

AGENDA ITEM 28

Consider approving Professional Services Agreement for Vara Land Surveying, Inc. pertaining to 1431 Extension, Phase 3A.

Moved: **Commissioner Hays**

Seconded: **Commissioner Boatright**

Motion: To approve Professional Services Agreement for Vara Land Surveying, Inc. pertaining to 1431 Extension, Phase 3A.

Vote: **4 – 0 – 1. Commissioner Limmer** abstained from the vote.

< Attachment >

Contract No. Chandler Rd - Varn Land Surveying, Inc
FM 1660 - CR368

Checklist

Prior to Initiation of Work

- ☒ Signed and Executed Agreement
- ☒ Scope of Services – Appendix A
 - ☒ Exhibit A – Services to be provided by County
 - ☒ Exhibit B – Services to be provided by Engineer
 - ☒ Exhibit C – Work Schedule
 - ☒ Exhibit D – Fee Schedule
- ☒ Production Schedule – Exhibit IV
- ☒ Hourly Rates of Engineer – Exhibit II
- ☒ Work Authorization - Attachment A to Exhibit I
 - ☐ Supplemental Work Authorization for Additional Work (if applicable)
- ☐ Data to be provided to Engineer by County
 - ☐ Plans
 - ☐ Maps
 - ☐ Studies
 - ☐ Reports
 - ☐ Field Notes
 - ☐ Statistics
 - ☐ Computations
 - ☐ Other: _____
- ☒ Contractors Qualification Statement – Appendix B
- ☒ Insurance
 - ☒ Worker's Compensation
 - ☒ Commercial General Liability Insurance
 - ☒ Automobile Liability Insurance
 - ☒ Professional Liability Errors and Omissions Insurance
 - ☒ Self Insurance Documentation
 - ☐ Insurance Certificates for Subcontractors and/or Sub-consultants
 - ☐ Approval of Insurance by County

OK [Signature]

Course of Work

- ☐ Original Engineering Work Product submittal
- ☐ "Completed" Engineering Work Product
- ☐ "Accepted" Engineering Work Product
- ☐ Modifications and/or Changes for Approval of Engineering Work Product
- ☐ "Approved" Engineering Work Product
- ☐ Revisions to Work Product
- ☐ Seal of Endorsement on all Engineering Work Product
- ☐ Data necessary for applications or documentation for permits and/or grants to be provided by Engineer to County

Notices (as applicable)

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- ☐ Notice of Suspension
- ☐ Notice of Reinstatement
- ☐ Notice of Termination
- ☐ Notice of Staffing Changes
- ☐ Written Report of Accident

Documentation for Payment

- ☒ Internal Revenue Form W-9
- ☐ Invoice for Services Rendered
 - ☐ Supporting Documentation
 - ☐ Report of Completion Percentage
- ☐ Invoice for Reimbursables
 - ☐ Proof of prior payment by Engineer of Reimbursables

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PROFESSIONAL SERVICES AGREEMENT

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PROFESSIONAL SERVICES AGREEMENT

STATE OF TEXAS §
COUNTY OF WILLIAMSON §

This Agreement is made and entered into this day by and between Williamson County, Texas, a political subdivision of the State of Texas, (*the "County"*) and Vara Land Surveying, Inc. (*the "Surveyor"*).

WHEREAS, *County* proposes to construct a County Road FM 1431 Extension, Phase 3A;

WHEREAS, *County* desires to obtain professional services for Professional Land Surveying (the "*Project*");

WHEREAS, Surveyor has the professional ability and expertise to fulfill the requirements of the *Project*, and to counsel *County*.

NOW, THEREFORE, *County* and *Surveyor* agree to the performance of the professional services by *Surveyor* and the payment for these services by *County* as set forth herein.

Section I

Employment of the Surveyor

County agrees to employ *Surveyor* and *Surveyor* agrees to perform professional land surveying services for the *Project* as stated in the Sections to follow. As a condition to employment, it is specifically agreed that any disputes arising hereunder shall be submitted to the County Judge or his designee and/or agent as designated in the Scope of Services in Appendix A, or as otherwise designated (*individually or collectively the "County Judge"*). The *County Judge* shall have complete authority for the purpose of resolving technical matters. In all other cases, the decision of the Williamson County Commissioners' Court shall be final and binding, subject to any civil remedies otherwise deemed appropriate by the parties hereto.

Section II

Basic Services of the Surveyor

- A. In consideration of the compensation herein provided, ***Surveyor*** shall perform professional land surveying services for the ***Project***, which are acceptable to the ***County Judge***, based on standard surveying practices and the scope of work described on the Exhibits attached to this Agreement. ***Surveyor*** shall also serve as ***County's*** professional surveyor in those phases of the ***Project*** to which this Agreement applies and will consult with and give advice to ***County*** during the performance of ***Surveyor's*** services.
- B. ***Surveyor*** shall not commence work until ***Surveyor*** has been thoroughly briefed on the scope of the ***Project*** and has been notified in writing by the ***County Judge*** to proceed, as evidenced by a Work Authorization substantially in the form of Attachment A to Exhibit I.

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- C. *County* shall provide *Surveyor* with all existing plans, maps, studies, reports, field notes, statistics, computations, and other data in its possession relative to existing facilities and to this particular *Project* at no cost to *Surveyor*; however, any and all such information shall remain the property of *County* and shall be returned, if the *County Judge* so instructs *Surveyor*.
- D. *Surveyor* shall perform the following Basic Scope of Services:
1. The basic Scope of Services shall generally consist of all elements of work, materials and equipment required for the development of the *Project*, including any Public Hearings, satisfactory to the *County Judge* and the County's Commissioners Court, in accordance with the requirements, policies, and general practices of Williamson County.
 2. The following documents shall be used in the development of the *Project*:
 - a. TxDOT 1980 Texas Manual of Uniform Traffic Control Devices for Streets and Highways, Revision 5, including:
 - i) The 1998 reprint of the Texas Manual on Uniform Traffic Control Devices for Streets and Highways
 - ii) The September 31, 1998, Federal Highway Administration (FHWA) Mandate from the National Cooperative Highway Research Program (NCHRP), Report 350
 - b. Texas Department of Transportation Construction Manual
 - c. Texas Department of Transportation's Standard Specifications for Construction of Highways, Streets, and Bridges, 1993 (English units)
 - d. National Environmental Policy Act (NEPA)
 - e. Texas Accessibility Standards (TAS) of the Architectural Barriers Act, Article 9102, Texas Civil Statutes, Effective April 4, 1994
 - f. Americans with Disabilities Act (ADA) Regulations
 - g. U.S. Army Corps Regulations
 - h. Southern Building Code
 - i. Uniform Building Code. Note: Williamson County will use the 1997 Uniform Building Code (May 1, 1997) as a guide for design.
 - j. National Electrical Code (most current version)
 - k. Williamson County Bond Program Standard Procedures Manual
 - l. TxDOT Bridge Division Foundation Manual
 3. As part of the Scope of Services, *Surveyor* shall submit its work products to *County* for review at regular intervals.
 4. The detailed Scope of Services for the *Project* is set forth herein as Appendix A to this Agreement, and is expressly incorporated and made a part hereof.


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**Section III
Fee schedule**

- A. For and in consideration of the performance by *Surveyor* of the work described in the Scope of Services, *County* shall pay and *Surveyor* shall receive the fee set forth in Exhibit I. The fee is based upon the hourly rates set forth in Exhibit II. Exhibits I and II are attached hereto and made a part hereof. Invoices shall be submitted by *Surveyor* on a monthly basis and are due upon presentation of all items required hereunder, and shall be considered past due if not paid within thirty (30) calendar days of the due date.
- B. For the performance of services not specifically described in the Scope of Services *Surveyor* shall receive the additional services compensation described in Exhibit III, which is attached hereto and made a part hereof. In the event of any dispute over the classification of *Surveyor's* services as basic or additional services under this agreement, the decision of the *County Judge* shall be final and binding on *Surveyor*.

**Section IV
Period of Service**

- A. *Surveyor* shall perform the professional services described in Appendix A, the Scope of Services, in accordance with the Production Schedule attached hereto as Exhibit IV and made a part hereof.
- B. This Agreement shall become effective upon the date approved by *County* and will remain in full force and effect for the period required for the design, construction contract award and construction of the *Project*, including warranty periods and any extensions of time, unless terminated earlier as provided for herein. *Surveyor* shall complete all land surveying work as described in the Scope of Services within 730 calendar days from receipt by *Surveyor* of *County's* written Work Authorization and in accordance with the production timeline included in the Scope of Services. 
- C. Neither *Surveyor* nor *County* shall be responsible for delays caused by "Acts of God", non-county governmental processes, national emergency, or any other causes beyond *Surveyor's* or *County's* reasonable control. Upon the discovery of such an event, *Surveyor* shall notify *County*, and attend a special meeting with the *County Judge* to propose a program for a solution to the problem, and, if necessary, to establish an estimated period of time of suspension or extension of the work. A written request for an extension of time, when properly documented and justified by the circumstances, will be granted by the *County Judge*.
- D. *County* may suspend the work at any time for any reason without terminating this Agreement by giving written Notice of Suspension and the work may be reinstated and this Agreement resumed in full force and effect within sixty (60) days of receipt by *Surveyor* of written Notice of Reinstatement from *County*. *Surveyor*, upon receipt of a Notice of Suspension shall follow the procedures described in the attached Exhibit V, which is attached hereto and

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made a part hereof. In the event such suspension of the **Project** or the **Surveyor's** services hereunder extends for a period of ninety (90) days or more, consecutive or in the aggregate, **Surveyor** may terminate this Agreement in writing and such termination shall be treated as a Notice of Termination as provided herein.

- E. Either party may terminate this Agreement for the substantial failure of the other party to perform in accordance with the terms of this Agreement (the substantiality of such failure to be based on standard Surveying practices and the scope of work described on the Exhibits attached to this Agreement), through no material fault of the terminating party, and **County** may terminate this Agreement for reasons other than substantial failure by **Surveyor** to perform by delivering a written Notice of Termination which shall take effect on the tenth day following receipt. If mutually agreed upon, the obligation to provide services under this Agreement may be terminated without cause upon thirty (30) days written notice. **Surveyor** shall follow the procedures specified in Exhibit V upon issuance or receipt of such notice. In the event of termination of this Agreement because of the substantial failure of **Surveyor** to perform, **County** may prosecute the work to completion by contract or otherwise and, in such a case, **Surveyor** shall be liable for any additional costs incurred by **County**.
- F. **Surveyor** specifically acknowledges that **County** will sustain damages for each day beyond the required dates of completion as defined in the Scope of Services that the work has not been accepted and approved. Because of the impracticality and extreme difficulty of fixing and ascertaining **County's** actual damages, **Surveyor** agrees that One hundred dollars and No/100 Dollars (\$ 100.00) per day shall be retained by **County** from any amounts due **Surveyor** for every day that **Surveyor** does not meet the production requirements set forth in Exhibit IV.
- G. Periods of time (i) during which a Notice of Suspension is in effect, or (ii) during which a submitted and complete Surveying work product is in technical review, as described in Section VI, or (iii) during which a delay directly related to matters described in section IV(C) above, shall not be taken into account in computing the amount of liquidated damages. In the event that a Survey work product received by **County** is found to be incomplete, as defined in Section VI, Paragraph B, the period of time from the original submittal of the Surveying work product to the receipt of subsequent submittal necessary to produce a completed submittal will be taken into account in computing the number of days and the amount of liquidated damages.
- H. All references to time in this Agreement shall be measured in calendar days unless otherwise specified.

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Section V
Coordination with the County

- A. The *County Judge* will act on behalf of *County* with respect to the work to be performed under this Agreement. The *County Judge* shall have complete authority to interpret and define *County's* policies and decisions with respect to *Surveyor's* services. The *County Judge* may designate representatives to transmit instructions and receive information.
- B. *Surveyor* shall not commence work on any phase of the *Project* until a thorough briefing on the scope of the *Project* is received and a written Work Authorization is issued by the *County Judge* in substantially the form of Attachment A to Exhibit I.
- C. *Surveyor* shall furnish all available data and reasonable assistance necessary for the development of applications or supporting documentation for any permits, grants, or planning advances as applicable to the professional services to be rendered pursuant to this Agreement, provided that *Surveyor* shall not be obligated to develop additional data, appear at hearings, or prepare extensive reports, unless compensated for such work under other provisions of this Agreement.
- D. *Surveyor* shall have the responsibility at all times under the terms of this Agreement to advise *County* whether in *Surveyor's* judgment it is feasible to proceed with the recommendations given any constraints affecting the *Project*.
- E. *Surveyor* shall cooperate and coordinate with *County's* staff, and other engineers, surveyors, and contractors as reasonable and necessary and as required by the *County Judge*.

Section VI
Review of Work Product

- A. *Surveyor's* Surveying work product will be reviewed by *County* under its applicable technical requirements and procedures.
- B. Reports, plans, specifications, and supporting documents, (the "Surveying work products"), shall be submitted by *Surveyor* on or before the dates specified in the Production Schedule set forth in Exhibit IV. Upon receipt of the Surveying work products, the submission shall be checked for completion. "Completion" shall be defined as: all of the required items (as defined by the scope of services described herein) have been included in the Surveying work products in compliance with the requirements of this Agreement. The completeness of any Surveying work product submitted to *County* shall be determined by *County* within thirty (30) days of such submittal and *County* shall notify *Surveyor* in writing within such 30-day period if such work product has been found to be incomplete.
- C. If the submission is complete, *County* shall notify *Surveyor* and *County's* technical review process will begin.

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- D. If the submission is incomplete, *County* shall notify *Surveyor*, who shall perform such professional services as are required to complete the work and resubmit it to *County*. This process shall be repeated until a submission is complete.
- E. *County* shall review the completed work for compliance with the scope of work. If necessary, the completed work shall be returned to *Surveyor*, who shall perform any required work and resubmit it to *County*. This process shall be repeated until the work is accepted. "Acceptance" shall mean that in the *County Judge's* opinion substantial compliance with the requirements of this Agreement has been achieved.
- F. After acceptance, *Surveyor* shall perform any required modifications, changes, alterations, corrections, and additional work necessary to receive final approval by the *County Judge*. "Approval" in this sense shall mean formal recognition that the work has been fully carried out.
- G. After approval of final Surveying work products, *Surveyor* shall without additional compensation perform any work required as a result of *Surveyor's* development of the products which is found to be in error or omission due to *Surveyor's* negligence. However, any work required or occasioned for the convenience of *County* after approval of a final product shall be paid for as Additional Services.
- H. In the event of any dispute over the classification of *Surveyor's* work products as complete, accepted, or approved under this Agreement, the decision of the *County Judge* shall be final and binding on *Surveyor*, subject to any civil remedy or determination otherwise available to the parties and deemed appropriate by the parties.

Section VII Revision to Work Product

Surveyor shall make without expense to *County* such revisions to the work product as may be required to correct negligent errors or omissions so the work product meets the needs of *County*, but after the approval of the work product any revisions, additions, or other modifications made at *County's* request which involve extra services and expenses to *Surveyor* shall entitle *Surveyor* to additional compensation for such extra services and expenses, provided however, that *Surveyor* agrees to perform any necessary corrections to the work products, which are found to be in negligent error or omission as a result of the *Surveyor's* development of the work product, at any time, without additional compensation. If it is necessary due to such error or omission by *Surveyor* to revise the plans in order to make the *Project* constructable, *Surveyor* shall do so without additional compensation. In the event of any dispute over the classification of *Surveyor's* services as Basic or Additional Services under this Agreement, the decision of the *County Judge* shall be final and binding on *Surveyor*, subject to any civil remedy or determination otherwise available to the parties and deemed appropriate by the parties.

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Section VIII
Surveyor's Responsibility and Liability

- A. *Surveyor* covenants to undertake no task in which a professional license or certificate is required unless he or someone under his direction is appropriately licensed. In the event such licensed individual's license expires, is revoked, or is canceled, *Surveyor* shall inform *County* of such event within five working days.
- Surveyor* shall be responsible for conformance with applicable federal and state laws, county permitting requirements, and city ordinances currently in effect, except as otherwise directed by the *County Judge* regarding county permitting or similar requirements properly waivable by the *County Judge*.
- C. Acceptance and approval of the final plans by *County* shall not release *Surveyor* of any responsibility or liability for the accuracy and competency of his field notes, working drawings, or other documents or work performed under this Agreement. Neither acceptance nor approval by *County* shall be an assumption of responsibility or liability by *County* for any defect, error, or omission in the field notes, working drawings, or other documents prepared by *Surveyor*.
- D. *Surveyor* shall indemnify, protect, and save harmless *County*, its officials and employees and its agents and agents' employees from and against all claims, suits, actions, liability, loss, damage, reasonable attorney's fees, costs, and expenses (including, but not limited to expenses related to expert witnesses) of any kind whatsoever, to the extent arising from any negligent act, error or omission of *Surveyor* or any of its subcontractors in connection with the performance of services under this Agreement; provided, however, *Surveyor* shall not be responsible for the negligence of any other party, other than its subcontractors.
- E. *Surveyor* shall perform all services and responsibilities required of *Surveyor* under this Agreement using at least that standard of care which a reasonably prudent surveyor in Texas, who is registered by the Texas Board of Professional Land Surveying, would use in similar circumstances.
- F. *Surveyor* represents that it presently has, or is able to obtain, adequate qualified personnel in its employment for performance of the services required under this Agreement and that *Surveyor* shall furnish and maintain, at its own expense, adequate and sufficient personnel and equipment, in the reasonable opinion of *County*, to perform the services when and as required and without delays. It is understood that *County* will approve assignment and release of all key *Surveyor* and professional personnel.
- G. All employees of *Surveyor* shall have such knowledge and experience as will enable them to perform the duties assigned to them. Any employee of *Surveyor*, who in the opinion of *County* is incompetent or whose conduct becomes detrimental to the work or coordination with *County*, shall upon *County's* and/or *County Judge's* request be immediately removed from association with the *Project*.

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- H. *Surveyor* shall furnish all equipment, transportation, supplies, and materials required for its operations under this Agreement.
- I. *Surveyor* shall place his Texas Registered Public Land Surveyor's seal of endorsement on all documents and Surveying data furnished to *County*, as required by law.
- J. *Surveyor* is an independent contractor under this Agreement. Neither he nor any officer, agent nor employee of *Surveyor* shall be classified as an employee of *County*.

Section IX Ownership of Documents

- A. Any and all documents, including the original drawings, estimates, computer tapes, graphic files, tracings, calculations, analyses, reports, field notes, and data prepared by *Surveyor* are the property of *County* and upon completion of the work or termination of this Agreement or as otherwise instructed by *County* and/or *County Judge*, shall be delivered to *County* in an organized fashion with *Surveyor* retaining a copy.
- B. Any reuse by *Surveyor* of any such documents described in subsection A above, without the specific written consent of *County* shall be at *Surveyor's* sole risk and without liability or legal exposure to *County*. Should *Surveyor* be terminated, *Surveyor* shall not be liable for *County's* use of partially completed drawings, plans, or field notes on this *Project* or any other project, except to the extent such documents were deemed complete or otherwise "Accepted" or "Approved" as provided herein or represent completed work sealed by *Surveyor*, or engineer as applicable, as specified by professional standards.
- C. *Surveyor* will not be responsible for any use or any modifications to the plans and documents described in subsection A performed by any entity other than Williamson County, and *County's* respective Engineers and contractors, without the specific written consent of *Surveyor*. Any modification as described in this paragraph shall be made in accordance with all applicable professional standards.

Section X Maintenance of and Right of Access to Records

- A. *Surveyor* agrees to maintain appropriate accounting records of costs, expenses, and payrolls of employees working on the *Project*, together with documentation of evaluations and study results for a period of three (3) years after final payment for completed services and all other pending matters concerning this Agreement have been closed.

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- B. **Surveyor** further agrees that **County** or its duly authorized representatives shall, until the expiration of three (3) years after final payment under this Agreement, have access to and the right to examine and photocopy any and all books, documents, papers and records of **Surveyor**, which are directly pertinent to the services to be performed under this Agreement for the purposes of making audits, examinations, excerpts, and transcriptions. **Surveyor** agrees that **County** shall have access during normal working hours to all necessary **Surveyor** facilities and shall be provided adequate and appropriate work space in order to conduct audits in compliance with the provisions of this section. **County** shall give **Surveyor** reasonable advance notice of intended audits.
- C. **Surveyor** further agrees to include in all its sub-consultant agreements hereunder a provision to the effect that the sub-consultant agrees that **County** shall, until the expiration of three (3) years after final payment under the subcontract, have access to and the right to examine and photocopy any directly pertinent books, documents, papers and records of such sub-consultant, involving transactions to the subcontract, and further, that **County** shall have access during normal working hours to all sub-consultant facilities, and shall be provided adequate and appropriate work space, in order to conduct audits in compliance with the provisions of this section together with subsection (D) hereof. **County** shall give sub-consultant reasonable advance notice of intended audits.
- D. **Surveyor** and sub-consultant agree to photocopy such documents as may be requested by **County**. **County** agrees to reimburse **Surveyor** for the cost of copies at the rate published in the Texas Administrative Code in effect as of the time copying is performed.

Section XI Miscellaneous

- A. **Severability.** Any clause, sentence, provision, paragraph, or article of this Agreement held by a court of competent jurisdiction to be invalid, illegal, or ineffective shall not impair, invalidate, or nullify the remainder of this Agreement, but the effect thereof shall be limited to the clause, sentence, provision, paragraph or article so held to be invalid, illegal, or ineffective.
- B. **Venue.** It is contemplated that this Agreement shall be performed in Williamson County, Texas, and the venue and jurisdiction of any suit, right, or cause of action arising out of or in connection with this Agreement shall lie exclusively in Williamson County, Texas. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas.
- C. **Equal Opportunity in Employment.** **Surveyor** agrees, during the performance of the services under this Agreement, to comply with the equal opportunity in employment provisions cited in Exhibit VI, which is attached hereto and made a part hereof.

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D. **Certificate of Surveyor.** *Surveyor* certifies that neither *Surveyor* nor any members of *Surveyor's* firm has:

- (1) Employed or retained for a commission, percentage, brokerage, contingency fee, or other consideration, any firm or person (other than a bonafide employee working solely for *Surveyor*) to solicit or secure the work provided by the Agreement.
- (2) Agreed, as an expressed or implied condition for obtaining this contract, to employ or retain the services of any firm or person other than in connection with carrying out the work to be performed under this Agreement.
- (3) Paid or agreed to pay to any firm, organization, or person (other than bonafide employees working solely for *Surveyor*) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the work provided under this Agreement.

Surveyor further agrees that this certification may be furnished to any local, state or federal governmental agencies in connection with this Agreement and for those portions of the **Project** involving participation of agency grant funds and is subject to all applicable state and federal, criminal and civil laws.

E. **Notice.** Any notice to be given hereunder shall be in writing and may be affected by personal delivery in writing or by registered or certified mail, return receipt requested, addressed to the proper party, at the following address:

SURVEYOR: Mr. Alan Horton, RPLS
Vara Land Surveying, Inc.
601 Farley Drive
Austin, Texas 78753

COUNTY: Williamson County (or successor)
710 Main Suite 201
Georgetown, Texas 78627

with copy to: Honorable Gene Taylor (or successor)
Williamson County Attorney

Attn: File No.

and to: Prime Strategies, Inc.
1598 South Lamar Blvd.
Austin, Texas 78704
Attn: Michael Weaver

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and to:

~~Dena Swayze & Co, LLP
903 East Main Street
Round Rock, Texas 78664
Attn: Mike Swayze~~

and to:

- F. **Insurance Requirements.** *Surveyor* agrees during the performance of the services under this Agreement to comply with the INSURANCE REQUIREMENTS provisions described in Exhibit VII, which is attached hereto and made a part hereof.
- G. **Property Taxes.** Notwithstanding anything to the contrary herein, to the extent *County* becomes aware that *Surveyor* is delinquent in the payment of property taxes related to property located in Williamson County at the time of invoicing, *Surveyor* hereby assigns any payments to be made for services rendered hereunder to the Williamson County Tax Assessor-Collector for the payment of said delinquent taxes. Notwithstanding the above, *County* shall not have an affirmative duty to determine if *Surveyor* is delinquent in the payment of property taxes.
- H. **Successors and Assigns.** This Agreement shall be binding upon and inure to the benefit of *County* and *Surveyor* and their respective successors, executors, administrators, and assigns. Neither *County* nor *Surveyor* may assign, sublet, or transfer his interest in or obligations under this Agreement without the written consent of the other party hereto.
- I. **Bidding Exemption.** This Agreement is exempted from the bidding requirements of the County Purchasing Act pursuant to Section 262.024(a)(4) of the Local Government Code as this is a contract for professional services.
- J. **Taxpayer Identification.** *Surveyor* shall provide to *County Judge* upon submittal of *Surveyor's* initial invoice requesting payment Internal Revenue Service Form W-9 Request for Taxpayer Identification Number and Certification that is completed in compliance with the Internal Revenue Code, its rules and regulations.
- K. **Compliance with Laws.** *Surveyor* shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any matter affecting the performance of this Agreement, including, without limitation, Worker's Compensation laws, minimum and maximum salary and wage statutes and regulations, licensing laws and regulations. When required, the *Surveyor* shall furnish the *County* with certification of compliance with said laws, statutes, ordinances, rules, regulations, orders, and decrees above specified.

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- L. **Reports of Accidents.** Within 24 hours after *Surveyor* becomes aware of the occurrence of any accident or other event which results in, or might result in, injury to the person or property of any third person (other than an employee of the *Surveyor*), whether or not it results from or involves any action or failure to act by the *Surveyor* or any employee or agent of the *Surveyor* and which arises in any manner from the performance of this Agreement, the *Surveyor* shall send a written report of such accident or other event to the *County*, setting forth a full and concise statement of the facts pertaining thereto. The *Surveyor* shall also immediately send the *County* a copy of any summons, subpoena, notice, or other documents served upon the *Surveyor*, its agents, employees, or representatives, or received by it or them, in connection with any matter before any court arising in any manner from the *Surveyor's* performance of work under this Agreement.
- M. **Entire Agreement.** This Agreement represents the entire and integrated Agreement between *County* and *Surveyor* and supersedes all prior negotiations, representations, or agreements, either oral or written. This Agreement may be amended only by written instrument signed by both *County* and *Surveyor*. NO OFFICIAL, EMPLOYEE, AGENT, OR REPRESENTATIVE OF THE COUNTY HAS ANY AUTHORITY, EITHER EXPRESS OR IMPLIED, TO AMEND THIS CONTRACT, EXCEPT PURSUANT TO SUCH EXPRESS AUTHORITY AS MAY BE GRANTED BY THE COUNTY COMMISSIONERS' COURT.
- N. **Captions Not a Part Hereof.** The captions or subtitles of the several sections and divisions of this Agreement constitute no part of the content hereof, but are only labels to assist in locating and reading the provisions hereof.
- O. **Incorporation of Exhibits and Attachments.** All of the Exhibits and Attachments, and Appendices referred to in the Agreement are incorporated by reference as if set forth verbatim herein.
- P. **Entity Status.** By my signature below, I certify that *Surveyor* is a sole proprietor, duly authorized to transact and do business in the State of Texas.
- Q. **Acknowledgement.** As a duly authorized representative of *Surveyor*, I acknowledge by my signature below that I have read and understand the above paragraphs and that *Surveyor* has the obligation to ensure compliance with its provisions by itself and its employees, agents, and representatives.
- R. **Definition of Surveyor.** The term "Surveyor" as used herein is defined as including Registered Public Land Surveyors, as applicable to the work to be performed under this Agreement, and any reference to professional standards in regards to a Registered Public Land Surveyor shall relate to those standards promulgated by the Texas Board of Professional Land Surveying.

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EXECUTED this 13 day of MARCH, 2004.

THE SURVEYOR:

BY: [Signature]
VARA LAND SURVEYING, INC.

WILLIAMSON COUNTY:

BY: John C. Daehler 5-11-04Printed Name: Alan Horton, RPLSWilliamson County J Title: Principal

Reviewed as to Form By:

[Signature]
County Attorney

Funds Verified By:

[Signature]
County AuditorOK
M 4/27/04

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EXHIBIT I**COMPENSATION FOR PROFESSIONAL SERVICES****ACTUAL COST OF SERVICES METHOD**

[Note: A separate Compensation Agreement will be attached for Compensation on a Work-Order Basis]

SECTION 1 - BASIS FOR COMPENSATION

- 1.1 The not-to-be-exceeded fee for the performance of the Scope of Services described in the Agreement shall be the sum of \$ ~~22,000.00~~ 164,800.00
- 1.2 The basis of compensation for the services of principals and employees engaged in the performance of the work shall be the hourly rates set forth in attached Exhibit II.
- 1.3 *Surveyor* shall be reimbursed for non-labor and subcontract expense incurred in the performance of the services under this Agreement at invoice cost.

SECTION 2 - NOT-TO-BE-EXCEEDED FEE

- 2.1 *Surveyor* and *County* acknowledge the fact that the not-to-be-exceeded fee is the total estimated costs of services to be rendered under this Agreement. This not-to-be-exceeded fee is based upon the labor and non-labor costs set forth in Exhibit II to this Agreement and described above, estimated to be required in the performance of the various phases of work provided for under this Agreement. Should the actual costs of the services rendered under this Agreement be less than such estimated cost, then *Surveyor* shall receive compensation for only those services actually rendered.

SECTION 3 - WORK AUTHORIZATIONS

- 3.1 *County* will prepare and issue Work Authorizations, in the form identified and attached hereto as Attachment A to authorize the *Surveyor* to perform one or more tasks. Each Work Authorization will include a description of the work to be performed, a description of the tasks and milestones, a work schedule for the tasks, and a fee amount agreed upon by the *County* and *Surveyor*. The amount payable for a Work Authorization shall be supported by the estimated cost of each work task as described in the Work Authorization. The Work Authorization will not waive the *Surveyor's* responsibilities and obligations established in this Agreement. The executed Work Authorizations shall become part of this Agreement.
- 3.2 Work included in a Work Authorization shall not begin until *County* and *Surveyor* have signed the Work Authorization. All work must be completed on or before the completion date specified in the Work Authorization. The *Surveyor* shall promptly notify the *County* of any event which will affect completion of the Work Authorization, although such notification shall not relieve the *Surveyor* from costs or liabilities resulting from delays in completion of

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the Work Authorization. Any changes in the Work Authorization shall be enacted by a written Supplemental Work Authorization before additional work may be performed or additional costs incurred. Any Supplemental Work Authorization must be executed by both parties within the period specified in the Work Authorization. The *Surveyor* shall not perform any proposed work or incur any additional costs prior to the execution, by both parties, of a Supplemental Work Authorization.

SECTION 4 - ADDITIONAL SERVICES

- 4.1 For additional services, compensation shall be negotiated in accordance with Exhibit III.
- 4.2 *Surveyor* shall be compensated for extra services not included in the Scope of Services described in the Agreement on the basis specified in Exhibit III; however, *Surveyor* shall not be compensated for work made necessary by *Surveyor's* negligent errors or omissions.
- 4.3 The maximum amount payable under this Agreement without modification (the "*Compensation Cap*") is \$ 250,000.00, provided that any amounts paid or payable shall be solely pursuant to a validly issued Work Authorization or any Supplemental Work Authorization related thereto. In no event may the aggregate amount of compensation authorized under Work Authorizations and Supplemental Work Authorizations exceed the *Compensation Cap*.

SECTION 5 - REQUIRED SUPPORTING DOCUMENTATION

- 5.1 Upon submittal of the initial invoice for service, *Surveyor* shall provide *County Judge* with an Internal Revenue Service Form W-9, Request for Taxpayer Identification Number and Certification that is complete in compliance with the Internal Revenue Code, its rules and regulations.
- 5.2 All invoices submitted to *County Judge* will be accompanied by an original, complete packet of supporting documentation. Invoices should detail hours worked by staff person, with a description of the work performed by individuals. Invoices should also contain a representation of the percentage of completion relative to that segment of the *Project*.
- 5.3 For additional services performed pursuant to Section III B of this Agreement, a separate invoice or itemization of this work will be presented with the same requirements for supporting documentation as in Section 5.2 of this Exhibit.

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- 5.4 Invoices requesting reimbursement for expenditures related to the project (reimbursables) must be accompanied by copies of the provider's invoice which was previously paid by *Surveyor*.

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ATTACHMENT A

WORK AUTHORIZATION NO. _____

This Work Authorization is made pursuant to the terms and conditions of the Agreement entered into by and between Williamson County, Texas, a political subdivision of the State of Texas, (*the "County"*) and Coalter & Associates (*the "Surveyor"*).

Part 1. The *Surveyor* will provide the following Surveying services:

1. Locate and verify existing project control points established by other surveyors.
2. Stake proposed project centerline at 100' stations and intersections with existing county roads.
3. Route topographic survey – obtain cross-sections along proposed route at 100-foot stations, 400' each side of proposed centerline from FM 1660 to CR 368. Provide CAD drawing of gathered data and ASCII file of field data to project engineer.
4. Prepare and establish project control and benchmarks.
 - o Obtain topographic information 400' each side of proposed FM 1431 centerline at the Along FM 1660
 - o Along North Fork of Mustang Creek
 - o Along CR 101
 - o Along CR 368
6. Surveying required locating, marking and tying all existing utilities into project survey including horizontal and vertical locations, and below ground elevation information if applicable. Consult with Coordinate CFA (Cobb Fendley's Associates) and Williamson County Engineer to determine the need and applicability for Subsurface Utility Engineering, (SUE) methods.
7. Prepare property ownership map based on current Williamson County Appraisal District record and list of property owners information along proposed route.
8. Coordinate field work tasks with county officials, project engineer, and R.O.W. acquisition agent.
9. Prepare metes and bounds descriptions and sketches for Right-Of-Way acquisition purposes for approximately 12 separate parcels along project route. Prepare preliminary metes and bounds description and sketch for parcel identification. Upon the instruction from county to proceed on final field notes preparation, prepare final metes and bounds description and sketch.

Part 2. The maximum amount payable for services under this Work Authorization without modification is **\$164,800.00**.

Part 3. Payment to the *Surveyor* for the services established under this Work Authorization shall be made in accordance with the Agreement.

Part 4. This Work Authorization shall become effective on the date of final acceptance of the parties hereto and shall terminate on December May 1, 2006, unless extended by a Supplemental Work Authorization.



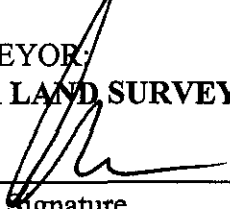
Contract No. _____

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ATTACHMENT A (con't.)

Part 6. This Work Authorization is hereby accepted and acknowledged below.

SURVEYOR:
VARA LAND SURVEYING, INC.

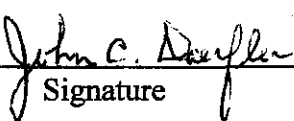
By: 
Signature

Alan Horton, RPLS
Printed Name

Principal
Title

3/13/04
Date

COUNTY:
Williamson County, Texas

By: 
Signature


John C. Deertler
Printed Name

County Judge
Title

5-11-04
Date

LIST OF EXHIBITS

- Exhibit A - Services to be Provided by County
- Exhibit B - Services to be Provided by Surveyor
- Exhibit C - Work Schedule
- Exhibit D - Fee Schedule


OK
my 4-27-04

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EXHIBIT II
HOURLY RATES

- 1. Principal\$110.00
- 2. Registered Public Land Surveyor.....\$100.00
- 3. Surveyor-in-Training..... \$ 80.00
- 4. Technician.....\$ 75.00
- 5. 3-Man Survey Crew.....\$105.00
- 6. 2-Man Survey Crew.....\$ 90.00
- 7. Secretary/Clerical.....\$ 55.00
- 8. Expert Witness Testimony.....\$120.00

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EXHIBIT III**COMPENSATION FOR ADDITIONAL PROFESSIONAL SERVICES**

1. The fees described in Exhibits I and II to this Agreement shall provide compensation to *Surveyor* for the work described in the Basic Scope of Services of the Agreement.
2. For the performance of work not described in the Basic Scope of Services of the Agreement, *County* shall pay and *Surveyor* shall receive, under a negotiated contract modification, compensation based upon the method and rates set forth in Exhibits I and II to the Agreement.
3. The performance of any additional services must be authorized in writing in advance by the *County Judge*.
4. In the event of any dispute over the classification of *Surveyor's* services as either basic or additional services, the decision of the *County Judge* shall be final and binding.

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EXHIBIT IV**PRODUCTION SCHEDULE**

This Agreement shall become effective upon the date approved by *County* and will remain in full force and effect for the period required for the design, construction contract award and construction of the *Project*, including warranty periods and any extensions of time, unless terminated earlier as provided for herein. *Surveyor* shall complete all survey work as described in the Scope of Services within the timeline and/or schedule provided in the Scope of Services.

The number of days expiring from the date of submittal to *County* of a complete work product to the date the review is finished and comments returned to *Surveyor* shall not be included within the days allowed for completion.

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EXHIBIT V**PROCEDURES FOR TERMINATION OR SUSPENSION**

Procedures for *Surveyor* to follow upon receipt of Notice of Termination:

1. Upon receipt of a Notice of Termination and prior to the effective date of the termination, *Surveyor* shall, unless the Notice otherwise directs, immediately begin to phase out and discontinue all services in connection with the performance of this Agreement and shall proceed to promptly cancel all existing orders and contracts insofar as such orders and contracts are chargeable to this Agreement. Within thirty (30) days after receipt of the Notice of Termination *Surveyor* shall submit a statement, showing in detail the services performed under this Agreement prior to the effective date of termination.
2. Copies of all completed or partially completed surveys, plans, and field notes prepared under this Agreement prior to the effective date of termination shall be delivered to *County* as a pre-condition to final payment.
3. Upon the above conditions being met, *County* shall pay *Surveyor* for approved services actually performed under this Agreement, less previous payments.
4. Failure by *Surveyor* to submit the required statement and to comply with the above stated conditions without good and reasonable cause shall constitute a waiver by *Surveyor* of any and all rights or claims to collect the fee that *Surveyor* may rightfully be entitled to for services performed under this Agreement.

Procedures for *Surveyor* to follow upon receipt of Notice of Suspension:

1. Upon receipt of a Notice of Suspension and prior to the effective date of the suspension, *Surveyor* shall, unless the Notice otherwise directs, immediately begin to phase-out and discontinue all services in connection with the performance of this Agreement and shall prepare a statement detailing the services performed under this Agreement prior to the effective date of suspension. Copies of all completed or partially completed surveys, plans and field notes prepared under this Agreement prior to the effective date of suspension shall be prepared for possible delivery to *County*, but shall be retained by *Surveyor* unless requested by *County*.
2. During the period of suspension, *Surveyor* may submit the above-referenced statement to *County* for payment of the approved services actually performed under this Agreement, less previous payments.

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Procedures for *Surveyor* to follow upon exercise of right to terminate for substantial failure of *County* to perform:

1. In the event that *Surveyor* exercises such right to terminate, within thirty (30) days after receipt by *County* of *Surveyor's* Notice of Termination, *Surveyor* shall submit a statement detailing the services performed under this Agreement prior to the effective date of termination.
2. Copies of all completed or partially completed reports, drawings, plans, studies, field notes and other work product shall be delivered to *County* as a pre-condition to final payment. Upon the above conditions being met, *County* shall pay *Surveyor* for approved services actually performed under this Agreement, less previous payments.
3. Failure by *Surveyor* to submit the required statement and to comply with the above stated conditions without good and reasonable cause shall constitute a waiver by *Surveyor* of any and all rights or claims to collect the fee that *Surveyor* may rightfully be entitled to for services performed under this Agreement.

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EXHIBIT VI**EQUAL OPPORTUNITY IN EMPLOYMENT**

- A. ***Surveyor*** will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. ***Surveyor*** will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; termination; rates of pay or other forms of compensation, and selection for training, including apprenticeship. ***Surveyor*** agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this non-discrimination clause.
- B. ***Surveyor*** will, in all solicitations or advertisements for employees placed by or on behalf of ***Surveyor***, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- C. ***Surveyor*** will send to the labor union representative or workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the Contract Compliance Officer advising the said labor union or worker's representatives of ***Surveyor's*** obligations under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- D. ***Surveyor*** will comply with the Regulations of the Department of Transportation (49 CFR 21 and 23 CFR 710.405) and all provisions of Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375 (41 CFR 60) and of the rules, regulations and relevant order of the Secretary of Labor.
- E. ***Surveyor*** will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations and orders of the Secretary of Labor, or pursuant thereto; and will permit access to his books, records, and accounts by the Department and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- F. In the event of ***Surveyor's*** non-compliance with the non-discrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and ***Surveyor*** may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375 (41 CFR 60) or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- G. ***Surveyor*** will include the provisions of paragraph (A.) through (F.) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 or Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375 (41 CFR 60), so that such provisions will be

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binding upon each subcontractor or vendor. **Surveyor** will take such action with respect to any subcontractor purchase order as the Department may direct as a means of enforcing such provisions, including sanctions for non-compliance: provided, however, that in the event **Surveyor** becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by **County** or Federal Agency, **Surveyor** may request **County** and United States to enter into such litigation to protect the interest of the United States.

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EXHIBIT VII**INSURANCE REQUIREMENTS**

During the life of this Agreement, **Surveyor** agrees to provide and maintain the following insurance:

- A. Worker's Compensation in accordance with statutory requirements.
- B. Commercial General Liability Insurance with a combined minimum Bodily Injury and Property Damage limits of \$ 500,000.00 per occurrence and \$ 500,000.00 in the aggregate, including coverage on same for independent subcontractor(s). WILLIAMSON COUNTY SHALL BE NAMED AS AN ADDITIONAL INSURED UNDER THIS COVERAGE.
- C. Automobile Liability Insurance for all owned, non-owned, and hired vehicles with combined minimum limits for Bodily Injury and Property Damage limits of \$ 500,000.00 per occurrence and \$ 500,000.00 in the aggregate. **Surveyor** shall require any subcontractor(s) to provide Automobile Liability Insurance in the same minimum amounts.
- D. Professional Liability Errors and Omissions Insurance in the amount of \$ 250,000.00.
- D. In the event **Surveyor** is self-insured in connection with any or all of the above-required insurance policies, **Surveyor** shall submit proof of such self-insurance and all financial statements as reasonably required by the **County** in order to determine the acceptability of such self-insurance.

Surveyor shall not commence any field work under this Agreement until he has obtained all required insurance and such insurance or self-insurance has been approved by **County**. **Surveyor** shall not allow any subcontractor(s) to commence work to be performed in connection with this Agreement until all required insurance has been obtained and approved. Approval of the insurance by **County** shall not relieve or decrease the liability of **Surveyor** hereunder.

The required insurance must be written by a company approved to do business in the State of Texas with a financial standing of at least an A- rating, as reflected in Best's insurance ratings or by a similar rating system recognized within the insurance industry at the time the policy is issued. **Surveyor** shall furnish **County** with a certification of coverage issued by the insurer. **Surveyor** shall not cause any insurance to be canceled nor permit any insurance to lapse. ALL INSURANCE CERTIFICATES SHALL INCLUDE A CLAUSE TO THE EFFECT THAT THE POLICY SHALL NOT BE CANCELED OR REDUCED, RESTRICTED OR LIMITED UNTIL TEN (10) DAYS AFTER COUNTY HAS RECEIVED WRITTEN NOTICE AS EVIDENCED BY RETURN RECEIPT OF REGISTERED OR CERTIFIED LETTER.

It is the intention of the **County** and the **County Judge**, and agreed to and hereby acknowledged by the **Surveyor**, that no provision of this Professional Services Agreement shall be construed to require the **County** or the **County Judge** to submit to mandatory arbitration or mediation in the settlement of any claim, cause of action or dispute, except as specifically required in direct connection with an

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insurance claim or threat of claim under an insurance policy required under this Exhibit which absolutely requires arbitration or mediation of such claim, or as otherwise required by law or a court of law with jurisdiction over the provisions of this Agreement.

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APPENDIX A**SCOPE OF SERVICES**

THE ATTACHED SCOPE OF SERVICES IS INTENDED TO BE CONSISTENT WITH THE WILLIAMSON COUNTY PROFESSIONAL SERVICES AGREEMENT. TO THE EXTENT THE SCOPE IS INCONSISTENT WITH THE PROFESSIONAL SERVICES AGREEMENT, THE PROFESSIONAL SERVICES AGREEMENT WILL SUPERSEDE THE SCOPE AND WILL BE CONTROLLING.

THE SURVEYOR SHALL PROVIDE EXPERT TESTIMONY IN ANY ADMINISTRATIVE OR COURT PROCEEDINGS THROUGH AN APPROPRIATE SURVEYING PROFESSIONAL TO BE DETERMINED BY COUNTY AS ADDITIONAL SERVICES AT THE RATE OF COMPENSATION SET FORTH IN EXHIBIT II.

EXCEPT AS PROVIDED FOR FEE SERVICES OR WORK-ORDER BASED SERVICES, THE ATTACHED SCOPE OF SERVICES SHALL INCLUDE A PRODUCTION SCHEDULE REFLECTING A TIMELINE FOR THE EXECUTION OF THE PROJECT.

DRAFT

EXHIBIT B

SERVICES TO BE PROVIDED BY SURVEYOR

1. Locate and verify existing project control points established by other surveyors.
2. Stake proposed project centerline at 100' stations and intersections with existing county roads.
3. Route topographic survey – obtain cross-sections along proposed route at 100-foot stations, 400' each side of proposed centerline from FM 1660 to CR 368. Provide CAD drawing of gathered data and ASCII file of field data to project engineer.
4. Prepare and establish project control and benchmarks.
5. Obtain topographic information 400' each side of proposed FM 1431 centerline at the following locations:
 - o Along FM 1660
 - o Along North Fork of Mustang Creek
 - o Along CR 101
 - o Along CR 368
6. Surveying required to locate, mark and tie all existing utilities into project survey including horizontal and vertical locations, and below ground elevation information if applicable. Consult with Coordinator CFA (Cobb, Fendley's Associates) and Williamson County Engineer to determine the need and applicability for Subsurface Utility Engineering (SUE) methods
7. Prepare property ownership map based on current Williamson County Appraisal District record and list of property owners information along proposed route.
8. Coordinate field work tasks with county officials, project engineer, and R.O.W. acquisition agent.
9. Prepare metes and bounds descriptions and sketches for Right-Of-Way acquisition purposes for approximately 12 separate parcels along project route. Prepare preliminary metes and bounds description and sketch for parcel identification. Upon the instruction from county to proceed on final field notes preparation, prepare final metes and bounds description and sketch.

DRAFT

EXHIBIT B

SERVICES TO BE PROVIDED BY SURVEYOR
(con't)

<u>Task No.</u>	<u>Fee</u>
1.	\$ 8,000.00
2.	8,500.00
3.	85,800.00 (\$5.00/LF)
4.	4,000.00
5.	6,000.00
6.	7,500.00
7.	4,000.00
8.	<u>5,000.00</u>
Subtotal	\$128,800.00
<u>Task No.</u>	<u>Fee</u>
9.	\$36,000.00 (\$3,000.00/Parcel)
<u>Total Estimated Surveying Fee</u>	<u>\$164,800.00</u>

WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY
 INFORMATION PAGE ENDORSEMENT
 PAGE 01



THIS FORMS A PART OF
 POLICY NO. 90-LA-3382-6

COVERAGE IS PROVIDED BY 6766-F120
 STATE FARM FIRE AND CASUALTY COMPANY
 8900 AMBERGLEN BOULEVARD, AUSTIN TX 78729-1110

NAMED INSURED AND MAILING ADDRESS
 VARA LAND SURVEYING INC
 601 FARLEY DR
 AUSTIN TX 78753-3114

FEIN 742996601

THE EFFECTIVE DATE IS 05/15/2003
 THE EXPIRATION DATE IS 05/15/2004

YOUR POLICY IS AMENDED AS FOLLOWS:
 EMPL LIAB INCR LIMITS ADDED/CHANGED

POLICY CODE NOS., CLASSIFICATIONS, PREMIUM BASIS, RATES AND ESTIMATED
 PREMIUMS ARE AMENDED AS FOLLOWS:

THE PREMIUM FOR THIS POLICY WILL BE DETERMINED BY OUR MANUALS OF
 RULES, CLASSIFICATIONS, RATES AND RATING PLANS. ALL INFORMATION
 REQUIRED BELOW IS SUBJECT TO VERIFICATION AND CHANGE BY AUDIT

CODE NOS. AND CLASSIFICATIONS	PREMIUM BASIS TO- TAL ESTIMATED AN- NUAL REMUNERATION	RATE/\$100 REMUNERA- TION	ESTIMATED ANNUAL PREMIUM
8601 SURVEYOR	75,000	.81	608
EMPLOYERS LIABILITY INCREASED LIMITS			6
PREMIUM INCENTIVE 10.0%			-61
EXPENSE CONSTANT			112
MINIMUM PREMIUM \$ 250 TEXAS			665
TOTAL ESTIMATED ANNUAL PREMIUM \$			

ALL OTHER TERMS AND CONDITIONS OF THIS POLICY REMAIN UNCHANGED.

PREPARED 05/13/2003
 WC 99 00 02 04-84

COUNTERSIGNED

86 2024 8562 BY AGENT *Kenneth Gilman*

WORKERS COMPENSATION AND EMPLOYERS LIABILITY POLICY
INFORMATION PAGE ENDORSEMENT
PAGE 02THIS FORMS A PART OF
POLICY NO. 90-LA-3382-6COVERAGE IS PROVIDED BY
STATE FARM FIRE AND CASUALTY COMPANY
8900 AMBERGLEN BOULEVARD, AUSTIN TX 78729-1110
6766-F120NAMED INSURED AND MAILING ADDRESS
VARA LAND SURVEYING INC
601 FARLEY DR
AUSTIN TX 78753-3114

FEIN 742996601

THE EFFECTIVE DATE IS 05/15/2003THE EXPIRATION DATE IS 05/15/2004
-----ITEM 3B. OF THE POLICY, EMPLOYERS LIABILITY LIMITS
ARE AMENDED AS FOLLOWS:BODILY INJURY BY ACCIDENT \$ 500,000 EACH ACCIDENT
BODILY INJURY BY DISEASE \$ 500,000 EACH EMPLOYEE
BODILY INJURY BY DISEASE \$ 500,000 POLICY LIMIT

ALL OTHER TERMS AND CONDITIONS OF THIS POLICY REMAIN UNCHANGED.

PREPARED 05/13/2003
WC 99 00 02 04-84COUNTERSIGNED _____
BY AGENT _____

TEXAS LIABILITY INSURANCE CARD... This policy provides at least the minimum amounts of liability insurance required by the Texas Motor Vehicle Safety Responsibility Act for the specified vehicle and named insureds and may provide coverage for other persons and other vehicles as provided by the insurance policy.

Insurance Company

State Farm Mutual Automobile Insurance Company
TEXAS REGIONAL OFFICE PHONE # 1-800-252-7645

Vehicle - Year, Make, Model of Covered Vehicle, VIN

1 2001 FORD F150
1FTRX18L61NA94400

Agent or Producer 6766-120
LARRY SELBY
PHONE# (512)331-0004

Policy Number 25 8224-D06-53
SFPP 0388419425

Insured VARA LAND SURVEYING, INC.
601 FARLEY DR
AUSTIN TX 78758-3114

Renewal Effective Date Renewal Expiration Date
APR 06 2004 to OCT 06 2004

Coverages
VEH 1 AB P1 D100 G250 U

Drivers: DANIEL
ANN
ALAN
TERRY
CHIEN
LINDA
JERRY

0172502203771

(o1b031mc)

KEEP THIS LIABILITY INSURANCE CARD IN YOUR VEHICLE OR POSSESSION

MUTL VOL

Form W-9 (Rev. January 2003) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give form to the requester. Do not send to the IRS.
Print or type See Specific Instructions on page 2.	Name Vara Land Surveying, Inc.	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other	
	<input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.) 601 Farley Drive	Requester's name and address (optional)
	City, state, and ZIP code Austin, Texas 78753	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
or								
Employer identification number								
7	4	2	9	9	6	6	0	1

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person	Date 3/13/04
------------------	--------------------------	---------------------

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

- The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
- The treaty article addressing the income.
- The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
- The type and amount of income that qualifies for the exemption from tax.
- Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Client#: 24340

VARALAND

ACORD™ CERTIFICATE OF LIABILITY INSURANCEDATE (MM/DD/YYYY)
03/11/04

PRODUCER USI Insurance Services of TX 1946 South IH-35, Suite 301 Austin, TX 78704 512 443-0878		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED Vara Land Surveying, Inc. 601 Farley Drive Austin, TX 78753		INSURERS AFFORDING COVERAGE	NAIC #
		INSURER A: XL Specialty Insurance Company	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
		GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPIOP AGG \$
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A		OTHER Professional Liability	DPS9400163	02/06/04	02/06/05	\$250,000 per claim \$250,000 annl aggr.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Project Reference: Chandler Road Phase III-A

*Except in the event of non-payment

Prof Liab: The aggregate limit is the total insurance available for claims presented within the policy period for all operations of insured. The limit will be reduced by payment of indemnity and expense.

CERTIFICATE HOLDER

Prime Strategies
1508 South Lamar
Austin, TX 78704

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL *30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

James E. Zimmerman

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

CERTIFICATE OF INSURANCE

This certifies that

- ☐ STATE FARM FIRE AND CASUALTY COMPANY, Bloomington, Illinois
- ☐ STATE FARM GENERAL INSURANCE COMPANY, Bloomington, Illinois
- ☐ STATE FARM FIRE AND CASUALTY COMPANY, Scarborough, Ontario
- ☐ STATE FARM FLORIDA INSURANCE COMPANY, Winter Haven, Florida
- ☒ STATE FARM LLOYDS, Dallas, Texas

insures the following policyholder for the coverages indicated below:

Name of policyholder Vara Land Surveying Inc
 Address of policyholder 601 Farley Drive
 Location of operations Austin, TX 78753
 Description of operations _____

The policies listed below have been issued to the policyholder for the policy periods shown. The insurance described in these policies is subject to all the terms, exclusions, and conditions of those policies. The limits of liability shown may have been reduced by any paid claims.

POLICY NUMBER	TYPE OF INSURANCE	POLICY PERIOD		LIMITS OF LIABILITY (at beginning of policy period)
		Effective Date	Expiration Date	
90-J7-9544-B	Comprehensive Business Liability	04/16/03	04/16/04	BODILY INJURY AND PROPERTY DAMAGE
This insurance includes:		<input checked="" type="checkbox"/> Products - Completed Operations <input checked="" type="checkbox"/> Contractual Liability <input checked="" type="checkbox"/> Underground Hazard Coverage <input checked="" type="checkbox"/> Personal Injury <input checked="" type="checkbox"/> Advertising Injury <input checked="" type="checkbox"/> Explosion Hazard Coverage <input checked="" type="checkbox"/> Collapse Hazard Coverage <input checked="" type="checkbox"/> Hired -nonowned Auto <input checked="" type="checkbox"/> Any Auto		Each Occurrence \$ 1,000,000 General Aggregate \$ 2,000,000 Products - Completed Operations Aggregate \$ 2,000,000
	EXCESS LIABILITY	POLICY PERIOD		BODILY INJURY AND PROPERTY DAMAGE (Combined Single Limit)
	<input type="checkbox"/> Umbrella <input type="checkbox"/> Other	Effective Date	Expiration Date	
90-J7-9542	Workers' Compensation and Employers Liability	05/15/03	05/15/04	Part 1 STATUTORY Part 2 BODILY INJURY Each Accident \$ 500,000 Disease Each Employee \$ 500,000 Disease - Policy Limit \$ 500,000
POLICY NUMBER	TYPE OF INSURANCE	POLICY PERIOD		LIMITS OF LIABILITY (at beginning of policy period)
		Effective Date	Expiration Date	
025 8224	Auto	10/06/03	04/06/04	1,000,000/1,000,000/1,000,000

THE CERTIFICATE OF INSURANCE IS NOT A CONTRACT OF INSURANCE AND NEITHER AFFIRMATIVELY NOR NEGATIVELY AMENDS, EXTENDS OR ALTERS THE COVERAGE APPROVED BY ANY POLICY DESCRIBED HEREIN.

Name and Address of Certificate Holder

Prime Strategies

If any of the described policies are canceled before its expiration date, State Farm will try to mail a written notice to the certificate holder 2 days before cancellation. If however, we fail to mail such notice, no obligation or liability will be imposed on State Farm or its agents or representatives.

Harry S. By
 Signature of Authorized Representative
 Agent
 Title
 Date 03/11/04
 Agent's Code Stamp
 AFO Code 120

AGENDA ITEM 29

Discuss and take appropriate action on jail/courthouse annex expansion.

Ed Lee addressed the Court.

AGENDA ITEM 30

Consider authorizing advertising and setting date of June 2, 2004 at 2:00 P.M. in the Commissioner's Courtroom to receive bids for moving services associated with the relocation of various County Departments into and within the newly completed and existing portions of the Williamson County Justice Center.

Ed Lee addressed the Court.

Moved: **Commissioner Hays**

Seconded: **Commissioner Boatright**

Motion: To authorize advertising and setting date of June 2, 2004 at 2:00 P.M. in the Commissioner's Courtroom to receive bids for moving services associated with the relocation of various County Departments into and within the newly completed and existing portions of the Williamson County Justice Center.

Vote: 5 – 0

AGENDA ITEM 31

Consider authorizing advertising and setting date of June 9, 2004 at 2:00 P.M. in the Auditor's Office to receive Request for Qualifications for architectural services for the Southwest Regional Park office, maintenance building & area, caretaker house, parking lots/site improvements, and related landscape improvements.

Jim Rodgers addressed the Court.

Moved: **Commissioner Hays**

Seconded: **Commissioner Boatright**

Motion: To authorize advertising and setting date of June 9, 2004 at 2:00 P.M. in the Auditor's Office to receive Request for Qualifications for architectural services for the Southwest Regional Park office, maintenance building & area, caretaker house (with spending limited to \$149,000), parking lots/site improvements, and related landscape improvements.

Vote: 4 – 1. **Commissioner Birkman** was opposed.

AGENDA ITEM 32

Consider authorizing advertising and setting date of June 16, 2004 at 2:00 P.M. in the Commissioner's Courtroom to receive bids for Parmer Lane North - Phase 1.

Moved: **Commissioner Boatright**

Seconded: **Judge Doerfler**

Motion: To authorize advertising and setting date of June 16, 2004 at 2:00 P.M. in the Commissioner's Courtroom to receive bids for Parmer Lane North - Phase 1.

Vote: 5 – 0

AGENDA ITEM 33

Consider approving contract between the County Clerk's office and The State Library for conversion of images on CD to microfilm for backup/disaster recovery/archival purposes for Official Public Records.

Moved: **Commissioner Boatright**

Seconded: **Judge Doerfler**

Motion: To approve contract between the County Clerk's office and The State Library for conversion of images on CD to microfilm for backup/disaster recovery/archival purposes for Official Public Records.

Vote: 5 – 0