



**SUPPLEMENTAL AGREEMENT NO. 1  
TO  
AGREEMENT FOR DESIGN & ENGINEERING SERVICES, AS AMENDED**

**PROJECT:** Expo Center Various Improvements (Parks Bond A) ("Project")

**ARCHITECT/**

**ENGINEER:** Parkhill, Smith and Cooper, Inc. ("A/E")  
dba Schrickel Rollins | PSC  
Victor Baxter, RLA  
Director Landscape Architecture & Planning Business Development  
255 N. Center St., Suite 200  
Arlington, TX 76011

**COUNTY'S DESIGNATED**

**REPRESENTATIVE:** Williamson County Parks Department  
Director of Parks  
219 Perry Mayfield  
Leander, Texas 78641

**THIS SUPPLEMENTAL AGREEMENT NO. 1 to Agreement for Design and Engineering Services, as Amended**, effective as of the latest date of the signatories indicated at the conclusion of this document (the "Effective Date"), by and between **Williamson County, Texas** a political subdivision of the State of Texas ("County") and A/E.

**R E C I T A L S**

**WHEREAS**, County and A/E previously executed Agreement for Design and Engineering Services, as Amended being dated effective August 5, 2020 ("Agreement");

**WHEREAS**, pursuant to **Article 20** of the Agreement, the terms of the Agreement may be modified by a fully executed, written modification;

**WHEREAS**, County now wishes to **provide electrical upgrades to the Williamson County Expo**, all of which would constitute Additional Services due to being outside the original scope of Basic Services; and,

**WHEREAS**, in accordance with **Article 7** of the Agreement, this Supplemental Agreement provides a description of the scope, compensation for, and schedule of Additional Services;

**WHEREAS**, it has become necessary to supplement, modify and amend the Agreement in accordance with the provisions thereof.

## **SUPPLEMENTAL AGREEMENT**

**NOW, THEREFORE**, premises considered, County and A/E agree that the Agreement is modified and amended as follows:

### **ARTICLE 1 SCOPE OF ADDITIONAL SERVICES**

A/E hereby agrees to provide the Additional Services detailed in Attachment A – Scope of Additional Services (referred to herein as “Additional Services”).

### **ARTICLE 2 COMPENSATION FOR ADDITIONAL SERVICES**

In accordance with the terms and conditions of the Agreement, County hereby agrees to pay A/E **Twenty-Eight Thousand, Seven Hundred Forty-Nine Dollars (\$ 28,749)** as detailed in Attachment B – Fee Schedule.

### **ARTICLE 3 TIME FOR PERFORMANCE OF ADDITIONAL SERVICES**

A/E hereby agrees to provide the Additional Services detailed in are detailed in Attachment C – Production Schedule.

### **ARTICLE 4 TERMS OF AGREEMENT & EXTENT OF SUPPLEMENTAL AGREEMENT**

All Additional Services described herein will be performed in accordance with the terms and conditions of the Agreement. All other terms of the Agreement and any prior amendments thereto which have not been specifically amended herein shall remain the same and shall continue in full force and effect.

**IN WITNESS WHEREOF**, County has caused this Supplemental Agreement to be signed in its name by its duly authorized County Judge, thereby binding the parties hereto, their successors, assigns and representatives for the faithful and full performance of the terms and provisions hereof. NO OFFICIAL, EMPLOYEE, AGENT, OR REPRESENTATIVE OF THE COUNTY HAS ANY AUTHORITY, EITHER EXPRESS OR IMPLIED, TO AMEND, TERMINATE OR MODIFY THIS AGREEMENT, EXCEPT PURSUANT TO SUCH EXPRESS AUTHORITY AS MAY BE GRANTED BY THE WILLIAMSON COUNTY COMMISSIONERS COURT.

**A/E:**

Parkhill, Smith and Cooper, Inc.  
dba Schrickel Rollins | PSC

**COUNTY:**

Williamson County, Texas

By: Jamie Zavodny  
Signature

Jamie Zavodny  
Printed Name

Principal  
Title

Date Signed: 6/3/2022

By: \_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Title

Date Signed: \_\_\_\_\_

## **ATTACHMENT A**

### **SCOPE OF ADDITIONAL 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.

In consideration of the Additional Fee provided in the Supplemental Agreement, A/E shall perform the following Additional Services, based on standard architectural and engineering practices:

These services may include, but are not limited to as-built drawings, programming, architectural, structural, civil, mechanical, plumbing, electrical, hazardous materials, IT and security, landscape and irrigation, cost estimates and construction administration, master planning, facility condition assessment, forensic investigations, real estate evaluations, and specialized studies and analyses as agreed to by County and A/E.

#### **GENERAL REQUIREMENTS**

**Design Criteria.** A/E shall prepare all work in accordance with the latest version of applicable County's procedures, specifications, manuals, guidelines, standard drawings, and standard specifications. A/E shall prepare each Plans, Specifications, and Estimates (PS&E) package in a form suitable for letting through County's construction contract bidding and awarding process.

**Right-of-Entry and Coordination.** A/E shall notify County and secure permission to enter private property to perform any surveying, environmental, engineering or geotechnical activities needed off County property. In pursuance of County's policy with the general public, A/E shall not commit acts which would result in damages to private property, and A/E shall make every effort to comply with the wishes and address the concerns of affected private property owners. A/E shall contact each property owner prior to any entry onto the owner's property and shall request concurrence from County prior to each entry.

A/E shall notify County and coordinate with adjacent A/Es on all controls at project interfaces.

A/E shall prepare each exhibit necessary for approval by each utility, and other governmental or regulatory agency in compliance with the applicable format and guidelines required by each entity and as approved by County. A/E shall notify County in writing prior to beginning any services on any outside agency's exhibit.

**Progress Reporting.** A/E shall submit monthly (at a minimum) a progress status e-mail to County's Project Manager (PM) regardless of whether A/E is invoicing for that month.

A/E shall prepare and maintain a design and estimated construction schedule in a format reasonably acceptable to County during project phases prior to the Construction Administration Phase. A/E shall schedule milestone submittals per Attachment C – Production Schedule. Contractor shall prepare and maintain a construction schedule in Gantt chart format during the project Construction Administration Phase through the Close-out Phase.

Within **thirty (30) days** of completion of construction of the project, A/E shall deliver all electronic files in formats reasonably acceptable to County.

Final payment is contingent upon County's receipt and confirmation by County's PM that the electronic files function and are formatted in accordance with the Agreement and all review comments are addressed.

A/E shall prepare a letter of transmittal to accompany each document submittal to County. At a minimum, the letter of transmittal must include County's project name, Agreement and Work Authorization numbers, as well as facility name and address.

**Coordination.** A/E shall coordinate issues through County's PM. County will communicate, in writing, resolution of issues and provide A/E direction through County's PM.

**Level of Effort.** A/E shall base the level of effort at each phase on the prior work developed in earlier phases without unnecessary repetition or re-study.

**Quality Assurance (QA) and Quality Control (QC).** A/E shall provide peer review at all levels. For each deliverable, A/E shall maintain evidence of A/E's internal review and mark-up of that deliverable as preparation for submittal. When internal mark-ups are requested by County in advance, County, at its sole discretion, may reject the deliverable should A/E fail to provide the evidence of internal mark-ups. A/E shall clearly label each document submitted for quality assurance as an internal mark-up document.

A/E shall perform QA and QC on all consultant products (when applicable to the project) prior to delivery to County. If, during the course of reviewing a submittal, it becomes apparent to County that the submittal contains unreasonable errors, omissions, or inconsistencies, County may cease its review and immediately return the submittal for appropriate action by A/E.

A submittal returned to A/E for this reason is not a submittal for purposes of the submission schedule. Rejected submittals shall neither impact the overall deadline of the Project nor the review period allotted to County officials. A/E shall provide an updated schedule showing interim submission date changes to make-up for any lost time. A/E shall not submit an invoice

until County accepts the submittal as reasonably complete.

**Organization of Plan Sheets.** The PS&E package shall be complete and organized in a manner that is suitable for the bidding and awarding of a construction contract.

**Naming of Electronic Project Files and Organization of Design Project Folders.** A/E shall use succinct and understandable file names including project name, file content, date created (i.e. "Project Name\_SD PLANS\_year.month.day"). A/E shall maintain files in an organized folder structure that is readily understandable to outside users to facilitate communication and minimize complications in project close-out.

#### **SCOPE OF WORK:**

Williamson County Expo Center  
5350 Bill Pickett Trail, Taylor, TX 76574  
Precinct 4  
P562

1. A/E will make the necessary site visits to determine the required improvements. Based on the site visits and record Drawings provided by OWNER, a Schematic Design will be prepared to delineate the necessary improvements and repairs. An Opinion of Probable Cause will be prepared by the current CMAR (Chasco) working at the Expo.
  - Provide a lighting replacement in the Main Arena with a one-for-one LED replacement of the existing 277V lighting. Power and controls for the lighting will remain at present location.
  - Provide (2) 50A receptacles at north end of Main Arena for video boards. Receptacles to match existing height and NEMA configuration of receptacles at south end. Receptacles to be connected to new local electrical panel in Main Arena.
  - "Warm-up" arena existing electrical 480V 60A panel HE, 15 KVA transformer LE, and 208V 60A panel LE will be relocated to a new electrical equipment rack outside adjacent to a horse wash rack on a concrete pad with security fencing. A new 480V panel, stepdown transformer, and 208V panel sized as large as possible within the constraints of the existing electrical infrastructure will also be provided on the rack. The new installation will utilize the existing MDP for power connection, and an existing conduit as much as possible. The new system will provide dedicated quads at each of the 14 columns, and 5 dedicated overhead drops per markups by OWNER.
  - The Design Professional will perform a cursory review in the field of the existing conditions noting minor discrepancies in the as-builts. The Design Professional is not responsible to perform exhaustive field verification of existing conditions. If more time is required to verify the existing conditions, an additional fee proposal will be submitted prior to the commencement of Design Documents.
2. Upon approval of the Schematic Design and OPC, A/E will prepare the necessary Construction Documents to assist the County in procuring Construction Phase Services.
3. A/E, following OWNER's approval of the Construction Documents and of the latest Opinion of Probable Cost will assist OWNER and CMAR in obtaining Bids for construction of the Project.

4. A/E will be the representative of and will advise and consult with OWNER during construction until the final payment to the Contractor is due. A/E will have authority to act on behalf of OWNER only to the extent provided in this Agreement unless otherwise modified by written instrument.
5. A/E will visit the site at intervals appropriate to the stage of construction or as otherwise agreed by OWNER and A/E in writing to become familiar with the progress and quality of Work completed and to determine, in general, if the Work is being performed in a manner indicating that the Work, when completed, will be in accordance with the Contract Documents. However, A/E will not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of on-site observation, A/E will keep OWNER informed of the progress and quality of the Work.
6. Based on A/E's observations and evaluations of the CMAR's Applications for Payment, A/E will review and certify the amounts due the Contractor.
7. A/E will be the representative of and will advise and consult with OWNER during construction until thirty days after the Date of Substantial Completion or occupancy by OWNER, whichever occurs first. Time and expenses spent beyond thirty days after the Date of Substantial Completion are Supplemental Services and will be billed using A/E's Standard Hourly Rate Schedule (see attached.)

Design services shall be conducted in phases as outlined herein. Phases may be combined to expedite design process when defined in Attachment C – Production Schedule. Individual phases or groups of phases shall be authorized herein or by fully executed Supplemental Agreement.

#### **Phase I-II - DESIGN DEVELOPMENT – 60% Plans, Specifications and Estimate**

Upon County acceptance of previous phase, A/E shall proceed with the following:

- A. Investigate site/facility and verify known existing or available utility locations.
- B. Review International Building Code (IBC), ASHRAE 90.1, ASHRAE 62.1, International Mechanical Code (IMC), National Electric Code (NEC), International Energy Conservation Code (IECC), and any other applicable codes and ordinances.
- C. Advise County of any changes, additions, or corrections to the preliminary program, plans, specifications, and budget.
- D. Develop plans and specifications, which indicate materials, construction methods and buildings systems. These building systems may include (but are not limited to) structural, mechanical, plumbing, and electrical.
- E. Prepare a Design Development level cost estimate in a form acceptable to County.
- F. Submit Plans, Specifications, and all other required documentation for Site Development Permit application for the project with the local jurisdiction having review authority. Notify County's PM of any required submittal fees to be paid by County.
- G. Provide deliverables in accordance with County's Design Submittal Guidelines.

**Phase III - CONSTRUCTION DOCUMENTS – 100% Plans, Specifications, and Estimate**

Upon County acceptance of previous phase, A/E shall proceed with the following:

- A. Prepare complete plans, specifications and engineering calculations (without professional seals) setting forth in detail the work required for the architectural, structural, civil, mechanical, plumbing, electrical, landscaping and irrigation, and site work.
- B. Consult freely with County concerning the principal phases of the work immediately advise County of any unusual requirements or features not apparent during execution of the Schematic Design and Design Development Phases.
- C. Prepare a detailed cost estimate of the project on a form acceptable to County.
- D. Prepare a construction schedule with a Gantt chart or other County approved format which lists the anticipated major activities required to complete the project.
- E. Complete the PS&E for the entire Project and its component parts. The Project detailed cost estimate shall not exceed the project construction budget as approved in writing by County.
- F. Provide deliverables in accordance with County's Design Submittal Guidelines.

**Phase IV-V – REGULATORY REVIEW AND PERMITS - Plans, Specifications, and Permits:**

Upon County acceptance of previous phase, A/E shall proceed with the following:

- A. When applicable, register the project with the Texas Department of Licensing and Regulation (TDLR) and obtain an EABPRJ number for inclusion on the project coversheet prior to Permit application submittal to the local jurisdiction having review authority. Register as the Owner's Designated Agent for further correspondence with TDLR and Registered Accessibility Specialist (RAS).
- B. Participate in any Pre-submittal Meetings required by local jurisdiction prior to Permit application submittal.
- C. Submit Plans, Specifications, and all other required documentation for construction Permit application for the project with the local jurisdiction having review authority. Notify County's PM of any required submittal fees to be paid by County.
- D. Submit Construction Documents and Specifications to the Registered Accessibility Specialist (RAS) approved by County for Architectural Barriers plan review.



- E. Receive and respond to permitting comments by the local jurisdiction having review authority.
- F. Revise plans and specifications as necessary to conform to permitting, accessibility, and budget requirements without additional charge to County.
- G. Provide deliverables in accordance with County's Design Submittal Guidelines.

**Phase VI - CONSTRUCTION ADMINISTRATION - Project Observation and Inspection:**

Upon County acceptance of previous phase, A/E shall perform the following services:

- A. Provide general administration and be County's representative during the construction of the project. Advise, consult, and issue County's instructions to Contractor in writing with copies furnished to all parties. Prepare change orders and supplementary drawings.
- B. Conduct and oversee pre-construction meeting.
- C. Process/ respond to Requests for Information, Change Proposals, Change Orders, Change Directives.
- D. Review/ approve shop drawings, submittals, samples and mock-ups. Submit copies of each shop drawing and submittal of materials and equipment to County.
- E. Conduct and oversee bi-weekly progress meetings.
- F. Conduct site visits with personnel technically qualified by education and experience to competently observe relevant aspects of construction. Make necessary observations to determine if workmanship and quality of materials generally conform to the plans and specifications, and that provisions of the contract are complied with.
- G. Reject work performed by Contractor which does not meet the requirements of the Construction Documents; and, order removal and replacement of such work.
- H. Review progress estimates of work performed and invoiced by Contractor. Within **three (3) business days** of receipt, submit written reviews to County.
- I. Coordinate Texas Accessibility Standards (TAS) Inspection to be concurrent with Substantial Completion Inspection.
- J. Accompany County on Substantial Completion Inspection with appropriate staff and affiliates. Prepare a punch list of items needing correction. After Contractor has performed the required corrections, notify County in writing that the contract has been performed in general conformance with the plans and specifications and is ready for Final Inspection.

- K. Provide deliverables in accordance with County's Design Submittal Guidelines.

**Phase VII – PROJECT CLOSE-OUT – Final Inspection and Document Review:**

Upon County acceptance of previous phase, A/E shall perform the following services:

- A. Accompany County on Final Inspection to determine if construction has been completed in general accordance with the Contract Documents.
- B. Review warranties, guarantees, bonds, equipment operating instructions, and similar deliverables to verify receipt, and general conformance to requirements of the Contract.
- C. After determining that the general requirements of the Plans and Specifications have been met, certify and approve Contractor's Final Application for Payment.
- D. Upon completion of construction and prior to the request for final payment, make changes in the original REVIT or model CAD files of the Project to show changes made and noted by Contractor of the work and final location of the mechanical service lines and outlets including outside utilities. Develop project Record Construction Drawings and Specifications.
- E. Provide deliverables in accordance with County's Design Submittal Guidelines.

## ATTACHMENT B

### FEE SCHEDULE

This schedule indicates fees by Phase of the Additional Fee:		<b>\$ 28,749</b>	100%
100%	<b>Parkhill</b>	<b>\$ 28,749</b>	
<b>Phases I-II - DESIGN DEVELOPMENT</b>		<b>\$ 4,000</b>	14%
	Parkhill	\$ 4,000	
<b>Phase III - CONSTRUCTION DOCUMENTS</b>		<b>\$ 10,000</b>	35%
	Parkhill	\$ 10,000	
<b>Phases IV-V - REGULATORY REVIEW AND PERMITS</b>		<b>\$ 2,000</b>	7%
	Parkhill	\$ 2,000	
<b>Phase VI - CONSTRUCTION ADMINISTRATION</b>		<b>\$ 10,749</b>	37%
	Parkhill	\$ 10,749	
<b>Phase VII - PROJECT CLOSE-OUT</b>		<b>\$ 2,000</b>	7%
	Parkhill	\$ 2,000	

## ATTACHMENT C

### PRODUCTION SCHEDULE

A/E agrees to complete the professional design services called for in **Attachment A** of this Supplemental Agreement within **Two Hundred Forty ( 240 ) calendar days** from the date of this Supplemental Agreement.

The above time limits may, for good cause, be extended, in writing, by County as the Project proceeds.

The schedule below indicates various project milestones and target dates.  
Standard end-of-phase review periods for County shall be (10) business days minimum.

Supplemental Agreement Execution Date **06/07/22**

#### **Phases I-II - DESIGN DEVELOPMENT**

60% Plans, Specifications and Estimate deliverables	06/21/22
County written authorization to proceed to next phase	06/21/22

#### **Phase III - CONSTRUCTION DOCUMENTS**

Complete Plans, Specifications and Estimate deliverables	07/21/22
County written authorization to proceed to next phase	08/02/22

#### **Phase IV-V - REGULATORY REVIEW AND PERMITS**

Sealed Plans and Specifications and Estimate deliverables to County	08/09/22
Plans submittal to TDLR and Permit application submittal to City	08/16/22
Construction Permits received from City	09/15/22

#### **Phase VI - CONSTRUCTION ADMINISTRATION**

Contractor Notice to Proceed	09/29/22
Construction Substantial Completion	10/28/22

#### **Phase VII - PROJECT CLOSE-OUT**

Record Documents deliverables	11/11/22
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Supplemental Agreement Termination Date

02/02/23