



AGREEMENT FOR ROOF CONSULTING SERVICES

THIS AGREEMENT FOR ROOF CONSULTING SERVICES ("Agreement") is made and entered into by and between **Williamson County**, a body corporate and politic under the laws of the State of Texas, hereinafter "County", and **Jim Whitten Roof Consultants, LLC**, hereinafter "Consultant".

RECITALS

The County intends to construct improvements to the roof of the Williamson County Jail and Sheriff's Office, located at 508 Rock Street, Georgetown, Texas, hereinafter called the "Project"; and

The County desires that the Consultant perform certain professional engineering/consulting services in connection with the Project; and

The Consultant represents that it is qualified and desires to perform such services;

NOW, THEREFORE, the County and the Consultant, in consideration of the mutual covenants and agreements herein contained, do mutually agree as follows:

SECTION I

SCOPE OF AGREEMENT

The Consultant agrees to perform professional engineering/consulting services in connection with the Project as stated herein, and for having rendered such services, the County agrees to pay to the Consultant compensation as stated in the sections to follow.

SECTION II

CHARACTER AND SCOPE OF SERVICES

A. In consideration of the compensation herein provided, Consultant shall perform professional engineering/consulting services for the Project, which are acceptable to the County, based on standard professional engineering/consulting practices and the scope of work described on the Exhibit(s) attached to this Agreement. Consultant shall also serve as County's professional consultant in those phases of the Project to which this Agreement applies and will consult with and give advice to County during the performance of Consultant's services.

B. Consultant shall not commence work until Consultant has been thoroughly briefed on the scope of the Project and has been notified to proceed.

C. County shall provide Consultant with all existing plans, reports, computations, and other data in its possession, if any, relative to existing facilities and to this particular Project at no cost to Consultant; however, any and all such information shall remain the property of County and shall be returned, if the County so instructs Consultant.

D. Consultant shall perform the following Basic Scope of Services (sometimes referred to herein as the "Basic Scope of Services", "Basic Services" or the "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 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. National Environmental Policy Act (NEPA);
- b. Texas Accessibility Standards (TAS) of the Consulting Barriers Act, Article 9102, Texas Civil Statutes, Effective April 4, 1994, including latest revisions;
- c. Americans with Disabilities Act (ADA) Regulations;
- d. International Building Code, current edition as updated
- e. National Electrical Code, latest edition;
- f. Williamson County Design Criteria & Project Development Manual, latest edition; and
- g. All other local, state and federal documents, codes and regulations to which the Project must comply.

3. As part of the Scope of Services, Consultant shall submit its work products to County for review at regular intervals and as requested by County and as set forth herein.

4. The detailed Scope of Services for the Project is set forth herein as **Exhibit "A"** to this Agreement, and is expressly incorporated and made a part hereof.

SECTION III

ADDITIONAL SERVICES AND CHARGES

For the performance of the services not specifically described as Basic Services under Section II above (sometimes referred to herein as "Additional Services"), County shall pay and Consultant shall receive, under a negotiated written contract modification, Additional Services compensation based upon the method and rates agreed upon by Consultant and County in advance.

The Consultant shall not, however, be compensated for work made necessary by Consultant's negligent errors or omissions. In the event of any dispute over the classification of Consultant's services as Basic or Additional Services under this Agreement, the decision of the County shall be final and binding on Consultant.

It is expressly understood and agreed that Consultant shall not furnish any Additional Services without the prior written authorization of the County. The County shall have no obligation to pay for such Additional Services which have been rendered without the prior written authorization of the County as hereinabove required.

SECTION IV

TIME FOR PERFORMANCE

Consultant agrees to commence with the Scope of Services within one week of receiving written authorization to proceed. Consultant will complete the 75% Review Set of the Bidding and Construction Documents for County's review within two (2) weeks from commencement. Consultant will complete the final Bidding and Construction Documents one week following receipt of County's review comments. Following the Bidding Phase and upon award of a construction contract for the Project, the Consultant shall proceed with the performance of the services called for in **Exhibit "A"**, Construction Administration Phase of this Agreement and complete such services upon notification of final payment on the prime contract to be completed. The above time limits may, for good cause, be extended, in writing, by the County as the Project proceeds.

SECTION V

REVISIONS TO CONSULTANT'S WORK PRODUCT

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

SECTION VI
THE CONSULTANT'S COMPENSATION

For and in consideration of the Scope of Services rendered by the Consultant, the County shall pay to the Consultant a firm fixed fee of **\$15,500.00**, hereinafter called the "Basic Fee", plus any amount payable under Section III (Additional Services and Charges).

SECTION VII
PAYMENT AND RIGHT TO AUDIT

A. Payment. Payments to Consultant shall be made while the Scope of Services are in progress. Consultant shall prepare and submit one (1) original of a certified invoice to the County in a form acceptable to the Williamson County Auditor. All invoices submitted to County must, at a minimum, be accompanied by an original complete packet of supporting documentation and, for services billed based on an hourly rate, time sheets detailing hours worked by staff persons with a description of the work performed by such persons. For Additional Services performed pursuant to this Agreement, a separate invoice or itemization of the Additional Services must be presented with the same aforementioned requirements.

Payments shall be made by County based upon services actually provided and performed. Upon timely receipt and approval of each statement, County shall make a good faith effort to pay the amount which is due and payable within thirty (30) days of the County Auditor's receipt. County reserves the right to reasonably withhold payment pending verification of satisfactory services performed. Consultant has the responsibility to submit proof to County, adequate and sufficient in its determination, that services were completed.

The certified statements shall show the total amount earned to the date of submission and shall show the amount due and payable as of the date of the current statement. Final payment does not relieve Consultant of the responsibility of correcting any errors and/or omissions resulting from his/her/its negligence.

Upon submittal of the initial invoice, Consultant shall provide the County Auditor with an Internal Revenue Form W-9, Request for Taxpayer Identification Number and Certification that is complete in compliance with the Internal Revenue Code, its rules and regulations.

B. Right to Audit. The Consultant agrees to maintain, for a period of seven years, detailed records identifying each individual performing the services, the date or dates the services were performed, the applicable hourly rates, the total amount billed for each individual and the total amount billed for all persons, and provide such other details as may be requested by the County Auditor for verification purposes. Consultant agrees that County or its duly authorized representatives shall, until the expiration of three 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 Consultant which are directly pertinent to the services to be performed under this Agreement for the purposes of making audits, examinations, excerpts, and transcriptions. Consultant shall retain its records within the boundaries of Williamson County and further agrees

that County shall have access during normal working hours to all necessary Consultant 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 Consultant reasonable advance notice of intended audits.

SECTION VIII

SUSPENSION AND TERMINATION

A. Suspension. 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 thirty (30) calendar days of receipt by Consultant of written Notice of Reinstatement from County. In the event such suspension of the Project or the Consultant's services hereunder extends for a period of ninety (90) consecutive calendar days or more, Consultant may terminate this Agreement in writing.

B. Termination. County may terminate this Agreement at any time, for cause or for convenience, by notice in writing to the Consultant. Upon receipt of such notice, the Consultant shall discontinue all services in connection with the performance of this Agreement and shall proceed to cancel promptly all existing orders and contracts insofar as such orders or contracts are chargeable to this Agreement. Within ten (10) days after receipt of notice of termination, the Consultant shall submit a statement, showing in detail the services performed under this Agreement to the date of termination. The County shall then pay the Consultant that proportion of the prescribed charges which the services actually performed under this Agreement bear to the total services called for under this Agreement, less such payments on account of charges as have been previously made. Copies of all completed or partially completed designs, drawings, electronic data files and specifications prepared under this Agreement shall be delivered to the County when and if this Agreement is terminated.

SECTION IX

NOTICE

Any notice required to be given under the provisions of this Agreement shall be in writing and shall be duly served when it shall have been deposited, enclosed in a wrapper with the proper postage prepaid thereon, and duly registered or certified, return receipt requested, in a United States Post Office, addressed to the County or the Consultant at the following addresses. If mailed, any notice or communication shall be deemed to be received three days after the date of deposit in the United States Mail. Unless otherwise provided in this Agreement, all notices shall be delivered to the following addresses:

To the Consultant: Jim Whitten Roof Consultants, LLC,
 Attn: Jim Whitten
 P.O. Box 200925
 Austin, Texas 78720

To the County: Williamson County Judge
 Dan A. Gattis (or successor)
 710 Main Street, Suite 101
 Georgetown, Texas 78626

Either party may designate a different address by giving the other party ten days written notice.

SECTION X

SUCCESSORS AND ASSIGNS

The County and the Consultant bind themselves and their successors and assigns to the other party of this Agreement and to the successors and assigns of such other party, in respect to all covenants of this Agreement. Neither the County, nor the Consultant shall assign or transfer its interest in this Agreement without written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body which may be a party hereto.

SECTION XI

INSURANCE REQUIREMENTS

Consultant shall maintain in full force and effect worker's compensation insurance, professional liability insurance, and general liability insurance during the entire term of this Agreement, in the amount and in accordance with **Exhibit "B"** - Insurance Requirements.

SECTION XII

PUBLIC CONTACT

Contact with the news media, citizens of Williamson County or governmental agencies shall be the responsibility of the County. Under no circumstances shall the Consultant release any material or information developed in the performance of its services hereunder without the express written permission of the County.

SECTION XIII

COMPLIANCE AND STANDARDS

The Consultant shall render the services hereunder in accordance with generally accepted standards applicable thereto and shall use that degree of care and skill commensurate with the roof consulting profession to comply with all applicable state, federal, and local laws, ordinances, rules and regulations relating to the services to be rendered hereunder, and Consultant's performance. To the extent that Consultant performs any engineering or architectural services as a part of this Agreement, Consultant shall also be required to use that degree of care and skill commensurate with the engineering and/or architectural profession to comply with all applicable state, federal, and local laws, ordinances, rules and regulations relating to the engineering services rendered hereunder.

SECTION XIV

OWNERSHIP OF DOCUMENTS, COPYRIGHT

The County shall be the absolute and unqualified owner of all of the Consultant's Work Product prepared pursuant to this Agreement by the Consultant and its subcontractors with the same force

and effect as if the County prepared same. Copies of all completed or partially completed Work Product prepared pursuant to this Agreement by the Consultant shall be delivered to County when and if this Agreement is terminated or upon completion of this Agreement, whichever occurs first. The Consultant may retain one (1) set of reproducible copies of such documents and such copies shall be for the Consultant's sole use in preparation of studies or reports for Williamson County only. The Consultant is expressly prohibited from selling, licensing or otherwise marketing or donating such documents, or using such documents in the preparation of other work for any other client, without the prior express written permission of the County.

SECTION XV

INDEMNIFICATION

CONSULTANT AGREES, TO THE FULLEST EXTENT PERMITTED BY LAW, TO INDEMNIFY AND HOLD THE COUNTY HARMLESS FROM AND AGAINST ANY AND ALL LIABILITIES, LOSSES, PENALTIES, JUDGMENTS, CLAIMS, LAWSUITS, DAMAGES, COSTS AND EXPENSES, INCLUDING, BUT NOT LIMITED TO, ATTORNEYS' FEES, ("LOSSES") TO THE EXTENT SUCH LOSSES ARE CAUSED BY OR RESULTS FROM AN ACT OR OMISSION, NEGLIGENCE, OR INTENTIONAL TORT COMMITTED BY CONSULTANT, CONSULTANT'S EMPLOYEES, AGENTS, OR ANY OTHER PERSON OR ENTITY UNDER CONTRACT WITH CONSULTANT INCLUDING, WITHOUT LIMITATION, CONSULTANT'S SUBCONSULTANTS, OR ANY OTHER ENTITY OVER WHICH CONSULTANT EXERCISES CONTROL.

CONSULTANT FURTHER AGREES, TO THE FULLEST EXTENT PERMITTED BY LAW, TO INDEMNIFY AND HOLD THE COUNTY HARMLESS FROM ANY AND ALL LIABILITIES, LOSSES, PENALTIES, JUDGMENTS, CLAIMS, LAWSUITS, DAMAGES, COSTS AND EXPENSES, INCLUDING, BUT NOT LIMITED TO, ATTORNEYS' FEES, ("LOSSES") TO THE EXTENT SUCH LOSSES ARE CAUSED BY OR RESULTS FROM CONSULTANT'S FAILURE TO PAY CONSULTANT'S EMPLOYEES, SUBCONTRACTORS, SUBCONSULTANTS, OR SUPPLIERS, IN CONNECTION WITH ANY OF THE WORK PERFORMED OR TO BE PERFORMED UNDER THIS AGREEMENT BY CONSULTANT.

CONSULTANT FURTHER AGREES TO INDEMNIFY AND HOLD THE COUNTY HARMLESS FROM ANY AND ALL LIABILITIES, LOSSES, PENALTIES, CLAIMS, LAWSUITS, DAMAGES, COSTS AND EXPENSES, INCLUDING, BUT NOT LIMITED TO, ATTORNEYS' FEES, ("LOSSES") TO THE EXTENT SUCH LOSSES ARE CAUSED BY OR RESULTS FROM THE INFRINGEMENT OF ANY INTELLECTUAL PROPERTY ARISING OUT OF THE USE OF ANY PLANS, DESIGN, DRAWINGS, OR SPECIFICATIONS FURNISHED BY CONSULTANT IN THE PERFORMANCE OF THIS AGREEMENT.

THE LIMITS OF INSURANCE REQUIRED IN THIS AGREEMENT AND/OR THE CONTRACT DOCUMENTS SHALL NOT LIMIT CONSULTANT'S OBLIGATIONS UNDER THIS SECTION. THE TERMS AND CONDITIONS CONTAINED IN THIS SECTION SHALL SURVIVE THE TERMINATION OF THE CONTRACT AND/OR CONTRACT DOCUMENTS OR THE SUSPENSION OF THE WORK HEREUNDER. TO THE EXTENT THAT ANY LIABILITIES, PENALTIES, DEMANDS, CLAIMS, LAWSUITS, LOSSES, DAMAGES, COSTS AND EXPENSES ARE CAUSED IN PART BY THE ACTS OF THE COUNTY OR THIRD PARTIES FOR WHOM CONSULTANT IS NOT LEGALLY LIABLE, CONSULTANT'S OBLIGATIONS SHALL BE IN PROPORTION TO CONSULTANT'S FAULT. THE OBLIGATIONS HEREIN SHALL ALSO EXTEND TO ANY ACTIONS BY THE COUNTY TO ENFORCE THIS INDEMNITY OBLIGATION.

IN THE EVENT THAT CONTRACTORS INITIATE LITIGATION AGAINST THE COUNTY IN WHICH THE CONTRACTOR ALLEGES DAMAGES AS A RESULT OF ANY NEGLIGENT ACTS, ERRORS OR OMISSIONS OF CONSULTANT, ITS EMPLOYEES, AGENTS, SUBCONTRACTORS, SUBCONSULTANTS, OR SUPPLIERS, OR OTHER ENTITIES OVER WHICH CONSULTANT EXERCISES CONTROL, INCLUDING, BUT NOT LIMITED TO, DEFECTS, ERRORS, OR OMISSIONS, THEN THE COUNTY SHALL HAVE THE RIGHT TO JOIN CONSULTANT IN ANY SUCH PROCEEDINGS AT THE COUNTY'S COST. CONSULTANT SHALL ALSO HOLD THE COUNTY HARMLESS AND INDEMNIFY THE COUNTY TO THE EXTENT THAT CONSULTANT, ANY OF ITS EMPLOYEES, AGENTS, SUBCONTRACTORS, SUBCONSULTANTS, OR SUPPLIERS, OR OTHER ENTITIES OVER WHICH CONSULTANT EXERCISES CONTROL, CAUSED SUCH DAMAGES TO CONTRACTOR, INCLUDING ANY AND ALL COSTS AND ATTORNEYS' FEES INCURRED BY THE COUNTY IN CONNECTION WITH THE DEFENSE OF ANY CLAIMS WHERE CONSULTANT, ITS EMPLOYEES, AGENTS, SUBCONTRACTORS, SUBCONSULTANTS, OR SUPPLIERS, OR OTHER ENTITIES OVER WHICH CONSULTANT EXERCISES CONTROL, ARE ADJUDICATED AT FAULT.

SECTION XVI

MODIFICATIONS

This instrument contains the entire Agreement between the parties relating to the rights herein granted and obligations herein assumed. Any oral or written representations or modifications concerning this instrument shall be of no force and effect excepting a subsequent written modification signed by both parties hereto.

SECTION XVII

AUTHORITY OF COUNTY JUDGE

The County Judge or his/her designee and/or agent as designated by the County (individually or collectively the "County") shall decide any and all questions on behalf of the County which may arise as to the interpretation of this Agreement and all questions as to the acceptable fulfillment of this Agreement by the Consultant. The County's decision shall be final. It is mutually agreed by both parties that the County Judge shall act as referee in all questions arising under the terms of this Agreement between the parties hereto and that the decisions of the County Judge in such shall be final and binding alike on both parties hereto. But nothing contained in this section shall be construed to authorize the County Judge to alter, vary or amend any of the terms or provisions of this Agreement.

SECTION XVIII

MERGER

The Parties agree that this Agreement contains all of the terms and conditions of the understanding of the parties relating to the subject matter hereof. All prior negotiations, discussions, correspondence and preliminary understandings between the parties and others relating hereto are superseded by this Agreement.

SECTION XIX

SEVERABILITY

If any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof, but rather this entire Agreement will be construed as if not containing the particular invalid or unenforceable provision or provisions, and the rights and obligation of the parties shall be construed and enforced in accordance therewith. The parties acknowledge that if any provision of this Agreement is determined to be invalid or unenforceable, it is the desire and intention of each that such provision be reformed and construed in such a manner that it will, to the maximum extent practicable, give effect to the intent of this Agreement and be deemed to be validated and enforceable.

SECTION XX

VENUE AND GOVERNING LAW

This Agreement shall be performable in Williamson County, Texas. Each party to this Agreement hereby agrees and acknowledges that 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. Furthermore, this Agreement shall be governed by and construed in accordance with the laws of the State of Texas, excluding, however, its choice of law rules.

SECTION XXI

EQUAL OPPORTUNITY IN EMPLOYMENT

The parties to this Agreement agree that during the performance of the services under this Agreement they will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The parties to this Agreement 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.

SECTION XXII

NO THIRD PARTY BENEFICIARIES

This Agreement is for the sole and exclusive benefit of the parties hereto, and nothing in this Agreement, express or implied, is intended to confer or shall be construed as conferring upon any other person any rights, remedies or any other type or types of benefits.

SECTION XXIII

CONSTRUCTION

Each party to this Agreement acknowledges that it and its counsel have reviewed this Agreement and that the normal rules of construction are not applicable and there will be no presumption that any ambiguities will be resolved against the drafting party in the interpretation of this Agreement.

SECTION XXIV

RELATIONSHIP OF THE PARTIES

Each party to this Agreement, in the performance of this Agreement, shall act in an individual capacity and not as agents, employees, partners, joint ventures or associates of one another. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purposes whatsoever.

SECTION XXV

NO WAIVER OF IMMUNITIES

Nothing in this Agreement shall be deemed to waive, modify or amend any legal defense available at law or in equity to County, its past or present officers, employees, or agents or employees, nor to create any legal rights or claim on behalf of any third party. County does not waive, modify, or alter to any extent whatsoever the availability of the defense of governmental immunity under the laws of the State of Texas and of the United States.

SECTION XXVI

NO WAIVER

No action or inaction taken pursuant to this Agreement should be deemed to constitute a waiver of compliance with any representation, warranty, covenant or agreement contained in this Agreement and such action or inaction will not operate or be construed as a waiver of any subsequent breach, whether of a similar or dissimilar nature.

SECTION XXVII

EXHIBITS

The parties agree that the Agreement Exhibits shall incorporated herein by reference for all purposes.

In the event of any conflict, discrepancy, or inconsistency among any of the documents which make up this Agreement, the following shall control:

- a. As between this Agreement and its Exhibits or any other documents which make up this Agreement, this Agreement shall govern.
- b. In the event of any conflict, discrepancy, or inconsistency among any of the Agreement Exhibits, the Consultant shall diligently review all such documents and notify the County immediately upon discovery of the same for resolution by the County.
- c. Any documents not included or expressly contemplated in this Agreement do not, and shall not, form a part of this Agreement. The Agreement Exhibits are intended to be complimentary, and a requirement in one document shall be deemed a requirement in all documents.

SECTION XXVIII

EXECUTION

The County executes this Agreement by and through the County Judge acting pursuant to Order of the Commissioners' Court of Williamson County, Texas, so authorizing. The Consultant's duly

authorized representative acknowledges by his/her signature below that he/she has read and understands the above paragraphs and that Consultant has the obligation to ensure compliance with its provisions by itself and its employees, agents, and representatives. This Agreement shall be effective as of the date of the last party's execution of this Agreement.

COUNTY:

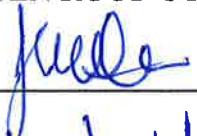
WILLIAMSON COUNTY, TEXAS

By: _____
Dan A. Gattis
Williamson County Judge

Date Signed: _____, 20____

CONSULTANT:

JIM WHITTEN ROOF CONSULTANTS, LLC

By: _____


Printed Name: Jim Whitten

Title: Owner

Date Signed: 9-1-18, 20 18

EXHIBIT "A"

BASIC SCOPE OF SERVICES

THE FOLLOWING SCOPE OF SERVICES IS INTENDED TO BE CONSISTENT WITH THE AGREEMENT. TO THE EXTENT THIS SCOPE OF SERVICES IS INCONSISTENT WITH THE AGREEMENT, THE AGREEMENT WILL SUPERSEDE THE SCOPE OF SERVICES AND WILL BE CONTROLLING.

Project Information

Consultant understands that its Scope of Services will include a condition assessment of the roof and developing roof improvements for either specific repair or replacement options with written report recommendations for both options including opinions of cost for both options. For the selected option, Consultant will prepare Plans and Specifications for all associated flashings and roof storm water drainage scope of work and bidding documents, provide assistance with obtaining bona fide bids from qualified roofing contractors in accordance with the Williamson County Purchasing protocol, and construction administration and project management during the roof improvement construction work. The Sheriff's Office two story building's (lower) roof is approximately 10,000 square feet and the Jail Facility's three story (upper) roof is approximately 30,000 square feet. The existing roof consists of a gravel surfaced asphalt built-up roof installed insulation applied to the structural concrete deck. The deck is sloped to interior roof drains and to through-wall overflow scuppers. Roof top equipment consists of multiple large curb mounted HVAC package units and several curb mounted power and exhaust vents. Consultant further understands the Scope of Services will be based on the County's contract procedures.

Basic Services

In consideration of the compensation provided in the Agreement, Consultant shall perform the following Basic Services:

1. Roof Condition Assessment Report and Recommendations for Roof Improvements

- Based on Consultant's site visits and observations, Consultant will prepare a photo report with recommendations of options for specific repairs to extend the life of the roof or options for replacement for the roof with opinions of cost for each option.
- Meet with County to review Consultant's report and recommendations and discuss the advantages and disadvantages of each option.

2. Roof Improvements Scope of Work Bidding and Construction Documents

- The Bidding and Construction Documents will consist of a Project Manual containing Technical Specifications, Contracting Forms and General Conditions, and Drawings. The Technical Specifications will be in the Construction Specifications Institute (CSI) Three-Part Format. The Drawings will graphically present the scope of work, and will include roof plans and typical details for the roof repairs scope of work. The Documents will

require compliance with the City of Georgetown Building Codes (IBC 2012, IECC 2000, IPC 2012)

- Consultant will verify, with County assistance, existing roof penetrations that will remain for reuse, those that will require replacement, and abandoned equipment scheduled for disposal.
- Consultant will issue a 75% Review Set of the Bidding and Construction Documents to County for review and comment prior to finalizing the documents for bidding.
- Consultant will incorporate County's review comments into the final Bidding and Construction Documents prior to issuing for bidding.

3. Bidding and Award Phase

- Consultant will conduct a pre-bid meeting at the site for Bidders to discuss the roof and stucco improvements scope of work and to allow the Bidders an opportunity to take measurements, document existing conditions, and ask general questions regarding the scope of work. Consultant will coordinate the date and time with the facility.
- Consultant will issue Addenda to the Bidding and Construction Documents, if required.

4. Construction Administration Phase

- Consultant will review contractor pre-job submittals, schedule of values, certificates of insurance, and proposed work schedule.
- Consultant will conduct a pre-construction conference at the site with County representatives and contractor personnel.
- Consultant will prepare and issue the pre-construction conference minutes.
- Consultant will review and coordinate Contractor Pay Applications and other project related correspondence between County and Contractor.
- Consultant will perform five (5) unannounced site visits to observe the repair work and document compliance with the Contract Documents. Consultant will issue a site visit observation report with representative photographs within twenty-four (24) hours following Consultant's site visits.
- Consultant will perform one site visit to determine substantial completion and develop a substantial completion "punch-list".

SUMMARY OF FEES

1. Condition Assessment and Report of Recommendations, Options, and Opinions of Cost.....	\$ 2,500
2. Bidding and Construction Documents	\$ 6,500
3. Construction Administration Phase	\$ 6,500
Total Consulting Services Fees	\$15,500

EXHIBIT "B"

INSURANCE REQUIREMENTS

Consultant must comply with the following insurance requirements at all times during this Agreement:

1. **Coverage Limits.** Consultant, at Consultant's sole cost, shall purchase and maintain during the entire term while this Agreement is in effect 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 \$1.0 Million per occurrence and \$2.0 Million in the aggregate.
 - 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 \$1.0 Million in the aggregate.
 - d. Professional Liability Errors and Omissions Insurance in the amount of \$1.0 Million per claim.
2. **Additional Insureds; Waiver of Subrogation.** County, its directors, officers and employees shall be added as additional insureds under policies listed under (2) and (3) above, and on those policies where County, its directors, officers and employees are additional insureds, such insurance shall be primary and any insurance maintained by County shall be excess and not contribute with it. Such policies shall also include waivers of subrogation in favor of County.
3. **Premiums and Deductible.** Consultant shall be responsible for payment of premiums for all of the insurance coverages required under this section. Consultant further agrees that for each claim, suit or action made against insurance provided hereunder, with respect to all matters for which the Consultant is responsible hereunder, Consultant shall be solely responsible for all deductibles and self-insured retentions. Any deductibles or self-insured retentions over \$50,000.00 in the Consultant's insurance must be declared and approved in writing by County in advance.
4. **Commencement of Work.** Consultant shall not commence any field work under this Agreement until he/she/it has obtained all required insurance and such insurance has been approved by County. As further set out below, Consultant shall not allow any subcontractor/subconsultant(s) to commence work to be performed in connection with this Agreement until all required insurance has been obtained and approved and such approval shall not be unreasonably withheld. Approval of the insurance by County shall not relieve or decrease the liability of Consultant hereunder.
5. **Insurance Company Rating.** The required insurance must be written by a company approved to do business in the State or 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.

6. **Certification of Coverage.** Consultant shall furnish County with a certification of coverage issued by the insurer. Consultant shall not cause any insurance to be canceled nor permit any insurance to lapse. **In addition to any other notification requires set forth hereunder, Consultant shall also notify County, within twenty-four (24) hours of receipt, of any notices of expiration, cancellation, non-renewal, or material change in coverage it receives from its insurer.**
7. **No Arbitration.** It is the intention of the County and agreed to and hereby acknowledged by the Consultant, that no provision of this Agreement shall be construed to require the County to submit to mandatory arbitration in the settlement of any claim, cause of action or dispute, except as specifically required in direct connection with an insurance claim or threat of claim under an insurance policy required hereunder or as may be required by law or a court of law with jurisdiction over the provisions of this Agreement.
8. **Subcontractor/Subconsultant's Insurance.** Without limiting any of the other obligations or liabilities of Consultant, Consultant shall require each subcontractor/subconsultant performing work under this Agreement (to the extent a subcontractor/subconsultant is allowed by County) to maintain during the term of this Agreement, at the subcontractor/subconsultant's own expense, the same stipulated minimum insurance required in this Article above, including the required provisions and additional policy conditions as shown below in this Article.

Consultant shall obtain and monitor the certificates of insurance from each subcontractor/subconsultant in order to assure compliance with the insurance requirements. Consultant must retain the certificates of insurance for the duration of this Agreement, and shall have the responsibility of enforcing these insurance requirements among its subcontractor/subconsultants. County shall be entitled, upon request and without expense, to receive copies of these certificates of insurance.

9. **Insurance Policy Endorsements.** Each insurance policy shall include the following conditions by endorsement to the policy:
 1. County shall be notified thirty (30) days prior to the expiration, cancellation, non-renewal or any material change in coverage, and such notice thereof shall be given to County by certified mail to:

Williamson County Auditor
c/o: Pam Navarrette
710 Main Street, Suite 301
Georgetown, Texas 78626

With copy to: Williamson County Department of Infrastructure
Attn: Senior Director

3151 S.E. Inner Loop
Georgetown, Texas 78626

2. The policy clause "Other Insurance" shall not apply to any insurance coverage currently held by County, to any such future coverage, or to County's Self-Insured Retentions of whatever nature.

10. Cost of Insurance. The cost of all insurance required herein to be secured and maintained by Consultant shall be borne solely by Consultant, with certificates of insurance evidencing such minimum coverage in force to be filed with County.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/28/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. 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).

PRODUCER Whorton Insurance Services 11200 Jollyville Rd. Austin TX 78759-4813		CONTACT NAME: Jan Youngbloom, ACSR PHONE (A/C, No, Ext): (512) 338-1191 E-MAIL ADDRESS: JanY@whortonins.com FAX (A/C, No): (512) 338-1196															
INSURED Jim Whitten Roof Consultants, LLC PO Box 200925 Austin TX 78720		<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: Central Mutual Insurance Co.</td><td>20230</td></tr><tr><td>INSURER B: Allied Insurance</td><td>42587</td></tr><tr><td>INSURER C: Texas Mutual Insurance Company</td><td>22945</td></tr><tr><td>INSURER D: Lloyds Syndicate</td><td>85202</td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Central Mutual Insurance Co.	20230	INSURER B: Allied Insurance	42587	INSURER C: Texas Mutual Insurance Company	22945	INSURER D: Lloyds Syndicate	85202	INSURER E:		INSURER F:	
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INSURER F:																	

COVERAGES**CERTIFICATE NUMBER:** CL1681711447**REVISION NUMBER:**

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER -0- deductible		CLP-8892373	1/29/2016	1/29/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000 Hired Auto \$ 1,000,000
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ALL OWNED AUTOS ☒ HIRED AUTOS 0 Liab ded. ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS		ACP3007871351	8/17/2016	8/17/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP-Basic \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 0		CXS8892374	1/29/2016	1/29/2017	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐ N/A	SBP0001182468 -0- deductible	8/7/2016	8/7/2017	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional Liability		ANE1214188	5/29/2016	5/29/2017	\$1000000 per claim 1/1/1999retro \$2000000 aggregate \$10,000 Ded.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE:Williamson County Jail and Sheriff's office 508 Rock Street, Georgetown, Texas. The General Liability and Auto Liability policies include a blanket automatic additional insured endorsement that provides additional insured status to the certificate holder only when there is a written contract between the named insured and the certificate holder that requires such status. The General Liability, Auto Liability and Workers Compensation policies include a blanket waiver of subrogation endorsement that provides this feature only when there is a written contract between the named insured and the certificate holder that requires it. The General Liability Policy contains a special endorsement with "Primary and

CERTIFICATE HOLDER**CANCELLATION**

cindy@jimwhitten.com Williamson County Auditor c/o Pam Navarrette 710 Main St. #301 Georgetown, TX 78626	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Jim Whorton/JMY
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COMMENTS/REMARKS

Noncontributory" wording. 30 day NOC

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY CERTIFICATION OF FILING

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Jim Whitten Roof Consultants, LLC
Austin, TX United States

Certificate Number:
2016-118475

Date Filed:
09/30/2016

Date Acknowledged:

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Williamson County

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

N/A
Roofing Consulting Services

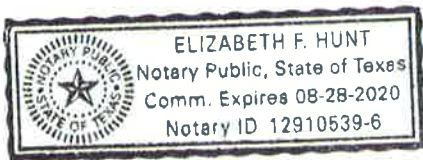
4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Mears, Ted	Austin, TX United States		X
	Fabiniski, Jeremy	Austin, TX United States		X
	Carriker, Wayne	Austin, TX United States		X
	Hernandez, Robert	Austin, TX United States	X	
	Whitten, Jim	Austin, TX United States	X	

5 Check only if there is NO Interested Party.

☐

6 AFFIDAVIT

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.



Robert Hernandez
Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said Robert Hernandez, this the 30 day of September, 2016, to certify which, witness my hand and seal of office.

Elizabeth F. Hunt Elizabeth F. Hunt Office Manager
Signature of officer administering oath Printed name of officer administering oath Title of officer administering oath