

CITY OF NEW BRAUNFELS



**REQUEST FOR PROPOSALS**

**Arts and Culture Master Plan  
Solicitation # RFP 25-008**

City Contact: Barbara Coleman  
Purchasing Manager  
[BColeman@NewBraunfels.gov](mailto:BColeman@NewBraunfels.gov)



**SOLICITATION  
AND  
OFFER**

City of New Braunfels  
Purchasing  
550 Landa Street  
New Braunfels, Texas 78130

**Solicitation Number: RFP 25-008**  
**Arts and Culture Master Plan**

- ☐ Invitation for Bid (IFB)  
☐ Request for Proposals (RFP)

Date Issued:  
**January 16, 2025**

**SOLICITATION**

Questions may be submitted until **JANUARY 30, 2025, 5:00 P.M. (Central Time)**

Respondents must submit online or sealed responses containing one (1) signed original hardcopy and one (1) in electronic format (USB).

Submissions will be received at the office of the City Secretary at the address shown above until: **3:00 P.M. (CST), FEBRUARY 13, 2025.**

Submissions received after the time and date set for submission will be returned, unopened, upon request.

For information regarding this solicitation, contact:

(NO collect calls, Telegraphic, Email, On-Line or Fax offers accepted)

Barbara Coleman  
NIGP-CPP  
Purchasing Manager

Email: bcoleman@newbraunfels.gov

5% Proposal Bond Required: ☐ YES ☐ NO  
100% Payment Bond Required: ☐ YES ☐ NO  
100% Performance Bond Required: ☐ YES ☐ NO

**OFFER**

(This portion must be fully completed by Proposer.)

RFP's must be submitted by persons authorized to commit the responding qualified respondent to a procurement contract or agreement. By submitting your written proposal, you represent and warrant that your submitted proposal does not contain information that will violate the rights of any third party.

Respondent will comply with the General Terms and Conditions required by the City of New Braunfels.

In compliance with the above, upon contract award the undersigned offers and agrees to furnish any or all items or services awarded for each item delivered at the designated point(s) and within the time specified herein.

CONTRACT AWARD SHALL INCLUDE ALL ASSOCIATED SOLICITATION DOCUMENTS, ATTACHMENTS AND ADDENDA.  
SIGNATURE IS MANDATORY; ELECTRONIC OR MANUAL SIGNATURES WILL BE ACCEPTED. SIGNATURE SHOULD ALSO BE REFLECTED ON USB COPY OR ELECTRONIC SUBMISSION.

Name  
And  
Address  
of Respondent:

Name and Title of Person Authorized to Sign Offer:  
E-Mail Address:  
Phone Number:  
Fax Number:

Signature:

Date:

Name, Address, email, and Telephone Number  
of Person authorized to conduct negotiations on  
behalf of Respondent.  
(Applies to Request for Proposal only)

## **RFP 25-008 – ARTS AND CULTURE MASTER PLAN**

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**SECTION 3****RFP INSTRUCTIONS FOR PROPOSAL****3.1 PURPOSE**

This Request for Proposal (RFP) is issued by the City of New Braunfels, (hereinafter referred to as the "City"). The purpose of this RFP is to request proposal submissions from interested and qualified service providers qualified to provide a Arts and Culture Master Plan on behalf of the City as more specifically described in Section 4 of this RFP.

The RFP contains submission requirements, the scope of work, period of service, terms and conditions and other pertinent information for submitting the proper and responsive proposal.

**3.2 AVAILABLE DOCUMENTS**

Solicitation documents may be obtained from:

- the BidNet Direct website: <https://www.bidnetdirect.com/texas/city-of-new-braunfels>
- the City of New Braunfels' website: <https://www.newbraunfels.gov/2694/Solicitations>

**3.3 SOLICITATION SCHEDULE**

DATE	MILESTONE
January 16, 2025	RFP issued on <a href="https://www.bidnetdirect.com/texas/city-of-new-braunfels">https://www.bidnetdirect.com/texas/city-of-new-braunfels</a> and <a href="https://www.nbtexas.org/2694/Active-Solicitations">https://www.nbtexas.org/2694/Active-Solicitations</a>
January 30, 2025	Deadline to receive questions shall be 5:00 P.M.
February 13, 2025	Proposal submission deadline shall be 3:00 P.M.
February 2025**	City Evaluation
February-March 2025	Proposer Interviews (if deemed necessary)
March or April 2025**	Anticipated Contract Award

**\*\*Answers to Proposers' Questions, City Evaluation, Proposer Interviews, and Anticipated Contract Award dates are estimates only and are subject to change without further notice.**

**3.4 SUBMISSION OF PROPOSALS**

- (a) Electronic Bidding. The City of New Braunfels has partnered with its third-party vendor, Texas Purchasing Group (BidNet Direct) as its e-procurement site. For this Request for Proposal, electronic bid submission is another option available to Proposers. The link to BidNet Direct website: <https://www.bidnetdirect.com/texas/city-of-new-braunfels>.

You must register on their site prior to your electronic submission. If you have any problems completing your vendor registration or submitting your electronic bid, please contact BidNet at (800) 835-4603, Option 2, to speak with live customer support.

**If submitting an electronic bid through BidNet, an original hardcopy and USB will not be required.**

- (b) Deliver your Proposal, or changes to your Proposal, in SEALED ENVELOPES OR PACKAGES identified on outside as a Request for Proposal to Owner, with Respondent's name and address, and solicitation name. Failure to submit Proposal in this manner may subject Respondent to disqualification. **Proposal may be delivered in person to the New Braunfels City Hall, or by Express Mail or delivery service to:**

City of New Braunfels  
City Secretary's Office/Front Lobby  
ATTN: Purchasing  
550 Landa Street  
New Braunfels, TX 78130

The outside of the Proposal envelope or package **must state**:

**"RFP 25-008 "Arts and Culture Master Plan"**

It is the sole responsibility of the respondent to ensure timely delivery of the Proposal. Owner will not be responsible for failure of service on the part of the U.S. Post Office, courier services, or any other form of delivery service chosen by the respondent. **PROPOSALS RECEIVED AFTER THE CLOSING DATE AND TIME WILL NOT BE ACCEPTED OR CONSIDERED.**

- (c) An authorized official of the firm must print or type their name and **SIGN THE ORIGINAL PROPOSAL, AND USB COPY MUST REFLECT THE SAME SIGNATURE.**
- (d) Proposals may not be withdrawn after the time set for the closing, unless approved by the City.
- (e) Your offer or a modification to your offer is LATE if received after the time set for Proposal opening and will not be considered.
- (f) To achieve a uniform review process and to obtain a maximum degree of comparability, the City of New Braunfels requires that Proposals be submitted with **one (1) original master (marked 'original'), and one signed USB electronic copy of all documents listed below. If submitting an electronic bid through BidNet, an original hardcopy and USB will not be required.**

**Each Proposal completed and signed by person(s) authorized to bind individual, partnership, firm, corporation, or any other legal entity, will include the following in one envelope/package:**

- **TAB 1 – Solicitation and Offer Form**: Complete and sign form located on Page 1.
- **TAB 2 – Attachment A – Cost Proposal Form**
- **TAB 3 – Attachment B – Company Information and Certifications**
- **TAB 4 – Cover Letter**: Name and address of the Respondent, as well as a brief description of the company and its history, and how this makes the Proposer qualified for this bid.
- **TAB 5 – Experience, Qualifications, Key Personnel, and Resources**: Provide a brief company history of the primary responding firm including a general summary of the firm's previous and current projects so as to demonstrate qualifications to provide the scope of work requested by the RFP. State in writing or provide an organization chart showing the structure of the consultant team, including the primary firm and subcontracting firms (if any). Identify team members and their respective areas of responsibility.
- **TAB 6 – Project Approach**: Describe the consultant team's understanding of the project priorities and scope of work. The proposal must include a clear description of the methods or approach to be used to complete each item in the scope. Responders are welcomed to

suggest modifications to the scope of work as described herein if it is clearly demonstrated that the intent of each element of the scope would be substantially and effectively performed.

- **TAB 7 – Quality Control and Assurance Plan:** Describe the methods and controls used to ensure quality performance across the project team throughout the course of the project.
- **TAB 8 – Preliminary Work Plan and Schedule:** Include a preliminary work plan that identifies tasks, timelines, and work products including any that are different or supplemental to the RFP's scope of work. The selected consultant will work with the City to make any necessary adjustments to the work plan following contract execution.
- **TAB 9 – Similar Projects:** Describe no less than five (5) similar projects undertaken by the consultant team. The City prefers to see projects completed within the last ten (10) years.
- **TAB 10 – References:** Provide contact information for no less than three (3) references for relevant projects completed by the consultant team. The City prefers to receive references for projects completed within the last five (5) years.
- **TAB 11 – Preferred Interview Times:** The City reserves the right to award a contract based only on proposals; however, the City may desire to conduct interviews among selected finalists. Should interviews occur, they may will be conducted in-person or via Microsoft Teams on Monday, February 24, 2025. For each interview start time listed below (all times Central), indicate whether the consultant team is "Available" or "Unavailable." The City reserves the right to schedule interviews based on the availability information provided by all Responders. The City also reserves the right to modify the schedule and/or reschedule interviews to a different date/time in coordination with Responders as necessary.
  - 1:00pm
  - 2:30pm
  - 4:00pm
- **TAB 12 – Additional Supporting Documentation:**
  - Prime and Sub-Respondents: Conflict of Interest Form (per Section 3.14)
  - Prime Respondent: Certificate of Interested Parties – Form 1295 (per Section 3.15)
  - Prime Respondent: Proof of Insurance: One copy completed and signed. A "for information purposes only" copy is acceptable. The awarded Contractor will be required to provide their certificate of insurance prior to contract award.
  - Attach copies of contractor's license, certifications, or any other documentation not referenced under another tab.
- **TAB 13 – Deviations from Request for Proposal:** (Reference Attachment C- EXCEPTIONS AND ALTERNATIVES FORM) Proposer is to indicate any deviations being offered in lieu of specified language referenced in the solicitation.

### 3.5 CONTACT QUESTIONS

All *questions* concerning this solicitation shall be submitted in writing, on or before the date specified in Section 3.3: Proposal Schedule, to:

**Purchasing Representative:** Barbara Coleman Purchasing Manager, via email [BColeman@newbraunfels.gov](mailto:BColeman@newbraunfels.gov)

**All questions and/or clarification submittals shall identify the RFP in the subject line of the email message as follows:**

Questions – RFP 25-008: Arts and Culture Master Plan

All prospective respondents are hereby instructed to not contact any member of the City of New Braunfels' City Council, City Manager, evaluation committee, or City of New Braunfels' staff members other than the noted contact person regarding this solicitation on page 1. Any such contact may be cause for rejection of your Proposal.

### **3.6 RESPONSES TO QUESTIONS/INQUIRIES**

Responses to questions/inquiries that directly affect an interpretation or change to this RFP will be issued in writing by Purchasing as an addendum and posted at:

- <https://www.bidnetdirect.com/texas/city-of-new-braunfels> and
- the City's website <https://www.newbraunfels.gov/2694/Solicitations>

All such addenda issued by the Purchasing Representative before the time that Proposals are received shall be considered part of the RFP.

Only those inquiries the Purchasing Office replies to by addenda shall be binding. Oral and other interpretations or clarifications will be without legal effect.

### **3.7 SOLICITATION UPDATES**

Respondents shall be responsible for monitoring the City's website or BidNet Direct for any updates pertaining to the solicitation described herein. Various updates may include addendums, cancelations, notifications, and any other pertinent information necessary for the submission of a correct and accurate response. The City will not be held responsible for any further communication beyond updating the website.

### **3.8 EXCEPTIONS AND DEVIATIONS**

Any exceptions to the specifications or objectives of the solicitation document must be clearly stated in Respondent's Proposal using Attachment C.

### **3.9 COMPETITIVE PROPOSALS**

Proposals will not be opened publicly to avoid disclosure of contents to competing respondents and kept confidential during the process of negotiation. However, all Proposals will be open for public inspection after award except for trade secrets and confidential information contained in the Proposals and identified as such by the Proposer. Marking the entire Proposal as confidential and/or proprietary is not in conformance with the Texas Open Records Act.

### **3.10 PROPOSALS AND MATERIALS SUBMITTED**

All Proposers who choose to participate in the selection process or respond to the RFP agree that the City owns all rights related to the materials submitted in response to this RFP. Such materials will not be returned to the respondents and may be used by the City and its designees as may be in its best interest in any manner and in any media whatsoever.

### **3.11 SAFEGUARDING OF INFORMATION AND DATA**

The Contractor will safeguard all information and data provided by the City. Further, Contractor will not sell or make available data or mailing lists compiled from data received from the City without the express written approval of the City Council, through the City's Finance Department, Purchasing division, with appropriate remuneration to the City

### **3.12 WHAT IS NOT ACCEPTED**

A Proposal submitted by facsimile transmission (FAX) or by electronic mail (EMAIL) will **NOT** be accepted. A Proposal response received **AFTER** the deadline (as stated above) for submitting the Proposal response will **NOT** be considered under any circumstances and will be returned unopened to the submitter.

### **3.13 NON-NEGOTIABLE TERMS**

The following terms or conditions are not negotiable:

- a. **Unfunded Liability.** The City will not incur a debt or obligation to pay selected Proposer any amounts the City does not have the current funds available to pay, unless the contract includes a provision for the City to appropriate funding for the debt or obligation.
- b. **Advance Payments.** The City will not make advance payments to a selected Proposer or any third party pursuant to this RFP or resulting contract.
- c. **Gift of Public Property.** The City will not agree to any terms or conditions that cause the City to lend its credit or grant public money or anything of value to the selected Proposer.
- d. **Procurement Laws.** The City will not agree to any terms or conditions that cause the City to violate any federal, Texas, or local procurement laws, including its own charter.
- e. **Limitation of Liability.** The City will not agree to allow the selected Proposer to limit its liability for breach or default of contract to the contract amount or to the amount the City has paid up to the time of the breach or default.
- f. **Attorney's fees; Legal Costs.** The City will not agree to pay the selected Proposer attorney's fees or other legal costs under any circumstances.
- g. **Delinquent Payments; Interest.** The City will not consider a payment delinquent, which is made within 30 days of receipt of the selected Proposer's approved invoice, in accordance with Texas law. If the City does not pay what is due and owing within the 30 days, the City will not agree to pay more than 1% interest per month on the overdue amount, in accordance with Texas law.
- h. **Venue; Applicable Law.** This RFP and any resulting contract will be governed and construed according to the laws of the State of Texas. The terms and conditions of the contract awarded pursuant to the RFP are fully performable in Comal County, Texas and venue for any dispute regarding contract shall be in Comal County, Texas.

### 3.14 CONFLICT OF INTEREST QUESTIONNAIRE (FORM CIQ)

In accordance with Chapter 176 of the Texas Local Government Code, "Disclosure of Certain Relationships with Local Government Officers," persons, or their agents who seek to who seek to contract for the sale or purchase of property, goods, or services with the City, shall file a **Conflict of Interest Questionnaire (Form CIQ)** with the City Secretary if the vendor has a business relationship as defined by Section 176.001(1-a) with the City and the vendor meets requirements under Section 176.006(a).

**Form CIQ** is available from the Texas Ethics Commission by accessing the following web address: [https://www.ethics.state.tx.us/filinginfo/conflict\\_forms.htm](https://www.ethics.state.tx.us/filinginfo/conflict_forms.htm)

If applicable, the completed Conflict of Interest Questionnaire (Form CIQ) shall be included with their response.

### 3.15 CERTIFICATE OF INTERESTED PARTIES (FORM 1295)

A proponent that will be awarded a contract that is greater than \$25,000 is required to electronically create a Certificate of Interested Parties Form 1295 through the Texas Ethics Commission ("TEC") website: [https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm) and submit a signed copy of the form to the City prior to the award of the contract. A contract, including a City-issued purchase order, will not be enforceable or legally binding until the City receives and acknowledges receipt of the properly completed Form 1295 from the vendor.



## SECTION 4

### PROJECT DESCRIPTION AND SCOPE OF WORK

#### 4.1 INTRODUCTION

The City of New Braunfels, Texas, is seeking proposals from qualified consulting firms to provide professional services for the City to develop an Arts and Culture Master Plan. The plan should provide a long-term strategy for New Braunfels (specifically the City of New Braunfels) to support the arts and culture sectors to improve quality of life for residents, drive economic growth, improve the community's sense of place, health and well-being, foster collaboration between organizations, artists and the community and encourage innovation and creative expression in the community. The plan should establish short-, medium-, and long-term priorities for providing an appropriate level of service that balances community need, available resources, and quality experiences.

#### 4.2 BACKGROUND:

New Braunfels was founded in 1845 by German settlers under Prince Carl of Solms-Braunfels. Since that time, the City of New Braunfels has provided a unique and diverse quality of life for its residents, visitors, and business community. Known for its German and Hispanic heritages, New Braunfels covers roughly 45 square miles, has a growing population over 115,000, and has been named one of the fastest-growing cities in the nation while also being named one of the best 50 places to live in the United States.

The City of New Braunfels recently completed its five-year Strategic Plan with priorities related to Economic Mobility, Enhanced Connectivity, Community Identity, Organizational Excellence and Community Well-Being. Community Identity objectives include the development of an Arts and Culture Master Plan to define the role of the city and key community partners in supporting arts and culture to improve quality of life, drive economic development and to guide the City's planning and future investments.

The community has a rich history of unique cultural and historic celebrations. The area is also renowned for its vibrant live musical scene that offers a variety of venues that cater to diverse musical tastes. Below is a summary of the arts and culture landscape currently in New Braunfels:

##### Cultural Heritage and Influence

- Events like **Wurstfest**, the annual ten-day salute to sausage, **Saengerfest**, **Wassailfest**, and **Folkfest** highlight German music, food, and traditions.
- The city retains historic German-Texan buildings, including the **Gruene Historic District**, known for its 19th-century structures. Other areas such as **Conservation Plaza** are home to structures from as early as 1849.
- Downtown is home to **four historic districts**: Downtown, Mill Street, Sophienburg Hill, and Stock.
- **Dia de Los Muertos Festival**: This community event in October celebrates Hispanic culture with live music, dancing, food trucks, arts and crafts, and activities for all ages.
- Many businesses, such as the world-famous **Schlitterbahn Waterpark** and Texas' oldest bakery **Naegelin's**, continue to honor the city's German beginnings.
- **Weihnachtsmarkt**: Translated as "Christmas market," this event offers a unique shopping experience with holiday decorations, antiques, art, and gourmet treats. Proceeds support the Sophienburg Museum & Archives.
- Polka and folk **music** have long been a part of the local scene, with live performances often celebrating German roots. Nationally acclaimed musician and polka legend, Alex Meixner, resides in New Braunfels and performs regularly.

##### Arts and Culture Institutions and Museums

- **Brauntex Theatre**: Opened in 1942 as a movie theater and renovated in 2000 to host local, regional, and national performing artists.
- **Circle Arts Theatre**: Founded in 1968, this theater has been a cornerstone for the performing arts in New Braunfels, hosting plays, musicals, and community events.
- **Sophienburg Museum**: Dedicated to preserving and showcasing the history of New Braunfels,

including its German founding and artistic traditions.

- **McKenna Children's Museum:** Interactive museum for children, featuring hands-on exhibits that explore science, art, and culture.
- **Museum of Texas Handmade Furniture:** This museum features a collection of Biedermeier-style furniture crafted by German-Texan artisans in the 19th century, showcasing the craftsmanship of early settlers.
- **New Braunfels Railroad Museum:** Dedicated to preserving the rich railroad history of the area, this museum features exhibits and artifacts related to train transportation in New Braunfels and Comal County.
- **Lindheimer House:** The mid-19th-century home of Ferdinand Lindheimer, known as the "Father of Texas Botany," is preserved as a museum by the New Braunfels Conservation Society.

### Gruene and Live Music

- The **Gruene Historic District**, New Braunfels' fifth historic district, is a hub for live music and arts.
- **Gruene Hall**, the oldest continually operating dance hall in Texas, has hosted legendary performers like Willie Nelson and George Strait. The area also has artisan shops and galleries showcasing local crafts and fine art.

### Public Art and Galleries

- Public art installations and murals celebrate the city's history and natural beauty. The **Historic Outdoor Art Museum** is responsible for the creation and maintenance of ten public displays.
- Galleries like the **New Braunfels Art League** and **Mill Street Art Gallery** showcase works by local and regional artists, emphasizing Texan landscapes, wildlife, and abstract art.

### Modern Art Scene

- The city's growing population has brought new influences and artists, diversifying its creative expression. Contemporary outdoor murals have been installed in public and private locations.
- Contemporary art and experimental performances are finding a foothold in galleries and pop-up events such as **Art Haus**.

### City Funding of Arts and Culture

The City of New Braunfels supports arts and culture financially through Hotel Occupancy Tax grants. The Arts Commission and Heritage Commission are City Council-appointed citizen advisory groups who recommend funding allocations to local arts and heritage organizations. Available funding is calculated on 15% of the previous fiscal year's Hotel Occupancy Tax collections and is split 50/50 between the Arts Grants and Heritage Grants. Approximately \$737,812 was allocated to local arts and heritage programs in late 2024 and will be disbursed in 2025.

#### Arts Grants Issued

Applicant Name	New Award Amount
Ballet Texas	\$ 49,942
Brauntex Theatre	\$ 113,585
Cheatham Street Music Foundation	\$ 1,200
Christian Youth Theatre San Antonio	\$ 41,856
Circle Arts Theatre	\$ 24,930
Coll Street Players	\$ 12,927
Greater New Braunfels Arts Council	\$ 14,704
Innovative Accordion Music Prod.	\$ 2,000
Mid-Texas Symphony	\$ 55,853
New Braunfels Art League	\$ 10,310
Outdoor Gallery of Art New Braunfels	\$ 3,381
New Braunfels Performing Arts Academy	\$ 38,218
	<b>\$ 368,906</b>

#### Heritage Grants Issued

Applicant Name	Final Award Amount
Heritage Society	\$ 92,711
NB Conservation Society	\$ 72,106
Historic Railroad Society	\$ 96,377
Sophienburg	\$ 96,567
New Braunfels Art League	\$ 11,144
	<b>\$ 368,906</b>

### 4.3 PROJECT PRIORITIES

The following priorities carry significant weight in the selection of a consultant and the desired outcome of the project:

- The Master Plan should create flexible and scalable short-, medium-, and long-term strategies.
- The Master Plan should advise on appropriate organizational, personnel, policy and financial strategies for the City to support arts and culture efforts in New Braunfels utilizing its available financial resources, including the Hotel Occupancy Tax, Capital Improvement Programs, General Obligation Bond Funds and Economic Development Corporation sales tax.
- The Master Plan should create an implementation framework that outlines roles, responsibilities, timelines and resource allocation for executing the Plan.

### 4.4. SCOPE OF WORK

The Scope of Services for the selected consultant team is listed below. All scope items (except those noted as optional) must be completed for the successful completion of the project. Responders are welcome to suggest modifications to this scope as long as it is clearly demonstrated that the intent of each element of the scope listed below would be substantially and effectively performed.

#### 1. Introduction and Overview

- 1.1. Introduce the masterplan project, outlining its purpose, objectives, and significance for the city's cultural development.
- 1.2. Offer an overview of the city's current arts and cultural landscape, including strengths, weaknesses, opportunities, and threats (SWOT analysis).

#### 2. Stakeholder Engagement

- 2.1. Identify and engage key stakeholders, including local artists, cultural organizations, city officials, residents, business owners, and community leaders.
- 2.2. Conduct surveys, interviews, focus groups, and public forums to gather input, insights, and feedback on the city's cultural needs, aspirations, and priorities.

#### 3. Vision and Goals Development

- 3.1. Collaboratively develop a vision statement that articulates the desired future state of arts and culture in the city.
- 3.2. Define specific goals and objectives aligned with the vision, addressing areas such as cultural equity, accessibility, diversity, creativity, economic impact, and community engagement.

#### 4. Cultural Asset Inventory

- 4.1. Conduct an inventory of existing cultural assets, including arts venues, galleries, museums, theaters, performance spaces, public art installations, heritage sites, festivals, and cultural organizations.

#### 5. Needs Assessment

- 5.1. Identify and analyze the city's cultural needs and gaps, considering factors such as demographic trends, audience preferences, funding constraints, infrastructure requirements, and regulatory challenges.
- 5.2. Explore opportunities to address underserved communities, marginalized groups, and emerging artistic practices.

#### 6. Strategic Planning

- 6.1. Develop a comprehensive strategic plan for arts and culture that outlines actionable strategies, initiatives, and projects for the next decade.
- 6.2. Based on the vision and goals articulated, identify strategies and ways the City of New Braunfels can support the expansion and maintenance of arts and culture from a programmatic and organizational perspective, as well as recommended policies and programs for future capital investments and funding decisions.

- 6.3. Prioritize initiatives based on their impact, feasibility, timeline, and resource requirements.
- 6.4. Establish performance indicators and evaluation metrics to track progress and measure success over time.

**7. Implementation Framework**

- 7.1. Create an implementation framework that outlines roles, responsibilities, timelines, and resource allocation for executing the masterplan.
- 7.2. Identify potential funding sources, partnerships, grants, sponsorships, and revenue- generation strategies to support implementation efforts.

**8. Community Outreach and Engagement**

- 8.1. Develop a communication and outreach plan to engage the broader community in the masterplan process, ensuring transparency, inclusivity, and accountability.
- 8.2. Foster partnerships with local schools, colleges, businesses, nonprofits, and cultural institutions to amplify community involvement and support.

**9. Monitoring and Evaluation**

- 9.1. Establish mechanisms for monitoring progress, collecting feedback, and evaluating the impact of the masterplan on the city's cultural vitality.
- 9.2. Conduct periodic reviews and assessments to assess the effectiveness of strategies, identify course corrections, and adapt to evolving needs and circumstances.

**10. Documentation and Reporting**

- 10.1. Document the masterplan process, findings, recommendations, and outcomes in a comprehensive report.
- 10.2. Share the report with stakeholders, city officials, funding agencies, and the public to promote transparency, accountability, and shared ownership of the city's cultural future.

## SECTION 5

### QUALIFICATIONS AND EVALUATION CRITERIA

#### 5.1 SELECTION PROCESS

It is the intent of the City to make one award to the respondent offering the best value to the City, based on evaluation criteria listed in this solicitation and proposer's submitted proposal.

The City's evaluation team will rank respondents meeting the evaluation criteria and the requirements of the needed services outlined in the solicitation and as outlined in the respondent's proposal.

The respondent selected for award will be awarded an Agreement to provide services as specified.

The criteria to be considered by The City in evaluating proposals and selecting Contractor, will be those factors listed below with their relative weightings:

##### 1. **Proposer's Qualifications, Abilities, and Reputation: (30 points)**

- 1.1 Proposer's demonstrated competence and experience in providing the requested services, including the quality of Proposer's references from past and present clients.
- 1.2 The qualifications, education, and experience of the team members proposed by Proposer to conduct and supervise its services for the City.
- 1.3 Proposer's past relationship with City, and/or Proposer's experience performing the requested services for entities similar in nature.
- 1.4 Proposer's ability to perform the required services within the time periods projected, based on Proposer's demonstrated capabilities, staffing, financial stability, and creative resources.
- 1.5 Proposer's demonstrated awareness of the present environments and likely future developments related to the requested services.

##### 2. **Quality of Proposed Services: (30 points)**

- 2.1 The overall demonstrated quality of Proposers' goods and/or services in accordance with the Scope of Work
- 2.2 Quality Control and Assurance Plan
- 2.3 Proposer's proposed work plan and preliminary timeline for completion of the scope of work

##### 3. **Cost: (30 points)**

The cost to City required to secure Proposer's proposed Services, including any long-term costs.

Responders should note that there is no specified budget for this project at this time due to the unknowns surrounding certain scope items, particularly those regarding stakeholder engagement, community engagement, and design standards. Responders submitting relatively high-cost proposals will need to demonstrate a compelling understanding of the project, a well-developed methodology that supports it, and an approach that precludes amendments and change orders. Responders submitting relatively low-cost proposals will need to demonstrate their ability to deliver all aspects of the scope of work at the high level of quality expected by the City. Responders have flexibility in how they express their fee proposals and may use ranges,

contingencies, or other formats as long as it allows the City to understand the proposed total “not to exceed” cost, the specific scope areas where uncertainty exists, and a description of the information that will ultimately be used to refine the fee. Refer to Attachment A for additional information.

**4. Responsiveness of Proposal: (10 points)**

The extent to which Proposer’s response relates to the specific environment, requirements, and needs of City; the quality and level of substantive detail, and clarity of content provided in Proposer’s response.

**5. Threshold Criteria Not Scored:**

- 1.1 Ability of City to comply with laws regarding Historically Underutilized Businesses; and
- 1.2 Ability of City to comply with laws regarding purchases from persons with disabilities.

- 6. Supplemental Consideration.** As a supplement to the above-described criteria, City may give consideration to any additional information and documentation submitted by a Proposer if City deems such information to be relevant, and to serve the best interests of, and provide the best value to, City.

**TOTAL POSSIBLE POINTS: 100**

- 7. OPTIONAL-** The City may determine that it is necessary to interview short-listed firms prior to making a recommendation to the City Council. The City reserves the right to determine whether an interview will be conducted for every solicitation/project.

- 8. Pass/Fail: Availability**–The firm must be able to start the project immediately and complete all work as specified. Please include availability and ability to commit to successful and expeditious completion of the management and administrative work. Availability shall be defined in the Cost Proposal Form (Tab 2)

- 5.2 Other Considerations.** The City reserves the right to request additional information or consider historical information and facts, whether gained from the Proposal, references, or any other source, in the evaluation process, including Respondent’s past working or business relationship with the City, if any. The City further reserves the right to consider a respondent’s background, personnel, experience, financial and other references, management practices, exceptions to the RFP or subsequent contract, and any working relationships, past or present, a respondent may have with its other clients.

- 5.3** Respondent should be aware that the contents of the successful Proposal response will become part of subsequent contractual documents.

- 5.4 Opened Proposal.** A submittal may not be opened before the closing date for the purpose of changing or amending the submittal or to correct an error in the submittal terms or conditions. If the submittal is opened before the closing date by anyone other than the City, the submittal may be rejected in its entirety by the City.

- 5.5 Additional Information.** At your option, provide in your Qualifications any contractual language, terms, conditions, considerations, or contingencies your company would request or require to be included in the negotiated contract between the City and the selected submitter, should your company be awarded a contract. Approval of such language, terms, conditions, considerations, or contingencies offered by a submitter remains with the City and in all cases the City’s decision is final.

**5.6 LIMITATIONS**

- 5.6.1 Right to Accept or Reject.** The City reserves the right to reject any or all submittals, to waive informalities and accept the submittal that the Owner believes is the most advantageous to

the public interest and in keeping with the local government project procedures. The RFP does not commit the City to award a contract, issue a purchase order, or pay any costs incurred in the preparation of a submission in response to this RFP.

**5.6.2 Solicitation to Remain Subject to Acceptance.** All solicitations will remain subject to acceptance for one hundred eighty (180) days after opening without taking action.

**5.6.3 City Council Approval Required.** The City of New Braunfels City Council must approve the respondent selected to provide the services requested in this RFP. The City reserves the right to authorize contract negotiations to begin without further discussion with respondents submitting a response. Therefore, each Proposal should be submitted as completely and accurately as possible. The City reserves the right to request additional data, oral discussions, or presentations in support of the written Proposal.

**5.6.4 Respondent's Obligation Regarding Evaluation:**

- a. Submission of Information. Submitters are cautioned that it is each respondents sole responsibility to submit information related to the evaluation categories, and the City is under no obligation to solicit such information if it is not included with the Proposal. Failure of a respondent to submit such information may cause an adverse impact on the evaluation of the specific Proposal.
- b. Submitter Review of RFP. Submitters are responsible for examining and being familiar with all specifications, terms, conditions, provisions, and instructions of the RFP and their responses. Failure to do so will be at the respondents' risk and will not be a determinative factor when awarding the contract for services.

**5.6.5 Oral Non-Binding.** Any non-written representations, explanations, or instructions given by City staff or City agents are not binding and do not form a part of, or alter in any way, the RFP, a written agreement pertinent to the RFP, or the awarding of the contract.

**5.6.6 Lobbying Prohibited.** Proponents are prohibited from directly or indirectly communicating with City Council members regarding the Proponent's qualifications or any other matter related to the eventual award of a contract for the services requested under this RFP. Proponents are prohibited from contacting city staff members regarding their qualifications or the award of a contract, unless in response to an inquiry from a staff member. Any violation will result in immediate disqualification of the proponent from the selection process.

**5.7 PROPOSAL SPECIFICATIONS**

**5.7.1 Modification or Withdrawal of Proposal.** Proposals cannot be altered or amended after the submittal deadline. Proposals may be modified prior to the deadline only by providing a written notice by mail or email) to the Purchasing Representative at the address shown herein. A submitter's Proposal may also be withdrawn in writing by providing the same notice by a submitter or the submitter's authorized agent, providing the agents identify is made known and the agent signs the request to withdraw Proposal. **HOWEVER, IN THE EVENT OF WITHDRAWAL, THE SUBMITTER WILL NOT BE ALLOWED TO RESUBMIT.** This provision does not change the common law right of a proposer to withdraw a Proposal due to a material mistake in the Proposal.

## **SECTION 6**

### **CONTRACT TERMS AND CONDITIONS**

#### **6.1 CONTRACT TERM**

Should a contract be awarded as a result of this solicitation, the Agreement shall become effective upon the date of the final signature and shall remain in effect through the completion of the project and acceptance of all deliverables.

#### **6.2 GENERAL TERMS AND CONDITIONS**

The terms and conditions contained in the attached Sample Agreement (ref. APPENDIX ONE) or, in the sole discretion of the CITY, terms and conditions substantially similar to those contained in the Agreement, will constitute and govern any agreement that results from this RFP. If Proposer takes exception to any terms or conditions set forth in the Agreement, Proposer will redline attached Agreement (ref. APPENDIX ONE) and include redlined Agreement as part of its proposal in accordance with Section 3.8 of this RFP. Proposer's exceptions will be reviewed by the CITY and may result in disqualification of Proposer's proposal as non-responsive to this RFP. If Proposer's exceptions do not result in disqualification of Proposer's proposal, then the CITY may consider Proposer's exceptions when the CITY evaluates the Proposer's proposal.



**ATTACHMENT A**  
**COST PROPOSAL FORM**

Proposal of: \_\_\_\_\_ (Proposer Company Name)

**Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without any further evaluation.**

**OFFER TO: CITY OF NEW BRAUNFELS:**

The Undersigned hereby offers and agrees to furnish the services in compliance with all terms, scope of work, conditions, specifications, and addenda in the Request for Proposal. Having carefully examined all the specifications and requirements of this RFP and any attachments thereto, the undersigned proposes to furnish the required pursuant to the above-referenced Request for Proposal upon the terms below.

**ADDENDA:**

The undersigned hereby acknowledges receipt of the following addenda to the provisions and requirements of which addenda have been taken into consideration in the preparation of this Proposal.

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

**OBLIGATION:**

The undersigned, by submission of this Offer, hereby agrees to be obligated, if the Offer is accepted by the City of New Braunfels, to enter into a Contract to provide the stated goods and/or services for the term as stated herein in accordance with the Scope of Work, Specifications, and Terms and Conditions, together with any written Addenda as specified above and any negotiated terms. If this offer is accepted and signed by the City of New Braunfels, this RFP document, together with any written Addenda and any negotiated terms shall be (collectively) the contract.

**NON-COLLUSION:**

The undersigned, by submission of this Proposal Form and other required forms, hereby declares that this Proposal is made without collusion with any other business making any other Proposal, or which otherwise would make a Proposal.

**SUBMITTAL REQUIREMENTS:**

The undersigned certifies it has attached a complete response to each of the submittal requirements listed in the Evaluation Criteria and Submittal Requirements section of this RFP.

## PRICING DETAILS

This Cost Proposal Form must identify the fee necessary to perform the services identified in the scope of work.

- Provide a breakdown of personnel, hours, and fees for each item in the scope of work (i.e., 1.1, 1.2, 1.3, etc.) for the primary firm and any subcontractors.
- Include direct costs only and clearly distinguish between professional fees, contract fees, travel costs, necessary supplies/materials, production costs, and other estimated reimbursable expenses (if applicable, describe). (Separate sheet may be attached)
- Indirect rates or overhead costs will not be allowed under this contract.
- Refer to Section 5.1 Item 3 for additional information on the project budget
- Clearly identify the overall proposed “not to exceed” fee inclusive of all costs.

○ Total Project Not-To-Exceed: \$\_\_\_\_\_

**No proposal may be accepted which has not been signed in the appropriate space below:**

## COST PROPOSAL FORM – SIGNATURE PAGE

I certify, under penalty of perjury, that I have the legal authorization to bind the Respondent/firm hereunder:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Person Authorized to Sign

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

Email: \_\_\_\_\_

**ATTACHMENT B**  
**COMPANY INFORMATION AND CERTIFICATIONS**

**1. Company Information:**

- Company name: \_\_\_\_\_
- Company address: \_\_\_\_\_
- Year established: \_\_\_\_\_
- Number of years in business under present name: \_\_\_\_\_
- Form of ownership:    ☐ Proprietorship    ☐ Partnership    ☐ Corporation    ☐ Other (specify)
- Federal Employer Identification Number: \_\_\_\_\_
- Texas Comptroller's Taxpayer Number, if applicable: \_\_\_\_\_
- DUNS NUMBER: \_\_\_\_\_

**2. Subcontractor(s), if applicable:**

- ☐ Subcontractor(s) will not be used to complete this contract.
- ☐ Subcontractor(s) will be used to complete this contract. (*Attach a list if additional space is necessary.*)

Subcontractor Name: \_\_\_\_\_

Percentage (%) of Total Contract: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**3. If awarded, Respondent's primary point of contact for City account is:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Office Location: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\* Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

\*\* Emergency Contact Number for After-Hours Service: \_\_\_\_\_

**\* A representative of the company must be available to answer phone calls from City Monday through Friday, 8:00 A.M. to 5:00 P.M. (Central Time).**

**4. If awarded, Respondent shall indicate preferred method for which City is to notify Awarded Contractor of purchase orders:**

Purchase Orders shall be communicated via: *(check all that apply)* \_\_\_ Phone \_\_\_ Fax \_\_\_ Email

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**VENDOR CERTIFICATIONS**

**DEBARMENT/SUSPENSION INFORMATION:**

1. Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity or is Respondent listed on the federal government's terrorism watch list as described in Executive Order 13224. Entities ineligible for federal procurement are listed at <http://www.epls.gov>?
- ☐ Yes ☐ No

**If yes**, identify in an attachment the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, or listed at epls.gov and state the reason for or circumstances surrounding the debarment, suspension or ineligible for federal procurement, including but not limited to the period of time for such debarment, suspension or ineligibility.

**CERTIFICATIONS:**

1. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. ☐ Yes ☐ No
- A. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the solicitation process or in the Contract execution;
- B. "fraudulent practice" means an intentional misrepresentation of facts made
1. to influence the solicitation process or the execution of the Contract to the detriment of Owner,
  2. to establish Cost Proposal or Contract prices at artificial non-competitive levels, or
  3. to deprive Owner of the benefits of free and open competition.
- C. "collusive practice" means a scheme or arrangement between two or more Respondents, with or without the knowledge of Owner, a purpose of which is to establish Cost Proposals at artificial, non-competitive levels; and
- D. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the solicitation process or affect the execution of the Contract.

**2. NON-COLLUSION CERTIFICATION:**

- A. Non-Collusion Certification: Do you certify that all of the following are true and correct concerning your company's cost Proposal? ☐ **Yes** ☐ **No**
1. That you are fully informed of the contents of the solicitation and the circumstances of its preparation;
  2. That your cost Proposal is genuine and is not a collusive or sham Cost Proposal;
  3. That neither you nor anyone else acting on behalf of your company has agreed, colluded, or conspired in any manner with any other respondent, firm or person to submit a collusive or sham cost Proposal, or to refrain from responding, or sought by communication or conference with any other respondent, firm or person to fix the prices, overhead, profit, or any cost element in your cost Proposal or in any other cost Proposal, or to secure through any collusion, conspiracy, or agreement any advantage against the City of New Braunfels or any other respondent; and
  4. The prices quoted in your cost Proposal are fair and proper and are not affected by any collusion, conspiracy, connivance or unlawful agreement on the part of your company or anyone acting on its behalf.

**3. GOVERNMENT CODE TITLE 10 SUBTITLE F VERIFICATIONS:**

- A. Contractor shall verify that it's named company, under the provisions of Subtitle F Title 10 Government Code Chapter 2270: ☐ **Yes** ☐ **No**
1. Does not boycott Israel currently; and
  2. Will not boycott Israel during the term of the contract.
- B. Pursuant to Sections 2270.001, 2270.002, 808.001, Texas Government Code:
1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
  2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.
- C. Pursuant to subtitle F, Chapter 2252, Texas Government code, contractor shall not do business with Iran, Sudan or a foreign terrorist organization while providing products or services to the City of New Braunfels. ☐ **Yes** ☐ **No**
- D. Pursuant to Section 2274 of the Texas Government Code and Texas Senate Bill 13 (2021), Contractor certifies that either (i) it does not boycott and will not boycott certain energy companies; and (2) will not boycott certain energy companies during the term of the contract resulting from this solicitation. Contractor shall state any facts that make it exempt from the boycott certification as an attachment to this agreement. ☐ **Yes** ☐ **No**
- E. Pursuant to Section 2274 of the Texas Government Code and Texas Senate Bill 19 (2021), Contractor certifies that it: (a) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and (b) will not discriminate during the term of the contract against a firearm entity or firearm trade association. ☐ **Yes** ☐ **No**

**ACKNOWLEDGEMENT**

THE STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

I certify that I have read all of the specifications and general RFP requirements and do here by certify that all items submitted meet specifications. I certify that my responses and the information provided are true and correct to the best of my personal knowledge and belief and that I have made no willful misrepresentations in this Questionnaire, nor have I withheld any relevant information in my statements and answers to questions. I am aware that any information given by me in this questionnaire may be investigated and I hereby give my full permission for any such investigation, and I fully acknowledge that any misrepresentations or omissions in my responses and information may cause my response to this solicitation to be rejected.

\_\_\_\_\_  
**Company's Name**

\_\_\_\_\_  
**Signature, Authorized Representative of Respondent**

\_\_\_\_\_  
**Title**

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## ATTACHMENT C

### EXCEPTIONS AND ALTERNATIVES FORM

**Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without any further evaluation.**

Proposers are to comply with all requirements of this solicitation, otherwise the proposal may be deemed non-responsive. Exceptions may be considered if they are presented with the proposal and if the City determines that the exception does not materially alter the intent of this solicitation or that it exceeds the requirements of this solicitation.

☐ No Exceptions Taken

☐ Exceptions Taken – \*See attached (Include in Tab 9)

*\*Note that if any exceptions are taken, all required information must be submitted as an attachment*

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In the event the Proposer takes exception to any language in this solicitation, they may set forth alternatives by presenting each exception separately by stating:

- a)** The specific item or clause for which an exception is requested (citing the page and item number).
- b)** The suggested change to the exception, inclusive of proposed new language if applicable.
- c)** An explanation as to how the proposed change would benefit the City and/or why the exception is necessary.

*Except as may be indicated above, Proposer is in complete agreement with this entire solicitation including any proposed terms, conditions and business arrangements described herein.*

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(Authorized Signature)

Date

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(Title)

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## **APPENDIX ONE**

### **PROFESSIONAL SERVICES AGREEMENT **DRAFT****

THIS AGREEMENT is entered into by and between the CITY OF NEW BRAUNFELS, TEXAS, hereinafter referred to as “CITY”, and \_\_\_\_\_, hereinafter referred to as “PROFESSIONAL”, together collectively referred to as “Parties”.

WHEREAS, CITY desires PROFESSIONAL to perform certain work and services set forth in Scope of Services, marked Exhibit “A”, and attached hereto and incorporated herein.

WHEREAS, the PROFESSIONAL has expressed a willingness to perform said work and services, hereinafter referred to only as “services”, specified in said Scope of Services, and enumerated under Article II, of this Agreement.

NOW, THEREFORE, all parties agree as follows:

#### **I. DURATION**

This Agreement shall become effective upon the date of the final signature affixed hereto and shall remain in effect through the successful completion of the project as further defined in Exhibit C: Completion Schedule

#### **II. GENERAL**

PROFESSIONAL shall provide all equipment, materials, and personnel necessary to complete the Scope of Services outlined in Exhibit “A” and/or any Task Order resulting from this Agreement. All component parts of the Agreement Documents are intended to be complementary. In order of precedence, the Agreement Documents consist of the following documents (“Agreement Documents”):

- a) All written Change Orders executed after the Effective Date of this Agreement by the CITY Purchasing Agent and Consultant;
- b) This Agreement, along with any Exhibits, as they may later be modified by Amendments;
- c) The Statement of Work executed under this Agreement by the CITY Purchasing Agent and Consultant.
- d) The solicitation
- e) Contractor’s proposal

Exclusion from Agreement Documents. No terms and conditions submitted by PROFESSIONAL in connection with any proposal or proposed order will be considered part of the Agreement Documents unless expressly accepted in writing by the CITY Purchasing Agent. If accepted by the CITY, the proposed terms and conditions are limited in effect to the proposal with which they were submitted.

#### **III. SERVICES**

A. The following services, when authorized in writing by a Notice to Proceed, shall be performed by the PROFESSIONAL in accordance with the CITY’S requirements:



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[insert project description from the scope of services]

B. PROFESSIONAL shall be responsible for the PROFESSIONAL quality, technical accuracy, and the coordination of all designs, drawings, specifications, plans and other services furnished by PROFESSIONAL under this Agreement. PROFESSIONAL shall, without additional compensation, correct or revise any errors or deficiencies in the design, drawings, specifications, plans and other services.

C. Neither CITY'S review, approval or acceptance of, nor payment for any of the services required under this Agreement, shall be construed to operate as a waiver if any rights under this Agreement or if any cause of action arising out of the performance of this Agreement, and PROFESSIONAL shall be and remain liable to CITY in accordance with applicable law for all damages to CITY caused by PROFESSIONAL'S negligent performance of any of the services furnished under this Agreement.

D. The rights and remedies of CITY under this Agreement are as provided by law.

#### **IV. PAYMENT**

A. The parties agree that PROFESSIONAL shall be compensated for all services provided pursuant to this Agreement in the amount and manner described and set forth in the Payment Schedule attached hereto and incorporated herein as Exhibit "B". The contract amount specified shall not exceed \$xxxxx. All estimated fees set forth in Exhibit "B" shall be billed on an hourly not to exceed basis. In the event, the full estimated fee amount in Exhibit "B" is not required to complete a specific task, the ENGINEER shall not bill the remaining balance, resulting in savings to the CITY. The contract amount specified in Exhibit "B" shall not be exceeded without written permission of the CITY.

B. CITY shall reimburse PROFESSIONAL for subcontracting expenses limited to actual pre-approved expenses, and expenses shall not be marked up by PROFESSIONAL more than ten percent (10%).

C. CITY shall reimburse PROFESSIONAL for actual, external costs and expenses reasonably incurred by PROFESSIONAL's employees in performing Services without mark-up by the PROFESSIONAL as detailed in Exhibit B Pricing.

D. **Labor Rates.** Labor rates shall be based upon bill rates defined by skill level as agreed between CITY and PROFESSIONAL in this Agreement, pursuant to Exhibit B to this Agreement, Labor Rates and subject to revision pursuant to Article III (e). Bill rate ranges for any one skill level are not permissible. PROFESSIONAL shall provide to CITY the components of the labor bill rates, namely salary rate, overhead multiplier and profit multiplier if requested.

#### **V. TIME FOR PERFORMANCE**

A. PROFESSIONAL agrees to commence work immediately upon execution of this Agreement and to proceed diligently with said work, except for delays beyond the reasonable control of PROFESSIONAL, to completion as described in the Completion Schedule, attached hereto as

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Exhibit “C”, and hereby made a part of this Agreement.

B. In the event PROFESSIONAL’S performance of this Agreement is delayed or interfered with by acts of the CITY or others, PROFESSIONAL may request an extension of time for the performance of same as hereinafter provided but shall not be entitled to any increase in fee or price, or to damages or additional compensation as a consequence of such delays unless such delays exceed 90 days.

C. No allowance of any extension of time, for any cause whatever, shall be claimed or made to the PROFESSIONAL, unless PROFESSIONAL shall have made written request upon CITY for such extension within forty-eight (48) hours after the cause for such extension occurred, and unless CITY and PROFESSIONAL have agreed in writing upon the allowance of additional time to be made.

## **VI. DOCUMENTS**

A. All instruments of service (including plans, specifications, drawings, reports, designs, computations, computer files, estimates, surveys, other data or work items, etc.) prepared under this Agreement shall be submitted for approval of the CITY. All instruments of service shall be professionally sealed as may be required by law or by CITY.

B. Such documents of service, together with necessary supporting documents, shall be delivered to CITY, and CITY shall have unlimited rights, for the benefit of CITY, in all instruments of service, including the right to use same on any other work of CITY without additional cost to CITY. In the event CITY uses such instruments of service on any work of CITY other than that specified in the Scope of Services, attached as Exhibit “A”, the CITY hereby agrees, to the extent allowed under Texas law, to protect, defend, indemnify and hold harmless the PROFESSIONAL, their officers, agents, servants and employees, from and against suits, actions, claims, losses, liability or damage of any character, and from and against costs and expenses, including, in part, attorney fees incidental to the defense of such suits, actions, claims, losses, damages or liability on account of injury, disease, sickness, including death, to any person or damage to property including, in part, the loss of use resulting therefrom, arising from any inaccuracy, such use of such instruments of service with respect to such other work except where PROFESSIONAL participates in such other work.

C. PROFESSIONAL agrees to and does hereby grant to CITY a royalty-free license to all such instruments of service which PROFESSIONAL may cover by copyright and to all designs as to which PROFESSIONAL may assert any rights or establish any claim under the design patent or copyright laws. PROFESSIONAL, upon request, agrees to furnish the originals of all such instruments including electronic design files of service to the CITY.

D. All text documents supplied to CITY as provided herein shall be in Word 2018 or fully compatible with Word 2017. Unless otherwise requested all design drawings supplied to CITY as provided herein shall be in Adobe PDF and AutoCAD compatible DWG format.

## **VII. TERMINATION**

A. CITY or the PROFESSIONAL may suspend or terminate this Agreement for cause or

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without cause by giving 30 days written notice to the other party. In the event suspension or termination is without cause, payment to the PROFESSIONAL, in accordance with the terms of this Agreement, will be made only for the services CITY determines were properly performed up to the date of suspension or termination of this Agreement. Such payment will be due upon delivery of all instruments of service to CITY.

B. Should the CITY require a modification of this Agreement with PROFESSIONAL, and in the event CITY and PROFESSIONAL fail to agree upon a modification to this Agreement, CITY or the PROFESSIONAL shall have the option of terminating this Agreement. Payment to PROFESSIONAL shall be made by the CITY in accordance with the terms of this Agreement, for the services CITY determines were properly performed by the PROFESSIONAL prior to the date of termination of this Agreement.

### **VIII. INSURANCE**

A. PROFESSIONAL shall provide and maintain Workers Compensation with statutory limits.

B. PROFESSIONAL shall provide and maintain in full force and effect for the duration of this Agreement, auto insurance (including, but not limited to, insurance covering the operation of owned and non-owned automobiles, trucks and other vehicles) protecting PROFESSIONAL and CITY as an additional Insured with limits not less than \$1,000,000 for Bodily Injury/Property Damage (Combined Single Limit, Each Incident) and \$5,000 for Personal Injury Protection (PIP).

C. PROFESSIONAL shall provide general Liability Insurance. Such insurance covering personal and bodily injuries or death shall be in the sum of not less than One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) aggregate. Insurance covering damages to property shall be in the sum of not less than Two Hundred Fifty Thousand Dollars (\$250,000.00). The general Liability Insurance must name the CITY as an additional Insured.

D. PROFESSIONAL shall also provide and maintain PROFESSIONAL Liability Errors and Omissions Insurance coverage to protect PROFESSIONAL and CITY from liability arising out of the performance of PROFESSIONAL services, if any, under this Agreement. Such coverage shall be in the sum of not less than Three Hundred Thousand Dollars (\$300,000.00) per occurrence and Five Hundred Thousand Dollars (\$500,000.00) aggregate. Such insurance shall be kept in effect for four years after the completion of the Agreement. If PROFESSIONAL fails to maintain the insurance covered during that time, CITY may pay the premiums to keep the insurance in effect and recover the cost from the PROFESSIONAL.

E. A signed Certificate of Insurance, satisfactory to CITY, showing compliance with the requirements of this Article shall be furnished to CITY before any services are performed. Such Certificate shall provide 30 days written notice to CITY prior to the cancellation or modification of any insurance referred to therein and continue to issue such certificate for four years after completion of the Agreement.

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## **IX. INDEMNIFICATION FOR INJURY AND PERFORMANCE**

A. PROFESSIONAL further specifically obligates itself to CITY in the following respects, to-wit:

B. The PROFESSIONAL hereby agrees to the extent allowed by law to protect, indemnify and hold harmless the CITY, its officers, agents, servants and employees (hereinafter individually and collectively referred to as “Indemnitees”), from and against suits, actions, claims, losses, liability or damage of any character, and from and against costs and expenses, including, in part, attorney fees incidental to the defense of such suits, actions, claims, losses, damages or liability on account of injury, disease, sickness, including death, to any person or damage to property including, in part, the loss of use resulting therefrom, and any claimed defect in PROFESSIONAL’s performance, arising from any negligent act, error, or omission of the PROFESSIONAL, its officers, employees, servants, agents or subcontractors, or anyone else under the PROFESSIONAL’S, direction and control, and arising out of, resulting from, or caused by the negligent performance or failure of performance of any work or services called for by this Agreement, or from conditions created by the negligent performance or non-performance of said work or services. In the event one or more of the Indemnitees is determined by a court of law to be jointly or derivatively negligent or liable for such damage or injury, the PROFESSIONAL shall be obligated to the extent allowed by law to indemnify Indemnitee(s) as provided herein on a proportionate basis in accordance with the final judgment, after all appeals are exhausted, determining such joint or derivative negligence or liability.

C. Acceptance and approval of the final plans by the CITY shall not constitute nor be deemed a release of this responsibility and liability of PROFESSIONAL, its employees, associates, agents and consultants for the accuracy or competency of their designs, working drawings and specifications, or other documents and work; nor shall such approval be deemed to be an assumption of such responsibility by the CITY for any defect in the designs, working drawings and specifications, or other documents prepared by PROFESSIONAL, its employees, contractor, agents and consultants.

D. PROFESSIONAL shall defend and indemnify Indemnitees against and hold CITY harmless from any and all claims, suits or liens based upon or alleged to be based upon the non-payment of labor, tools, materials, equipment, supplies, transportation and management costs incurred by PROFESSIONAL in performing this Agreement.

## **X. INDEMNIFICATION FOR UNEMPLOYMENT COMPENSATION**

PROFESSIONAL agrees that it is an independent contractor and not an agent of the CITY, and that PROFESSIONAL is subject, as an employer, to all applicable Unemployment Compensation Statutes, so as to relieve CITY of any responsibility or liability from treating PROFESSIONAL’S employees as employees of CITY for the purpose of keeping records, making reports or payments of Unemployment Compensation taxes or contributions. PROFESSIONAL further agrees to indemnify and hold CITY harmless and reimburse it for any expenses or liability incurred under said Statutes in connection with employees of PROFESSIONAL.

## **XI. GENERAL INDEMNITY**

A. IF THE PARTIES ARE CONCURRENTLY NEGLIGENT, EACH PARTY’S

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**LIABILITY SHALL BE LIMITED TO THAT PORTION OF NEGLIGENCE ATTRIBUTABLE TO IT AS DETERMINED UNDER THE APPLICABLE PROPORTIONATE RESPONSIBILITY RULES OF THE STATE OF TEXAS.**

**B. NOTWITHSTANDING ANYTHING TO THE CONTRARY HEREIN, NEITHER PARTY SHALL BE LIABLE TO INDEMNIFY THE OTHER FOR THE NEGLIGENCE, GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF THE OTHER.**

**XII. INTELLECTUAL PROPERTY INDEMNITY**

**A. PROFESSIONAL SHALL, AT ITS OWN EXPENSE, DEFEND ALL SUITS OR PROCEEDINGS INSTITUTED AGAINST CITY, CITY AFFILIATES AND THEIR RESPECTIVE DIRECTORS, OFFICERS, AGENTS, OR EMPLOYEES BASED UPON ANY CLAIM THAT THE SERVICES, OR ANY PART THEREOF, OR THE PROCESS PERFORMED THEREBY CONSTITUTES AN INFRINGEMENT OF EITHER ANY PATENT OR COPYRIGHT OF THE UNITED STATES OR OF ANY TRADEMARK OR TRADE SECRET PROTECTED BY EITHER FEDERAL OR STATE LAW. PROFESSIONAL SHALL PAY ALL AWARDS OF DAMAGES ASSESSED WHICH RESULT FROM ANY SUCH CLAIM, SUIT OR PROCEEDING AND SHALL INDEMNIFY, SAVE, AND HOLD HARMLESS THE CITY AGAINST ALL LOSSES, EXPENSES, INCLUDING ATTORNEYS' FEES, AND DAMAGES RESULTING FROM ANY SUCH CLAIM, SUIT OR PROCEEDING, INCLUDING OBEDIENCE TO RESULTING DECREES AND TO RESULTING COMPROMISES.**

**B. IF, IN ANY SUCH SUIT OR PROCEEDING, A RESTRAINING ORDER OR TEMPORARY INJUNCTION IS GRANTED, PROFESSIONAL SHALL MAKE EVERY EFFORT, BY GIVING A SATISFACTORY BOND OR OTHERWISE, TO SECURE THE SUSPENSION OF ANY SUCH RESTRAINING ORDER OR TEMPORARY INJUNCTION. IF, IN ANY SUCH SUIT OR PROCEEDING, THE SERVICES OR ANY PART THEREOF OR THE PROCESS PERFORMED THEREBY IS HELD TO CONSTITUTE AN INFRINGEMENT AND ITS USE BE PERMANENTLY ENJOINED, PROFESSIONAL SHALL AT ONCE MAKE EVERY EFFORT TO SECURE FOR CITY A LICENSE AT PROFESSIONAL'S EXPENSE AUTHORIZING THE CONTINUED USE OF THE ALLEGED INFRINGING PORTION OF THE SERVICES. IF PROFESSIONAL IS UNABLE TO SECURE SUCH LICENSE WITHIN A REASONABLE TIME, PROFESSIONAL SHALL, AT ITS OWN EXPENSE AND WITHOUT IMPAIRING PERFORMANCE REQUIREMENTS, EITHER PROVIDE NON-INFRINGING REPLACEMENTS OR MODIFY THE SERVICES TO ELIMINATE THE INFRINGEMENT. IN ADDITION TO INDEMNIFYING AND SAVING CITY HARMLESS, PROFESSIONAL SHALL REIMBURSE CITY FOR ANY COSTS INCURRED AS A RESULT OF THE UNAVAILABILITY OF THE INFRINGING ITEM OR ITS NON-INFRINGING REPLACEMENT.**

**C. THE FOREGOING INDEMNITY PROVISIONS SHALL BE DEEMED INDEPENDENT COVENANTS AND SHALL SURVIVE COMPLETION OR TERMINATION OF THE AGREEMENT OR ANY CLAIMED BREACH THEREOF.**

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### **XIII. ASSIGNMENT**

PROFESSIONAL shall not assign or sublet this Agreement or any part thereof, without the written consent of City Manager. Sale of more than 50% ownership of PROFESSIONAL shall be construed as an assignment.

### **XIV AGREEMENT AMENDMENTS AND ADJUSTMENTS IN SERVICES**

This Agreement contains the entire understanding of the parties with respect to the subject matter hereof and there are no oral understandings, statements or stipulations bearing upon the meaning or effect of this Agreement which have not been incorporated herein. This Agreement may only be modified, amended, supplemented or waived as agreed in writing by both parties, except as may be otherwise provided therein.

No claims for extra services, additional services or changes in the services will be made by PROFESSIONAL without a written agreement with CITY prior to the performance of such services, as noted in the paragraph above.

### **XV. NOTICES AND AUTHORITY**

A. The PROFESSIONAL agrees to send all notices required under this Agreement to the City Manager of the City of New Braunfels, or the City Manager's designee, at 550 Landa Street, New Braunfels, Texas 78130. The PROFESSIONAL understands that only the City Manager or his designee has the authority to represent the CITY or bind the CITY under this Agreement.

B. The CITY agrees to send all notices required under this Agreement to the PROFESSIONAL at:

NAME:  
TITLE:  
ADDRESS:

### **XVI. INVOICING**

1. Invoices shall be directed to [ACCOUNTING@NEWBRAUNFELS.GOV](mailto:ACCOUNTING@NEWBRAUNFELS.GOV) and shall include:
  - a. Purchase order number prominently displayed on each invoice.
  - b. Unique invoice number
  - c. Invoice period
  - d. Invoice or billing date
  - e. Timesheets for services performed on a time and materials basis
  - f. Receipts for all materials used for services performed on a time and materials basis
  - g. Itemization of all deliverables completed and delivered to the CITY
  - h. Records supporting all reimbursable expenses, including without limitation for lodging, meals,  
b. mileage, airfare and car rentals

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2. Payments may be based on completion of the services, fulfillment of milestones, or delivery of deliverables as agreed in the order. PROFESSIONAL shall invoice CITY once a month for orders in progress that have activity for that month. Final payment by CITY shall not waive any rights and remedies that CITY has and shall not release PROFESSIONAL from any duties and obligations set forth in the Agreement Documents.
  3. No invoice shall be considered complete or payable unless all documentation is submitted with invoice supporting reimbursable and CITY approved expenses, such as time sheets, transportation, lodging and meal expenses.
  4. Invoices shall be supported by billing information, tie to a specific order and shall detail amount spent/remaining. Direct expenses shall include supporting detail showing the nature and extent of the expenses and shall reference the appropriate deliverable, milestone payment, and order line detail. Labor charges shall detail the name and category of the person providing services and shall show the hours worked by each category/name, the associated rate, and the extended total for the invoice. Supporting documentation shall also be submitted for sub-contractor work invoiced.
  5. Payment terms are Net 30 Days.

## **XVII. TRAVEL PROCEDURES**

Qualifying expenses are automobile rental, fuel, lodging, meals, airline tickets, taxi cabs, parking, and mileage. Travel that does not follow the policy outlined herein shall not be payable without prior written consent by the CITY:

1. Travel Per Diem shall equal the U.S. General Services Administration domestic federal per diem rates ("Per Diem") for the applicable primary destination for the year in which travel shall occur, which can be located here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>
  - a. Should the primary destination not be referenced in the Per Diem, the per diem amount shall be no greater than \$124.
  - b. Meals shall not exceed a total of \$59 per day.
2. Mileage shall be based on the IRS standard mileage rate (currently located at <https://www.irs.gov/taxPROFESSIONALS/standard-mileage-rates>)
3. Airline tickets shall be booked fourteen (14) days in advance. Only economy class tickets shall be booked.
4. PROFESSIONAL shall use its corporate rate for hotels, when available or book hotels through a discount travel service.
5. Entertainment and alcoholic beverages are not reimbursable.

## **XVIII. REVIEW AND ACCEPTANCE**

A. Review and acceptance requirements may be specified in an Order. Review and acceptance of all performance, reports or other Deliverables under this Article shall be performed at the place of delivery specified in the individual Order.

B. When PROFESSIONAL can demonstrate that the Services are complete in accordance with the acceptance criteria included in the Order and so notifies CITY, CITY shall review the Services for general compliance with the Agreement. If the CITY determines that Services comply with the Agreement requirements, and PROFESSIONAL has furnished any required Deliverables, then CITY shall notify PROFESSIONAL in writing of CITY's acceptance of the

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Services ("Acceptance"). If CITY determines the Services to be deficient, CITY shall notify the PROFESSIONAL accordingly. The PROFESSIONAL shall, without delay, correct any deficiency without additional compensation. When the PROFESSIONAL can demonstrate that the deficiency has been corrected, the PROFESSIONAL shall notify CITY for review of said correction. Upon CITY finding that the correction appears to comply with the requirements and no deficiency remains with the Services, CITY shall notify the PROFESSIONAL in writing of acceptance of the Services. Acceptance shall not limit nor diminish PROFESSIONAL's warranties and other obligations under the Agreement.

## **XIX. REMEDIES**

A. PROFESSIONAL shall be liable for any actual damages incurred by CITY arising out of PROFESSIONAL's failure to perform on time.

B. In the event of a breach of contract by PROFESSIONAL, CITY shall have the right to any remedy at law or in equity including the remedies of a temporary and permanent injunction and specific performance. All remedies shall be cumulative. In any action to enforce any portion of this Agreement or related Order the prevailing party shall be entitled to its reasonable attorney's fees and costs as authorized under Texas law. CITY shall have the right to set off any amounts owed it by PROFESSIONAL and deduct those sums from amounts which CITY may owe PROFESSIONAL.

C. Back Charges. CITY may impose back charges against PROFESSIONAL or deduct back charges from moneys owed PROFESSIONAL for performance or re-performance by CITY or third parties of the Services.

## **XX. FORCE MAJEURE**

A. The nonperformance or delayed performance by PROFESSIONAL or CITY of any obligation under the Agreement shall be excused if such nonperformance or delay is caused by an event beyond the control of the affected Party ("Force Majeure"), except to the extent that PROFESSIONAL knew of, or should reasonably have been able to foresee such an event and failed to take measures to avoid the event, or adequately take reasonable measures that would allow PROFESSIONAL to perform despite the occurrence of the event. Items beyond the control of the Parties include, but are not limited to: acts of war, acts of a public enemy, acts of domestic or foreign terrorism, natural disasters, strikes, epidemics or quarantine restrictions, riot, or sabotage and acts of civil or military authority having jurisdiction. Except for extreme weather events including without limitation named or numbered storms or tornados, weather shall not be considered a Force Majeure event unless so stated in an Order.

B. Upon occurrence of a Force Majeure event, the affected party shall notify the other party, in writing, of the reason for such delay, the estimated amount of the delay and the steps which can be taken to minimize the delay. No Force Majeure event shall exist until such writing is received by the unaffected party. Once a Force Majeure event occurs the date for performance of the Services shall be extended for a period equal to the time lost by reason of the delay, provided PROFESSIONAL or CITY has taken steps to proceed with the performance of the Agreement and has made written notification of such delay and of any Corrective Action taken. PROFESSIONAL shall not be entitled to any increase in compensation by reason of Force Majeure.



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C. The following delays shall not be deemed Force Majeure or constitute excusable delays in performance by PROFESSIONAL. The following shall not constitute a reason for extending the date for performance of the Services:

- 1) Delays by subcontractors or by PROFESSIONAL for reasons other than Force Majeure.
- 2) Delays in approval of documentation because of inadequate performance or unrealistic approval schedules;
- 3) Delays caused by PROFESSIONAL's lack of sufficient personnel with the necessary skills; or
- 4) Delays caused by Services in hazardous environments.

## **XI. TERMINATION FOR CONVENIENCE**

A. CITY shall have the right to terminate this Agreement and any Order placed under it for its convenience at any time. After receipt of the notice of termination, the PROFESSIONAL shall immediately proceed with the following obligations, regardless of any delay in determining or adjusting any amounts due at that point in the Agreement:

- 1) Stop all ongoing Services;
- 2) Place no further subcontracts or orders for materials or Services;
- 3) Terminate all subcontracts;
- 4) Cancel all Orders, as applicable; and
- 5) Take any action that is necessary to protect and preserve all property related to this Agreement that is in the possession of the PROFESSIONAL.

B. Upon termination for convenience, PROFESSIONAL will comply with instructions in the notice of termination regarding delivery to CITY of all Deliverables in progress and all completed Deliverables.

C. In the event of a termination under paragraph (a) of this Article, CITY shall pay for portions of Services completed and accepted by CITY and materials purchased. CITY shall not be liable in connection with any termination under this Article for indirect, special, incidental, consequential or punitive damages, including without limitation loss of anticipated future Services, anticipated profits, administrative costs or overhead on anticipated Services. Final payment shall be made upon the Parties' agreement of the amount of the final invoice and CITY's Acceptance of the Services.

## **XXII. TERMINATION FOR CAUSE**

A. The occurrence of any one or more of the following events will constitute an event of default:

- 1) PROFESSIONAL's persistent failure to perform the Services in accordance with the Agreement Documents (including, but not limited to, failure to supply sufficiently skilled workers, suitable materials or equipment, or to adhere to project schedules as adjusted from time to time by the Parties);
- 2) PROFESSIONAL's disregard of applicable laws or regulations;

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- 3) PROFESSIONAL's disregard of the authority of the CITY's Agent;
  - 4) PROFESSIONAL's violation in any material way of any provisions of this Agreement and the Agreement Documents;
  - 5) Failure of PROFESSIONAL to pay subcontractors and/or material suppliers;
  - 6) PROFESSIONAL's violation of CITY's ethics policy or the Ethics Requirements contained herein; or
  - 7) CITY designates a Key Person, and that Key Person is no longer employed by PROFESSIONAL.

B. If one or more of the events identified in paragraph (a) occur, the CITY may, at its sole discretion, choose to either terminate this Agreement at the time of CITY's choosing upon written notification to the PROFESSIONAL, or provide a Corrective Action Request to PROFESSIONAL.

C. If PROFESSIONAL fails to initiate such Corrective Action or submit an acceptable plan within the aforementioned timeframe, or fails to follow through on completion of the plan, CITY may take any or all of the following actions without affecting the contracted price or schedule:

- 1) CITY personnel may direct PROFESSIONAL to cease performance on all or part of the Agreement until satisfactory Corrective Action has been taken;
- 2) CITY may have others take Corrective Action necessary to achieve compliance with the Agreement. CITY may deduct the cost of such Corrective Action by others from any moneys due to PROFESSIONAL. Corrective Action by others shall be taken when, in the judgment of CITY, the noncompliance threatens safety, unreasonably interferes with or delays the work of others, or otherwise creates a situation the resolution of which cannot be delayed without adversely impacting quality, cost or timely completion;
- 3) CITY may seek any of the Remedies set forth further in this Agreement; and/or
- 4) CITY may Terminate for Cause as provided herein.

D. If this Agreement has been so terminated by CITY, the termination will not affect any rights or remedies of CITY against PROFESSIONAL or any surety then-existing or which may thereafter accrue. No retention or payment of moneys due PROFESSIONAL by CITY will release PROFESSIONAL from liability.

E. If it is ever determined that CITY wrongfully terminated PROFESSIONAL for Cause, the termination shall be converted to a termination for convenience.

### **XXIII. SUSPENSION**

A. CITY may, at any time and at its sole option, suspend all or any portions of the PROFESSIONAL's performance under this Agreement by providing ten (10) calendar days written notice to the PROFESSIONAL. Upon receipt of any such notice, PROFESSIONAL shall:

- 1) Immediately discontinue performance under this Agreement on the date and to the extent specified in the notice;
- 2) Place no further orders with subcontractors or PROFESSIONAL with respect to the suspended portion of the performance, other than to the extent necessary to protect any portion of the performance already completed;
- 3) Promptly make every reasonable effort to obtain suspension, upon terms satisfactory to

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CITY, of all orders, subcontracts and rental agreements to the extent that they relate to performance suspended by the notice;

- 4) Continue to protect and maintain the portion of the performance already completed, unless otherwise specifically stated in the notice; and
- 5) Continue to perform PROFESSIONAL's obligations for the portions of the Agreement not suspended.

B. CITY shall reimburse PROFESSIONAL for the cost of maintaining and protecting any portion of PROFESSIONAL's performance that has not been delivered to CITY, subject to approval by CITY.

C. Upon receipt of notice to restart the suspended portion of the performance, PROFESSIONAL shall immediately resume the suspended performance to the extent required in the notice. Within fourteen (14) calendar days after receipt of notice to restart the performance, the PROFESSIONAL shall submit a revised schedule for approval by CITY. If, as a result of any suspension, the cost to PROFESSIONAL of subsequent performance or the time required to do so is changed, a claim for an adjustment in the contracted price may be made. Any claim on the part of PROFESSIONAL for change in price or extension of time shall be made in accordance with this Agreement.

D. If amounts set forth in (b) above cannot be negotiated then CITY may terminate this Agreement with no further liability to PROFESSIONAL.

#### **XXIV. DISPUTE RESOLUTION**

Any dispute, controversy or claim arising out of or relating to this Agreement, or the breach hereof, must be referred to upper management of the parties for good faith discussion and resolution prior to invoking any other dispute resolution method authorized under this Agreement. Pending resolution of any such dispute, PROFESSIONAL must continue to perform its obligations under this Agreement and CITY must continue to make payment to PROFESSIONAL for any undisputed items. The Parties agree that in the event of a dispute concerning the performance or non-performance of any obligations flowing from or as a result of this Agreement and prior to the initiation of any litigation, the Parties will voluntarily submit the dispute to mediation before a mediator selected by the Parties as though it were referred through the operation of the Texas Alternative Dispute Resolution Procedures Act, Title 7, Chapter 154, Texas Civil Practices & Remedies Code. No record, evidence, statement or declaration resulting from or in connection with such alternate dispute resolution procedure may be used in evidence in subsequent litigation except to demonstrate that this Article has been complied with in good faith by a Party. PROFESSIONAL shall proceed diligently with performance of the Agreement, pending final resolution of any request for relief, claim, appeal, or action arising under the Agreement. During a dispute, CITY has right to use any deliverables, work product, material or equipment provided by PROFESSIONAL under this Agreement until the dispute is settled through a predefined court process.

#### **XXV. GOVERNING LAW**

A. This Agreement shall be governed, interpreted and enforced under the laws of the State of Texas, without regard to its conflict of law principles. In the event of litigation between the Parties arising out of or related to this Agreement, venue for such litigation shall be in a court of

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competent jurisdiction in Comal County, Texas.

B. PROFESSIONAL shall be aware of and shall comply with all federal, state and local laws, ordinances, codes (including applicable PROFESSIONAL codes) and regulations applicable to performance of this Agreement, including standards and codes of technical societies that have been adopted by law or regulation or compliance with which is required in the Agreement Documents. If any of the work fails to comply with such laws, ordinances, codes and regulations, PROFESSIONAL shall bear any expense arising from that failure, including the costs to bring the work into compliance.

C. Without limiting the generality of the foregoing, during the performance of the Agreement, PROFESSIONAL agrees to comply with all applicable regulations of Executive Order No. 11246 of September 24, 1965, and the rules, regulations and relevant orders of the Secretary of Labor as they may apply to Equal Employment Opportunity. PROFESSIONAL will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations and orders of the Secretary of Labor pursuant thereto, and will permit access to its books, records and accounts by the cognizant agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

## **XXVI. INDEPENDENT CONTRACTOR**

A. PROFESSIONAL shall perform in all respects under this Agreement as an independent contractor and not as an employee, partner, joint venturer or agent of the CITY. PROFESSIONAL's performance shall be subject to the CITY's review, approval and acceptance as provided in the Agreement Documents, but the detailed manner and method of performance shall be under the control of PROFESSIONAL. However, because PROFESSIONAL's performance may be associated in the minds of the public with CITY, PROFESSIONAL shall ensure that all work by its employees, subcontractors and agents are performed in an orderly, responsible and courteous manner. **PROFESSIONAL AGREES TO INDEMNIFY AND HOLD HARMLESS CITY FROM ANY DAMAGE, JUDGMENT, LOSS, FINE, PENALTY OR INTEREST AWARDED TO PROFESSIONAL PERSONNEL OR ANY TAXING AUTHORITY BASED UPON A CLAIM THAT PROFESSIONAL PERSONNEL ARE EMPLOYEES OF CITY.**

B. Upon prior notification to and written approval of CITY, PROFESSIONAL may hire subcontractors to perform work hereunder. PROFESSIONAL shall be responsible to CITY for the performance of all such subcontractors. The CITY reserves the right, in its sole discretion, to reject the employment by PROFESSIONAL of any subcontractor to which CITY has an objection. PROFESSIONAL, however, shall not be required to contract with any subcontractor to which it has an objection. CITY shall require any and all such subcontractors to sign contracts with PROFESSIONAL that bind the subcontractors to perform their subcontracts in accordance with the applicable requirements of the Agreement Documents. Upon the request of CITY, PROFESSIONAL shall furnish CITY with copies of such subcontracts. In addition, PROFESSIONAL agrees that it is PROFESSIONAL's responsibility to ensure that such subcontractors make all appropriate tax payments or tax withholding in relation to subcontractor's employees providing work to CITY through PROFESSIONAL under this Agreement. PROFESSIONAL represents that it and its subcontractors have skills necessary to perform the work contemplated in this Agreement and any related Orders and are fully trained to perform the tasks required by this Agreement and that they need no training by the CITY.

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## **XXVII. ON-SITE ACTIVITIES**

A. This Article shall only apply if PROFESSIONAL has any personnel performing Ancillary Services at a CITY Site, under this Agreement.

B. PROFESSIONAL shall have an authorized representative at the Site to whom CITY SME or representative may give instructions at all times when Ancillary Services are being performed. The authorized representative of PROFESSIONAL shall be identified to CITY in writing.

C. PROFESSIONAL shall have competent supervision at the Site at all times to direct and observe the Ancillary Services to be performed. PROFESSIONAL will investigate and take appropriate action with respect to any personnel problems brought to its attention by CITY's Agent.

D. PROFESSIONAL shall confine all of its operations and personnel to those areas of the Site to which CITY authorizes access.

E. PROFESSIONAL's personnel may not operate CITY's tools, vehicles, materials or equipment (collectively "CITY Equipment") without CITY Agent's prior authorization. If PROFESSIONAL borrows CITY Equipment, it is conclusively presumed PROFESSIONAL agrees to the following terms and conditions, regardless as to whether such authorization is granted by CITY:

- 1) The CITY Equipment is provided AS IS, with no representations or warranties;
- 2) PROFESSIONAL assumes full responsibility for the protection of the CITY Equipment;
- 3) PROFESSIONAL agrees to return the CITY Equipment to CITY in the same condition as when it was borrowed, or, if repairs are necessary, to cause such repairs to be performed promptly at PROFESSIONAL's sole expense before the CITY Equipment is returned to CITY. CITY may deduct or offset any costs associated with repairing any damage to the CITY Equipment from any payment owed to the PROFESSIONAL hereunder;
- 4) PROFESSIONAL releases and discharges CITY, its directors, officers, and employees from all liability for any loss or damage arising from, related to, or resulting from any use of the CITY Equipment by any individuals, other than CITY employees; and
- 5) PROFESSIONAL agrees to defend, indemnify and hold harmless CITY, its directors, officers, and employees from and against any and all claims, demands, suits, causes of action, proceedings, judgments, damages, costs, expenses, and liabilities (including reasonable attorneys fees and costs) arising out, related to, or resulting from any use of the CITY Equipment by any individuals, other than CITY employees.

**CONTRACTOR SHALL PROVIDE ALL TOOLS AND EQUIPMENT ASSOCIATED WITH WORKER SAFETY AND HEALTH, NEEDED TO PERFORM THE WORK, INCLUDING WITHOUT LIMITATION AIR MONITORING EQUIPMENT, CONFINED SPACE EQUIPMENT, PERSONAL PROTECTIVE EQUIPMENT, WARNINGS, BARRICADES AND LOCK OUT/TAG OUT EQUIPMENT.** PROFESSIONAL shall cooperate with CITY and others working at or near the Site. CITY has no obligation to lend CITY Equipment to PROFESSIONAL and may decline to do so at any time in its sole discretion.

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F. PROFESSIONAL shall promptly report to CITY's Agent any defects in the work of others which impacts on PROFESSIONAL's Ancillary Services or the performance of its obligations hereunder. Failure to report such defects constitutes acceptance of the conditions by PROFESSIONAL.

G. PROFESSIONAL shall keep all of its work areas free from trash and debris and keep its work areas "broom clean" on a continuous basis.

H. PROFESSIONAL shall secure and protect its own materials, tools, equipment and Ancillary Services, including any CITY Equipment, whether provided by CITY under this Agreement or borrowed from CITY.

## **XXVIII. RIGHT TO AUDIT**

CITY shall have the right to audit all books and records (including the supporting or underlying documents and materials), in whatever form they may be kept, whether written, electronic or other, relating or pertaining to this Agreement (Collectively "Records"), kept by or subject to the control of the PROFESSIONAL, including, but not limited to those kept by the PROFESSIONAL, its employees, agents, assigns, successors and subcontractors. The PROFESSIONAL shall maintain, and shall require its subcontractors to maintain, such books and records, together with such supporting or underlying documents and materials, for the duration of this Agreement and for at least two (2) years following the completion of the last Order completed under this Agreement, including any and all extensions thereof. The books and records, together with the supporting or underlying documents and materials shall be made available, upon request, to CITY during normal business hours at the PROFESSIONAL's office or place of business. In the event that no such location is available, then the books and records, together with the supporting or underlying documents and records, shall be made available for audit at a time and location which is convenient for CITY. This right to audit applies to all books, records and supporting documents and materials regardless of the format in which those items are maintained. In the event that the PROFESSIONAL fails the audit, CITY shall be compensated by PROFESSIONAL as appropriate and as demonstrated by the audit findings. Specifically, in the case that the audit finds that PROFESSIONAL over-charged CITY, PROFESSIONAL shall compensate CITY by the amount of the overcharge plus a late charge of 1% per month beginning with the month in which the overcharge occurred to the month in which the overcharge is compensated by the PROFESSIONAL.

## **XXIX. FINANCIAL OBLIGATIONS**

A. PROFESSIONAL hereby certifies that it has the financial ability to perform this Agreement and all the Orders executed hereunder to final completion and that it shall notify CITY if it appears that: PROFESSIONAL ceases to have the financial ability to perform this Agreement or any Order hereunder, if the PROFESSIONAL's liabilities exceed its assets, or if it is generally unable to pay its debts. Upon notice thereof, CITY reserves the right to require a letter or credit or other financial guarantee acceptable to CITY.

B. PROFESSIONAL shall, at its own expense, prepare and submit for review annually by CITY audited financial statements. Such statements shall be submitted to CITY no later than May 1 of each year. If CITY, in its sole judgment, concludes that PROFESSIONAL's financial statements

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indicate that PROFESSIONAL poses an unwarranted risk to CITY, then CITY may terminate this Agreement for its own convenience.

### **XXX. BANKRUPTCY**

Subject to the rights of any trustee in bankruptcy and to applicable law, in the event that either Party becomes or is declared insolvent or bankrupt, is the subject of any proceedings related to its liquidation, insolvency or for the appointment of a receiver or similar officer, makes an assignment for the benefit of all or substantially all of its creditors, or enters into an agreement for the composition, extension, or readjustment of all or substantially all of its obligations, such Party agrees to furnish notification to the other within five working days by registered mail. Then the other Party may, by giving written notice thereof to the other Party, terminate this Agreement as of a date specified in such notice of termination.

### **XXXI. PUBLICITY**

PROFESSIONAL shall not directly or indirectly publish, approve or issue any advertising, sales promotion, press release or public statement relating to this Agreement or any other work performed by PROFESSIONAL for CITY wherein CITY's name, trade name, trademark and/or logo is expressly mentioned or language is used from which CITY's identity may, in CITY's responsible judgment, be inferred or implied (a "Prohibited Publication"), without the prior written approval of the CITY Purchasing Agent, which approval may be withheld in CITY's absolute discretion.

### **XXXII. AGREEMENT NON-EXCLUSIVE**

The Agreement is not exclusive. CITY has the right to hire others to provide the same or similar work.

### **XXXIII. SEVERABILITY**

If any term or provision of this Agreement is held illegal or unenforceable by a court of competent jurisdiction, all other terms in this Agreement will remain in full force and effect and the illegal or unenforceable provision shall be deemed stricken. In the event the stricken provision materially affects the rights, obligations or duties of either party, CITY and PROFESSIONAL shall substitute a provision by mutual agreement that preserves the original intent of the parties as closely as possible under applicable law.

### **XXXIV. INTERPRETATION AND RELIANCE**

While this Agreement was initiated by CITY, PROFESSIONAL had the opportunity to take exception to and seek clarification of it. Thus, this Agreement is the product of negotiations between the Parties. No presumption will apply in favor of any Party in the interpretation of this Agreement or in resolution of any ambiguity of any provision.

### **XXXV. SURVIVAL**

Termination or expiration of this Agreement shall not relieve, reduce, or impair any rights or obligations of a party which expressly or by implication survive termination or expiration of this Agreement. Without limiting the generality of the foregoing, the following Articles shall survive the

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termination or expiration of this Agreement: General, Services, Documents, Termination, Insurance, Indemnification for Injury and Performance, Indemnification for Unemployment Compensation, General Indemnity, Intellectual Property Indemnity, Default of Professional, Notices & Authority, Invoicing, Remedies, Termination for Convenience, Termination for Cause, Dispute Resolution, Governing Law, Independent Contractor, Right to Audit, Publicity, Agreement Non-Exclusive and Severability.

#### **XXXVI. BUSINESS REVIEWS**

CITY and PROFESSIONAL shall conduct business reviews at least annually. PROFESSIONAL shall attend business reviews at PROFESSIONAL's own expense. These business reviews may be held formally or informally at the discretion of CITY. As part of the business review process, the PROFESSIONAL shall be evaluated on ability to perform, quality, service, value, and innovation. PROFESSIONAL shall be required to submit updated qualifications to the CITY Agent upon request.

As part of the Business Review process, PROFESSIONAL shall provide to CITY proposals for cost reduction opportunities on open Orders or opportunities available overall.

#### **XXXVII. MISCELLANEOUS**

The PROFESSIONAL shall prepare and execute in any form and detail as CITY shall direct all estimates, certificates, reports, and other documents required to be executed by the PROFESSIONAL pursuant to any Order or this Agreement, including, without limitations, a monthly report of progress on the form of schedule referred to within this Agreement or any subsequent Order showing the percentage of completion of each of the Deliverables thereof. Reporting for Time and Materials based Orders shall include costs incurred and matched to its respective SOW Deliverable. Reporting shall also include this cost incurred against the forecasted total cost and indicate any potential schedule or cost impacts. Reporting shall include spend to date. Any representations or recommendations on the part of the PROFESSIONAL made subject to this Article shall not constitute a change to the Order.

(Signatures on Following Page)



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IN WITNESS WHEREOF, the parties to these presents have executed this Agreement in the year and day first above written.

**OWNER**  
THE CITY OF NEW BRAUNFELS

**PROFESSIONAL**  
XX

BY: \_\_\_\_\_  
Robert Camareno

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

TITLE: CITY MANAGER

TITLE: title

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

ADDRESS:  
550 Landa Street  
New Braunfels, TX 78130

ADDRESS:  
XX  
XX