent Acts.** The Engineer shall save harmless the State and its officers and employees from all claims and liability due to activities of itself, its agents, or employees, performed under this contract and which are caused by or result from error, omission, or negligent act of the Engineer or of any person employed by the Engineer.

**B. Attorney Fees.** The Engineer shall also save harmless the State from any and all expense, including, but not limited to, attorney fees which may be incurred by the State in litigation or otherwise resisting said claim or liabilities which may be imposed on the State as a result of such activities by the Engineer, its agents, or employees.

#### **ARTICLE 18. ENGINEER'S RESPONSIBILITY**

**A. Accuracy.** The Engineer shall be responsible for the accuracy of work and shall promptly make necessary revisions or corrections resulting from its errors, omissions, or negligent acts without compensation.

**B. Errors and Omissions.** The Engineer's Responsibility for all questions arising from design errors or omissions will be determined by the State. All decisions shall be in accordance with the State's "Consultant Errors & Omissions Correction and Collection Procedures" and Texas Government Code §2252.905. The Engineer will not be relieved of the responsibility for subsequent correction of any such errors or omissions or for clarification of any ambiguities until after the construction phase of the project has been completed.

**C. Seal.** The responsible Engineer shall sign, seal and date all appropriate engineering submissions to the State in accordance with the Texas Engineering Practice Act and the rules of the Texas Board of Professional Engineers.

**D. Resealing of Documents.** Once the work has been sealed and accepted by the State, the State, as the owner, will notify the party to this contract, in writing, of the possibility that a State engineer, as a second engineer, may find it necessary to alter, complete, correct, revise or add to the work. If necessary, the second engineer will affix his seal to any work altered, completed, corrected, revised or added. The second engineer will then become responsible for any alterations, additions or deletions to the original design including any effect or impacts of those changes on the original engineer's design.

#### **ARTICLE 19. NONCOLLUSION**

**A. Warranty.** The Engineer warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Engineer, to solicit or secure this contract and that it has not paid or agreed to pay any company or engineer any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this contract.

**B. Liability.** For breach or violation of this warranty, the State shall have the right to annul this contract without liability or, in its discretion, to deduct from the contract price or compensation, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

#### **ARTICLE 20. INSURANCE**

The Engineer certifies that it has insurance on file with Contract Services of the Texas Department of Transportation in the amount specified on Texas Department of Transportation Form 1560-CS Certificate of Insurance, as required by the State. No other proof of insurance is acceptable to the State. The Engineer certifies that it will keep current insurance on file with that office for the duration of the contract period. If insurance lapses during the contract period, the Engineer must stop work until a new certificate of insurance is provided.

#### **ARTICLE 21. GRATUITIES**

**A. Employees Not to Benefit.** Texas Transportation Commission policy mandates that employees of the Texas Department of Transportation shall not accept any benefit, gift or favor from any person doing business with or who reasonably speaking may do business with the State under this contract. The only exceptions allowed are ordinary business lunches and items that have received the advance written approval of the Executive Director of the Texas Department of Transportation.

**B. Liability.** Any person doing business with or who reasonably speaking may do business with the State under this contract may not make any offer of benefits, gifts or favors to department employees, except as mentioned above. Failure on the part of the Engineer to adhere to this policy may result in the termination of this contract.

#### **ARTICLE 22. DISADVANTAGED BUSINESS ENTERPRISE OR HISTORICALLY UNDERUTILIZED BUSINESS REQUIREMENTS**

The Engineer agrees to comply with the requirements set forth in Attachment H, Disadvantaged Business Enterprise or Historically Underutilized Business Subcontracting Plan Requirements with an assigned goal or a zero goal, as determined by the State.

#### **ARTICLE 23. MAINTENANCE, RETENTION AND AUDIT OF RECORDS**

**A. Retention Period.** The Engineer shall maintain all books, documents, papers, accounting records and other evidence pertaining to costs incurred and services provided (hereinafter called the Records). The Engineer shall make the records available at its office during the contract period and for seven (7) years from the date of final payment under this contract, until completion of all audits, or until pending litigation has been completely and fully resolved, whichever occurs last.

**B. Availability.** The State or any of its duly authorized representatives, the Federal Highway Administration, the United States Department of Transportation, Office of Inspector General, and the Comptroller General shall have access to the Engineer's Records which are directly pertinent to this contract for the purpose of making audits, examinations, excerpts and transcriptions.

#### **ARTICLE 24. NEPOTISM DISCLOSURE**

**A.** In this section the term "relative" means:

- (1) a person's great grandparent, grandparent, parent, aunt or uncle, sibling, niece or nephew, spouse, child, grandchild, or great grandchild, or
- (2) the grandparent, parent, sibling, child, or grandchild of the person's spouse.

**B.** A notification required by this section shall be submitted in writing to the person designated to receive official notices under this contract and by first-class mail addressed to Contract Services, Texas Department of Transportation, 125 East 11th Street, Austin Texas 78701. The notice shall specify the Engineer's firm name, the name of the person who submitted the notification, the contract number, the district, division, or office of TxDOT that is principally responsible for the contract, the name of the relevant Engineer employee, the expected role of the Engineer employee on the project, the name of the TxDOT employee who is a relative of

the Engineer employee, the title of the TxDOT employee, the work location of the TxDOT employee, and the nature of the relationship.

**C.** By executing this contract, the Engineer is certifying that the Engineer does not have any knowledge that any of its employees or of any employees of a subcontractor who are expected to work under this contract have a relative that is employed by TxDOT unless the Engineer has notified TxDOT of each instance as required by subsection (b).

**D.** If the Engineer learns at any time that any of its employees or that any of the employees of a subcontractor who are performing work under this contract have a relative who is employed by TxDOT, the Engineer shall notify TxDOT under subsection (b) of each instance within thirty days of obtaining that knowledge.

**E.** If the Engineer violates this section, TxDOT may terminate the contract immediately for cause, may impose any sanction permitted by law, and may pursue any other remedy permitted by law.

#### **ARTICLE 25. CIVIL RIGHTS COMPLIANCE**

**A. Compliance with Regulations:** The Engineer will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (USDOT), the Federal Highway Administration (FHWA), as they may be amended from time to time, which are herein incorporated by reference and made part of this agreement.

**B. Nondiscrimination:** The Engineer, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Engineer will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.

**C. Solicitations for Subcontracts, Including Procurement of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the Engineer for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier will be notified by the Engineer of the Engineer's obligations under this contract and the Acts and Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.

**D. Information and Reports:** The Engineer will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and facilities as may be determined by the State or the FHWA to be pertinent to ascertain compliance with such Acts, Regulations or directives. Where any information required of the Engineer is in the exclusive possession of another who fails or refuses to furnish this information, the Engineer will so certify to the State or the Federal Highway Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

**E. Sanctions for Noncompliance:** In the event of the Engineer's noncompliance with the Nondiscrimination provisions of this contract, the State will impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:

- (1) withholding of payments to the Engineer under the contract until the Engineer complies and/or
- (2) cancelling, terminating, or suspending of the contract, in whole or in part.

**F. Incorporation of Provisions:** The Engineer will include the provisions of paragraphs (A) through (F) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Engineer will take such action with respect to any subcontract or procurement as the State or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Engineer becomes involved in, or is threatened with, litigation with a subcontractor or supplier because of such direction, the Engineer may request the State to enter into such litigation to protect the interests of the State. In addition, the Engineer may request the

United States to enter into such litigation to protect the interests of the United States.

**ARTICLE 26. PATENT RIGHTS**

The State and the U. S. Department of Transportation shall have the royalty free, nonexclusive and irrevocable right to use and to authorize others to use any patents developed by the Engineer under this contract.

**ARTICLE 27. COMPUTER GRAPHICS FILES**

The Engineer agrees to comply with Attachment G, Computer Graphics Files for Document and Information Exchange, if determined by the State to be applicable to this contract.

**ARTICLE 28. CHILD SUPPORT CERTIFICATION**

Under Section 231.006, Texas Family Code, the Engineer certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate. If the above certification is shown to be false, the Engineer is liable to the state for attorney's fees, the cost necessary to complete the contract, including the cost of advertising and awarding a second contract, and any other damages provided by law or the contract. A child support obligor or business entity ineligible to receive payments because of a payment delinquency of more than thirty (30) days remains ineligible until: all arrearages have been paid; the obligor is in compliance with a written repayment agreement or court order as to any existing delinquency; or the court of continuing jurisdiction over the child support order has granted the obligor an exemption from Subsection (a) of Section 231.006, Texas Family Code, as part of a court-supervised effort to improve earnings and child support payments.

**ARTICLE 29. DISPUTES**

**A. Disputes Not Related to Contract Services.** The Engineer shall be responsible for the settlement of all contractual and administrative issues arising out of any procurement made by the Engineer in support of the services authorized herein.

**B. Disputes Concerning Work or Cost.** Any dispute concerning the work hereunder or additional costs, or any non-procurement issues shall be settled in accordance with 43 Texas Administrative Code §9.2.

**ARTICLE 30. SUCCESSORS AND ASSIGNS**

The Engineer and the State do each hereby bind themselves, their successors, executors, administrators and assigns to each other party of this agreement and to the successors, executors, administrators and assigns of such other party in respect to all covenants of this contract. The Engineer shall not assign, subcontract or transfer its interest in this contract without the prior written consent of the State.

**ARTICLE 31. SEVERABILITY**

In the event any one or more of the provisions contained in this contract shall for any reason, be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this contract shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

**ARTICLE 32. PRIOR CONTRACTS SUPERSEDED**

This contract constitutes the sole agreement of the parties hereto for the services authorized herein and supersedes any prior understandings or written or oral contracts between the parties respecting the subject matter defined herein.

**ARTICLE 33. CONFLICT OF INTEREST**

**A. Representation by Engineer.**

The Engineer represents that its firm has no conflict of interest that would in any way interfere with its or its employees' performance of services for the department or which in any way conflicts with the interests of the department. The Engineer further certifies that this agreement is not barred because of a conflict of interest pursuant to Texas Government Code, Section 2261.252, between it and the State. Specifically, the Engineer certifies that none of the following individuals, nor any or their family members within the second degree of



affinity or consanguinity, owns 1% or more interest, or has a financial interest as defined under Texas Government Code, Section 2261.252(b), in the Engineer: any member of the Texas Transportation Commission, TxDOT's Executive Director, General Counsel, Chief of Procurement and Field Support Operations, Director of Procurement, or Director of Contract Services. The firm shall exercise reasonable care and diligence to prevent any actions or conditions that could result in a conflict with the department's interests.

**B. Certification Status.** The Engineer certifies that it is not:

1. a person required to register as a lobbyist under Chapter 305, Government Code;
2. a public relations firm; or
3. a government consultant.

**C. Environmental Disclosure.** If the Engineer will prepare an environmental impact statement or an environmental assessment under this contract, the Engineer certifies by executing this contract that it has no financial or other interest in the outcome of the project on which the environmental impact statement or environmental assessment is prepared.

**D. Commencement of Final Design.** This contract does not obligate the State to proceed with final design for any alternative. On completion of environmental documentation, the State will consider all reasonable alternatives in a fair and objective manner. Notwithstanding anything contained elsewhere in the contract or in any work authorization, the Engineer may not proceed with final design until after all relevant environmental decision documents have been issued.

**E. Restrictions on Testing.** If the Engineer will perform commercial laboratory testing under this contract, on any project the Engineer may not perform more than one of the following types of testing:

1. verification testing;
2. quality control testing; or
3. independent assurance testing

#### **ARTICLE 34. OFFICE OF MANAGEMENT AND BUDGET (OMB) AUDIT REQUIREMENTS**

The parties shall comply with the requirements of the Single Audit Act of 1984, P.L. 98-502, ensuring that the single audit report includes the coverage stipulated in 2 CFR 200.

#### **ARTICLE 35. DEBARMENT CERTIFICATIONS**

The parties are prohibited from making any award at any tier to any party that is debarred or suspended or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549, "Debarment and Suspension." By executing this agreement, the Engineer certifies that it is not currently debarred, suspended, or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549. The parties to this contract shall require any party to a subcontract or purchase order awarded under this contract to certify its eligibility to receive Federal funds and, when requested by the State, to furnish a copy of the certification.

#### **ARTICLE 36. E-VERIFY CERTIFICATION**

Pursuant to Executive Order RP-80, Engineer certifies and ensures that for all contracts for services, Engineer shall, to the extent permitted by law, utilize the United States Department of Homeland Security's E-Verify system during the term of this agreement to determine the eligibility of:

1. All persons employed by Engineer during the term of this agreement to perform duties within the State of Texas; and
2. All persons, including subcontractors, assigned by Engineer to perform work pursuant to this agreement.

Violation of this provision constitutes a material breach of this agreement.

#### **ARTICLE 37. RESTRICTIONS ON EMPLOYMENT OF FORMER STATE OFFICER OR EMPLOYEE**

The Engineer shall not hire a former state officer or employee of a state agency who, during the period of state service or employment, participated on behalf of the state agency in this agreement's procurement or its

negotiation until after the second anniversary of the date of the officer's or employee's service or employment with the state agency ceased.

**ARTICLE 38. PERTINENT NON-DISCRIMINATION AUTHORITIES**

During the performance of this contract, the Engineer, for itself, its assignees, and successors in interest agree to comply with the following nondiscrimination statutes and authorities; including but not limited to:

- A.** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- B.** The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects).
- C.** Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), as amended, (prohibits discrimination on the basis of sex).
- D.** Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.) as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27.
- E.** The Age Discrimination Act of 1975, as amended, (49 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age).
- F.** Airport and Airway Improvement Act of 1982, (49 U.S.C. Chapter 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex).
- G.** The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, subrecipients and contractors, whether such programs or activities are Federally funded or not).
- H.** Titles II and III of the Americans with Disabilities Act, which prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38.
- I.** The Federal Aviation Administration's Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex).
- J.** Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations.
- K.** Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, the parties must take reasonable steps to ensure that LEP persons have meaningful access to the programs (70 Fed. Reg. at 74087 to 74100).
- L.** Title IX of the Education Amendments of 1972, as amended, which prohibits the parties from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq.).

## ATTACHMENT B

### SERVICES TO BE PROVIDED BY THE STATE

Work Authorization types – Services to be provided by the state will be outlined in the Work Authorization. These requirements may include all phases of work from preliminary design through building completion and move in coordination.

The State will:

#### **Phase 1 - SCHEMATIC DESIGN - Preliminary Plans, Outline Specifications and Estimate:**

- a. Furnish the Engineer site information of the proposed location including area dimensions, existing utilities, grade elevations, and available record documents of existing building facilities.
- b. Furnish the Engineer a Program Of Work along with a copy of the current Design Standards and Guidelines.
- c. Furnish the Engineer a project construction budget to be used in the preparation of the preliminary designs.
- d. Review the Engineer's progress schedule, preliminary plans, specifications and cost estimate for approval.

#### **Phase 2 - DESIGN DEVELOPMENT - 50% Completed Plans, Specifications and Estimate:**

- a. Review and approve the Engineer's plans and specifications.
- b. Review and approve construction methods and materials.
- c. Evaluate and approve proposed building systems.
- d. Review Engineer's detailed site adaptation and utility extensions costs including letters of "commitment to provide services" from utility providers.
- e. Review and approve cost estimate.

#### **Phase 3 - CONSTRUCTION DOCUMENTS - Completed Plans, Specifications and Estimate:**

- a. Review the Engineer's final plans, specifications, construction schedule and cost estimates for approval.

## Contract No. 47-7IDP5002

- b. Print all required copies of the plans and specifications required for bidding, using the Engineer's originals.
- c. Advertise the project, receive and open the bids, and award the contract upon recommendation and concurrence of the Engineer. Final decision of award will rest with the State.

**Phase 4 - CONTRACT EXECUTION:**

- a. Submit successful bid to Texas Transportation Commission for approval.
- b. Secure signed contract from successful bidder and submit to Division Director for signature.

**Phase 5 - CONSTRUCTION ADMINISTRATION - Project Observation and Inspection:**

- a. The State will be represented by the Deputy Executive Director / Chief Engineer through their authorized representative who will direct and coordinate the work to be performed by the Engineer. The Engineer shall make all submissions to such representative and shall be received from the representative.
- b. All material requiring laboratory testing will be tested at the expense of the State, either by facilities owned and operated by the State or by commercial laboratories approved by the State.
- c. Process contractor's monthly pay estimates using Engineer's approved schedule of values for work complete.
- d. Approve Change Orders for changes that modify the scope of work.

## ATTACHMENT C

### SERVICES TO BE PROVIDED BY THE ENGINEER

Services to be provided by the Engineer will be outlined in the Work Authorization. These requirements may include all phases of work from preliminary facility design through building completion and move in coordination. Typical services that will be required are outlined below:

**1- Basic Fee Work Authorization** – This Phase schedule outlines the responsibilities of the Engineer for a project that will be conducted in a phased schedule.

#### PRELIMINARY ENGINEERING PHASES 1-4 (Function Code 190)

##### Phase 1 - SCHEMATIC DESIGN - Preliminary Plans, Outline Specifications and Estimate:

The Engineer shall:

- a. Co-develop schematic design with TxDOT project manager.
- b. Conduct a complete and thorough investigation of the site including verification of all known existing utility locations, either on-site or available to the site.
- c. Determine the required design from geotechnical test data. Geotechnical services to be procured by the Engineer. Costs associated with geotechnical investigation and report will be reimbursable by the State.
- d. Conduct a complete and thorough investigation of the Program of Work to verify the needs of the State.
- e. Prepare and submit schematic and preliminary plans, outline specifications, and construction cost estimates, to the State, for review and approval. The cost estimates shall not exceed the project construction budget as provided by the State.
- f. Prepare and submit to the State for approval a construction phasing plan for minimal disruption to the State during new work.
- g. Plans and specifications shall comply with the latest version of rules and regulations of the Americans with Disabilities Act Accessibility Guidelines (ADAAG), Texas Accessibility Standards of the Elimination of Architectural

Barriers Act, Article 9102, Texas Civil Statutes, International Building Code (IBC), ASHRAE 90.1, ASHRAE 62.1, Uniform Mechanical Code, Uniform Plumbing Code, National Electric Code, National Fire Protection Association (NFPA), International Energy Conservation Code (IECC), applicable sediment and erosion control regulations, and any other applicable codes.

- h. All preliminary plans, outline specifications, and preliminary estimates shall be submitted electronically. After approval by the State, the Engineer will be advised of any changes, additions, or corrections to the preliminary plans and specifications. The Engineer shall then make such corrections as are necessary before final acceptance of this phase of the work.
- i. When applicable, consult with the Texas Historical Commission Division of Architecture in development of plans and specifications to insure that proposed work is in compliance with practices recommended by Secretary of the Interior's Standards for Rehabilitation.
- j. When asbestos containing materials or other hazardous substances are present, prepare recommendations and estimates for removal or remediation. Costs associated with this hazardous material investigation and report is reimbursable by the State.

**Phase 2 - DESIGN DEVELOPMENT - 50% Completed Plans, Specifications and Estimate:**

Upon acceptance of Phase 1 the Engineer shall proceed with the following work:

- a. Submit plans and specifications to the State, for review and approval, at approximately 50 percent stage of completion.
- b. The Engineer shall consult freely with the State concerning the principal phases of the work and shall immediately advise the State of any unusual requirements or features not apparent during execution of Phase 1.
- c. Construction document plans shall be prepared with Computer-Aided Design and Drafting (CAD) technology. Graphics files for documents and information exchange shall comply with the Attachment G, "Computer Graphics Files for Document and Information Exchange".
- d. Provide plans and specifications, which indicate materials, construction methods and buildings systems. These building systems may include

- architectural, structural, civil, mechanical, plumbing, electrical, hazardous material remediation, landscaping and irrigation and site work.
- e. Provide a plan with detailed site adaptation and utility extensions costs including letters of "commitment to provide services" from utility providers.
  - f. The Engineer shall prepare a cost estimate on a form acceptable to the State.
  - g. Design to conform to Texas Civil Statutes, Article 601b.

**Phase 3 - CONSTRUCTION DOCUMENTS - Completed Plans, Specifications and Estimate:**

Upon acceptance of Phase 2, the Engineer shall proceed with the following work:

- a. Prepare complete plans, specifications and engineering calculations setting forth in detail the work required for the architectural, structural, civil, mechanical, plumbing, electrical, hazardous material remediation, landscaping/irrigation and site work.
- b. Consult freely with the State concerning the principal phases of the work and shall immediately advise the State of any unusual requirements or features not apparent during execution of Phases 1 or 2.
- c. Submit plans and specifications to the State, for review and approval, at approximately 90 percent stage of completion.
- d. Submit completed plans and specifications to the Registered Accessibility Specialist (RAS) specified by TxDOT for review and approval. The State will pay for the review/inspection fees. The Engineer shall then make such corrections (if required) as are necessary in order to assure compliance.
- e. Ensure the Engineer's plans, specifications and estimate shall conform with the latest energy conservation design standards for new state buildings as prepared by the Governor's Energy Management Center. Review shall be submitted by the Engineer as directed by the State and invoiced to the State.
- f. Provide a letter of certification to the Deputy Director of the Maintenance Division stating that the plans conform to Texas Civil Statutes, Article 601b.

- g. Prepare a detailed cost estimate on a form acceptable to the State. Estimate shall be made at an appropriate time during the Construction Document Phase whereby the estimated contract cost is affirmed in writing by the Engineer to the State.
- h. Prepare a Gantt chart or approved construction schedule which indicates the anticipated major activities involved to complete the project within the allocated working days.
- i. Complete the work under this contract for the entire Project and its component parts which shall not cost more than the amount approved in writing by the State prior to advertising for receipt of bids.

#### **Phase 4 - CONTRACT EXECUTION:**

- a. After receipt of bids by the Transportation Commission, the Engineer shall advise the State whether or not bids received are fair and reasonable and whether or not the contract should be awarded on the basis of the bids received. The State will make the final decision as to whether a contract will or will not be awarded.
- b. After receipt of bids, should it be necessary to make revisions to any part of the plans and/or specifications to bring the project within the approved cost, such changes shall be made by the Engineer without charge to the State.

#### **CONSTRUCTION ENGINEERING Phase 5 (Function Codes 309, 310, 320)**

##### **Phase 5 - CONSTRUCTION ADMINISTRATION - Project Observation and Inspection:**

- a. The Engineer shall provide general administration of the construction of the project and will be the State's representative during construction and until final payment. The Engineer shall advise and consult with the State, and all the State's instructions to the Contractor shall be issued through the Engineer except where the State reserves such right to issue instructions directly to the Contractor through other designated representatives. All instructions shall be confirmed expeditiously in writing with copies furnished to the Engineer, the State's designated representatives and the Contractor by the party issuing the instruction.



- b. The Engineer shall have the authority to reject work performed by the Contractor, which in its opinion does not meet the requirements of the Construction Contract, and to order removal and replacement of such work.
- c. After the award of the Construction Contract, the Engineer shall conduct site visits and perform construction observations satisfactory to the State to observe the construction of the project, review required shop drawings, prepare change orders, and supplementary drawings, and make necessary observations to determine that the workmanship and quality of materials comply with the requirements of the plans and specifications, and that all provisions of the contract are complied with. Observation of all phases of the work, material and equipment shall be provided by personnel technically qualified by education and experience to competently inspect such work.
- d. After the award of the Construction Contract, the Engineer shall perform construction inspections for the State to inspect the construction of the project, review required shop drawings, prepare change orders, and supplementary drawings, and make necessary inspections to determine that the workmanship and quality of materials comply with the requirements of the plans and specifications, and that all provisions of the contract are complied with. Inspection of all phases of the work, material and equipment shall be provided by personnel technically qualified by education and experience to competently inspect such work.
- e. The Engineer shall submit reviewed copies of each shop drawing, and submittals of materials and equipment to the State at time of review.
- f. The Engineer shall prepare progress estimates of work performed by the Contractor and monies due on forms specified by the State. The Engineer shall provide a copy of the project submittal record listing all submittals provided by the contractor. This submittal log must indicate the status of each submittal. The progress estimate shall be submitted to the State at monthly intervals for approval and payment to the Contractor.
- g. Upon receipt of notification by the Contractor that the work has been completed, the Engineer shall conduct an inspection, performed by the appropriate members of its staff and affiliates, and shall prepare a list of the items needing correction. After the Contractor has performed the required corrections, the Engineer shall notify the State in writing that the contract has been performed according to the plans and specifications and is ready for Final Inspection. The Engineer shall accompany the

State on the Final Inspection to assure that the total work has been completed in accordance with the Contract Documents. The Engineer shall inspect all warranties, guarantees, bonds, equipment operating instructions and similar required material and documents to make sure that all such materials and documents are received and that they meet the requirements of the Contract, after which they shall be transmitted to the State or its designated representatives. After determining that all requirements of the Plans and Specifications have been met, the Engineer shall so certify and shall approve the Contractor's Final Application for Payment.

- h. Upon completion of construction and prior to the request for final payment, the Engineer shall make changes in the original CAD drawings of the Project to show the changes made by and noted by the Contractor of the work and final location of the mechanical service lines and outlets including all outside utilities. The Engineer shall develop, prepare and submit project "record / as-built" drawings in both reproducible drawings and electronic media.

**ATTACHMENT D**  
**D-1**  
**WORK AUTHORIZATION NO. \_\_\_\_\_**  
**CONTRACT FOR ENGINEERING SERVICES**

**THIS WORK AUTHORIZATION** is made pursuant to the terms and conditions of Article 5 of Engineering Contract No. \_\_\_\_\_ (the Contract) entered into by and between the State of Texas, acting by and through the Texas Department of Transportation (the State), and \_\_\_\_\_ (the Engineer).

**PART I.** The Engineer will perform engineering services generally described as \_\_\_\_\_ in accordance with the project description attached hereto and made a part of this Work Authorization. The responsibilities of the State and the Engineer as well as the work schedule are further detailed in exhibits A, B and C which are attached hereto and made a part of the Work Authorization.

**PART II.** The maximum amount payable under this Work Authorization is \$ \_\_\_\_\_ and the method of payment is \_\_\_\_\_ as set forth in Attachment E of the Contract. This amount is based upon fees set forth in Attachment E, Fee Schedule, of the Contract and the Engineer's estimated Work Authorization costs included in Exhibit D, Fee Schedule, which is attached and made a part of this Work Authorization.

**PART III.** Payment to the Engineer for the services established under this Work Authorization shall be made in accordance with Articles 3 thru 5 of the contract, and Attachment A, Article 1.

**PART IV.** This Work Authorization shall become effective on the date of final acceptance of the parties hereto and shall terminate on \_\_\_\_\_, unless extended by a supplemental Work Authorization as provided in Attachment A, Article 1.

The maximum contract time is the time needed to complete all work authorizations that will be issued in the first two years of the contract. All work authorizations must be issued within the initial two-year period, starting from the contract execution date.

**PART V.** This Work Authorization does not waive the parties' responsibilities and obligations provided under the Contract.

**IN WITNESS WHEREOF**, this Work Authorization is executed in duplicate counterparts and hereby accepted and acknowledged below.

**THE ENGINEER**

**THE STATE OF TEXAS**

\_\_\_\_\_  
(Signature)  
\_\_\_\_\_  
(Printed Name)  
\_\_\_\_\_  
(Title)  
\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)  
\_\_\_\_\_  
(Printed Name)  
\_\_\_\_\_  
(Title)  
\_\_\_\_\_  
(Date)

**LIST OF EXHIBITS**

- Exhibit A Services to be provided by the State
- Exhibit B Services to be provided by the Engineer
- Exhibit C Work Schedule
- Exhibit D Fee Schedule/Budget
- Exhibit H-2 Subprovider Monitoring System Commitment Agreement

**ATTACHMENT D**  
**D-2**  
**SUPPLEMENTAL WORK AUTHORIZATION NO. \_\_\_\_\_**  
**WORK AUTHORIZATION NO. \_\_\_\_\_**  
**CONTRACT FOR ENGINEERING SERVICES**

**THIS SUPPLEMENTAL WORK AUTHORIZATION** is made pursuant to the terms and conditions of Article 5 Contract No. \_\_\_\_\_ hereinafter identified as the "Contract," entered into by and between the State of Texas, acting by and through the Texas Department of Transportation (the State), and \_\_\_\_\_ (the Engineer).

The following terms and conditions of Work Authorization No. \_\_\_\_\_ are hereby amended as follows:

This Supplemental Work Authorization shall become effective on the date of final execution of the parties hereto. All other terms and conditions of Work Authorization No. \_\_\_\_\_ not hereby amended are to remain in full force and effect.

**IN WITNESS WHEREOF**, this Supplemental Work Authorization is executed in duplicate counterparts and hereby accepted and acknowledged below.

**THE ENGINEER**

**THE STATE OF TEXAS**

\_\_\_\_\_  
(Signature)  
\_\_\_\_\_  
(Printed Name)  
\_\_\_\_\_  
(Title)  
\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)  
\_\_\_\_\_  
(Printed Name)  
\_\_\_\_\_  
(Title)  
\_\_\_\_\_  
(Date)

## ATTACHMENT E

### FEE SCHEDULE (Final Cost Proposal)

This attachment provides the basis of payment and fee schedule. **The basis of payment for this contract is indicated by an “X” in the applicable box.** The basis shall be supported by the Final Cost Proposal (FCP) shown below. If more than one basis of payment is used, each one must be supported by a separate FCP.

“X”	Basis	
<input checked="" type="checkbox"/>	Lump Sum	The lump sum shall be equal to the maximum amount payable. The lump sum includes all direct and indirect costs and profit. The Engineer shall be paid pro rata based on the percentage of work completed. For payment the Engineer is not required to provide evidence of actual hours worked, travel, overhead rates or other evidence of cost.
<input checked="" type="checkbox"/>	Unit Cost	The unit cost(s) for each type of unit and number of units are shown in the FCP. The unit cost includes all direct and indirect costs and profit. The Engineer shall be paid based on the type and number of units fully completed and the respective unit cost. For payment, the Engineer is not required to provide evidence of actual hours worked, travel, overhead rates or any other cost data. The FCP may include special items, such as equipment which are not included in the unit costs. Documentation of these special costs may be required. The maximum amount payable equals the total of all units times their respective unit cost plus any special direct items shown.
<input checked="" type="checkbox"/>	Specified Rate Basis	The specified rates for each type of labor are shown in the FCP below. The FCP may include special items, such as equipment which are not included in the specified rates. Payment shall be based on the actual hours worked multiplied by the specified rate for each type of labor plus other agreed to special direct cost items. The specified rate includes direct labor and indirect cost and profit. The State may request documentation of reimbursable direct costs including hours worked. Documentation of special item costs may be required. The specified rate is not subject to audit.
<input type="checkbox"/>	Cost Plus Fixed Fee	<p>Payment shall be based on direct and indirect costs incurred <u>plus</u> a pro rata share of the fixed fee based on the ratio of <u>labor and overhead cost incurred to total estimated labor and overhead cost in the FCP</u> or the percentage of work completed. The invoice must itemize labor rates, hours worked, other direct costs and indirect costs. The Engineer may be required to provide documentation of hours worked and any eligible direct costs claimed. The provisional overhead rate charged is subject to audit and adjustment to actual rates incurred. The FCP below shows the hourly rates for labor, other direct expenses including but not limited to travel and allowable materials, provisional overhead rate and the fixed fee.</p> <p style="margin-left: 40px;">___A. Actual Cost Plus Fixed Fee - Actual wages are paid (no minimum, no maximum. This option does not apply to Indefinite Deliverable Contracts.)</p> <p style="margin-left: 40px;">___B. Range of Cost Plus Fixed Fee – Actual wages <u>must</u> be within the allowable range shown on the Final Cost Proposal.</p>

## **ATTACHMENT E – FEE SCHEDULE**

Final Cost Proposal (FCP) Supporting Basis of Payment

\* The **MAXIMUM AMOUNT PAYABLE** is **\$500,000.00**.

The maximum amount payable is based on the following data and calculations:

\* Maximum amount payable must be negotiated for each work authorization.

<b>ATTACHMENT E- FEE SCHEDULE</b>			
<b>SPECIFIED RATE AND LUMP SUM PAYMENT BASIS</b>			
<b>PRIME PROVIDER NAME:</b>		<b>Garver, LLC</b>	
<b>DIRECT LABOR</b>			
<b>LABOR/STAFF CLASSIFICATION</b>	<b>YEARS OF EXPERIENCE</b>	<b>HOURLY BASE RATE</b>	<b>HOURLY CONTRACT RATE</b>
Senior Architect	15+	\$52.70	\$169.42
Architect III	10 to 15	\$45.10	\$144.99
Architect II	5 to 10	\$39.80	\$127.95
Architect I	1 to 5	\$31.50	\$101.27
Senior Structural Engineer	15+	\$62.30	\$200.29
Structural Engineer	5 to 15	\$45.00	\$144.67
Engineer-In-Training	1 to 5	\$31.00	\$99.66
Senior CADD Operator	15+	\$31.50	\$101.27
CADD Operator	5 to 15	\$24.50	\$78.76
Admin/Clerical		\$20.00	\$64.30
Environmental Scientist IV	10 to 15	\$39.00	\$125.38
Environmental Scientist III	5 to 10	\$32.00	\$102.88
Project Manager	10 to 20	\$55.00	\$176.82
Senior Engineer	15+	\$58.00	\$186.46
Project Engineer	10 to 15	\$47.00	\$151.10
Design Engineer	5 to 10	\$40.50	\$130.20
Senior Engineer Tech	15+	\$27.00	\$86.80
Engineer Tech	5 to 15	\$20.00	\$64.30
Junior Engineer Tech	1 to 5	\$17.50	\$56.26
Junior CADD Operator	1 to 5	\$20.50	\$65.90
Senior Environmental Scientist	15+	\$43.00	\$138.24
<b>INDIRECT COST RATE:</b>	<b>192.26%</b>		
<b>PROFIT RATE:</b>	<b>10.0%</b>		
Contract rates include labor, overhead, and profit.			
All rates are negotiated rates and are not subject to change or adjustment.			
<b>Specified Rate Payment Basis</b> - Contract rates to be billed. Documentation of hours must be maintained and is subject to audit.			
<b>Lump Sum Payment Basis</b> - Invoice by deliverable, according to the table of deliverables. Documentation of hours worked not required.			
<b>Note:</b> Any direct labor, unit cost, or other direct expense classification included in the contract, but not in a work authorization, is not eligible for payment under that work authorization.			

<b>ATTACHMENT E- FEE SCHEDULE</b>			
<b>SPECIFIED RATE AND LUMP SUM PAYMENT BASIS</b>			
<b>SUBPROVIDER NAME:</b>		Alpha Terra Engineering, Inc.	
<b>DIRECT LABOR</b>			
<b>LABOR/STAFF CLASSIFICATION</b>	<b>YEARS OF EXPERIENCE</b>	<b>HOURLY BASE RATE</b>	<b>HOURLY CONTRACT RATE</b>
Senior Architect	15+	\$52.70	\$127.53
Architect III	10 to 15	\$45.00	\$108.90
Architect II	5 to 10	\$36.00	\$87.12
Architect I	1 to 5	\$23.00	\$55.66
Engineer-In-Training	1 to 5	\$24.00	\$58.08
Senior CADD Operator	15+	\$22.00	\$53.24
CADD Operator	5 to 15	\$18.00	\$43.56
Admin/Clerical		\$18.00	\$43.56
Environmental Scientist IV	10 to 15	\$32.00	\$77.44
Environmental Scientist III	5 to 10	\$24.00	\$58.08
Project Manager	10 to 20	\$71.80	\$173.76
Senior Engineer	15+	\$50.00	\$121.00
Project Engineer	10 to 15	\$45.00	\$108.90
Senior Engineer Tech	15+	\$32.00	\$77.44
Engineer Tech	5 to 15	\$26.00	\$62.92
Junior Engineer Tech	1 to 5	\$18.00	\$43.56
Junior CADD Operator	1 to 5	\$15.00	\$36.30
Senior Environmental Scientist	15+	\$42.00	\$101.64
Senior Licensed Asbestos Consultant	20+	\$38.00	\$91.96
Licensed Asbestos Consultant	10+	\$30.00	\$72.60
Senior Licensed Asbestos Inspector	15+	\$26.00	\$62.92
Licensed Asbestos Inspector	5 to 15	\$24.00	\$58.08
Asbestos Air Monitoring Technician	1 to 5	\$18.00	\$43.56
<b>INDIRECT COST RATE:</b>	<b>120.00%</b>		
<b>PROFIT RATE:</b>	<b>10.0%</b>		
Contract rates include labor, overhead, and profit.			
All rates are negotiated rates and are not subject to change or adjustment.			
<b>Specified Rate Payment Basis</b> - Contract rates to be billed. Documentation of hours must be maintained and is subject to audit.			
<b>Lump Sum Payment Basis</b> - Invoice by deliverable, according to the table of deliverables. Documentation of hours worked not required.			
<b>Note:</b> Any direct labor, unit cost, or other direct expense classification included in the contract, but not in a work authorization, is not eligible for payment under that work authorization.			



<b>ATTACHMENT E- FEE SCHEDULE</b>			
<b>SPECIFIED RATE AND LUMP SUM PAYMENT BASIS</b>			
<b>SUBPROVIDER NAME:</b>		<b>JQ Infrastructor, LLC</b>	
<b>DIRECT LABOR</b>			
<b>LABOR/STAFF CLASSIFICATION</b>	<b>YEARS OF EXPERIENCE</b>	<b>HOURLY BASE RATE</b>	<b>HOURLY CONTRACT RATE</b>
Senior Structural Engineer	15+	\$60.00	\$145.20
Structural Engineer	5 to 15	\$49.50	\$119.79
Engineer-In-Training	1 to 5	\$30.28	\$73.28
Senior CADD Operator	15+	\$30.00	\$72.60
CADD Operator	5 to 15	\$24.00	\$58.08
Admin/Clerical		\$20.00	\$48.40
Project Manager	10 to 20	\$50.00	\$121.00
Senior Engineer	15+	\$59.62	\$144.28
Project Engineer	10 to 15	\$47.00	\$113.74
Design Engineer	5 to 10	\$38.46	\$93.07
Senior Engineer Tech	15+	\$26.00	\$62.92
Engineer Tech	5 to 15	\$19.00	\$45.98
Licensed State Land Surveyor	10+	\$46.50	\$112.53
Senior Survey Tech (Must be Surveyor in Training (SIT), or have a minimum of five year's surveying experience)	5 to 10	\$32.50	\$78.65
Survey Tech	1 to 5	\$26.00	\$62.92
<b>INDIRECT COST RATE:</b>	<b>120.00%</b>		
<b>PROFIT RATE:</b>	<b>10.0%</b>		
<p>Contract rates include labor, overhead, and profit.</p> <p>All rates are negotiated rates and are not subject to change or adjustment.</p> <p><b>Specified Rate Payment Basis</b> - Contract rates to be billed. Documentation of hours must be maintained and is subject to audit.</p> <p><b>Lump Sum Payment Basis</b> - Invoice by deliverable, according to the table of deliverables. Documentation of hours worked not required.</p> <p><b>Note:</b> Any direct labor, unit cost, or other direct expense classification included in the contract, but not in a work authorization, is not eligible for payment under that work authorization.</p>			

<b>ATTACHMENT E- FEE SCHEDULE</b>			
<b>SPECIFIED RATE AND LUMP SUM PAYMENT BASIS</b>			
<b>SUBPROVIDER NAME:</b>		East Texas Testing Laboratory, Inc.	
<b>DIRECT LABOR</b>			
<b>LABOR/STAFF CLASSIFICATION</b>	<b>YEARS OF EXPERIENCE</b>	<b>HOURLY BASE RATE</b>	<b>HOURLY CONTRACT RATE</b>
Principal	20+	\$45.12	\$137.79
Deputy Project Manager	10 to 20	\$45.12	\$137.79
Senior Civil Engineer	15+	\$41.32	\$126.18
Civil Engineer	5 to 15	\$33.65	\$102.76
Designer	5+	\$31.25	\$95.43
Senior CADD Operator	15+	\$19.50	\$59.55
Admin/Clerical		\$19.25	\$58.79
Senior Field Tech(Environmental, Biological, Archeologic)	15+	\$35.00	\$106.88
Field Tech(Environmental, Biological, Archeologic)	5 to 15	\$20.20	\$61.69
Senior Project Controller	15+	\$31.25	\$95.43
<b>INDIRECT COST RATE:</b>	<b>177.62%</b>		
<b>PROFIT RATE:</b>	<b>10.0%</b>		
Contract rates include labor, overhead, and profit.			
All rates are negotiated rates and are not subject to change or adjustment.			
<b>Specified Rate Payment Basis</b> - Contract rates to be billed. Documentation of hours must be maintained and is subject to audit.			
<b>Lump Sum Payment Basis</b> - Invoice by deliverable, according to the table of deliverables. Documentation of hours worked not required.			
<b>Note:</b> Any direct labor, unit cost, or other direct expense classification included in the contract, but not in a work authorization, is not eligible for payment under that work authorization.			

<b>ATTACHMENT E- FEE SCHEDULE</b>			
<b>UNIT COST PAYMENT BASIS</b>			
<b>RATES SHOWN APPLY TO PRIME PROVIDER AND ALL SUBPROVIDERS</b>			
<b>SERVICES TO BE PROVIDED</b>	<b>Test Code</b>	<b>UNIT</b>	<b>COST</b>
<b>Geotechnical</b>			
Standard Proctor Test	ASTM D698		\$170.00
Modified Proctor Test	ASTM D1557		\$185.00
Standard Penetration Test (SPT)	ASTM D1586		\$20.00
California Bearing Ratio (Single Sample without MD Curve)	ASTM D1883		\$185.00
Unconfined Compressive Strength (Soil)	ASTM D2166		\$50.00
Hydraulic Conductivity Permeability	ASTM D2434		\$250.00
One Dimensional Consolidation Properties of Soil	ASTM D2435		\$350.00
Unconfined Compressive Strength (Rock)	ASTM D2938		\$65.00
Direct Shear Test of Soils Under Consolidated Drained Conditions	ASTM D3080		\$450.00
Splitting Tensile of Intact Rock Core	ASTM D3967		\$70.00
Water Stand Pipes	ASTM D4043		\$20.00
Calcium Carbonate Content of Soils	ASTM D4373		\$40.00
Hydraulic Conductivity Permeability	ASTM D4511		\$250.00
One Dimensional Swell, Methods A & B	ASTM D4546		\$100.00
One Dimensional Swell, Method C	ASTM D4546		\$150.00
Permeability of Silt and Clays	ASTM D5084		\$250.00
Suction Test (Filter Method)	ASTM D5298		\$65.00
Casagrande Type Piezometers	N/A		\$250.00
Casagrande Type Piezometers Installation	N/A		\$300.00
Miscellaneous Testing	N/A		\$60.00
Vertical Inclinator	N/A		\$400.00
Vertical Inclinator Installation	N/A		\$625.00
Vibrating Wire Piezometer	N/A		\$700.00
Vibrating Wire Piezometer Installation	N/A		\$750.00
Soil Boring with SPT	ASTM D1586		\$24.00
Soil Boring/Rock Coring with TCP (< 60 ft.)	Tex-132-E		\$31.00
Soil Boring/Rock Coring with TCP (< 60 ft.)	Tex-132-E		\$34.00
Soil Boring/Rock Coring without TCP (< 60 ft.)	N/A		\$26.00
Soil Boring /Rock Coring without TCP (> 60 ft.)	N/A		\$29.00
Soil Boring without TCP (< 60 ft.):	N/A		
(a) Utilizing Continuous Sampler	ASTM D1587		\$28.00
(b) Shelby Push Tubes Extruded in Field	ASTM D1587		\$25.00
(c) Augering	N/A		\$16.00
Soil Boring without TCP (> 60 ft.):	N/A		
(a) Utilizing Continuous Sampler	ASTM D1587		\$30.00
(b) Shelby Push Tubes Extruded in Field	ASTM D1587		\$30.00
Core/drill operator/technician and coring equipment used to drill flexible and rigid pavement (2-man crew)	N/A		\$350.00
(a) 4-in. diameter cores	N/A		\$12.00
(b) 6-in. diameter cores	N/A		\$14.00
Determining of Moisture Content in Soils	TEX103-E		\$12.00
Determining Liquid Limit of Soils	TEX 104-E		\$35.00
Determining Plastic Limit of Soils	TEX 105-E		\$35.00
Determining Plasticity Index	TEX 106-E		\$38.00
Specific Gravity of Soils	TEX 108-E		\$55.00
Determination of Particle Size Analysis of Soils Text (Part I) - Retained +40	TEX-110-E		\$60.00
Determination of Particle Size Analysis of Soils Text (Part II) - Hydrometer Analysis	TEX-110-E		\$135.00
Triaxial Compression for Disturbed Soils and Base Materials (Part I) Includes: LL,PL, Gradation, and MD Curve	TEX 117-E		\$1,250.00
Triaxial Compression for Disturbed Soils and Base Materials (Part II) Includes: LL,PL, Gradation, and MD Curve	TEX 117-E		\$1,100.00
Soil-Cement Testing (Part I) (Includes Tex-113-E)	TEX 120-E		\$250.00
Soil-Cement Compressive Strength, (Part II)	TEX 120-E		\$150.00
Soil-Lime Testing (Part I) (Includes Tex-113-E)	TEX 121-E		\$275.00
Swell Test (Free Swell)	ASTM D4546		\$90.00
Swell Tests (Pressure Swell)	ASTM D4546		\$120.00
Determining Potential Vertical Rise	Tex-124-E		\$70.00
Consolidated Undrained Triaxial Compression Test for Undisturbed Soils(CU) or ASTM D4767	TEX-131-E		\$1,200.00
Particle Size Analysis of Soils	TEX 110-E		\$65.00
Determining the Amount of Material in Soils Finer than the 75 micrometer (No. 200) Sieve	TEX 111-E		\$35.00
The unit costs shown include labor, overhead, and profit. Payment based on units completed. No partial payments.			
All unit costs are negotiated costs and are not subject to change or adjustment.			
<b>Unit Cost Payment Basis:</b> If unit costs by year are included, unit costs billed should correspond to the fiscal or calendar year, if applicable, in which the work was done.			
<b>Note:</b> Any direct labor, unit cost, or other direct expense classification included in the contract, but not in a work authorization, is not eligible for payment under that work authorization.			

<b>ATTACHMENT E- FEE SCHEDULE</b>			
<b>OTHER DIRECT EXPENSES</b>			
<b>RATES SHOWN APPLY TO PRIME PROVIDER AND ALL SUBPROVIDERS</b>			
<b>SERVICES TO BE PROVIDED</b>	<b>UNIT</b>	<b>FIXED COST</b>	<b>MAXIMUM COST</b>
Lodging/Hotel - Taxes and Fees	day/person		\$25.00
Lodging/Hotel (Taxes/fees not included)	day/person		Current State Rate
Meals (Excluding alcohol & tips) (Overnight stay required)	day/person		Current State Rate
Mileage	mile	Current State Rate	
SUV or ATV Rental (Includes taxes and fees; Insurance costs will not be reimbursed)	day		\$125.00
Rental Car Fuel	gallon		\$4.00
Rental Car (Includes taxes and fees; Insurance costs will not be reimbursed)	day		\$55.00
Air Travel - In State - Short Notice (Coach)	Rd Trip/person		\$475.00
Air Travel - In State - 2+ Wks Notice (Coach)	Rd Trip/person		\$350.00
Air Travel - Out of State - 2+ Wks Notice (Coach)	Rd Trip/person		\$550.00
Air Travel - Out of State - Short Notice (Coach)	Rd Trip/person		\$700.00
Taxi/Cab fare	each/person		\$30.00
Parking	day		\$20.00
Toll Charges	each		\$3.50
Standard Postage	letter	Current State Rate	
Certified Letter Return Receipt	each		Current State Rate
Overnight Mail - letter size	each	Current State Rate	
Overnight Mail - oversized box	each		\$30.00
Courier Services	each		\$30.00
Photocopies B/W (11" X 17")	each	\$0.20	
Photocopies B/W (8 1/2" X 11")	each	\$0.10	
Photocopies Color (11" X 17")	each	\$0.60	
Photocopies Color (8 1/2" X 11")	each	\$0.35	
Digital Ortho Plotting	sheet	\$1.50	
Plots (B/W on Bond)	per sq. ft.	\$0.75	
Plots (Color on Bond)	per sq. ft.	\$1.25	
Report Binding and tabbing	each	\$5.00	
Notebooks	each		\$5.00
Reproduction of CD/DVD	each		\$1.25
CDs	each	\$0.50	
Laboratory - Polarized Light Microscopy (PLM) (EPA Method 600/R-93/116)	per sample		\$7.00
Laboratory - PLM by Point Count (EPA Method 600/R-93/116 adapted for point counting)	per sample		\$15.00
Asbestos Sampling Kit (baggies, wipes, tape, etc.)	per structure		\$15.00
Railroad - Insurance in addition to STD Minimum Required (Minimum coverage of \$1 Million required by RR.)	each		\$3,500.00
Traffic Control Services, Arrow Boards and Attenuator trucks - Large Project (Includes labor, equipment and fuel)	day		\$2,800.00
Traffic Control Services, Arrow Boards and Attenuator trucks - Medium Project (Includes labor, equipment and fuel)	day		\$2,000.00
Traffic Control Services, Arrow Boards and Attenuator trucks - Small Project (Includes labor, equipment and fuel)	day		\$1,450.00
Attenuator trucks - (Lane/Shoulder Closure) (Includes labor, equipment and fuel)	day		\$400.00
Attenuator trucks - (No Lane Closure) (Includes labor, equipment and fuel)	day		\$300.00
Flashing Arrow Board	day		\$500.00
Portable Message Board	day		\$225.00
Law Enforcement/Uniform Officer (including vehicle)	hour		\$60.00
Shelby Tubes Transportation Box	each		\$300.00
Bulldozer Rental	each		\$2,000.00
DrillRig Mobilization-Demobilization	mile		\$4.50
<b>Profit not allowed on Other Direct Expenses.</b>			
<p><b>For Cost Plus Fixed Fee, Specified Rate, and Unit Cost</b> - Fixed cost items to be billed at the fixed cost rate. Documentation, such as a usage log, must be maintained for audit purposes, and may be required to be submitted as a basis for reimbursement. For items with a maximum cost, actual cost to be billed not to exceed the maximum shown. Itemized receipts must be maintained for audit purposes, and may be required to be submitted as a basis for reimbursement. <b>For Lump Sum</b> - No documentation required. Invoicing by physical percent complete includes combination of direct labor and other direct expenses.</p>			
<p><b>NOTE: For Cost Plus Fixed Fee, Specified Rate, and Unit Cost</b> - Miscellaneous other direct expenses up to \$100 per unit will be reimbursed at cost if approved and documented in advance by the State's Project Manager. Miscellaneous other direct expenses of \$100 per unit or more will not be reimbursed unless a supplemental agreement to the contract and work authorization (if WAs are used) has been executed in advance authorizing the miscellaneous other direct expenses. No more than \$2,500 in miscellaneous other direct expenses may be approved by the State's Project Manager over the life of this contract including prime provider and subproviders. <b>For Lump Sum</b> - This statement does not apply.</p>			

## **ATTACHMENT F**

Not Applicable

## ATTACHMENT G

### CADD DRAFTING STANDARDS

#### PART 1a: DOCUMENT AND INFORMATION EXCHANGE

**A. GENERAL** (Texas Department of Transportation, Maintenance Division, hereafter referred to in this document as "TxDOT")

1. Copyright – All sheets composing the construction documents shall bear the copyright symbol indicating the year of its bid date. This symbol is located on the TxDOT standard cover sheet and title block edit text to reflect the correct year. This cover sheet will be provided via email.
2. Progress, final and as-built construction document drawings shall be prepared with Computer-Aided Design and Drawing (CADD) technology. Drawing files shall be delivered to the State in the following formats: DWG - AutoCAD® Release 2013 or later and/or RVT – Autodesk Revit 2014. When using Revit, the consultant will be required to submit RVT files for all disciplines. In addition, the consultant shall provide Sheet files for all disciplines in AutoCad format with all xrefs bound. Raster scanned drawings will not be accepted. All plotted files referenced in drawings shall be provided. Drawings created in 3D format shall be converted to 2D format prior to submittal. Specifications shall also be required in electronic format with all section names following the current CSI format. An index shall be provided. All specification files shall be submitted in MS Word® Release 2010 or later compatible files and PDFs capable of being opened with Adobe Acrobat X Pro. Each Section shall have its own separate file (i.e. 03 30 00.doc and 03 30 00.pdf). Electronic copies (DVDs) of the specifications, progress, final, and as-built drawings, as appropriate, shall be submitted with the hard copy deliverables for each phase of the work being reviewed.
3. Obtaining any standard publications and documents mentioned in this document is the sole responsibility of the consultant.
4. The files shall be submitted on DVD, and each DVD shall bear a label containing the following information:

PROJECT NAME  
CONSULTANT NAME  
PROJECT NUMBER  
PHASE NAME  
CONTRACT NUMBER  
DISK NUMBER OF TOTAL DISKS

**B. NAME AND FOLDER STRUCTURE:**

1. All drawings and specifications shall be submitted to TxDOT in electronic format including a hardcopy. All drawings shall be submitted under folder structure diagram shown in Table#1. The folder name shall be the firm company name or an abbreviation

of the firm name followed by the underscore character and the last three digits of the project number; special characters are prohibited the firm folder name shall be equal or less than sixteen characters. Provide the discipline folders as applicable. The submitted drawings shall include the folder structure and all applicable drawings.

### C. COVER SHEET

1. **Cover Sheet** – The standard TxDOT coversheet shall be used on all projects. The cover sheet shall include the following:
  - a. An area and a region location map
  - b. The sheet index
  - c. Scope of work in detail
  - d. Phasing (If applicable)
  - e. Square footage Statistics (as applicable for complete new buildings)
  - f. Parking Statistics (as applicable)
  - g. A list of applicable code standards used during the project's design (as applicable)
  - h. The TxDOT Project number
  - i. The Project Title (as it appeared when it received funding)
  - j. The title of the project and TxDOT project number shall occur a second time in the location given in the example file where it can be identified when the drawings are rolled up.

### D. PROFESSIONAL SEAL

1. **Professional Seal** – If the drawings submitted contain an electronic seal the following information shall be included:
  - a. **Architect** – “The record copy of this drawing is on file at the offices of (name of firm), (address of firm). This electronic document is released for the purposes of reference, coordination, and/or facility management under the authority of (name), (registration number) on (date). Any modification(s) to this drawing shall be in compliance with the Texas Board of Architectural Examiners' rules.”
  - b. **Engineers** – “The seal appearing on this document was authorized by (Example: Leslie H. Doe, P.E. 0112) on (date).”

### E. TITLE BLOCK

1. **Title Block** – All sheets except the cover sheet shall use the standard TxDOT title block.

### F. SHEET SIZE

1. **Sheet Size** – All sheets shall be set up to plot at 22” x 34”. All view ports shall be laid out according to the scale factor that each element should be plotted. All disciplines shall follow the architectural view port scale for each floor plan. Provide a 22”x34” and 11”x17” plotted set at time of submittal.

**G. COMPANY LOGOS**

1. **Company Logos** – Logos may be used, however the logo shall not contain fonts that are not standard AutoCAD® font files.

**H. DRAWING FILE NAMES**

1. **Drawing File** names shall match the sheet number. Refer to the drawing numbering standards, however replace the period with an underscore. Example: A2.1 = A2\_1.DWG.

**I. DRAWING NUMBERING FORMAT STANDARDS**

1. **Construction Drawings:** Sheet Numbers shall be constructed of 3 parts. A letter denoting the discipline, a number denoting the Series and a second number after a decimal point the number of the sheets in the respective series. (ie. A2.1 indicates that it is the first Plan Sheet in the Architectural. Sheet Numbers for Plan Sheets shall be kept consistent across all disciplines. (ie. A2.1, S2.1, M2.1, E2.1, P2.1 should all be the same building.) The letter abbreviation for sheet discipline and the order in which they shall occur will be as follows: C (civil), L (landscape), A (architectural), S (structural), M (mechanical), P (plumbing), E (electrical), FP (fire protection), T (telecommunications), F (furnishings), G (graphics & signage), K (kitchen or food service). Demolition Sheets if required shall be a standard Sheet Number preceded by a (D) denoting them as Demolition Sheets. Demolition Sheets shall be included in the drawing set at the beginning of each of their respective Disciplines Sections. Projects containing a small amount of Demolition work not requiring a demolition contract are exempt from the requirement for separate Demolition Sheets and shall use clearly defined and identified demolition notes on the Plan Sheets. The State's determination as to the requirement for Demolition Sheets shall be final. Abbreviations for other disciplines shall be assigned as required. Sheet number assignment and sheet content may vary with size and scope of the project. Refer to Table 1 below for Drawing Numbering and content distribution:

**Table 1**

<b>DRAWING NUMBERING STANDARDS</b>		
<b>SHEET DISCIPLINE</b>	<b>SHEET SERIES/NUMBER</b>	<b>DESCRIPTION</b>
<b>COVER</b>	COVER	COVER SHEET
<b>CIVIL</b>		
C	C1.1, C1.2 ETC.	GENERAL NOTES / DIMENSIONAL PLAN
	C2.1, C2.2 ETC.	EROSION AND SEDIMENTATION CONTROL
	C3.1, C3.2 ETC.	GRADING/ STORM SEWER/ PROFILES
	C4.1, C4.2 ETC.	WATER AND WASTEWATER PLANS



	C5.1, C5.2 ETC.	CIVIL DETAILS AND TREE PROTECTION
<b>LANDSCAPE</b>		
L	L1.1, L1.2 ETC.	TREE PROTECTION PLANS AND DETAILS
	L2.1, L2.2 ETC.	LANDSCAPE DETAILS
	L3.1, L3.2 ETC.	IRRIGATION PLAN
	L4.1, L4.2 ETC.	VEGETATION SCREENING PLANS & SUMMARIES
	L5.1, L5.2 ETC.	BED LAYOUT AND PLANTING AT BUILDINGS
<b>ARCHITECTURAL</b>		
A	DA1.1, DA1.2 ETC.	SITE DEMOLITION PLANS
	DA2.1, DA2.2 ETC.	ARCHITECTURAL DEMOLITION FLOOR PLANS
	A1.1, A1.2 ETC.	SITE PLAN/LANDSCAPE, SITE DETAILS
	A2.1, A2.2 ETC.	FLOOR PLANS/PARTIAL PLANS
	A3.1, A3.2 ETC.	ROOF PLAN / DETAILS
	A4.1, A4.2 ETC.	REFLECTED CEILING PLANS
	A5.1, A5.2 ETC.	EXTERIOR BUILDING ELEVATIONS
	A6.1, A6.2 ETC.	ENLARGED FLOOR PLANS AND INTERIOR ELEVA.
	A7.1, A7.2 ETC.	BUILDING SECTIONS
	A8.1, A8.2 ETC.	WALL SECTIONS / PARTITION DETAILS
	A9.1, A9.2 ETC.	FINISH, WINDOW, DOOR SCHEDULES / DETAILS
	A10.1, A10.2 ETC.	MISCELLANEOUS DETAILS
	A11.1	TAS STANDARDS DETAIL SHEET
<b>STRUCTURAL</b>		
S	S1.1, S1.2 ETC.	FOUNDATION PLAN / DETAILS
	S2.1, S2.2 ETC.	FRAMING PLANS / DETAILS
	S3.1, S3.2 ETC.	SCHEDULES
	S4.1, S4.2 ETC.	MISCELLANEOUS DETAILS
<b>SITE UTILITY</b>		
PE	DPE1.1, DPE1.2 ETC.	SITE UTILITY DEMOLITION PLANS
	PE1.1, PE1.2 ETC	SITE UTILITY PLANS
<b>MECHANICAL</b>		
M	DM2.1, DM2.2 ETC	MECHANICAL DEMOLITION FLOOR PLANS
	M2.1, M2.2 ETC.	MECHANICAL FLOOR PLANS
	M4.1, M4.2 ETC.	MECHANICAL SCHEDULES
	M5.1, M5.2 ETC.	MECHANICAL DETAILS
<b>PLUMBING</b>		
P	DP2.1, DP2.2 ETC.	PLUMBING DEMOLITION FLOOR PLANS
	P2.1, P2.2 ETC.	PLUMBING FLOOR PLANS
	P3.1, P3.2 ETC.	PLUMBING RISERS
	P4.1, P4.2 ETC.	PLUMBING SCHEDULES
	P5.1, P5.2 ETC.	PLUMBING DETAILS
<b>ELECTRICAL</b>		
E	DE2.1, DE2.2 ETC.	ELECTRICAL DEMOLITION FLOOR PLANS
	E2.1, E2.2 ETC.	ELECTRICAL FLOOR PLANS
	E3.1, E3.2 ETC.	ELECTRICAL RISERS
	E4.1, E4.2 ETC.	ELECTRICAL SCHEDULES
	E5.1, E5.2 ETC.	ELECTRICAL DETAILS
<b>WASTEWATER</b>		
W	W1.1, W1.2 ETC.	SYSTEM NOTES, DIMENSION CONTROL PLAN
	W2.1, W2.2 ETC.	HYDRAULIC PROFILES, GRADING

	W3.1, W3.2 ETC.	WASTE WATER DETAILS
<b>ORDER AND ABBREVIATIONS OF ADDITIONAL DISCIPLINES AS REQUIRED BY PROJECT SCOPE:</b>		
FP	FP1.1, FP1.2 ETC.	FIRE PROTECTION
T	T1.1, T1.2 ETC.	TELECOMMUNICATIONS
F	F1.1, F1.2 ETC.	FURNISHINGS
G	G1.1, G1.2 ETC.	GRAPHICS AND SIGNAGE
K	K1.1, K1.2 ETC.	KITCHEN OR FOOD SERVICE
<b>ADDENDUM DRAWINGS</b>		
EXAMPLE	AD2C2.1	
	(AD) ADDENDUM DRAWING	
	(2) ADDENDUM NUMBER	
	(C) SHEET SERIES (CIVIL)	
	(2.1) SHEET NUMBER	

## PART 1b: AUTOCAD DRAFTING STANDARDS

### A. PLOT STYLES

1. When using Autocad 2013 or later, provide TxDOT with corresponding CTB file.

### B. TEXT STYLES:

1. The text style "**Roman-s**" shall be used for dimensions, leaders, general notes, keyed notes, tags, schedules, risers, door labels, floor plan notes. The text height shall be set at 3/32" when plotted on sheet size ANSI D 22" x 34" landscape.
2. The text style "**Arial**" shall be used for detail call out block, headers and titles. This text style is already created within the drawings listed above. Headers and titles which identify subtopic information shall be set at 3/16" when plotted on sheet size ANSI D 22" x 34" landscape.

### C. DIMENSION STYLES:

1. Each dimension style will have the arrowheads set to architectural tick for dimensions and closed filled arrowheads for leaders.
2. Optional engineering dimension style shall have the arrowheads set to close filled for dimensions and leaders.

### D. SCALE AND NORTH ARROW

1. **Scale and North Arrow** - shall occur on all Plan sheets. The North Arrow shall indicate both plan north and actual north. Plan North shall be defined on the Site Plan and shall be kept consistent through all other plan sheets. The Site Plan shall be set so that Actual North is straight up (90°) and Plan North shall be the direction that is closest to actual North and perpendicular to one face of the building. All Plan Sheets should be set up whenever practical so that Plan North is at 90°. In some case it maybe necessary for sheets to be set with Plan North at 0° or 180°. In such case the Location Key Plan shall be rotated to the same angle. An indication of the scale to which the plan is drawn should be indicated directly under the plan title in either 1/8" or 3/16" letters and in graphic form. A general note should be included on each sheet stating the original sheet size in which the project's Construction Documents were issued.

### E. LOCATION KEY PLANS OR SECTIONS DIMENSIONING

1. **Location Key Plans or Sections** – Provide a Location Key Plan whenever there is more than one structure in the Project. Location Key Plans shall include all structures for which there will be Plan Sheets in the Project and any existing structures already on site. Location Key Plans should be located consistently in the lower right corner of the sheet. The Location Key Plan shall be oriented so that the building on the plan sheet is at the same orientation. As previously mentioned all Plan Sheets should be set up whenever practical so that Plan North is at 90°. In some cases it may be necessary for sheets to be set with Plan North at 0° or 180°. In such cases the Location Key Plan shall be rotated to the same angle.

**F. DIMENSIONING****1. Plan Dimensioning**

- a. Working drawings shall be dimensioned consistently from one side of the face of stud or masonry to the other consistent side of the wall.
- b. All masonry and lumber dimensions shall be nominal dimensions.
- c. Dimension walls and interior partitions from center line of columns. Avoid interior strings of dimensions; only necessary dimensions to construct work and critical dimensions.

**2. Building / Wall Sections**

- a. Reference all vertical dimensions from the Finish Floor elevation. Dimension bearing points or eave heights of major structural components.
- b. Show 12" minimum drop from Finish Floor elevation to exterior finish grade.

**3. Detail Dimensioning**

- a. All masonry and lumber dimensions shall be actual dimensions.
- b. Tie detail components to major building elements like column centerline or structural elements like slab edge, bearing points that installer can use for reference points.

**G. Exterior Dimension Strings:**

1. Exterior dimension strings, as needed, shall consistently occur, a recommended minimum of ½" apart on 22" x 34" sheets, in the following order beginning with the string located farthest from the plan.
  - a. The overall out to out dimension string (taken to outside surface of main internal wall construction material, ie. CMU, metal stud. etc.). Note: Foundation plan out to out dimension shall be taken to the exterior edge of the foundation wall.
  - b. The structural column grid string (if internal columns exist) runs from the exterior of the out to out dimension string to the centerline of the structural columns.
  - c. The mass dimension string shall run from the exterior of the out to out dimension string to the exterior corner of any projections occurring in the plan.
  - d. The opening dimension string shall dimension "rough" or "masonry" openings occurring in the plans for windows and doors and shall not continue from the exterior edges of the out to out dimension string. The dimension string shall originate from either outside corners, or centerlines of columns. The dimension shall include, as applicable, R.O. for rough opening or M.O. for masonry opening. For store front or curtain wall systems, which utilize multiple vertical mullions, the string shall locate the centerline of these mullions within the M.O. or R.O. limits.

## ATTACHMENT H-SG

### Historically Underutilized Business for State Funded Professional or Technical Services Contracts HUB Goal Assigned-State of Texas Subcontracting Plan Required

- 1) **POLICY.** It is the policy of the Department to ensure that HUBs shall have an equal opportunity to participate in the performance of contracts; to create a level playing field on which HUBs can compete fairly for contracts and subcontracts; to ensure nondiscrimination on the basis of race, color, national origin, or gender in the award and administration of contracts; to help remove barriers to the participation of HUBs in department contracts; and, to assist in the development of firms that can compete successfully in the market place outside the HUB program. Consequently, the HUB requirements of the Department's HUB Program apply to this contract as follows:
- (1) The Provider agrees to insure that they shall take all necessary and reasonable steps to meet the HUB goal for this contract.
- a. The Provider and any subprovider(s) shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of contracts.
  - b. When submitting the contract for execution by the Department, the Provider must complete and furnish Exhibit H-1 which lists the commitments made to all subproviders, including certified HUB subprovider(s) that are to meet the contract goal, and Exhibit H-2 which is a commitment agreement(s) containing the original signatures of the Provider and HUB(s) that were indicated in the original submitted State of Texas HUB Subcontracting Plan (HSP) in Section 8. For Work Authorization Contracts, Exhibit H-1 is required at the time of submitting the contract for execution by the Department. Exhibit H-2 will be required to be completed and attach with each work authorization number that is submitted for execution, if the HUB will be performing work. If non-HUB subprovider is performing work, insert N/A (not applicable) on the line provided. A prime must allow a HUB maximum opportunity to perform the work by not creating unnecessary barriers or artificial requirements for the purpose of hindering a HUB's performance under the contract. Any substitutions or changes to the HSP, in addition to any changes to the original contract award, shall be subject to prior written approval by the Department. If there are any changes to the subproviders during the contract term, the Provider must furnish a Revised Exhibit H-1 showing the revised commitment of all subproviders.
  - c. Failure to carry out the requirements set forth above shall constitute a breach of contract and may result in a letter of reprimand; in termination of the contract by the Department; in a deduction from money due or to become due to the Provider, not as a penalty but as damages to the Department's HUB Program; or such other remedy or remedies as the Department deems appropriate.
- 2) **DEFINITIONS.**
- a. "Department" means the Texas Department of Transportation (TxDOT).
  - b. "Contract" is the agreement between the Texas Department of Transportation and a Provider.
  - c. "Provider" is any individual or company that provides professional or technical services.
  - d. "Joint Venture" means an association of two or more businesses to carry out a single business enterprise for profit which combines their property, capital, efforts, skills and knowledge.
  - e. "Historically Underutilized Business (HUB)" means any business so certified by the Texas Facilities Commission.
- 3) **PERCENTAGE GOAL.** The goal for Historically Underutilized Business (HUB) participation in the work to be performed under this contract is 23.7% of the contract amount.
- 4) **PROVIDER'S RESPONSIBILITIES.** A Provider (HUB or non-HUB) must perform a minimum of 30% of the contract with its employees (as defined by the Internal Revenue Service). The contract is subject to the HSP Good Faith Effort Requirements.
- a. A Provider who cannot meet the contract goal, in whole or in part, should have documented any of the following and other efforts made as a "Good Faith Effort" to obtain HUB participation.

- (1) Whether the prime advertised in general circulation, trade association, and/or minority/women focus media concerning subcontracting opportunities.
- (2) Whether the prime provided written notice to at least three (3) qualified HUBs allowing sufficient time for HUBs to participate effectively.
- (3) Whether the prime documented reasons for rejection or met with the rejected HUB to discuss the rejection.
- (4) Whether the prime provided qualified HUBs with adequate information about bonding, insurance, the plans, the specifications, scope of work and requirements of the contract.
- (5) Whether the prime negotiated in good faith with qualified HUBs, not rejecting qualified HUBs who are also the lowest responsive bidder.
- (6) Whether the prime used the services of available minority and women community organizations, contractor's groups, local, state, and federal business assistance offices, and other organizations that provide support services to HUBs.

NOTE: The Provider must not cause or allow subproviders to bid their services.

- b. The preceding information shall be submitted directly to the Chair of the Consultant Selection Team responsible for the contract.
  - c. The Provider shall make all reasonable efforts to honor commitments to HUB subproviders named in the original HSP in Section 8. Where the Provider terminates or removes a HUB subprovider named in the initial commitment, the Provider must demonstrate on a case-by-case basis to the satisfaction of the Department that the originally designated HUB was not able or willing to perform. The term "unable" includes, but is not limited to, a firm that does not have the resources and expertise to finish the work and/or a firm that substantially increases the time to complete the project.
  - d. The Provider shall make all reasonable efforts to replace a HUB subprovider that is unable or unwilling to perform successfully with another HUB and must meet the HSP Good Faith Effort Requirements. Any substitution of HUBs shall be subject to prior written approval by the Department. The Department will request a statement from the firm being replaced concerning its replacement prior to approving the substitution. If there are any changes to the subproviders during the contract term, the Provider must furnish a Revised Exhibit H-1 showing the revised commitment of all subproviders.
  - e. The Provider shall designate a HUB liaison officer who will administer the Provider's HUB program and who will be responsible for maintenance of records of efforts and contacts made to subcontract with HUBs.
- 5) **ELIGIBILITY OF HUBs.**
- a. The Texas Facilities Commission (TFC) certifies the eligibility of HUBs.
  - b. The TFC maintains a directory of certified HUBs. The HUB Directory is available through the Department's Business Opportunity Programs Office and through the Internet at the TFC's Website (<http://www.tfc.state.tx.us/divisions/commissionadmin/prog/HUB>).
  - c. Only HUB firms certified and identified in specific categories and classes at the time the contract is signed or at the time the commitments are submitted are eligible to be used in the information furnished by the Provider as required under Section 2.c. above.
  - d. If during the course of the contract it becomes necessary to substitute another HUB firm for a firm named in the information submitted by the Provider as required by Section 2.c. above, then only certified HUBs will be considered eligible as a substituted firm. The Provider's written request for substitutions of HUB subproviders shall be accompanied by a detailed explanation, which should substantiate the need for a substitution. The Department will verify the explanation with the HUB firm being replaced before giving approval of the substitution. If there are any changes to the subproviders during the contract term, the Provider must furnish a Revised Exhibit H-1 showing the revised commitment of all subproviders.
  - e. The 73rd Legislature passed Texas Civil Statutes, Article 601i, relative to contracts between governmental entities and certain disadvantaged businesses. The Statute provides for civil penalties for persons who falsely claim disadvantaged business status and for the general contractor who knowingly contracts with a person claiming to be a disadvantaged business.
- 6) **DETERMINATION OF HUB PARTICIPATION.**

A firm must be an eligible HUB and perform a professional or technical function relating to the project. Proof of payment, such as copies of canceled checks, properly identifying the Department's contract number or project number may be required to substantiate the payment, as deemed necessary by the Department. A HUB subprovider, with prior written approval from the Department, may subcontract 70% of a contract as long as the HUB subprovider performs a commercially useful function. All subcontracts shall include the provisions required in the subcontract and shall be approved as to form, in writing, by the Department prior to work being performed under the subcontract. A HUB performs a commercially useful function when it is responsible for a distinct element of the work of a contract; and actually manages, supervises, and controls the materials, equipment, employees, and all other business obligations attendant to the satisfactory completion of contracted work. If the subcontractor uses an employee leasing firm for the purpose of providing salary and benefit administration, the employees must in all other respects be supervised and perform on the job as if they were employees of the subcontractor.

7) **COMPLIANCE OF PROVIDER.**

- 8) To ensure that HUB requirements of this contract are complied with, the Department will monitor the Provider's efforts to involve HUBs during the performance of this contract. This will be accomplished by a review of the monthly State of Texas HUB Subcontracting Plan Prime Contractor Progress Assessment Report (Exhibit H-6) submitted to the Business Opportunity Programs Office by the Provider indicating his/her progress in achieving the HUB contract goal, and by compliance reviews conducted by the Department. The State of Texas HUB Subcontracting Plan Prime Contractor Progress Assessment Report (Exhibit H-6) must be submitted at a minimum monthly to the Business Opportunity Programs Office, in addition to with each invoice to the appropriate agency contact.

The Provider shall receive credit toward the HUB goal based on actual payments to the HUB subproviders with the following exceptions and only if the arrangement is consistent with standard industry practice.

- (1) Payments to brokers or firms with a brokering type operation will be credited only for the amount of the commission;
- (2) Payments to a joint venture will not be credited unless all partners in the joint venture are HUBs;
- (3) Payments to a HUB subprovider who has subcontracted a portion of the work required under the subcontract will not be credited unless the HUB performs a commercially useful function;
- (4) Payments to a HUB will not be credited if the firm does not provide the goods or perform the services paid for;
- (5) Payments made to a HUB that cannot be linked by an invoice or canceled check to the contract under which credit is claimed will not be credited.

A Provider must not withhold or reduce payments to any HUB without a reason that is accepted as standard industry practice. A HUB prime or subprovider must comply with the terms of the contract or subcontract. Work products, services, and commodities must meet contract specifications whether performed by a prime or subprovider.

A Provider's failure to meet the HUB goal and failure to demonstrate to the Department's satisfaction sufficient "Good Faith Effort" on his/her part to obtain HUB participation shall constitute a breach of contract. In such a case, the Department reserves the right to issue a letter of reprimand; to deduct the amount of HUB goal not accomplished by HUBs from the money due or to become due the Provider, not as a penalty but as damages to the Department's HUB program; or such other remedy or remedies as the Department deems appropriate.

9) **RECORDS AND REPORTS.**

- a. After submission of the initial commitment (Exhibit H-1), required by Section 2.c. of this attachment, the Provider shall submit State of Texas HUB Subcontracting Plan Prime Contractor Progress Assessment Report (Exhibit H-6) at a minimum monthly, after contract work begins, on subcontracting involvement. One copy of the State of Texas HUB Subcontracting Plan Prime Contractor Progress Assessment Report (Exhibit H-6) is to be sent to the Business Opportunity Programs Office of the Department monthly. In addition, the State of Texas HUB Subcontracting Plan Prime Contractor Progress Assessment Report

(Exhibit H-6) must be submitted with the Provider's invoice. All payments made to subproviders are to be reported. **These State of Texas HUB Subcontracting Plan Prime Contractor Progress Assessment Reports are required monthly even during months when no payments to subproviders have been made.** The State of Texas HUB Subcontracting Plan Prime Contractor Progress Assessment Report will be required until all work on the contract has been completed. The Department may verify the amounts being reported as paid to HUBs by requesting copies of canceled checks paid to HUBs on a random basis.

- b. Subproviders should be identified on the State of Texas HUB Subcontracting Plan Prime Contractor Progress Assessment Report (Exhibit H-6) by name, the amount of actual payment made to each during the billing period, cumulative payment amount and percentage of the total contract amount.
- c. All such records must be retained for a period of seven years following final payment, or until an investigation, audit, examination, or other review undertaken during the seven years, and shall be available at reasonable times and places for inspection by authorized representatives of the Department and other agencies.
- d. Prior to receiving final payment, the Provider shall submit a Final Report (Exhibit H-4), detailing the subprovider payments to the Business Opportunity Programs Office of the Department, and one copy to the Department with the Provider's final invoice.

12/06  
HUB.ATT



**EXHIBIT H-1****Texas Department of Transportation  
Subprovider Monitoring System  
Commitment Worksheet**Contract #: 47-7IDP5002 Assigned Goal: 23.7% Federally Funded      State Funded   X  Prime Provider: Garver, LLC Total Contract Amount: \$500,000.00Prime Provider Info: DBE      HUB      Both     Vendor ID #: 32038891803 DBE/HUB Expiration Date: N/A

(First 11 Digits Only)

*If no subproviders are used on this contract, please indicate by placing "N/A" on the 1<sup>st</sup> line under Subproviders.*

Subprovider(s) (List All)	Type of Work	Vendor ID # (First 11 Digits Only)	D=DBE H=HUB	Expiration Date	\$ Amount or % of Work *
East Texas Testing Laboratory, Inc. (ETT)	14.4.1 Building Foundation Studies	17512353164	D H	N/A 12/19/2017	0.50%
JQ Infrastructure, LLC (JQI)	15.2.1 Design & Construction Survey	12005396226	D H	7/31/2017 3/31/2019	0.50%
JQ Infrastructure, LLC (JQI)	NLC-1 Structural Engineering for Buildings, Facilities, & Infrastructure	12005396226	D H	7/31/2017 3/31/2019	17.00%
JQ Infrastructure , LLC(JQI)	NLC-5 Civil Engineering for Buildings, Facilities, & Infrastructure	12005396226	D H	7/31/2017 3/31/2019	5.00%
Alpha Terra Engineering, Inc. (ATE)	NLC-6 Asbestos Abatement Design	17428229979	D H	N/A 3/14/2018	1.00%
<b>Subprovider(s) Contract or % of Work* Totals</b>					24.00%

\*For Work Authorization Contracts, indicate the % of work to be performed by each subprovider.

Total DBE or HUB Commitment Dollars \_\_\_\_\_

Total DBE or HUB Commitment Percentages of Contract: 24.00%

(Commitment Dollars and Percentages are for Subproviders only)

## EXHIBIT H-2

### Texas Department of Transportation Subprovider Monitoring System Commitment Agreement

This commitment agreement is subject to the award and receipt of a signed contract from the Texas Department of Transportation (TxDOT). *NOTE: Exhibit H-2 is required to be attached to each contract that does not include work authorizations. Exhibit H-2 is required to be attached with each work authorization. Exhibit H-2 is also required to be attached to each supplemental work authorization. If DBE/HUB Subproviders are used, the form must be completed and signed. If no DBE/HUB Subproviders are used, indicate with "N/A" on this line: \_\_\_\_\_ and attach with the work authorization or supplemental work authorization.*

Contract #: \_\_\_\_\_ Assigned Goal: \_\_\_\_\_ % Prime Provider: \_\_\_\_\_

Work Authorization (WA)#: \_\_\_\_\_ WA Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Supplemental Work Authorization (SWA) #: \_\_\_\_\_ to WA #: \_\_\_\_\_ SWA Amount: \_\_\_\_\_

Revised WA Amount: \_\_\_\_\_

Description of Work <i>(List by category of work or task description. Attach additional pages, if necessary.)</i>	Dollar Amount <i>(For each category of work or task description shown.)</i>
<b>Total Commitment Amount</b> <i>(Including all additional pages.)</i>	\$ _____

**IMPORTANT:** The signatures of the prime and the DBE/HUB and Second Tier Subprovider, if any (both DBE and Non-DBE) and the total commitment amount must always be on the same page.

<p><b>Provider Name:</b> _____</p> <p><b>Address:</b> _____</p> <p><b>Phone # &amp; Fax #:</b> _____</p> <p><b>Email:</b> _____</p>	<p><b>Name:</b> _____ <i>(Please Print)</i></p> <p><b>Title:</b> _____</p> <p>_____</p> <p style="text-align: center;"><b>Signature</b>                      <b>Date</b></p>
<p><b>DBE/HUB Sub Provider</b></p> <p><b>Subprovider Name:</b> _____</p> <p><b>VID Number:</b> _____</p> <p><b>Address:</b> _____</p> <p><b>Phone # &amp; Fax #:</b> _____</p> <p><b>Email:</b> _____</p>	<p><b>Name:</b> _____ <i>(Please Print)</i></p> <p><b>Title:</b> _____</p> <p>_____</p> <p style="text-align: center;"><b>Signature</b>                      <b>Date</b></p>
<p><b>Second Tier Sub Provider</b></p> <p><b>Subprovider Name:</b> _____</p> <p><b>VID Number:</b> _____</p> <p><b>Address:</b> _____</p> <p><b>Phone # &amp; Fax #:</b> _____</p> <p><b>Email:</b> _____</p>	<p><b>Name:</b> _____ <i>(Please Print)</i></p> <p><b>Title:</b> _____</p> <p>_____</p> <p style="text-align: center;"><b>Signature</b>                      <b>Date</b></p>
<p><b>VID Number is the Vendor Identification Number issued by the Comptroller. If a firm does not have a VID Number, please enter the owner's Social Security or their Federal Employee Identification Number (if incorporated).</b></p>	

### EXHIBIT H-4

#### Texas Department of Transportation Subprovider Monitoring System Final Report

The Final Report Form should be filled out by the Prime Provider and submitted to the Contract Manager and the Business Opportunity Programs Office for review upon completion of the contract. The report should reflect **all subcontract activity** on the project. The report will aid in expediting the final estimate for payment. If the HUB or DBE goal requirements were not met, documentation supporting good faith efforts must be submitted.

DBE Goal: \_\_\_\_\_%

**OR**

HUB Goal: \_\_\_\_\_%

Total Contract Amount: \$ \_\_\_\_\_

Total Contract Amount: \$ \_\_\_\_\_

Contract Number: \_\_\_\_\_

Vendor ID #	Subprovider	Total \$ Amt Paid to Date
<b>TOTAL</b>		

This is to certify that \_\_\_\_\_% of the work was completed by the HUB or DBE subproviders as stated above.

\_\_\_\_\_  
By: Prime Provider

\_\_\_\_\_  
Per: Signature

Subscribed and sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public \_\_\_\_\_ County

My Commission expires: \_\_\_\_\_



# HUB Subcontracting Plan (HSP) Prime Contractor Progress Assessment Report

*This form must be completed and submitted to the contracting agency each month to document compliance with your HSP.*

Contract/Requisition Number: _____	Date of Award: _____ <small>(mm/dd/yyyy)</small>	Object Code: _____ <small>(Agency Use Only)</small>
Contracting Agency/University Name: _____		
Contractor (Company) Name: _____	State of Texas VID #: _____	
Point of Contact: _____	Phone #: _____	
Reporting (Month) Period: _____	Total Amount Paid this Reporting Period to Contractor: \$ _____	-

### Report HUB and Non-HUB subcontractor information

Subcontractor's Name	Subcontractor's VID or HUB Certificate Number	*Texas Certified HUB? (Yes or No)	Total Contract \$ Amount from HSP with Subcontractor	Total \$ Amount Paid This Reporting Period to Subcontractor	Total Contract \$ Amount Paid to Date to Subcontractor	Object Code (Agency Use Only)
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	
<b>TOTALS:</b>			\$ -	\$ -	\$ -	

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

\*Note: Prime contractors can verify subcontractor HUB certification status on-line at <http://www2.tbpc.state.tx.us/cmb1/cmb1hub.html> HSP-PAR Rev. 9/05