



February 28, 2018

Mr. Kent Collins, PE
Assistant Director of Engineering
City of Coppell
265 E. Parkway Blvd.
Coppell, TX 75019

Re: ***Professional Services Agreement – North Lake Raw Water Interim Improvements***

Dear Mr. Collins:

Kimley-Horn and Associates, Inc. ("Kimley-Horn") is pleased to submit this letter agreement (the "Agreement") to the City of Coppell ("Client") for providing professional engineering services to design interim improvements for the North Lake Raw Water System.

Project Understanding

Kimley-Horn understands that the City of Coppell desires to make interim improvement to the existing North Lake Raw Water System to allow its short-term use. The Client desires to maintain the level of North Lake as part of the ongoing Cypress Waters Development. The Cypress Waters development includes the lake as a key aesthetic feature as well as a source of irrigation water for the development. The City of Coppell plans to utilize the North Lake Raw Water Delivery system to maintain the pool elevation in North Lake.

Scope of Services

Kimley-Horn will design the following improvements to the North Lake Raw Water System

1. design improvements to the pump station intake channel for use as a temporary pump forebay, including a temporary all-weather road and construction pumping pad,
2. design improvements to the existing pipeline near the pump station to facilitate temporary connections for the mobile pumps to connect to,
3. design up to four (4) permanent access points to the existing 42-inch pipeline to facilitate maintenance and inspection of the pipeline,
4. design a remedial creek crossing stabilization at Grapevine Creek,
5. design selective demolition of the existing outfall structure to lower the system working head and remove access platforms and appurtenances no longer needed, and
6. design channel stabilization/armor for the normally dry outfall channel to the lowered lake edge.

Detailed Scope of Work

Task 1 – Preliminary (60%) Design

Kimley-Horn will visit the pump station intake, key pipeline facilities (apparent air release valve locations, creek crossings; as accessible) and the outfall at North Lake to assess the accessibility and constructability constraints. Kimley-Horn surveyors will prepare topographic, limited hydrographic and boundary surveying of the intake, pipeline easement, access points and outfall sufficient to enable

design and permitting of anticipated construction activities. Kimley-Horn will coordinate with public and private utilities as well as Client's staff as needed to coordinate access, design and construction aspects of the project.

- Task 1.1 Kick-off Meeting – Conduct one (1) meeting with City to confirm the goals, schedule, and deliverables for the project
- Task 1.2 ONCOR Coordination – Up to two (2) meetings are anticipated during design involving coordination with the customers which will be impacted by construction activities
- Task 1.3 Other stakeholder coordination meetings - Up to four (4) meetings are anticipated during design involving coordination with other stakeholders that could be impacted by construction activities (e.g.; Cypress Waters; City of Irving, City of Dallas, neighborhood or homeowner's associations, etc.)
- Task 1.4 Coordinate with pipeline assessment technology and services vendors to develop a range of inspection alternatives and attendant access structure physical requirements. The need and value of condition assessment will be assessed collaboratively with the Client during course of the work in tasks noted above. Pipeline inspection(s) will be performed by these Contactor(s) under separate contract(s) with the Client at some point in the future.
- Task 1.5 Selected site topographic, improvements, hydrographic and boundary surveying to include the intake area, pipeline easement boundaries, the Grapevine Creek Crossing up to four (4) access points and the outfall area sufficient to enable design and permitting of anticipated construction activities.
- Task 1.6 Develop preliminary plans and sections of proposed outfall channel stabilization
- Task 1.7 Develop preliminary plans and sections of proposed stream crossing channel stabilization structures at Grapevine Creek.
- Task 1.8 Develop preliminary plans and sections of proposed access points including manholes, air release valves and appurtenances.
- Task 1.9 Prepare Preliminary (60% Design) Drawings defining the scope and extent of the proposed construction work. This work will be limited to pipelines plan views with select details and notes; pipeline profiles are not included in this scope. Each submittal will include two hard copies and a PDF copy.
- Task 1.10 Construction Sequence Meeting – Conduct one (1) meeting with the City to evaluate potential locations for access points, staging and execution of Grapevine Creek Crossing stabilization and the outfall channel stabilization. Evaluate required dewatering, construction access and seasonal operations considerations for each site and discuss construction sequence and shutdowns required for appurtenance improvements.
- Task 1.11 Prepare Preliminary (60% Design) Engineer's Opinion of Probable Construction Costs (OPCC)

- Task 1.12 Coordinate with temporary pumping contractors to understand key points of on-call pump contracting to serve the city's needs for this project and on an ongoing basis.
- Task 1.13 Prepare analyses of permits that may be required, including temporary construction and access easements, utility encroachment agreements, floodplain and 404 issues.
- Task 1.14 60% Design Review Meeting

Schedule:

Preliminary design is anticipated to be complete within 10-12 weeks of Notice to Proceed (NTP) and receipt of all requested project data.

Deliverables:

1. Meeting Records of all formal meetings
2. Site Visit memoranda
3. 60% Plans and Specification Table of Contents (2 hardcopy and PDF files)
4. 60% OPCC
5. Matrix of Easements, Encroachments and Permits Required

Task 2 – Final (100%) Design

Kimley-Horn will prepare and deliver 95% Preliminary and 100% Final (issued for bidding) construction contract documents including construction plans, technical specifications, OPCCs and bidding forms. Kimley-Horn anticipates preparing approximately 10-12 plan and detail sheets pending final design decisions by the Owner. The number of sheets and level of effort required to properly convey the design intent and provide adequate levels of detail to construct the work vary based on input from others made in Task 1.

Kimley-Horn will prepare construction drawing sets in both 11"x17" true scale as well as 22"x34" plan sheets for bidding, field documentation and contractors' use.

Task 3 - Project Bidding

1. Attend Pre-Bid Conference.
2. Address bidder questions and issue Addenda as necessary.
3. Attend bid opening.
4. Prepare bid tabulation.
5. Review the qualifications of the apparent low bidder.
6. Prepare construction contracts for execution.

Task 4 - Construction Administration and Record Drawings

Not included in this scope

Assumptions

- The existing 42-inch concrete pipeline will be inspected by others, if the Client chooses to have this service performed. The inspection may be performed using CCTV or other technologies as appropriate to assess its current condition and long term viability.
- All germane construction and operating records will be made available to Kimley-Horn in a timely manner.

Additional Services

Any services not specifically provided for in the above scope will be billed as additional services and performed at our then current hourly rates. Additional services we can provide include, but are not limited to, the following:

- Geotechnical investigations
- Environmental surveys, permitting or re-permitting
- Pipeline condition assessment.
- Bathymetric surveys
- Invasive condition assessment techniques or technologies, including; non-destructive testing, concrete coring or soundness assessment; corrosion inspection; pavement condition assessment
- Construction phase services, record drawings and construction staking.
- Title Research.
- Subsurface Utility Engineering
- Assisting Client or Contractor in the defense or prosecution of litigation in connection with or in addition to those services contemplated by this Agreement. Such services, if any, will be furnished by Kimley-Horn on a fee basis negotiated by the respective parties outside of and in addition to this Agreement.
- Sampling, testing, or analysis beyond that specifically included in the Scope of Services referenced herein above.
- Preparing applications and supporting documents for government grants, loans, or planning advances, and providing data for detailed applications.
- Providing professional services associated with the discovery of any hazardous waste or materials in the project site. Preparation for and attendance at additional public meetings.
- Furnish additional copies of review documents and/or bid documents more than the number of the same identified above.
- Assist the City as an expert witness in litigation about the project or in hearings before approving and regulatory agencies.

- Redesign to reflect project scope changes requested by the City, required to address changed conditions or change in direction previously approved by the City, mandated by changing governmental laws, or necessitated by the City's acceptance of substitutions proposed by the contractor.

Fee and Expenses

Kimley-Horn will perform the Basic Services in Tasks 1 through 3 for the total lump sum fee below. Surveying services will be provided as a Special Service as needed at cost plus expenses fees not to exceed those shown below. Individual task amounts are informational only. Any permitting, application, and similar project fees will be paid directly by the Client.

BASIC SERVICES

Task 1 – Preliminary (60%) Design	\$45,900
Task 2 – Final (95 and 100%) Design	\$44,400
Task 3 – Bidding Assistance	\$6,600
Task 4 – Constr Admin and Record Dwgs	NIC
Total BASIC SERVICES Fee	\$96,900

SPECIAL SERVICES

Task 1SS - Topo/Boundary Surveying (8 sites)	\$35,200
Task 2SS - Temp Construction Easement Prep (4)	\$6,600
Total SPECIAL SERVICES Fee	\$41,800

Total BASIC and SPECIAL SERVICES Fee **\$138,700**

Lump sum fees will be invoiced monthly based upon the overall percentage of services performed. Cost plus expenses fees will be billed on a reimbursable basis for labor and direct expenses incurred. The budgeted fee for surveying is based upon surveying eight discrete sites. Payment will be due within 25 days of your receipt of the invoice.

Closure

In addition to the matters set forth herein, our Agreement shall include and be subject to, and only to, the attached Standard Provisions, which are incorporated by reference. As used in the Standard Provisions, "Consultant" shall refer to Kimley-Horn and Associates, Inc., and "Client" shall refer to the City of Coppel, Texas.

Kimley-Horn, in an effort to expedite invoices and reduce paper waste, submits invoices via email in an Adobe PDF format. We can also provide a paper copy via regular mail if requested. Please include the invoice number and Kimley-Horn project number with all payments. Please provide the following information:

____ Please email all invoices to _____

____ Please copy _____

If you concur in all the foregoing and wish to direct us to proceed with the services, please have authorized persons execute both copies of this Agreement in the spaces provided below, retain one copy, and return the other to us. Fees and times stated in this Agreement are valid for sixty (60) days after the date of this letter.

We appreciate the opportunity to provide these services to you. Please contact me if you have any questions.

Very truly yours,

KIMLEY-HORN AND ASSOCIATES, INC.

By: Troy Hotchkiss, P.E.
Senior Project Manager


Eric Z. Smith
Assistant Secretary

CITY OF COPPELL, TEXAS

By: _____
(Signature)

Title: _____
(Print Name and Title)

Date: _____

KIMLEY-HORN AND ASSOCIATES, INC.

STANDARD PROVISIONS

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

(2) **Client's Responsibilities.** In addition to other responsibilities described herein or imposed by law, the Client shall:

- (a) Designate in writing a person to act as its representative with respect to this Agreement, such person having complete authority to transmit instructions, receive information, and make or interpret the Client's decisions.
- (b) Provide all information and criteria as to the Client's requirements, objectives, and expectations for the project including all numerical criteria that are to be met and all standards of development, design, or construction.
- (c) Provide to the Consultant all previous studies, plans, or other documents pertaining to the project and all new data reasonably necessary in the Consultant's opinion, such as site survey and engineering data, environmental impact assessments or statements, upon all of which the Consultant may rely.
- (d) Arrange for access to the site and other private or public property as required for the Consultant to provide its services.
- (e) Review all documents or oral reports presented by the Consultant and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of the Consultant.
- (f) Furnish approvals and permits from governmental authorities having jurisdiction over the project and approvals and consents from other parties as may be necessary for completion of the Consultant's services.
- (g) Cause to be provided such independent accounting, legal, insurance, cost estimating and overall feasibility services as the Client may require.
- (h) Give prompt written notice to the Consultant whenever the Client becomes aware of any development that affects the scope, timing, or payment of the Consultant's services or any defect or noncompliance in any aspect of the project.
- (i) Bear all costs incidental to the responsibilities of the Client.

(3) **Period of Services.** Unless otherwise stated herein, the Consultant will begin work timely after receipt of a properly executed copy of this Agreement and any required retainer amount. This Agreement is made in anticipation of conditions permitting continuous and orderly progress through completion of the services. Times for performance shall be extended as necessary for delays or suspensions due to circumstances that the Consultant does not control. If such delay or suspension extends for more than six months (cumulatively), Consultant's compensation shall be renegotiated.

(4) **Method of Payment.** Compensation shall be paid to the Consultant in accordance with the following provisions:

- (a) Invoices will be submitted periodically for services performed and expenses incurred. Payment of each invoice will be due within 25 days of receipt. The Client shall also pay any applicable sales tax. All retainers will be held by the Consultant for the duration of the project and applied against the final invoice. Interest will be added to accounts not paid within 25 days at the rate of 12% per annum beginning on the 25th day. If the Client fails to make any payment due to the Consultant under this or any other agreement within 30 days after the Consultant's transmittal of its invoice, the Consultant may, after giving notice to the Client, suspend services and withhold deliverables until all amounts due are paid in full and may commence proceedings, including filing liens, to secure its right to payment under this Agreement.
- (b) If the Client relies on payment or proceeds from a third party to pay Consultant and Client does not pay Consultant's invoice within 60 days of receipt, Consultant may communicate directly with such third party to secure payment.
- (c) If the Client objects to an invoice, it must advise the Consultant in writing giving its reasons within 14 days of receipt of the invoice or the Client's objections will be waived, and the invoice shall conclusively be deemed due and owing. If the Client objects to only a portion of the invoice, payment for all other portions remains due within 25 days of receipt.
- (d) If the Consultant initiates legal proceedings to collect payment, it may recover, in addition to all amounts due, its reasonable attorneys' fees, reasonable experts' fees, and other expenses related to the proceedings. Such expenses shall include the cost, at the Consultant's normal hourly billing rates, of the time devoted to such proceedings by its employees.
- (e) The Client agrees that the payment to the Consultant is not subject to any contingency or condition. The Consultant may negotiate payment of any check tendered by the Client, even if the words "in full satisfaction" or words intended to have similar effect appear on the check without such negotiation being an accord and satisfaction of any disputed debt and without prejudicing any right of the Consultant to collect additional amounts from the Client.

(5) **Use of Documents.** All documents, including but not limited to drawings, specifications, reports, and data or programs stored electronically, prepared by the Consultant are related exclusively to the services described in this

Agreement, and may be used only if the Client has satisfied all of its obligations under this Agreement. They are not intended or represented to be suitable for use, partial use or reuse by the Client or others on extensions of this project or on any other project. Any modifications made by the Client to any of the Consultant's documents, or any use, partial use or reuse of the documents without written authorization or adaptation by the Consultant will be at the Client's sole risk and without liability to the Consultant, and the Client shall indemnify, defend and hold the Consultant harmless from all claims, damages, losses and expenses, including but not limited to attorneys' fees, resulting therefrom. The Consultant's electronic files and source code developed in the development of application code remain the property of the Consultant and shall be provided to the Client only if expressly provided for in this Agreement. Any electronic files not containing an electronic seal are provided only for the convenience of the Client, and use of them is at the Client's sole risk. In the case of any defects in the electronic files or any discrepancies between them and the hardcopy of the documents prepared by the Consultant, the hardcopy shall govern. Because data stored in electronic media format can deteriorate or be modified without the Consultant's authorization, the Client has 60 days to perform acceptance tests, after which it shall be deemed to have accepted the data.

(6) **Opinions of Cost.** Because the Consultant does not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to opinions as to the costs of construction and materials, shall be made on the basis of its experience and represent its judgment as an experienced and qualified professional, familiar with the industry. The Consultant cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost. If the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator. Consultant's services required to bring costs within any limitation established by the Client will be paid for as Additional Services.

(7) **Termination.** The obligation to provide further services under this Agreement may be terminated by either party upon seven days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party, or upon thirty days' written notice for the convenience of the terminating party. If any change occurs in the ownership of the Client, the Consultant shall have the right to immediately terminate this Agreement. In the event of any termination, the Consultant shall be paid for all services rendered and expenses incurred to the effective date of termination, and other reasonable expenses incurred by the Consultant as a result of such termination. If the Consultant's compensation is a fixed fee, the amount payable for services will be a proportional amount of the total fee based on the ratio of the amount of the services performed, as reasonably determined by the Consultant, to the total amount of services which were to have been performed.

(8) **Insurance.** The Consultant carries Workers' Compensation insurance, professional liability insurance, and general liability insurance. If the Client directs the Consultant to obtain increased insurance coverage, the Consultant will take out such additional insurance, if obtainable, at the Client's expense.

(9) **Standard of Care.** The standard of care applicable to Consultant's services will be the degree of care and skill ordinarily exercised by consultants performing the same or similar services in the same locality at the time the services are provided. No warranty, express or implied, is made or intended by the Consultant's undertaking herein or its performance of services, and it is agreed that the Consultant is not a fiduciary with respect to the Client.

(10) **LIMITATION OF LIABILITY.** In recognition of the relative risks and benefits of the Project to the Client and the Consultant, the risks have been allocated such that the Client agrees, to the fullest extent of the law, and notwithstanding any other provisions of this Agreement or the existence of applicable insurance coverage, that the total liability, in the aggregate, of the Consultant and the Consultant's officers, directors, employees, agents, and subconsultants to the Client or to anyone claiming by, through or under the Client, for any and all claims, losses, costs or damages whatsoever arising out of, resulting from or in any way related to the services under this Agreement from any cause or causes, including but not limited to, the negligence, professional errors or omissions, strict liability or breach of contract or any warranty, express or implied, of the Consultant or the Consultant's officers, directors, employees, agents, and subconsultants, shall not exceed twice the total compensation received by the Consultant under this Agreement or \$50,000, whichever is greater. Higher limits of liability may be negotiated for additional fee. Under no circumstances shall the Consultant be liable for extra costs or other consequences due to changed conditions, or for costs related to the failure of contractors to perform work in accordance with the plans and specifications. This Section 10 is intended solely to limit the remedies available to the Client or those claiming by or through the Client, and nothing in this Section 10 shall require the Client to indemnify the Consultant.

(11) **Mutual Waiver of Consequential Damages.** In no event shall either party be liable to the other for any consequential, incidental, punitive, or indirect damages including but not limited to loss of income or loss of profits.

(12) **Certifications.** The Consultant shall not be required to execute certifications or third-party reliance letters that are inaccurate, that relate to facts of which the Consultant does not have actual knowledge, or that would cause the Consultant to violate applicable rules of professional responsibility.

(13) **Dispute Resolution.** All claims by the Client arising out of this Agreement or its breach shall be submitted first to mediation in accordance with the Construction Industry Mediation Procedures of the American Arbitration Association as a condition precedent to litigation. Any mediation or civil action by Client must be commenced within one year of the accrual of the cause of action asserted but in no event later than allowed by applicable statutes.

(14) **Hazardous Substances and Conditions.** In no event shall Consultant be a custodian, transporter, handler, arranger, contractor, or remediator with respect to hazardous substances and conditions. Consultant's services will be limited to professional analysis, recommendations, and reporting, including, when agreed to, plans and specifications for isolation, removal, or remediation. The Consultant shall notify the Client of hazardous substances or conditions not contemplated in the scope of services of which the Consultant actually becomes aware. Upon such notice by the Consultant, the Consultant may stop affected portions of its services until the hazardous substance or condition is eliminated.

(15) **Construction Phase Services.**

(a) If the Consultant's services include the preparation of documents to be used for construction and the Consultant is not retained to make periodic site visits, the Client assumes all responsibility for interpretation of the documents and for construction observation, and the Client waives any claims against the Consultant in any way connected thereto.

(b) If the Consultant provides construction phase services, the Consultant shall have no responsibility for any contractor's means, methods, techniques, equipment choice and usage, sequence, schedule, safety programs, or safety practices, nor shall Consultant have any authority or responsibility to stop or direct the work of any contractor. The Consultant's visits will be for the purpose of endeavoring to provide the Client a greater degree of confidence that the completed work of its contractors will generally conform to the construction documents prepared by the Consultant. Consultant neither guarantees the performance of contractors, nor assumes responsibility for any contractor's failure to perform its work in accordance with the contract documents.

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

(16) **No Third-Party Beneficiaries; Assignment and Subcontracting.** This Agreement gives no rights or benefits to anyone other than the Client and the Consultant, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole benefit of the Client and the Consultant. The Client shall not assign or transfer any rights under or interest in this Agreement, or any claim arising out of the performance of services by Consultant, without the written consent of the Consultant. The Consultant reserves the right to augment its staff with subconsultants as it deems appropriate due to project logistics, schedules, or market conditions. If the Consultant exercises this right, the Consultant will maintain the agreed-upon billing rates for services identified in the contract, regardless of whether the services are provided by in-house employees, contract employees, or independent subconsultants.

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

(18) **Miscellaneous Provisions.** This Agreement is to be governed by the law of the State of Texas. This Agreement contains the entire and fully integrated agreement between the parties and supersedes all prior and contemporaneous negotiations, representations, agreements or understandings, whether written or oral. Except as provided in Section 1, this Agreement can be supplemented or amended only by a written document executed by both parties. Provided, however, that any conflicting or additional terms on any purchase order issued by the Client shall be void and are hereby expressly rejected by the Consultant. Any provision in this Agreement that is unenforceable shall be ineffective to the extent of such unenforceability without invalidating the remaining provisions. The non-enforcement of any provision by either party shall not constitute a waiver of that provision nor shall it affect the enforceability of that provision or of the remainder of this Agreement.