

August 22, 2024

EIKON Consulting Group, LLC  
Attn: Brad Isbell  
1405 W. Chapman Dr.  
Sanger, TX 76266

**RE: NOTICE OF CONTRACT TERMINATION & PROJECT CLOSE-OUT**

This letter is official notice of the termination of the agreement between the City of Schertz, hereinafter referred to as “the Owner”, and EIKON Consulting Group, LLC, hereinafter referred to as “Architect,” for Architectural / Engineering services related to the design and construction of Fire Station # 4 executed on September 26, 2023.

The Owner first communicated intent to terminate the agreement during a teleconference meeting on July 31, 2024, at which representatives of both Owner and Architect were present.

In accordance with Section 9.5 of the agreement, the Owner may terminate immediately upon not less than seven days’ written notice to the Architect for the Owner’s convenience and without cause.

In accordance with Section 9.7 of the agreement, the Owner shall compensate the Architect for services provided prior to termination, reimbursable expenses incurred, and costs attributable to termination, including the costs attributable to the Architect’s termination of consultant agreements. Please remit final invoice for payment within fifteen (15) days of receipt of this notice.

Attached hereto as Exhibit A is a list of all Architectural / Engineering Contract Documents and Digital Files requested by the Owner. Please provide all requested documents and files within fifteen (15) days of receipt of this notice.

If there are other close-out steps requested by Architect, please provide a list of those steps to the Owner within fifteen (15) business days of receipt of this notice.

Thank you,



Jessica Kurz, MPA, PHR, SHRM-CP  
Director of Human Resources & Purchasing  
Office: 210.619.1152  
Fax: 210.619.1159  
[jkurz@schertz.com](mailto:jkurz@schertz.com)

Enclosure

## Exhibit A

We are requesting all of the Architectural and Engineering Contract Documents and Digital Files as follows:

### Contract Documents

- Original contract and any amendments.
- Terms and conditions.
- Scope of work.
- Deliverables schedule.
- Payment schedule.
- Signed agreements and sub-agreements with subcontractors and consultants.

### Drawings and Models

- Revit Models
- Latest version of the Revit model(s).
- All linked Revit files.
- Family files used in the project.
- CAD Files
- DWG files of all plans, elevations, sections, and details.
- DXF files.
- 3D CAD models (if applicable).
- Layered CAD files with a clear layer list.

### Specifications

- Any specification revisions or addenda.

### Reports and Logs

- Meeting minutes and logs.

### Software Files

- Native software files (e.g., Revit, AutoCAD, word, excel SketchUp, etc.).
- Simulation files (e.g., energy simulations, daylighting simulations).
- Design optimization files.

### Correspondence and Communication

- Email correspondences related to the project.
- Project meeting minutes and notes.

### Other Documents

- Design narratives.
- Renderings and visualizations.
- Presentation files (PowerPoint, PDFs).
- Marketing and promotional materials related to the project.
- Health and safety plans.
- Risk assessments.

### Digital File Organization

- File directory structure used for project documentation.
- Access to project management software or tools used (e.g., Procore, Aconex).
- Version history of all digital files.