



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

PROJECT: Sheriff's Office Training Center Additional Parking ("Project")

**ARCHITECT /
ENGINEER:**

Eckermann Engineering, Inc. ("A/E")
John J. Teague III, PE, Operations Manager
921 Main Street
Liberty Hill, TX 78642

**COUNTY'S DESIGNATED
REPRESENTATIVE:**

Williamson County Facilities Management Department
Director of Facilities
3101 SE Inner Loop
Georgetown, Texas 78626

THIS SUPPLEMENTAL AGREEMENT NO. 1 to Agreement for Design and Engineering Services, effective as of the latest date of the signatories indicated at the conclusion of this document (the "Effective Date"), is made pursuant to the terms and conditions of said Agreement by and between **Williamson County**, a body corporate and politic under the laws of the State of Texas ("County") and A/E.

RECITALS

WHEREAS, County and A/E previously executed Agreement for Design and Engineering / Services being dated effective **June 10th, 2025** ("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 site lighting and photometric plan for the portion of additional paving to accommodate proposed future parking stalls**; 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 **Four Thousand Eight Hundred Dollars (\$4,800.)** as detailed in **Attachment B – Fee Schedule**.

ARTICLE 3 TIME FOR PERFORMANCE OF ADDITIONAL SERVICES

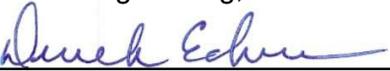
A/E hereby agrees to provide the Additional Services by or before October 30th, 2026.

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, or presiding officer of the Williamson County Commissioners Court in the absence of the 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:
Eckermann Engineering, Inc.

By: 
Signature

Derrek Eckermann
Printed Name

President
Title

Date Signed: 9/2/2025

COUNTY:
Williamson County, Texas

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

In consideration of the compensation for Additional Services provided in the Amended 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 Amended 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, 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, document content, and date created (i.e. "Project_DOCUMENT_yyyy.mm.dd"). 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.

Referenced Documents. County standardized design and procedure documents are provided for public reference at the following web address:

<https://www.wilcotx.gov/376/Facilities-Management>

SCOPE OF WORK:

Sheriff's Office Training Center – Additional Site Lighting and Photometric Plan
8160 Chandler Road, Hutto, TX 78634
P#718

Phase I previously accomplished and shall be repeated to add scope of work for additional lighting and photometric plan.

A/E will coordinate with County and design team throughout the project to identify project goals, schedules, and projected milestones for Phases I and III below. The following items will be provided with these Phases:

Phase I. Schematic Design – Site Lighting Plan:

A/E's electrical engineering subconsultant will prepare one (1) schematic level exterior site lighting plan for a 15,400 square feet portion of the proposed pavement expansion which is to accommodate approximately 33 parking stalls. This schematic site lighting plan will be established from the surveyed base map provided by A/E's surveyor subconsultant, as well as the conceptual site information provided by the County and developed within the design team. The schematic level site lighting plan will identify the location of light fixtures/poles and wiring conduit layouts. A/E will incorporate the site lighting plan into the overall schematic design plan set for submittal to the County.

Phase III. Construction Documents – Site Lighting and Photometric Plan and Specifications:

Upon the County's review and approval of the schematic plans, A/E's electrical engineering subconsultant will prepare a final site lighting and photometric plan for the project for use in permitting, bidding and construction of the improvements. Additionally, A/E's subconsultant will provide documentation of selected fixtures as required to facilitate the project. A/E will incorporate the site lighting and photometric plan into the overall set of construction plans for submittal to the County. The plans will be prepared in general accordance with the published requirements of the applicable jurisdictional entities.

This scope of work assumes standard pole base types specified in the original plan set will be utilized and this scope does not provide for structural design of pole foundations, review of foundations designed by others, nor inclusion of structural details of any kind.

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 - SCHEMATIC DESIGN - 30% Program, Plans, Outline Specifications and Estimate

Upon receipt of written Notice to Proceed, A/E shall accomplish the following:

- A. Investigate site/facility and verify known existing or available utility locations.

- B. Advise County of any changes, additions, or corrections to the preliminary program, plans, specifications, and budget.
- C. Provide deliverables in accordance with County's Design Submittal Guidelines.
- D. Data Collection and Schematic Design:
 - a. Topographic Survey – A/E will hire sub-consultant to provide topographic survey for design to support the site improvements for the approximate one-acre parking expansion within the site. The project limits for the topographic survey task will include an approximate 180-foot-wide by 560-foot-long area for the parking improvements as well as the area of the existing detention basin to verify proposed increases in stormwater runoff can be accommodated. The vertical datum will be based upon immediately adjacent City, County, or USGS monuments. If a datum cannot be established, then the datum will be assumed. A/E will provide a topographic map (100-ft Grid) that depicts contours at one-foot intervals and identifies all grade-breaks within the surveyed area and two (2) on-site temporary benchmarks.
 - b. Schematic Design: A/E will coordinate with the County to prepare a schematic level site plan for parking improvements. This schematic site plan will be established from the surveyed base map provided by sub-consultant, as well as the conceptual site information provided by the County and developed within the design team. The schematic site plan will identify the location of drive aisles, parking stalls, drainage improvements, and sidewalks (if required). Additionally, a concept level grading plan will be developed to establish the relationship between proposed improvements and existing facilities.
 - c. Preliminary Drainage Analysis: Utilizing the information obtained from as-built plans along with the proposed schematic plan and topographic base map, EEI will prepare one (1) preliminary drainage analysis for the subject site. The analysis will evaluate onsite flow rates to determine if proposed flows generated by the parking expansion exceed the pre-project rates for the 2, 10, 25, and 100-year storm events and confirm if the existing detention facilities will be required to be modified to support the proposed improvements. A letter report summarizing the methods, assumptions, and results of our analysis will be provided to the Owner upon completion of the work.

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 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. Update preliminary materials selection board or provide new for County project records.
- G. Upon the Owner's review and approval of the schematic site plan, A/E will prepare final construction documents for the project for use in permitting, bidding, and construction of the improvements. Based upon the schematic plan, A/E will prepare one (1) set of construction plans for submittal to Owner for the parking lots, driveways, grading, and drainage plans. The plans will be prepared in general accordance with the published requirements of the applicable jurisdictional entities. This scope of work assumes only minor grading modifications, if any, will be required within the detention basin and that no modifications will be required for the pond outlet structure.
- H. A/E will provide the following services to support this Phase of the work:
- Preparation of plans for the following items:
 - Project site plan and dimensional layout (utilizing plan developed in Phase 1 above)
 - On-site grading and drainage plan
 - Drainage area maps and calculations (on-site only)
 - Detention pond modification plan and calculations (if required)
 - Erosion and sedimentation control plan and details
 - Existing conditions and demolition plan
 - General notes and special provisions
 - Construction details
- I. A/E will prepare the Engineer's summary letter addressing the requirements of the County with respect to the site design and the Certificate of Compliance.
- J. This scope of work does not provide for structural design of retaining walls, review of walls designed by others, nor inclusion of structural details of any kind.
- Construction specifications will generally be included on the construction drawings. A/E intends to use City of Georgetown and County Standard Construction Specifications. If applicable specifications are not available through these entities, A/E intends to utilize the City of Austin or other City Construction Specifications which are acceptable to the jurisdictional authorities. Separate individual specifications can be prepared for the Project as an Additional Service.
- K. Provide deliverables in accordance with County's Design Submittal Guidelines.

Phase IV – 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. Williamson County Certificate of Compliance:
 1. A/E understands that Williamson County Development Services Department will require that site plans be reviewed and approved for issuance of a Certificate of Compliance prior to the start of construction activities. A/E will prepare and submit site civil construction plans to the Development Services Department who will review the plans for compliance. A/E will coordinate services with others as required to support the application, monitor the status of the application, respond to "normal" comments, as defined by the Engineer and agreed to by the Owner, provided by the Development Services staff, and make "normal" revisions to complete the application in accordance with staff comments in an effort to obtain approval of the application. A/E assumes that two (2) rounds of comments will be required to be processed.
- H. Hutto Fire Rescue:
 - A/E understands that Hutto Fire Rescue, operating under Williamson County Emergency Services District No. 3 (WCESD#3), will require review and approval of site improvements located in the City of Hutto's ETJ. A/E will prepare and submit site civil construction plans to the WCESD#3 who will review the plans for compliance. A/E will coordinate services with others as required to support the application, monitor the status of the application, respond to "normal" comments, as defined by the Engineer and agreed to by the Owner, provided by the WCESD#3 staff, and make "normal" revisions to complete the application in accordance with staff comments in an effort to obtain approval of the application. A/E assumes that two (2) rounds of comments will be required to be processed.

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

Phase V – CONSTRUCTION CONTRACT BIDDING, AWARD, AND EXECUTION

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

- A. Participate in a Pre-bid Meeting, answer RFI's from Contractors and suppliers, and prepare addenda items as required.
- B. Provide deliverables in accordance with County's Design Submittal Guidelines.

Phase VI - CONSTRUCTION ADMINISTRATION - Project Observation

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. Provide conformed construction drawing and specification sets for each issuance of Architect's Supplemental Instructions.
- C. Conduct and oversee pre-construction meeting.
- D. Process/ respond to Requests for Information, Change Proposals, Change Orders, Change Directives.
- E. Review/ approve shop drawings, submittals, samples and mock-ups. Submit copies of each shop drawing and submittal of materials and equipment to County.
- F. Conduct and oversee bi-weekly progress meetings.
- G. 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.
- H. Reject work performed by Contractor which does not meet the requirements of the Construction Documents; and, order removal and replacement of such work.
- I. Review progress estimates of work performed and invoiced by Contractor. Within **three (3) business days** of receipt, submit written reviews to County.
- J. Coordinate Texas Accessibility Standards (TAS) Inspection to be concurrent with Substantial Completion Inspection.
- K. 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.

- L. A/E will provide the Owner with the construction phase services listed below, which are related solely to the civil site improvements under this contract. The Owner will administer all construction contracts. A/E will:
 - 1. A/E will consult with and advise the Owner and issue instructions to the contractor on civil engineering items requested by the Owner.
 - 2. A/E will provide Engineer's concurrence letter, if required, to the jurisdictional authorities indicating that the civil-related facilities of the project for conformance with the design concept of the project and in general compliance with the Contract.

A/E shall not be responsible for the means, methods, techniques, sequences, or procedures of construction selected by the Contractor or the safety precautions and programs incidental to the work of the Contractor. A/E shall not guarantee the performance of the Contractor nor be responsible for the acts, errors, omissions, or the failure of the Contractor to perform the construction work in accordance with the Contract Documents.

- M. 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.

The Owner will provide the following information, upon which A/E will rely:

- 1. Geotechnical report including recommendations for pavement section and subgrade design.
- 2. Existing as-built site plan layout in usable AutoCAD or DXF format.

ATTACHMENT B

FEE SCHEDULE

This schedule indicates new fees by Phase of the Compensation for Additional Services:

		\$ 4,800	100%
17%	Eckermann Engineering, Inc.	\$ 800	
83%	X5 Engineering	\$ 4,000	
Phase I - SCHEMATIC DESIGN		\$ 2,160	45%
	Eckermann Engineering, Inc.	\$ 360	
	X5 Engineering	\$ 1,800	
Phase III - CONSTRUCTION DOCUMENTS		\$ 2,640	55%
	Eckermann Engineering, Inc.	\$ 440	
	X5 Engineering	\$ 2,200	