



**DeWight Dopslauf, C.P.M., CPPO**  
**Harris County Purchasing Agent**

April 16, 2024

**SUPPLEMENTAL ITEM**

Commissioners Court  
Harris County, Texas

**RE: Job No. 230436**

Members of Commissioners Court:

Please approve the following award on the basis of successful negotiations with the best evaluated vendor(s) and the attached Order(s) authorizing the County Judge to execute the attached Agreement(s):

**Description:** Professional Architectural and/or Engineering Services to Provide Staff Augmentation Services for the Development and Implementation of Roads, Bridges, Drainage, Transportation, Parks, and Trails Projects for the Office of the County Engineer

**Vendor(s):** Civitas Engineering Group, Inc.

**Term:** April 23, 2024 - April 22, 2025 with four (4) one-year renewal options

**Amount:** \$2,000,000

**Evaluated By:** • Evaluation Committee • Harris County Purchasing

On January 30, 2024, Commissioners Court authorized negotiations with the best overall evaluated vendors. A purchase order will be issued upon Commissioners Court approval.

Sincerely,

DeWight Dopslauf  
Purchasing Agent

JAA  
Attachment(s)  
cc: Vendor(s)

**FOR INCLUSION ON COMMISSIONERS COURT AGENDA APRIL 23, 2024**



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## PROFESSIONAL SERVICES AGREEMENT

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### 1. PARTIES

- 1.1 Parties. The Parties to this Professional Services Agreement (“Agreement”) are **Civitas Engineering Group, Inc.** (“Contractor”), and **Harris County** (“County”), on behalf of its Harris County Engineering Department (“HCED”). County and Contractor each may also be referred to individually herein as a “Party,” or collectively as the “Parties.”

### 2. PURPOSE

- 2.1 Project Description. Contractor will perform professional services for the development and implementation of the County's capital projects ("Project").
- 2.2 Summary of Scope of Work. The scope of services to be provided by Contractor is set forth on Exhibit A attached hereto and by this reference incorporated herein. Contractor warrants that it will complete the Project as set forth herein in a competent, professional, and satisfactory manner.
- 2.3 Professional Services. The professional services to be performed under this Agreement will be performed in accordance with applicable law.
- 2.4 Professional Services Procurement Act. The work to be performed under this Agreement cannot be purchased on the basis of competitive bids since it is encompassed within Texas Government Code §2254.002(2).

### 3. CONTRACTOR'S REPRESENTATIONS

- 3.1 Applicable Expertise. Contractor and the person executing this Agreement on behalf of Contractor certify and represent that Contractor (including Contractor's agents, employees, volunteers, and subcontractors, as applicable) possesses the skills, qualifications, expertise, experience, education, knowledge, ability, and financial resources to perform all services and/or deliverables contemplated in this Agreement without significant disruption of those deliverables.
- 3.2 Permits and Licensing. Contractor represents that Contractor (including Contractor's agents, employees, volunteers, and subcontractors, as applicable) possesses all special certifications, licenses, inspections and permits required by law to carry out the Scope of Work contemplated in this Agreement. Contractor's agents, employees, volunteers, and subcontractors, as applicable, shall maintain appropriate accreditation and licensing, as required, through the State of Texas or other applicable licensing entities. Prior to the performance of any services under this Agreement, Contractor shall, upon written (including electronic) request, provide proof of valid licensure to HCED (including a listing of all licenses and expiration dates).
- 3.3 Authorized to Conduct Business. Contractor represents that Contractor is authorized to conduct the business and carry out the Scope of Work contemplated in this Agreement. Prior to starting performance under this Agreement, Contractor shall, upon written (including electronic) request, provide proof to HCED of the authority to do business in this state or at the location specified in this Agreement.
- 3.4 Ability to Perform. HCED will award contracts only to the most highly qualified available responsible provider/contractor possessing the ability to perform successfully under the terms, conditions, and budget of a proposed procurement. Consideration will be given to such matters as provider integrity, compliance with public policy, record of past performance, and financial and technical resources. Contractor represents that Contractor has the administrative, managerial, and financial capability to ensure proper planning,

management and completion of the Scope of Work described in this Agreement and further has the administrative capacity and capabilities to carry out all duties and responsibilities under this Agreement.

- 3.5 Conflict of Interest Certification. Pursuant to Chapter 176 of the Texas Local Government Code, Contractor certifies that Contractor has completed any required conflict of interest disclosures or questionnaires (see [www.ethics.state.tx.us](http://www.ethics.state.tx.us)). If this certification is materially incomplete or inaccurate, Contractor acknowledges that County shall have the right to terminate this Agreement without prior notice.
- 3.6 Certificate of Interested Parties Form 1295. Contractor certifies that it has accurately completed and submitted a notarized Certificate of Interested Parties Form 1295 ("Form 1295") in accordance with Texas Government Code §2252.908 and the rules adopted thereunder. Contractor acknowledges that it is responsible for making any and all necessary updates and/or corrections to the applicable Form 1295 during the term of this Agreement. Contractor must either (1) mail the completed Form 1295 to the Harris County Engineering Department at 1111 Fannin Street, 11th Floor, Houston, TX 77002, Attn: Administrative Services or (2) submit the form by email to [HCEDAdminSvc@harriscountytexas.gov](mailto:HCEDAdminSvc@harriscountytexas.gov).
- 3.7 Disbursements to Persons with Outstanding Debt Prohibited. Contractor certifies, by execution of this Agreement, that neither Contractor nor any of Contractor's principals owe any debts as defined in Local Government Code Section 154.045 (including delinquent property taxes). Contractor understands that certain disbursements are prohibited and that County may apply any funds due to Contractor under this Agreement to any outstanding balance of certain debts pursuant to Section 154.045. If this certification is inaccurate, County may also terminate this Agreement. In addition, Contractor hereby assigns any payments under this Agreement to the Harris County Tax Assessor-Collector for the payment of any current or future delinquent taxes.
- 3.8 Internet Access. Contractor shall maintain appropriate internet access, which will enable Contractor to access any secure online invoicing, reporting, or other web-based system designed for more efficient communication with HCED. As requested, Contractor shall submit required reports, invoices and related documents through an applicable secure internet site in a manner required to protect any confidential information submitted. Contractor shall review all instruction materials and/or attend all HCED provided training that is necessary for Contractor to properly utilize applicable web-based information systems.

#### **4. SPECIFIC SCOPE OF WORK/SERVICES AND/OR DELIVERABLES**

- 4.1 Specific work, products, services, licenses and/or deliverables. Contractor shall provide the work, products, services, licenses and/or deliverables required to be provided by Contractor and as set out in this Agreement and in Attachment A and all other referenced attachments incorporated in this Agreement (altogether referred to as the Scope of Work). The provisions in this Agreement labeled 'Scope of Services' or 'Scope of Work' shall take precedence over anything conflicting in any attached Contractor proposal or correspondence. Contractor shall submit any and all project-related documents and invoices through the cloud-based project management software utilized by HCED for planning and management of all projects using real-time project data.
- 4.2 Written Authorization. From time to time during the course of this Agreement, HCED may deliver to Contractor written (including electronic) authorization (sometimes referred to as a notice-to-proceed, task-order, work-order or job-order) for providing certain work, products, services, licenses and/or deliverables contemplated in this Agreement, which Contractor shall then perform in accordance with this Agreement. Contractor shall not begin or proceed to the next design phase of the Scope of Work until Contractor receives from HCED a written (including electronic) authorization to proceed. County shall have no obligation to pay for and Contractor shall have no obligation to provide any work, services, products, or deliverables not rendered in accordance with a prior written authorization as described by this Section. Contractor shall complete the services called for by the calendar days and by the deadlines specified in this Agreement, including exhibits and written authorizations.

## 5. ADDITIONAL AND SPECIAL REQUIREMENTS

- 5.1 Cooperation with Other Service Providers. County may engage the services of other service providers for work related to the work, products, services, licenses and/or deliverables in this Agreement. Contractor shall reasonably cooperate with such other service providers and will not commit or permit any act that may interfere with the performance of work by any other service provider.
- 5.2 Non-Assignability. Unless otherwise authorized in this Agreement, neither party shall assign, in whole or in part, any duty or obligation of performance under this Agreement without the express written permission of the other party, except that the express written permission of HCED shall be considered the permission of County. Such written permission will not be unreasonably withheld, unreasonably conditioned, or unreasonably delayed. However, with notice to HCED, Contractor may assign this Agreement to any affiliate of Contractor that controls, is controlled by, has resulted from a merger with, or is under common control with, Contractor if the assignee is at least as capable and qualified to provide the deliverables contemplated in this Agreement. This provision is not intended to restrict any assignment that is required by Section 9.406 of the Texas Business and Commerce Code.
- 5.3 Independent Contractor/Parties. County expects Contractor to meet the high standards set forth in this Agreement and looks to Contractor for results only. Unless otherwise required by law or regulation, County shall not direct the methods used to obtain those results, and Contractor shall perform the services as an independent contractor under the sole supervision, management, direction, and control of Contractor. As an independent contractor, Contractor will accept directions pertaining to the goals to be attained and the results to be achieved, as applicable, pursuant to this Agreement, but Contractor shall be solely responsible for the manner in which Contractor will perform the services under this Agreement. Any methods that might be discussed in any training sessions given by HCED are not mandatory unless specifically required in writing in this Agreement or by law. Contractor is not obligated to maintain any set, regular hours, nor to perform any set number of hours of service in fulfilling the obligations under this Agreement, unless otherwise specifically set out in this Agreement. This Agreement is not intended to create a joint enterprise, joint venture, business partnership, agency, franchise, or employment relationship, under Texas law. The personnel and staff of Contractor are independent contractors or employees of Contractor and shall not for any purposes be considered employees or agents of County. Contractor assumes full responsibility for the actions of any employees and agents while performing any services incident to this Agreement, and Contractor shall remain solely responsible for the supervision, daily direction, control and payment, if any, of salaries (including withholding of income and social security taxes), workers' compensation or disability benefits and like requirements and obligations.
- 5.4 Employee Retention. Contractor agrees to maintain the organizational and administrative capacity and capabilities to carry out all duties and responsibilities under this Agreement. The personnel Contractor assigns to perform the duties and responsibilities under this Agreement will be properly trained and qualified for the functions they are to perform. If specific qualifications are set forth in job descriptions required by the funding entity and/or in this Agreement, unless a written waiver is granted, Contractor shall only assign personnel with the required qualifications to fulfill those functions. Notwithstanding transfer or turnover of personnel, Contractor remains obligated to perform all duties and responsibilities under this Agreement without degradation and in accordance with the terms of this Agreement.
- 5.5 Significant Organizational Change Notification. Contractor shall notify County immediately and in advance of any significant organizational change that could affect Contractor's ability to carry out all duties and responsibilities under this Agreement, including any change of Contractor's name or identity, ownership or control, or payee identification number. Contractor shall also provide written notice to County within 10 working days of the change. Contractor shall provide ownership information to County immediately upon any such change.

- 5.6 Adverse Actions Reporting. Contractor shall inform HCED, in writing, of any concluded investigation of Contractor (including Contractor's agents, employees, volunteers, and subcontractors, as applicable, providing work, products, services, licenses and/or deliverables under this Agreement) that is conducted by or on behalf of a government entity or other licensing or accreditation entity (including any state board of examiners) and whose outcome included public censure or other public sanction (or any pending investigations, administrative actions, or lawsuits, that relate to the work under this Agreement or that could adversely affect any performance or obligation in this Agreement). If at any time a license of Contractor's agents, employees, volunteers, and subcontractors, as applicable, providing work, products, services, licenses and/or deliverables under this Agreement required to be maintained to fulfill the Commitments in this Agreement is suspended, revoked or is determined to be out of compliance in Texas or any other state, this Agreement may be terminated immediately without prior notice, at the option of HCED, effective the date of the suspension, revocation or non-compliance. Contractor is not entitled to receive payment for services that were performed by Contractor while the required license was suspended or revoked. Contractor agrees to immediately inform HCED, in writing, of any adverse professional review action that is taken by a professional association or society and that is based on the professional competence or professional conduct of Contractor's agents, employees, volunteers, and subcontractors, as applicable, providing work, products, services, licenses and/or deliverables under this Agreement. County may, at its sole option, terminate this Agreement, upon notice of such adverse professional review action.
- 5.7 Subcontracts. Unless otherwise explicitly set out in this Agreement, Contractor shall not enter into any subcontract for the work, products, services, licenses and/or deliverables under this Agreement unless, prior to any written authorization to proceed with work done in part by the subcontractor, Contractor has provided to HCED the qualifications of the subcontractor to perform and meet the standards of this Agreement. Contractor shall comply with all Texas Administrative Code and Texas professional licensing agency requirements for choosing any professionally-licensed subcontractor.
- 5.8 Professional Standards. Where specifically-applicable standards are not explicitly set forth in this Agreement, as someone with expertise in the field, Contractor must provide the work, products, services, licenses and/or deliverables in accordance with generally-accepted standards applicable to Contractor's profession or industry. Contractor and County agree and acknowledge that County is entering into this Agreement in reliance on the Contractor's competence and qualifications, as those were presented to County by Contractor with respect to professional services. Contractor shall at all times utilize the skill and attention to fully, timely, and properly render professional services for the development of The Project to final completion as set out in, or reasonably inferred from, the Scope of Work/Services. This shall be done in a manner utilizing the degree of care ordinarily used by licensed professionals performing similar services on projects of a similar nature and scope within the State of Texas. A professional engineer assigned by Contractor to manage the Scope of Work who is licensed to practice in the State of Texas shall be present and represent Contractor at meetings of any official nature concerning The Project, including, but not limited to, scope meetings, status meetings, pre-bid meetings, any pre-construction meetings and any construction meetings (for construction-related projects) with County staff and/or contractors, unless otherwise set forth in the Scope of Work or approved in writing by HCED.
- 5.9 County Procedures. To effectively perform the services stated above, Contractor must become familiar with various procedures, policies, data collection systems, and other information of County. Contractor shall adhere to all applicable County engineering guidelines, standards, and design criteria (see <http://www.eng.hctx.net>). HCED will assist Contractor in obtaining the information. Unless otherwise required by law, Contractor agrees to keep any sensitive information confidential and not disclose it to outside parties without first obtaining County's written authorization.
- 5.10 Ownership of Work Product. For the purposes of assigning ownership of Contractor work product, the work performed will be deemed, to the extent authorized by law, to have been done on a works-made-for-hire basis, as that term is understood in copyright law. In the event and to the extent that such works are determined not to constitute works-made-for-hire, Contractor hereby irrevocably assigns and transfers to County all right, title, and interest in such works, including, but not limited to, copyrights. County shall be the absolute and unqualified owner of all completed or partially-completed Contractor work product prepared pursuant to this Professional Services Agreement and shall have the same force and effect as if

prepared by County, including mylar reproducibles, drawings, preliminary layouts, electronic documents and drawings, record drawings, sketches, plans, cost estimates, inventions, designs, computer input/output information, computer applications, software, firmware, computations, and other documents (including the original electronic file format). Contractor may retain one set of reproducible copies for Contractor's sole use in preparation of studies or reports for County only. Contractor is expressly prohibited from selling, licensing 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 HCED. Contractor warrants that Contractor's work product will not in any way constitute an infringement or other violation of any copyright, trade secret, trademark, patent, invention, proprietary information, non-disclosure, or any other right of any third party, and Contractor will defend any claim, suit, or proceeding brought against County on the issue of infringement of any copyright by virtue of anything supplied by Contractor to HCED under this Agreement.

- 5.11 Trade Secrets. In connection with the work, products, services, licenses, Scope of Work, and/or deliverables provided under this Agreement, HCED may disclose to Contractor certain documents, data, and/or other information that is proprietary, confidential, or a trade secret (Trade Secrets). Contractor must not divulge or otherwise make unauthorized use of Trade Secrets or other protected information, procedures, or policies of HCED, any former employee, contractor, client, customer, or consultant, in the exercise of duties under this Agreement. Except to the extent authorized by a third party, neither Party shall copy, recreate, or use any proprietary information of a third party in the performance of services under this Agreement.
- 5.12 Nondisclosure and Confidentiality of Information. To the extent permitted by law, Contractor must keep confidential the contents of all discussions with local, state, and federal officials, as well as the contents of all local, state, and federal records and all other information obtained during performance under this Agreement. To fulfill Contractor's obligations under this Agreement, Contractor may be provided access to information, systems, operations, or procedures that are security sensitive or have been identified as confidential. This confidential information may include information from one of the government entity funding sources, such as a Texas or federal agency. Contractor and the person executing this Agreement on behalf of Contractor acknowledge that (a) access to this information (whether electronic, written or oral, formal or informal) is provided solely to Contractor for the purpose of discharging the duties in this Agreement, (b) premature or unauthorized disclosure of this information can irreparably harm the interests of County and may constitute a violation of state and/or federal law, and (c) the information may represent confidential or proprietary information, the release of which may be restricted or prohibited by law. Therefore, Contractor must (1) not access any information without express written authorization of HCED; (2) not copy, recreate, or use any information or document obtained in connection with this Agreement other than for the performance of this Agreement; (3) to the extent permitted by law, keep confidential the contents of all discussions with county, state, and federal officials, as well as the contents of all county, state, and federal records and all other information obtained during performance under this Agreement, unless authorized in writing by appropriate HCED officials; (4) not, except to the extent required by law, or necessary for the performance of this Agreement, release, disclose, reveal, communicate, impart or divulge any information or any summary or synopsis of the information in any manner or any form whatsoever to outside parties without the express written consent of HCED; (5) take all steps necessary to protect confidential information from disclosure to third parties and have a system in effect that must include a method to ensure the confidentiality of records and other information relating to any person according to applicable federal and state law, rules and regulations; (6) not reproduce, copy, or disseminate such confidential information, except to those who need to know such information and are obligated to maintain its confidentiality, including Contractor's partners, principals, representatives or employees as necessary to fulfill obligations under this Agreement; (7) notify HCED immediately of all requests for confidential information; and (8) immediately report to HCED all unauthorized disclosures or uses of confidential information.
- 5.13 Public Comment and Public Information Act. To the extent permitted by law, all contact with the news media, citizens of County, the State of Texas or other governmental agencies concerning The Project will be the responsibility of HCED. In the event Contractor is subject to the Texas Public Information Act, upon receipt of a written request for any information by Contractor developed in the performance of services under this Agreement, Contractor shall provide written notice to HCED of the request along with a copy of



the request, and give HCED the opportunity to respond to the request prior to any release by Contractor. Unless required by law, under no circumstances shall Contractor release any material or information developed in the performance of services under this Agreement without the express prior written permission of HCED.

- 5.14 Applicable Laws. Contractor shall comply (and assure compliance by Contractor's agents, employees, volunteers, and subcontractors, as applicable, providing work, products, services, licenses and/or deliverables under this Agreement) with all applicable state, federal, and local laws, ordinances, regulations, executive orders, rules, directives, standards, guidelines, and instructions relating to the work to be performed. Contractor shall immediately bring to County's attention any conflicts between any applicable state, federal, and local laws, ordinances, regulations, executive orders, rules, directives, standards, guidelines, and instructions relating to the work to be performed. If laws or regulations change and affect any provision of this Agreement, this Agreement shall be deemed amended to conform to those changes in the laws or regulations on the date such laws or regulations become effective. If any such changes (that occur after the effective date of this Agreement and that Contractor should not reasonably have anticipated) require significant changes or additions to the Scope of Work that were not contemplated by the Parties, the Parties shall negotiate in good faith for the purpose of creating reasonable and equitable written modifications to this Agreement.
- 5.15 Records Retention and Management. Contractor shall maintain complete, accurate, and readily accessible records that are necessary to document and support the fulfillment of the obligations in this Agreement, including performance, design, underlying calculations, and financial records, as well as a copy of this Agreement. Contractor shall maintain and make available for inspection the Records for a minimum of four (4) years following either the end of the federal fiscal year in which any obligations were performed under this Agreement or the termination date of this Agreement, whichever is longer (or longer if necessary to resolve any litigation, claims, financial management review, or audit findings).
- 5.16 Authority of Harris County Engineer. The Harris County Engineer ("County Engineer") shall decide any and all questions that may arise as to the interpretation of this Agreement and all questions as to the acceptable fulfillment of this Agreement by Contractor. It is mutually agreed by both Parties that the County Engineer shall act as referee between the Parties in all questions arising under the terms of this Agreement and that the decisions of the County Engineer shall be final and binding alike on all Parties. If agreed to in writing by Contractor and the County Engineer (or designee), Contractor and the County Engineer may make adjustments to the Scope of Work that do not destroy the purposes of this Agreement. In making the aforementioned adjustments to the Scope of Work, Contractor and the County Engineer may adjust any corresponding firm fixed or maximum prices that neither increase the maximum amount of funds that Commissioners Court has authorized to be encumbered nor destroy the purposes of this Agreement. Any of the aforementioned adjustments to the Scope of Work and/or corresponding adjustments to any firm fixed or maximum prices (collectively, "Adjustments") may be reflected by a written Special Amendment to the Scope of Work in this Agreement ("Special Amendment"). Nothing contained in this section shall be construed to authorize the County Engineer to alter, vary, or amend any of the terms or provisions of this Agreement, other than the aforementioned Adjustments. The County Engineer is authorized on behalf of the County to make Adjustments (as defined herein) and execute a corresponding Special Amendment without further action by Commissioners Court. The Harris County Auditor ("County Auditor") is authorized, without further action by Commissioners Court, to certify additional funding for any Adjustments upon execution of a Special Amendment by the County Engineer.
- 5.17. Foreign Terrorists Organizations. In accordance with Tex. Gov't Code Ann. Chapter 2252 Subchapter F, Contractor warrants and represents that, at the time of execution of this Agreement and for the duration of the Term of this Agreement and any Renewal Terms, Contractor does not appear on the Texas State Comptroller's list of companies known to have contracts with or provide supplies or services to a foreign terrorist organization.
- 5.18 Anti-Boycott. In accordance with Tex. Gov't Code Ann. § 2270.002, Contractor warrants and represents that it does not boycott Israel and agrees that it will not boycott Israel during the term of this contract.

## 6. INSURANCE

6.1 Coverage and Limits. During the Term of this Agreement and any extensions thereto, Contractor at its sole cost and expense shall provide insurance of such type and with such terms and limits as may be reasonably associated with this Agreement. As a minimum, Contractor shall provide and maintain the following coverage and limits:

- (a) Workers Compensation, as required by the laws of Texas, and Employers' Liability, as well as All States, United States Longshore & Harbor Workers Compensation Act and other endorsements, if applicable to the Project, and in accordance with state law.

Employers' Liability

(i)	Each Accident	\$1,000,000
(ii)	Disease – Each Employee	\$1,000,000
(iii)	Policy Limit	\$1,000,000

- (b) Commercial General Liability, including but not limited to, the coverage indicated below. This policy will provide coverage for personal and bodily injury, including death, and for property damage, and include an endorsement for contractual liability. Coverage shall not exclude or limit the Products/Completed Operations, Contractual Liability, or Cross Liability. Where exposure exists, County may require coverage for watercraft, blasting, collapse, explosions, blowout, cratering, underground damage, pollution, and other coverage. *County shall be named Additional Insured on primary/non-contributory basis.*

(i)	Each Occurrence	\$1,000,000
(ii)	Personal and Advertising Injury	\$1,000,000
(iii)	Products/Completed Operations	\$1,000,000
(iv)	General Aggregate (per project)	\$1,000,000

- (c) Professional Liability/Errors and Omissions, in an amount not less than One Million Dollars (\$1,000,000) per claim and in the aggregate.
- (d) Umbrella/Excess Liability in an amount not less than One Million Dollars (\$1,000,000) per occurrence and in the aggregate. *County shall be named Additional Insured on primary/non-contributory basis.*
- (e) Automobile Liability insurance to include Contractor's liability for death, bodily injury, and property damage resulting from Contractor's activities covering use of owned, hired, and non-owned vehicles, with combined single limit of not less than One Million Dollars (\$1,000,000) for each accident. *County shall be named Additional Insured on primary/non-contributory basis.*
- (f) Any other coverage required of Contractor pursuant to statute.

6.2 Delivery of Policies. Immediately upon execution of this Agreement and before any Services are commenced by Contractor, Contractor shall provide County evidence of all of the above coverage on forms and with insurers acceptable to County. Contractor must maintain a valid Certificate of Insurance as described herein on file with County at all times during the term of this Agreement. Contractor must either (1) mail the Certificate of Insurance to the Harris County Engineering Department at 1111 Fannin Street, 11th Floor, Houston, TX 77002, Attn: Administrative Services or (2) submit it by email to [HCEDAdminSvc@harriscountytexas.gov](mailto:HCEDAdminSvc@harriscountytexas.gov).

6.2.1 Issuers of Policies. Coverage shall be issued by company(s) licensed by the Texas Department of Insurance to do business in Texas, unless said coverage is not available or economically feasible except through an excess or surplus lines company, in which case the company(s) should be registered to do business in Texas. Companies shall have an A.M. Best rating of at least A-VII.

6.2.2 Certificates of Insurance. Contractor shall provide unaltered Certificates of Insurance which evidence the required coverage and endorsements and satisfy the following requirements:

- (a) Be less than 12 months old;
- (b) Include all pertinent identification information for the Insurer, including the company name and address, policy number, NAIC number or AMB number, and an authorized signature;



- (c) Include the Project name and reference numbers and indicates the name and address of the Project Manager in the Certificate Holder Box; and
- (d) Be appropriately marked to accurately identify:
  - (i) All coverage and limits of the policy;
  - (ii) Effective and expiration dates;
  - (iii) Waivers of subrogation, endorsement of primary insurance and additional insured language, as described herein.

6.2.3 Certified Copies of Policies and Endorsements. Upon request, Contractor shall furnish certified copies of insurance policies and endorsements to County.

6.2.4 Renewal Certificates. Renewal certificates are due to County at least thirty (30) days prior to the expiration of the current policies.

6.2.5 Subcontractors. If any part of the Agreement is sublet, insurance shall be provided by or on behalf of any subcontractor, and shall be sufficient to cover their portion of the Agreement. Contractor shall furnish evidence of such insurance to County as well.

6.3 Additional Insured. Contractor shall include County and its respective officers, directors, agents, and employees as an Additional Insured on the Commercial General Liability, Automobile Liability, and Umbrella/Excess Liability insurance certificates. Contractor's coverage shall be primary insurance to any similar insurance maintained by County and must contain an endorsement stating such. Coverage to County as an Additional Insured on any of Contractor's insurance coverage shall not be subject to any deductible.

6.4 Deductibles. Contractor shall be responsible for and pay any claims or losses to the extent of any deductible amounts applicable under all such policies and waives any claim it may have for the same against County, its officers, directors, agents, or employees.

6.5 Claims-made Policies. All insurance policies written on a claims-made basis, including Professional Liability/Errors and Omissions, shall be maintained for a minimum of two (2) years following completion of all services under this Agreement ("Extended Reporting Period"). Contractor shall obtain or maintain full prior acts coverage at least to the effective date of this Agreement in the event of a carrier or policy change.

6.6 Waiver of Subrogation. Contractor waives any claim or right of subrogation to recover against County, its officers, directors, agents, and employees ("Waiver of Subrogation"). Each policy required under this Agreement must contain a Waiver of Subrogation endorsement.

6.7 Notice of Cancellation, Non-Renewal, or Material Change. Contractor shall provide County with thirty (30) days' minimum written notification in the event of cancellation, non-renewal, or material change to any or all of the required coverage.

6.8 Remedies for Noncompliance. Failure to comply with any part of this Section is a material breach of this Agreement. Contractor could immediately, and without notice, have all compensation withheld or suspended, be suspended from providing further Services, or be terminated from this Agreement for any lapse in coverage or material change in coverage which causes Contractor to be in noncompliance with the requirements of this Section.

## 7. FUNDING, COMPENSATION AND/OR BASIS FOR PAYMENT, METHOD, AND LIMITATIONS

- 7.1. Payments/Compensation. For and in consideration of the work, products, services, licenses or deliverables provided under this Agreement and during the term of this Agreement, subject to the limitations in this Agreement, County shall pay Contractor in accordance with the fee schedule and rates specified in this Agreement, including in the Attachments up to the total maximum amount specifically appropriated, encumbered, and then certified as available by the County Auditor.
- 7.2. Funding and Appropriations Limit. County shall have no obligation to pay for and Contractor shall have no obligation to provide any work, products, services, licenses and/or deliverables until sufficient funds are certified by the County Auditor. County intends to initially appropriate, encumber, and certify as available by the County Auditor the total maximum sum of **TWO MILLION AND 00/100 DOLLARS (\$2,000,000.00)** to pay and discharge any and all liabilities that County may incur arising out of this Agreement. Any other provision notwithstanding, County shall never be liable to pay Contractor any greater amount under this Agreement than is specifically appropriated, encumbered, and then certified as available by the County Auditor.
- 7.3. Auditor's Certification of Funds. The issuance of a purchase order pursuant to this Agreement represents certification by the Harris County Auditor that funds, in the amount of the purchase order total, are available to satisfy all financial obligations of Harris County hereunder.
- 7.4. Funding Out/Non-Appropriation. It is further understood that pursuant to Local Government Code Chapter 111, when and if the work, products, services, licenses and/or deliverables and charges provided for herein are equal to or exceed the amounts certified available, Contractor is authorized to terminate some or all of Contractor's work, products, services, licenses and/or deliverables under this Agreement unless the County Auditor certifies that additional funds are available, in which event Contractor agrees to continue to provide the products, services and/or deliverables to the extent funds are available. When all the funds certified by the County Auditor, together with any additional funds thereafter certified, are expended, County will have no further liability, and the sole and exclusive remedy of Contractor will be to immediately terminate this Agreement unless the County Auditor certifies additional funds.
- 7.5. Billing Statements/Invoices. Unless otherwise indicated in this Agreement, no later than the 10th day after the end of each calendar month within the term of this Agreement, Contractor shall submit to HCED a billing statement or invoice for all unpaid products, services and/or deliverables, along with any applicable rates, including the applicable firm fixed price and any applicable percentage completed for specific tasks/deliverables as specified in this Agreement. The data in the billing statement or invoice must be in a format designated by HCED and the County Auditor, and must include any purchase order number. An authorized agent of Contractor must certify and swear under penalty of perjury that the work was performed, the work was properly authorized in writing by HCED, and all information contained in the statement or invoice is true and correct. All products, services and/or deliverables billed must be rendered during this Agreement term. Contractor shall submit to HCED billing statements or invoices limited to work done and products, services and/or deliverables provided pursuant to this Agreement, and Contractor shall not include in such billing statements or invoices any work, products, services, licenses and/or deliverables provided, required to be performed, or billed under or pursuant to any other agreements with County. HCED will review each statement or invoice and approve it with any modifications HCED deems appropriate after mutual consultation and agreement with Contractor. HCED will then forward the approved statement or invoice to the County Auditor for payment. County will pay Contractor the proper amounts due and owing under this Agreement within thirty (30) calendar days of receipt of the approved statement or invoice to extent allowed by law. Each statement or invoice must include a monthly inventory of work, products, services, licenses and/or deliverables provided during the billing period and any other details HCED reasonably requests for verification purposes, which might include:
- (a) The date(s) work, products, services, licenses and/or deliverables were provided;
  - (b) Meetings and lists of attendees, if applicable;
  - (c) Detailed description of the work, products, services, licenses and/or deliverables provided;

- (d) The total amount billed, and any other details of the work, hours, or services as may be requested by the County Auditor;
  - (e) If applicable, the case number for which services were performed;
- 7.6. Overpayments. Within 10 calendar days after request by HCED, Contractor must reimburse to County all funds paid by County to Contractor that any funding entity or auditor determines have been improperly paid to, or expended by, Contractor. County may withhold, suspend, or reduce any and all payments due to Contractor until any overpayments are reimbursed.
- 7.7. Costs of Substitute Services. If Contractor fails to perform any of its obligations under the Agreement and County procures substitute services upon such terms as are appropriate, County shall deduct the reasonable costs for such services from any payments owed to Contractor under this or other agreements. Contractor must reimburse to County, within thirty (30) calendar days after request by County, any additional costs of such substitute services beyond what has already been deducted by County. County may also withhold, suspend, or reduce payments due to Contractor until the costs of such substitute services are reimbursed to County by Contractor. This provision is not intended to waive or preclude any other remedies the parties may otherwise have in law, equity, or elsewhere in this Agreement and is in addition to and not in lieu of any other remedies.
- 7.8. Billing Audits. County and its designee shall have the right to examine and audit all of Contractor's billings/invoices and all of Contractor's backup and support data for billings/invoices for this Agreement. Upon HCED's request, Contractor agrees to make such data and supporting documentation available to the County Auditor or designee in Harris County, Texas. Contractor shall maintain complete and accurate records necessary to fulfill any obligations in this Agreement, including a copy of this Agreement, including detailed time records identifying each person performing services that were billed on an hourly basis, the corresponding dates of the services, the applicable firm fixed price and the percentage completed for specific tasks as specified in this Agreement, any applicable hourly or cost-plus rates, the total amount billed for each person as applicable, and the total amount billed for all persons as applicable. Contractor shall maintain and make available for inspection (electronically or in Harris County during regular business hours) the Records for a minimum of four (4) years days following either the end of the federal fiscal year in which any obligations were performed under this Agreement or the termination date of this Agreement (or longer if necessary to resolve any litigation, claims, financial management review, or audit findings). All payments made by County are subject to re-evaluation and refund or withholding of future payments conditioned on the results of the audit.
- 7.9. County Auditor to Make Final Decision. The decision of the County Auditor as to the amount owed shall be final if there is any dispute between County and Contractor as to the amount owed to Contractor for any monthly statement or invoice submitted by Contractor. County agrees to notify Contractor of any questionable item and is authorized to withhold payment until all questions are resolved either by final audit or by agreement of the Parties.

## **8. TERM OF THE AGREEMENT**

- 8.1 Time Period. The Agreement shall begin upon execution of all the Parties and remain in full force and effect for a period of one (1) year (the "Initial Term"), unless earlier terminated. At the County's option, this Agreement may be renewed on the same terms and conditions for four (4) additional one-year periods (each a "Renewal Term").

## **9. TERMINATION PROVISIONS**

- 9.1 Determination of Material and Non-Material Breaches. The County Engineer shall determine whether a breach of this Agreement by either Party is material or non-material. The County Engineer's determination shall be final and binding alike on all Parties.
- 9.2 Non-Material Breaches. If either Party refuses or fails to perform any of its non-material obligations in this Agreement, the other Party may give written notice of the failure. If the breaching Party fails or refuses to

cure the failure of any non-material obligation in the notice within ten (10) calendar days after notice is given, the other Party may terminate this Agreement immediately. HCED is authorized to give notice for County.

9.3 Material Breaches.

9.3.1 Suspension. HCED may suspend this Agreement immediately for any material breach by giving a notice of suspension. As soon as the notice of suspension is received, Contractor shall discontinue all services in connection with the performance of this Agreement. HCED is authorized to suspend on behalf of County.

9.3.2 Termination. The County may terminate this Agreement for a material breach at any time by notice in writing to the Contractor.

9.4 No Waiver of Remedies. The provisions in this Section are not intended to waive or preclude any other remedies the parties may otherwise have in law, equity, or elsewhere in this Agreement. The right to terminate for a material and non-material breach is in addition to and not in lieu of any other remedies.

9.5 Termination Statement. As soon as practicable after receiving notice of termination, Contractor must submit a statement or invoice to HCED that complies with the requirements in this Agreement. This statement or invoice must show in detail the unbilled/uninvoiced services performed for County under this Agreement to the date of termination. If the payments were to be made in lump sums and services were rendered after the last lump sum payment, the statement or invoice shall reflect the prorated amount due.

9.6 Return of Documents after Termination. If permitted by law and any established ethical requirements applicable to specific professionals, Contractor shall promptly deliver to HCED all completed or partially completed work product, designs, data, information, and documents prepared under this Agreement on behalf of County. Within 2 business days after the effective date of termination, Contractor shall return to HCED all records, files, documents, notes and other items in Contractor's possession, if any, relating to any assignments or work that Contractor has undertaken or been given under this Agreement, if permitted by law and any established ethical requirements applicable to specific professionals. Contractor shall deliver to HCED all completed or partially-completed designs, drawings and specifications prepared under this Agreement, including the original electronic file format. Nothing in this section is intended to require Contractor to surrender Contractor's own records to HCED after termination.

9.7 Agreement Transition. In the event the Agreement ends by either expiration or termination, Contractor shall, at the request of the County, assist in the transition until such time that a replacement engineer can be named. Contractor acknowledges its responsibility to cooperate fully with the replacement engineer and the County to ensure a smooth and timely transition to the replacement engineer. Such transitional period shall not extend more than ninety (90) days beyond the expiration/termination date of the Agreement, or any extension thereof. During any transition period, all other terms and conditions of the Agreement shall remain in full force and effect as originally written.

## **10. INDEMNIFICATION**

10.1 No Waiver of Governmental Immunity. County does not waive any immunity or defense on behalf of itself, its employees or agents as a result of the execution of this Agreement.

10.2 General Indemnity. To the extent allowed by law, Contractor agrees to indemnify and hold harmless County, HCED, their officers, employees, and agents from liability, losses, expenses, demands, reasonable attorneys' fees, and claims for bodily injury (including death) and property damage to the extent caused by the negligence, intentional tort, intellectual property infringement of Contractor (including Contractor's agents, employees, volunteers, and subcontractors/consultants under contract, or any other entity over which Contractor exercises control, in the performance of the services defined in this Agreement). Contractor shall also save County harmless from and against any and all expenses, including reasonable

attorneys' fees that might be incurred by the County, in litigation or otherwise resisting such claims or liabilities.

## **11. MISCELLANEOUS**

- 11.1 Notices. Any notice required to be given under this Agreement ("Notice") may be given by hand delivery or certified United States Mail, postage prepaid, return receipt requested, addressed to the Parties at the following:

CONTRACTOR: Sunil Kommineni  
President  
Civitas Engineering Group, Inc.  
2000 W Sam Houston Pkwy S, Ste 1400  
Houston, TX 77042  
Email: skommineni@civitasengr.com

COUNTY: Dr. Milton Rahman, PhD, P.E., PMP, CFM, ENV SP  
Executive Director & County Engineer  
Harris County Engineering Department  
1111 Fannin Street, 11<sup>th</sup> Floor  
Houston, TX 77002  
Email: AgreementInfo@harriscountytexas.gov

All other communications may be sent by electronic means or in the same manner as Notices described herein.

- 11.2 Receipt of Notice. Notice shall be considered given and complete upon successful electronic transmission or upon deposit in the United States Mail.
- 11.3 Change of Address. Each Party shall have the right to change its respective address by giving at least ten (10) days' written notice of such change to the other Party.
- 11.4 Force Majeure. Neither Party will be liable for any failure or delay in performing its obligations under this Agreement if such failure or delay is due to any cause beyond the reasonable control of such Party if such cause is generally recognized under Texas law as constituting impossible conditions. The existence of such causes of delay or failure will extend the period of performance in the exercise of reasonable diligence until after the causes of delay or failure have been removed. Each Party must inform the other in writing with proof of receipt within 10 business days of the existence of such Force Majeure event or otherwise waive this right as a defense.
- 11.5 E-Mail Addresses. Contractor affirmatively consents to the disclosure of e-mail addresses that are provided to County or HCED. This consent is intended to comply with the requirements of the Texas Public Information Act, Texas Government Code § 552.137, and shall survive termination of this Agreement. This consent shall apply to e-mail addresses provided by Contractor and any agents acting on Contractor's behalf and shall apply to any e-mail address provided in any form for any reason, whether related to this Agreement or otherwise.
- 11.6 Entire Agreement (Merger). This Agreement contains the entire agreement and understanding between the parties relating to the rights granted to and the obligations of the parties. All prior negotiations, discussions, correspondence and previous understandings are superseded by this Agreement. Any oral representation or modification concerning this Agreement shall be of no force or effect.
- 11.7 No Oral Modifications. Unless otherwise explicitly stated in this Agreement, this Agreement cannot be changed except by a written subsequent modification authorized by all parties.

- 11.8 Inducements. In making the award of this contract, County relied on Contractor's assurances and representations made in this Agreement. Any false assurances and representations by Contractor shall be immediate grounds for termination of this Agreement without prior notice at the option of County.
- 11.9 Contract Construction. The titles assigned to the various Articles of this Agreement are for convenience. Titles shall not be considered restrictive of the subject matter of any Article or other part of this Agreement. Likewise, the provisions of purpose in this Agreement are intended to be a general introduction and are not intended to expand the scope of the Parties' obligations or alter the plain meaning of the terms and conditions in this Agreement.
- 11.10 Ambiguities. Ambiguities, if any, shall not be interpreted against the drafter of this Agreement.
- 11.11 No Waiver of Default. Any waiver by either Party of one or more defaults on the part of the other Party in the performance of obligations under this Agreement is not a waiver of any subsequent defaults.
- 11.12 Remedies Cumulative. Unless otherwise specified elsewhere in this Agreement, the rights and remedies of County are not exclusive, but are cumulative of all rights and remedies that exist now or in the future.
- 11.13 No Third Party Beneficiaries. Unless explicitly provided in this Agreement, there is no intent by either Party to create or establish third party beneficiary status or rights in any third party, and no such third party shall have any right to enforce any right or enjoy any benefit created or established under this Agreement.
- 11.14 Non-Exclusivity. Unless explicitly provided in this Agreement, nothing shall prevent either Party from contracting with other parties for the provision of the same or similar services or deliverables that are contemplated by this Agreement.
- 11.15 Limited Personal Liability. Nothing in this Agreement shall be construed as creating any personal liability on the part of any officer, director, employee, or agent of County.
- 11.16 Dispute Resolution Process. The Parties will meet and confer in good faith to work together to resolve problems or disputes that may arise. In the event a dispute arises between the parties involving the provisions or interpretation of any term or condition of the Agreement, and if both parties desire to attempt to resolve the dispute prior to termination or expiration of the Agreement, or withholding payments, then the parties may refer the issue to a mutually-agreeable dispute resolution process.
- 11.17 Survivability Clause. Any provision, section, subsection, paragraph, sentence, clause or phrase of this Agreement that, by its plain meaning, is intended to survive the expiration or earlier termination of this Agreement, including indemnification provisions, shall survive such expiration or earlier termination. If an ambiguity exists as to survival, the provision shall be deemed to survive.
- 11.18 Savings/Severability Clause. If any provision, section, subsection, paragraph, sentence, clause or phrase of this Agreement, or the application of same to any person or set of circumstances, is held to be invalid, void, or unenforceable by a court of competent jurisdiction, that part of this Agreement shall be reformed, if reasonably possible, to comply with the applicable provisions of law. In any event, the remaining provisions the same shall continue in full force and effect, provided that the unenforceable or invalid provision is not material to the overall purpose and operation of this Agreement. If necessary in order to make this Agreement valid and enforceable, the Parties shall meet to confer upon an amendment or modification.
- 11.19 Time is of the Essence. Time is of the essence with respect to Contractor's performance under this Agreement, and Contractor shall perform all services diligently until completed.
- 11.20 Choice of Law. This Agreement shall be construed according to the laws of the State of Texas without giving effect to its conflict of laws provisions. Venue lies only in Harris County as per Texas Civil Practice and Remedies Code Sec. 15.015, and any alternative dispute resolution, suit, action, claim, or proceeding with respect to or arising out of this Agreement must be brought solely in the courts or locations that are



situated in the State of Texas, County of Harris. Both parties irrevocably waive any claim that any proceeding brought in Harris County has been brought in an inconvenient forum.

11.21 Exhibit List. The following attachments are a part of this Agreement:

Exhibit A: Scope and Schedule of Services

Exhibit B: Rate Schedule

Exhibit C: Team Acknowledgment Form

11.22 Tax Exemption. Pursuant to Texas Tax Code §151.309, as a political subdivision, County claims exemption from sales and use taxes and will provide exemption certificates upon written request. County shall not be liable to reimburse or pay any personal property taxes, charges, or fees assessed against Contractor.

11.23 Electronic or Facsimile Signatures and Duplicate Originals. Pursuant to the requirements of the Uniform Electronic Transactions Act in Chapter 322 of the Texas Business and Commerce Code and the Federal Electronic Signatures in Global and National Commerce Act (beginning at 15 U.S.C. Section 7001), the Parties have agreed that the transactions under this Agreement may be conducted by electronic means. Pursuant to these statutes, this Agreement may not be denied legal effect or enforceability solely because it is in electronic form or because it contains an electronic signature. This Agreement may be executed in duplicate counterparts and with electronic or facsimile signatures with the same effect as if the signatures were on the same document. Each multiple original of this document shall be deemed an original, but all multiple copies together shall constitute one and the same instrument.

11.24 Signatory Authorized to Execute Agreement. The person executing this Agreement on behalf of each Party represents that he or she is duly authorized by the policy of the Party's governing body to legally obligate and execute this Agreement on behalf of the Party.

**HARRIS COUNTY**

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

Lina Hidalgo  
Harris County Judge

**CIVITAS ENGINEERING GROUP, INC.**

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

  
Sunil Kommineni  
President

APPROVED AS TO FORM:

**CHRISTIAN D. MENEFE**

Harris County Attorney

By: An Le

An Le  
Assistant County Attorney  
CAO File Number 24GEN0716

## EXHIBIT A

### Scope of Work

(follows behind)

## Services to be Provided under this Contract:

Civitas Engineering Group, Inc. understands that for this staff augmentation contract, our firm will provide the needed and adequate personnel to fulfill roles as mentioned in the Scope of Services in the RFQ: Experience, capabilities, and qualified available Civitas staff to provide Engineering Program and Project Management, Construction Management and Inspection Services, Professional Engineering, Architectural, and Landscape Architectural staff augmentation services for the development and implementation of the County's capital project's bond program that may include, but is not limited to, roads, bridges, drainage, transportation, parks, and trails projects.

Civitas team has the expertise and capacity to handle the pressing needs of Harris County. Our leadership team has proven their excellence in delivering staff augmentation projects.



### PROJECT MANAGER

Lucia Lee, PE, BCEE, CCM

### PRINCIPAL

Sunil Kommineni, PhD, PE, BCEE

### ENGINEERING PROGRAM MANAGER

Terry Johnson, PE

### ROADWAY PROGRAM MANAGER

Qayyum Javed, PE

### CONSTRUCTION MANAGER

Chetan M. Vyas, PE

### CONSTRUCTION INSPECTION MANAGER

Steven Rorai

### QA/QC MANAGER

M. Hunter Brennan, PE

### REGULATORY COMPLIANCE

Randy Palachek

### PERMITTING

Patrick Guide II

### PROJECT CONTROLS

Srividya Duggineni, PMP, PSP, PMI-SP

### ENGINEERING SUPPORT RESOURCES

Ismat Ara, P.Eng., PE, PMP  
Daniel Marchant, EIT  
Bharath Ramalingam, PE  
Cindy Dong, PE

### CONSTRUCTION SUPPORT RESOURCES

Terry Stratton  
Joseph Whitfield  
Curt Lee  
Milind Chintala

### SUPPORT SERVICES

### LANDSCAPE ARCHITECTURAL SERVICES

Buckson Landscape Architecture  
Amanda Buckson

### ARCHITECTURAL SERVICES

Collaborate  
Dwayne Mollard

### LANDSCAPE ARCHITECTURAL SERVICES

M2L Associates  
Karen Rogers

### Project Mobilization

The Civitas Team has a bench of staff ready and capable of mobilizing rapidly to fulfill Harris County's staff augmentation needs. Our Principal, Sunil Kommineni, is committed to making our team available immediately upon issuance of a Purchase Order and providing the right personnel to fulfill the County's needs.

#### Project Manager Designation for this Contract:

Civitas is pleased to have Ms. Lucia Lee, PE proposed as our project manager for this contract. She has proven highly successful on past staff augmentation projects.

Central to our approach is working collaboratively with Harris County staff to screen and identify the best candidates for the part-time and full-time assignments. Based on the assignment(s), Civitas will submit resumes for the candidates shown in the Organization Chart and beyond (if necessary). The County can interview and shortlist the candidates that best fit the assignment. The shortlisted candidates will be assigned to the County to work at their office locations. The assigned Civitas staff will perform the work in an efficient manner under the direction of County staff. The County will review the work products and deliverables and provide comments to the Civitas staff, who will in turn address the comments and finalize the deliverables. Any "lessons-learned" from this assignment will be documented and applied for training other Civitas staff for future assignments.

### Satisfactory Use of Subcontractors

We have supplemented our team with familiar subconsultants skilled in their areas of expertise. Civitas understands the rules and procedures that HCED requires to qualify if a subcontractor as satisfactory for performing work on this contract. This includes the use of background checks, drug testing, E-Verify for employees working in the US, and other acceptable methods of vetting the subcontractors.

Our subconsultant team consists of architecture and landscape architecture firms. All the subconsultants are located in the greater Houston Metropolitan Area and have strong working relationships with Civitas and a history of performance results.

### Civitas' Philosophy, Approach and Preferred Methods for Meeting Requirements and Deliverables of this RFQ:

Civitas's company philosophy to meet the requirements and deliverables for this RFQ involves aligning our organization's values, strategies, and practices with the goals of effectively responding to RFQs and the County's needs. Our structure is as follows:

- 1. Understanding RFQ Requirements** - Analyze and comprehend the RFQ requirements thoroughly. Break them down into specific criteria such as technical specifications, delivery timelines, and quality standards.
- 2. Company Values** - Our core values that guide our company's operations, such as quality, innovation, customer satisfaction, reliability, and integrity ensure that these values align with the RFQ requirements.
- 3. Developing a Response Strategy** - We create a strategy for responding to RFQs that reflects the HCED's capabilities and strengths. This involve showing expertise, highlighting past successes, or emphasizing unique design methodology propositions.
- 4. Process Standardization** - Civitas implements standardized processes for handling RFQ scope requirements, ensuring consistency and accuracy in our SOQ response. This involves templates, checklists, and designated personnel responsible for different aspects of the response.
- 5. Quality Assurance and Compliance** - Civitas emphasizes quality assurance measures to meet or exceed the standards outlined in the RFQ. We ensure compliance with relevant industry regulations and standards.
- 6. Customer-Centric Approach** - Civitas prioritizes understanding the customer's needs outlined in the RFQ. We tailor our responses and staffing to address those specific needs and demonstrate how the HCED solutions meet or exceed expectations.
- 7. Ethical and Transparent Practices** - Civitas upholds ethical business practices and maintains transparency in all dealings related to the HCED's RFQ. This includes honesty in capabilities and staffing commitments.

### Reporting Capabilities of the Firm

Civitas Engineering Group, Inc. conducts monthly management reports and comprehensive invoicing on all our projects and including accounts receivable tracking, business development reports, client interface and other methods used to assure proper communication and to provide satisfaction. This is documented in our Management Procedures and Subsidiary Plans.

### Civitas Management Procedures and Subsidiary Plans

Management Procedures and Subsidiary Plans describe *how* the various elements of the project will be managed. This is more instructional (a tutorial, to be used as a checklist), than it is a unique management approach for an individual project. The order in which the subsidiary management plans are completed is irrelevant. However, in some cases, materials generated from one plan will feed materials required from another plan; for example:

1. Scope Management Plan
2. Cost/Schedule Management Plan
3. Communications Management Plan
4. Risk Management Plan
5. Staffing Management Plan
6. Subcontractor Management Plan
7. Quality Management Plan
8. Change Control Plan

Elements of the Civitas management procedures are discussed in the following sections:



### SCOPE MANAGEMENT PLAN

This plan defines the scope for the entire project and defines the roles and responsibilities of each team member on the organizational chart for both the prime and sub consultants. This is led by the Project Manager, Lucia Lee to ensure a complete scope is developed without gaps to ensure an accurate & constructable design is delivered. The client and their representatives as any stakeholders will be integrated as part of this plan as well since they play a key role in coordination. Clearly defining what scope is to be completed within a large team on this high-profile project is imperative.

### COST/SCHEDULE MANAGEMENT PLAN

This sets out the procedures to be followed to manage the integration of cost and schedule planning during the project and when using the earned value management system when monitoring and reporting the progress of the project. This process includes: activity definition; effort, duration, and cost estimating; schedule development; budget development; and a time-phased cost/schedule baseline. The use of earned value management helps ensure the **design deliverable schedule is adequately managed** and adequate resources are available to meet deadlines.

### COMMUNICATIONS MANAGEMENT PLAN

Our team will develop a communication management plan to ensure the design aligns with stakeholder expectations. Stakeholder engagement is a driving force to successfully deliver staffing needs for this staff augmentation contract. We will look at the stakeholder engagement done to date to understand who, how, and Stakeholders will be queried to determine information needs and best methods of transferring that information to them. Stakeholders include:

- Client Project Manager
- Other Client Stakeholders
- Project Principal
- Project Manager
- Project Team Members
- Other External Parties as appropriate

### RISK MANAGEMENT PLAN

The risk management plan describes processes surrounding risk identification, assessment and response planning, and the management of risk during the conduct of the project. Risk identification, risk analysis, response planning, monitoring and control processes are described below. All steps are mandatory for this project. Any lessons learned during the project are to be recorded and placed in the appropriate knowledge management system.

### STAFFING MANAGEMENT PLAN

The staffing management plan sets out the procedures to be followed during the project to plan for and control project staffing. Good staffing management will assure the most effective use of the company's human resources on the project. This document may be modified for project specific requirements. The first step in good staffing management is to assess other projects and non-project work that will be performed in parallel with the project to ensure the right resources are available to complete the assigned tasks

### SUBCONSULTANT MANAGEMENT PLAN

This Subcontract Management Plan sets out the procedures to be followed during the project to plan for and control procurement. Our organization recognizes and emphasizes the need for close management of all vendors and external contracts.

### QUALITY MANAGEMENT PLAN

Our team has a robust QA/QC program that starts with development of a project specific quality plan. The plan will map out effective programs that will prepare deliverables that align with HCED's needs as well as meeting other industry best practice guidelines. Our internal team reviews include technical review committees that guarantee a high level of technical accuracy to the designs. **The primary responsibility for quality management rests with the project manager.** The project principal is responsible for ensuring the project manager follows and implements Civitas' Quality Program procedures for the project.

### CHANGE CONTROL PLAN

The change control plan describes the process to be followed for all scope changes and any significant schedule or quality changes to the project. This project will use an informal change control process. Any changes will be documented and brought to HCED's attention without delay, however Civitas is committed to clearly defining the scope to ensure that any changes will be minimized.

#### Civitas' Safety Record

*Civitas has had no reported safety concerns or reports of safety related incidents within the last five years.*

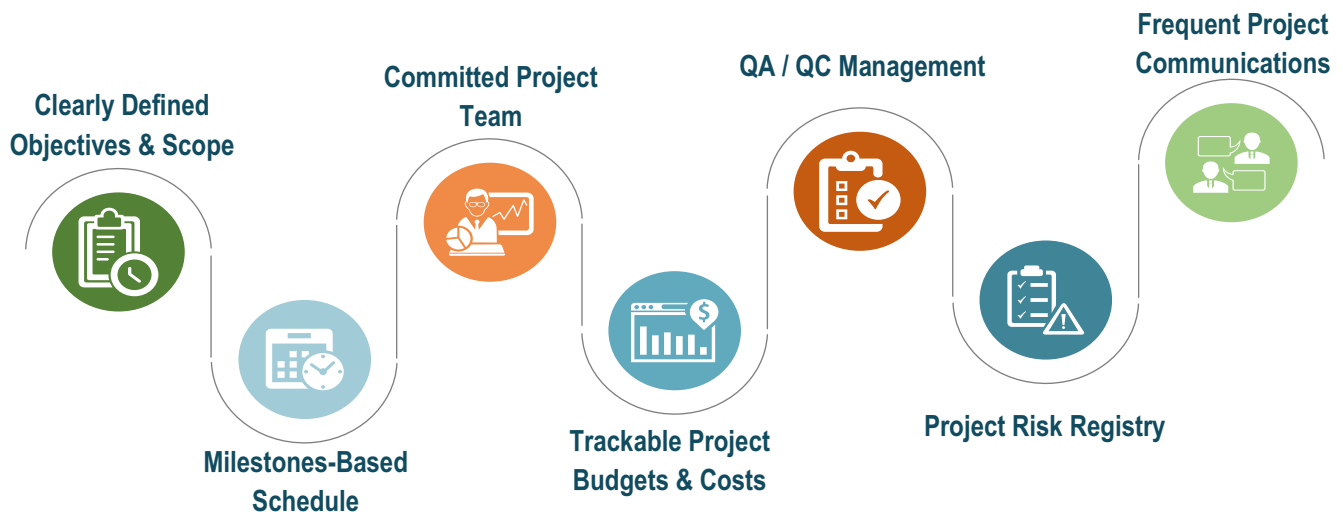




EXHIBIT B

Compensation for Professional Services

(follows behind)

**Exhibit B - Schedule of Compensation**

Max Raw Billing Rates By Labor Category	
Principal/Program Director	\$ 175.00
Program Manager	\$ 150.00
Deputy Program Manager	\$ 135.00
Construction Program Manager	\$ 140.00
Deputy Construction Program Manager	\$ 125.00
Administrative Assistant	\$ 45.00
CADD/ Designer	\$ 60.00
CADD/ Technician	\$ 55.00
Code & Life Safety Consultant	\$ 85.00
Construction Inspector I	\$ 45.00
Construction Inspector II	\$ 60.00
Construction Manager I	\$ 65.00
Construction Manager II	\$ 90.00
Cost Estimator	\$ 85.00
Documents Controls Specialist	\$ 55.00
Engineering Technician I	\$ 40.00
Engineering Technician II	\$ 65.00
Environmental Engineer	\$ 65.00
GIS Analyst	\$ 55.00
GIS Specialist	\$ 65.00
Graduate Engineer	\$ 50.00
Interior Architect	\$ 80.00
Interior Designer	\$ 70.00
Landscape Architect	\$ 80.00
Project Architect	\$ 80.00
Project Controls Analyst	\$ 65.00
Project Controls Manager	\$ 95.00
Project Engineer	\$ 75.00
Project Hydrogeologist	\$ 70.00
Project Manager- Architect	\$ 85.00
Project Manager I	\$ 65.00
Project Manager II	\$ 85.00
Project Manager III	\$ 100.00
Assistant Project Manager	\$ 55.00
Project Scheduler	\$ 85.00
Resident Engineer	\$ 100.00
Structural Engineer	\$ 90.00
Technical Advisor	\$ 100.00
Utility Coordinator	\$ 85.00

Multiplier for Work Performed in HCED Offices	3.00
Multiplier for Work Performed in Civitas Offices (as authorized by HCED)	3.25

EXHIBIT C

Team Acknowledgment Form

(follows behind)



## **EXHIBIT C: ENGINEER TEAM ACKNOWLEDGMENTS**

1. The following is the group of providers selected to perform the obligations described in the Agreement.
  
2. If any firm listed below actively holds certification in any of the following categories, that information shall be identified in the table under "Special Designation" Box:
  - ☐ MWBE (Minority and Women Owned Business Enterprise)
  - ☐ HUB (Historically Underutilized Business)
  - ☐ DBE (Disadvantaged Business Enterprise)
  
3. Also, all contract values must be identified in the table under "Contract Value".

Responsibility	Firm	NAICS Code	Special Designation	Contract Value (M/WBE)	Contract Value (Non M/WBE)
<b>Prime</b>	Civitas Engineering Group	541330, 237310	<b>HUB</b>	\$1,700,000.00	
<b>Landscape Architect</b>	M2L Associates	541320	<b>WBE</b>	\$120,000.00	
<b>Landscape Architect</b>	Buckson Landscape Architects	541320	<b>WBE</b>	\$120,000.00	
<b>Architect</b>	Collaborate Architects	541310	<b>MBE</b>	\$60,000.00	
<b>Total</b>				<b>\$2,000,000.00</b>	<b>\$0.00</b>

**Total Contract Value in dollars:**

**\$2,000,000.00**

**Percent of contract in dollars allocated to (MWBE, HUB, or DBE) Consultants:**

**100.00%**

- ☐ The Engineer understands that it is solely responsible and liable to the County for the completion of all obligations under the Agreement.
  
- ☐ A proposed decrease in the contract value for any MWBE, HUB, or DBE listed on this Exhibit must be approved by the Department of Economic Equity and Opportunity (DEEO).

## ORDER OF COMMISSIONERS COURT

The Commissioners Court of Harris County, Texas, met in regular session at its regular term at the Harris County Administration Building in the City of Houston, Texas, on \_\_\_\_\_, with all members present except \_\_\_\_\_.

A quorum was present. Among other business, the following was transacted:

### **ORDER AUTHORIZING AGREEMENT BETWEEN HARRIS COUNTY AND CIVITAS ENGINEERING GROUP, INC. FOR PROFESSIONAL SERVICES**

Commissioner \_\_\_\_\_ introduced an order and moved that Commissioners Court adopt the order. Commissioner \_\_\_\_\_ seconded the motion for adoption of the order. The motion, carrying with it the adoption of the order, prevailed by the following vote:

	Yes	No	Abstain
Judge Lina Hidalgo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Rodney Ellis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Adrian Garcia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Tom S. Ramsey, P.E.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Lesley Briones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The meeting chair announced that the motion had duly and lawfully carried, and this order was duly and lawfully adopted. The order adopted follows:

#### **IT IS ORDERED** that:

1. The Harris County Judge is authorized to execute the attached Agreement between **Harris County and Civitas Engineering Group, Inc.** for Professional Services. The attached Agreement, including any addendums, may be executed with an electronic or facsimile signature. The Harris County Engineering Department is authorized to request the Harris County Purchasing Agent to expend up to **\$2,000,000.00** in consideration of the work, products, services, licenses and/or deliverables provided under this Agreement.
2. The Harris County Engineering Department and all other Harris County officials and employees are authorized to do any and all things necessary or convenient to accomplish the purpose of this Order.