

State of Texas

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County of Galveston

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AGREEMENT FOR ENGINEERING SERVICES

PARTIES

This Agreement for Engineering Services (the “Agreement”) is made and entered into by and between the County of Galveston, a political subdivision of the State of Texas, acting by and through its Galveston County Commissioners Court (the “County”), and **Huitt-Zollars, Inc.** (the “Engineer”), each of whom is a Party hereto and who are collectively referred to herein as the Parties.

RECITALS

The County issued **RFQ 25-055, Texas Community Development Block Grant Fund Program (2025–2026 TxCDBG) Engineering and Surveying Services – High Island Waterline Project**, to procure professional engineering and surveying services for the High Island Waterline Project (“Project”).

The Engineer submitted a timely and responsive Statement of Qualifications and was selected as the most qualified respondent in accordance with **Texas Government Code Chapter 2254**.

County intends to fund the Project through the **Texas Community Development Block Grant Program (TxCDBG)** administered by the Texas Department of Agriculture (“TDA”).

The Parties now enter into this Agreement to define the rights, duties, and obligations governing the performance of engineering services for the Project.

Now Therefore, for and in consideration of the covenants and agreements contained herein, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

CONTRACTUAL UNDERTAKINGS

SECTION I RETENTION OF ENGINEER

The County, by and through this Agreement, retains the Engineer to perform professional engineering services in connection with the Project, and the Engineer, by and through this Agreement, agrees to perform said professional engineering services in connection with the Project.

SECTION II CHARACTER AND EXTENT OF SERVICES

The Engineer shall render professional engineering services necessary for the development of the Project, limited to the following and performed in accordance with existing local, State, and

Federal regulations, as set out in the Scope of Services attached hereto as Exhibit “A”.

The Scope of Services and Response attached hereto as Exhibit “A” is also made a part of this Agreement for all purposes. But, if any terms of Exhibit “A” conflict with any existing State of Texas, Texas Department of Transportation, local, or Federal laws, rules, or regulations, the State, Federal, or local laws, rules, or regulations shall control.

The character and extent of services outlined above shall be considered complete upon approval by the County, acting by and through its County Engineer, of the various drawings, data, and tasks outlined in Exhibit “A”.

All Services provided by Engineer shall be of good quality and shall be performed professionally. The standard of care for all professional engineering and related Services performed or furnished by Engineer and the Response under this Agreement will be the care and skill ordinarily used by other competent engineers practicing under the same or similar circumstances and with the same or similar professional license. Engineer will re-perform any Services not meeting this standard without additional compensation. Engineer will perform its services as expeditiously as is prudent, considering the ordinary professional skill and care of a competent engineer.

Additional services that may be required after approval of these documents by the County or required by State or Federal regulations published in the State or Federal Register after the date of execution of this Agreement, shall not be considered as covered by the initial price and scope of this agreement. If the foregoing occurs or for any other required changes in scope, County and Engineer will attempt to negotiate a change order first on a flat fee basis. If a flat fee cannot be negotiated due to the nature of the work involved, with the approval of the County Engineer, work may be performed on a time and materials basis according to the schedule in Exhibit A, subject to the maximum amount payable in Section V. County may, but is not required, to negotiate with Engineer for a change in the maximum amount payable to accommodate changes in the work.

Because this Agreement is funded through a federal award, Engineer shall comply with all applicable federal laws, regulations, and requirements, including but not limited to:

- Title VI of the Civil Rights Act of 1964
- Section 3 of the Housing and Urban Development Act
- Section 109 of the Housing and Community Development Act
- Section 504 of the Rehabilitation Act
- Americans with Disabilities Act
- Byrd Anti-Lobbying Amendment
- E-Verify requirements
- Record retention for **three (3) years after final closeout**

SECTION III PERIOD OF SERVICES

This Agreement shall be effective upon execution by the County and by the Engineer, with the date of the Party signing last in time, and shall remain in force until satisfactory completion of all services described herein or termination under the provisions hereinafter provided in section VIII.

After execution of Agreement, Engineer shall submit a Project Time Schedule to the County Engineer, which shall be diligently followed during performance of services. It is understood by the County that the Engineer will make every effort to expedite completion of the Project.

SECTION IV COORDINATION WITH THE COUNTY

The Engineer agrees to perform the services diligently after authorization to proceed. The Engineer agrees to perform all other services diligently and within the agreed-upon schedule.

The Engineer shall hold periodic conferences with the County Engineer to the end that the Project, as perfected, shall have full benefit of the County's experience and knowledge of existing needs and facilities and be consistent with the County's current policies and construction standards. To implement this coordination, the County Engineer shall make available to the Engineer for use in the Project all existing plans, maps, field notes, statistics, computations, and other data in its possession relative to the Project. Engineer shall submit a monthly progress report of project status to the County Engineer, and the County Engineer is the County's designated point of contact for this Agreement.

SECTION V THE ENGINEERS'S COMPENSATION

As set forth in Exhibit "A" attached hereto, the County shall compensate the Engineer for services performed under this Agreement per the compensation amounts shown in Exhibit "A" for design and construction phase services.

Notwithstanding the foregoing, the maximum amount payable under this Contract is **\$145,735.00**, including expenses which the Engineer exceeds at its own risk. The maximum amount payable may be revised in the event of changes in extent, complexity, or character of work requiring such revisions upon the prior mutual, written agreement by the County and the Engineer. No revisions in the maximum amount payable will be permitted unless previously authorized in writing by the County.

Payments to the Engineer for authorized services will be made by the County within 45 calendar days upon presentation of monthly statements by the Engineer to the County reflecting Engineer's performance of such services, unless disputed by the County. Additionally, the County agrees that it shall review the monthly statements and, if disputing, shall notify the Engineer of the County's dispute no later than thirty (30) days after the County's receipt of the monthly statement. All remittances shall be emailed or delivered to County Engineer's office and the Director of Grants. Engineer further agrees that all monthly statements shall detail its services under this Agreement and, if this Agreement is funded through Federal dollars, comply with applicable Federal requirements associated with costs.

**SECTION VI
OWNERSHIP OF DOCUMENTS**

Original documents, plans, designs, and survey notes (“Documents”) belong to and remain the property of the County, in consideration of which it is mutually agreed that the County will use them solely in connection with the Project or as required by law, save with the express consent of the Engineer. The Engineer may retain copies of such Documents.

County contracts are subject to all legal requirements provided by county, state, or federal statutes, rules, and regulations.

Engineer acknowledges that Galveston County is a governmental entity that conducts its meetings in accordance with the Texas Open Meetings Act and whose certain records are available to the public under the Texas Public Information Act. In accordance with Title 5, Chapters 551 and 552 of the Texas Government Code, this Agreement is an open record under the Public Information Act and, as such, will be discussed and voted upon in a public meeting. Any request made to either inspect or acquire a copy of this Agreement or the Documents produced as a result of this Agreement will not violate the terms of this Agreement.

**SECTION VII
DISPUTE RESOLUTION**

If a dispute arises out of or relates to a breach of this Agreement, and if the dispute cannot be settled through negotiation, then the Engineer and the County agree to submit the dispute to mediation. In the event the Engineer or the County desires to mediate any dispute, it shall notify the other Party in writing of the dispute that is desired to be mediated. If the Parties are unable to resolve their differences within ten days of the receipt of such notice, such dispute shall be submitted for mediation in accordance with the procedures and rules of the American Arbitration Association (or any successor organization) then in effect. The deadline for submitting the dispute to mediation can be changed if the Parties mutually agree in writing to extend the time between receipt of notice and submission of mediation. The expenses of the mediator shall be shared 50 percent by the Engineer and 50 percent by the County. This requirement to seek mediation shall be a condition required before filing an action at law or in equity.

**SECTION VIII
TERMINATION**

The County may terminate the Agreement with or without cause, or for convenience, by giving to the Engineer at least thirty (30) calendar days’ advance notice in writing. Upon receipt or delivery of such notice, the Engineer shall discontinue all services in connection with the performance of this Agreement and shall proceed to cancel promptly all existing orders and contracts insofar as such orders or contracts are chargeable to this Agreement. As soon as practicable after receipt of notice of termination, the Engineer shall submit a statement showing in detail the services performed under this Agreement to the date of termination.

The County shall then pay the Engineer promptly for that portion of the prescribed charges which

the services performed under this Agreement bear to the total services called for under the Agreement, less such payments on account of the charges as have been previously made. Copies of all completed or partially completed surveys, reports, designs, plans, specifications, and all other documents prepared under this Agreement shall be delivered to the County Engineer when and if this agreement is terminated, but subject to the restrictions, as to their use, as outlined in Section VI.

SECTION IX INSURANCE

The Engineer shall obtain and maintain, throughout the term of the Agreement, insurance of the types and in the minimum amounts set forth below.

The Engineer shall, upon request by the County, furnish certificates of insurance to the County evidencing compliance with the insurance requirements herein. Certificates shall indicate the name of the Engineer, the name of the insurance company, policy number, and terms and limits of coverage. The Engineer shall cause its insurance companies to provide the County with at least thirty (30) days' prior written notice of any reduction in the limit of liability by endorsement of the policy, cancellation, or non-renewal of the insurance coverage required under this Agreement. The Engineer shall obtain such insurance from such companies having a Best's rating of B+/VII or better, licensed or approved to transact business in the state in which the Services shall be performed, Texas, and shall obtain such insurance of the following types and minimum limits.

a. Workers' Compensation insurance in accordance with the Laws of the State of Texas, or state of hire/location of Services, and Employer's Liability coverage with a limit of not less than \$500,000 each employee for Occupational Disease; \$500,000 policy limit for Occupational Disease; and Employer's Liability of \$500,000 each accident.

b. Commercial General Liability insurance, including coverage for Products/Completed Operations, Blanket Contractual, Contractors' Protective Liability, Broad Form Property Damage, Personal Injury/Advertising Liability, and Bodily Injury and Property Damage with limits of not less than:

\$2,000,000	general aggregate limit
1,000,000	each occurrence, combined single limit
1,000,000	aggregate Products, combined single limit
1,000,000	aggregate Personal Injury/Advertising Liability
50,000	Fire Legal Liability
5,000	Premises Medical

c. Business Automobile Liability coverage applying to owned, non-owned, and hired automobiles with limits not less than \$1,000,000 each occurrence combined single limit for Bodily

Injury and Property Damage combined.

d. Umbrella Excess Liability insurance written as excess of Employer's Liability, with limits not less than \$1,000,000 each occurrence combined single limit.

e. Professional Liability insurance with limits of not less than \$1,000,000 each claim/annual aggregate.

The County and the County's agents and employees shall be added as additional insureds to all coverages required above, except for those requirements in paragraphs "a" and "e". All policies written on behalf of the Engineer shall contain a waiver of subrogation in favor of the County and the County's agents and employees, except for insurance required under paragraph "e". Additionally, the Contractor's commercial general liability insurance must provide any defense provided by the policy to Galveston County, its officials, employees, and agents.

SECTION X VENUE AND CHOICE OF LAW

This Agreement shall be construed and enforced for all purposes pursuant to the laws of the State of Texas. Venue shall lie exclusively in a court of competent jurisdiction in Galveston County, Texas.

SECTION XI ADDRESS OF NOTICES AND COMMUNICATIONS

All notices and communications under this Agreement to be mailed or delivered to Engineer shall be to the following address:

Huitt-Zollars
Attn: Katherine A. Mears
10350 Richmond Ave., Ste 300
Houston, TX 77042
Email: kmears@huitt-zollars.com

All notices and communications under this Agreement to be mailed or delivered to the County shall be to the following address:

Mark Henry, County Judge
Galveston County Courthouse
722 Moody, 2nd Floor
Galveston, Texas 77550
Email: mark.henry@co.galveston.tx.us

Miriam Moran, Director of Grants
Galveston County Courthouse
722 Moody, 6th Floor
Galveston, Texas 77550
email: miriam.moran@galvestoncountytexas.gov

SECTION XII SECTION CAPTIONS

Each section under the contractual undertakings has been supplied with a caption to serve only as a guide to the contents. The caption does not control the meaning of any section or in any way determine its interpretation or application.

SECTION XIII SUCCESSORS AND ASSIGNS

The County and the Engineer each bind itself and its successors and assigns to the other Party of this Agreement and to the successors and assigns of such other Party in respect to all provisions of this Agreement. Except as above, neither the County nor the Engineer shall assign, subcontract, or otherwise transfer their interest in this Agreement without the prior written consent of the other Party. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body which may be a party thereto.

SECTION XIV ADDITIONAL TERMS

14.1 PROCUREMENT REQUIREMENTS

Engineer shall comply with all applicable local, State, and Federal laws, rules, regulations, orders, and ordinances. This includes, but is not limited to, that Engineer shall comply with the Galveston County Purchasing Policies & Procedures Manual approved by Order of the Commissioners Court on March 7, 2018, including, without limitation, applicable provisions within Chapter Nine of said Manual, as this contract is made pursuant to a federal award.

14.2 CONFLICT OF INTEREST

a. No member of the County's governing body, and no employee, officer, or agent of the County shall participate in the selection or in the award of administration of a subcontract supported by grant funds if a conflict of interest, real or apparent, would be involved. Such a conflict of interest would arise when: 1.) the employee, officer, or agent, 2.) any member of his or her immediate family, 3.) his or her partner, or 4.) any organization which employs, or is about to employ any of the above; has a financial or other interest in the firm or person selected to perform the subcontract.

b. In all cases not governed by Subsection (a) of this Section, no person specified in subsection (c) of this Section, who exercises any functions or responsibilities in connection with the planning and carrying out of the project, or who are in a position to participate in decision making process or gain inside information with regard to activities under this Agreement as Amended, may obtain a financial interest or benefit from the activity, or have an interest or benefit from the activity, or have any interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties during their tenure or for (1) year thereafter.

c. The conflict of interest provisions of Subsection (b) apply to any person who is an employee, agent, consultant, officer, elected official, or appointed official of the County or of the Contractor.

14.3 AUTHORITY TO BIND

Each Party represents and warrants for itself that the individual executing this Agreement on its behalf has the full power and authority to do so and to legally bind the Party to all the terms and provisions of this Agreement and that this Agreement constitutes the legal, valid, and binding agreement of each Party hereto.

14.4 IMMUNITY RETAINED

The County does not waive or relinquish any immunity or defense on behalf of itself, its trustees, officers, employees, and agents as a result of its execution of this Agreement and performance of the covenants contained herein. The County specifically reserves any claim it may have to sovereign, qualified, or official immunity as a defense to any action arising in conjunction with this Agreement.

14.5 NO THIRD PARTY BENEFICIARY

This Agreement inures only to the benefit of Galveston County and Contractor. This Agreement does not create, is not intended to create, and shall not be deemed or construed to create, any rights or benefits in third parties.

14.6 SEVERABILITY

If a provision contained in this Agreement is held invalid for any reason by a court of competent jurisdiction, the invalidity shall not affect other provisions of the Agreement that may be given effect without the invalid provision, and to this end the provisions of this Agreement are severable.

14.7 VALIDITY/ENFORCABILITY

If any current or future legal limitations affect the validity or enforceability of a provision of this Agreement, then the legal limitations are made a part of this Agreement and shall operate to amend this Agreement to the minimum extent necessary to bring this Agreement into conformity with the requirements of the limitation, and as so modified, this Agreement shall continue in full force and effect.

This Agreement is hereby EXECUTED by the Parties to be effective upon full execution, with the date of the Party signing last in time.

EXHIBIT "A"



April 29, 2026

Miriam Moran
Director of Grants Administration
Galveston County
722 Moody Avenue
Galveston, Texas 77550

Re: Proposal for Professional Engineering Services for the Design, Bidding, and Construction of the High Island Water Line
Huitt-Zollars Project No. R318465.01

Dear Miriam:

Huitt-Zollars, Inc. (Huitt-Zollars) appreciates the opportunity to provide our proposal for professional services to Galveston County (County) for preparation of plans, specifications, and estimates for a proposed 6-inch water line tying an existing water line along the east side of Highway 124 to an existing water line along the south side of Old Mexico Road (Project).

Our proposal is based upon the following project understanding, scope of services, compensation, and project schedule. Services herein will be performed in accordance with the terms and conditions in the County's standard contract.

PROJECT UNDERSTANDING

The County would like to construct a proposed 6-inch water line from Highway 124 East along the South Right-of-Way (ROW) of 5th Street, South along the East ROW of High School Road, East along Payton Lane, East along Revia Street and North along East. Mexico Road to Old Mexico Road.

During the negotiation process of this project, Huitt-Zollars prepared exhibits and draft cost estimates for the County's use. We met with the water agency to understand their requirements for the project. Because of the limited funds available for the project, the design efforts will be minimized as much as possible.

We also understand that the project is being funded by a federal grant through the Community Development Block Grant (CDBG) program through the Texas General Land Office (GLO). We will meet the requirements for the design and documentation dictated by the funding.

SCOPE OF SERVICES

1.0 Basic Services

- A. Perform a geotechnical investigation of the site with eight (8) boring locations.
- B. Perform survey for a survey control map, existing right-of-way mapping and topographic survey (cat. 6, cond. 1). The topographic survey will be for center of street to right of way line of the side of the street where the proposed water line will be designed.
- C. Prepare and submit 60% construction documents for review and address comments including:

1. Drawings. Design plans will be plan view only except at critical locations where more detailed profiles are necessary.
 2. List of technical specifications.
 3. Cost estimate.
- D. Prepare and submit 90% construction documents including drawings, technical specifications, and cost estimate for review and address comments.
- E. Submit final documents to the County.
- F. Assist in coordination with the GLO for permitting.
- G. Assist the County during the Bidding Phase.
1. Provide scope of work for Notice to Bidders to the County's Project Manager.
 2. Conduct the pre-bid meeting and attend the Bid Opening.
 3. Respond in writing to questions from bidders and prepare addenda as necessary, County will post all addenda.
 4. Check for math errors and reconcile any mathematical discrepancies
 5. Prepare the Bid Tabulation including Engineer's estimate
 6. Review contractor's financial standing and references provided
 7. Prepare Recommendation of Award Letter
- H. Assist the County during Construction Phase.
1. Attend the Pre-Construction Meeting.
 2. Review and process submittals, shop drawings, and Requests for Information (RFIs).
 3. Review Construction Materials Testing (CMT) reports. CMT shall be performed by others under separate contract with the County.
 4. Review Contractor's applications for payment.
 5. Coordinate with County on Requests for Change Proposals and Change Orders as necessary.
 6. Advise the County on questions and concerns from the contractor.
 7. Huitt-Zollars shall not supervise, direct or have control over the Contractor's work nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions and safety programs in connection with the Work. These rights and responsibilities are solely those of the Contractor in accordance with the Contract Documents.
 8. Conduct Substantial Completion Inspection, coordinate with County to create punch list, substantiate that items noted are completed, and issue Substantial Completion Certificate.
 9. Provide support services as needed during the project close out process.
 10. Based on Contractor-provided red lined construction documents which accurately reflect actual construction work, prepare Record Drawings and submit to the County.

2.0 Additional Services

Because the effort required for some items of work varies considerably from project to project, and because some items of work are sometimes provided separately by the County, these items of work are not included in the basic services fees and are charged separately. Additional Services, mutually agreed upon and authorized separately by the County in writing, shall be completed on a lump sum basis. Such additional services may include:

- A. Making revisions in drawings, specifications, or other documents when such revisions are inconsistent with written approvals or instructions previously given, are required by enactment or revision of codes, laws, or regulations subsequent to the preparation of such documents or are due to other causes not solely within the control of Huitt-Zollars
- B. Fees associated with Agency Reviews, Permitting and/or Inspections
- C. Platting of the Property
- D. Construction Inspection
- E. Site Visits During Construction other than the Pre-Construction Meeting and Substantial Completion Inspection.
- F. Any other service not otherwise included in the Basic Services

3.0 County-Provided Services

The County shall provide Huitt-Zollars with the following:

- A. Access to the project site
- B. Environmental Survey Fieldwork and documentation.
- C. Archeological Survey Report.
- D. Information regarding existing utility locations
- E. Front-end documents for the Construction Contract Book
- F. Galveston County standard details

COMPENSATION

The Basic Services defined above shall be completed for the following Lump Sum fee. Invoices will be submitted monthly based on percent complete.

Water Line Design	\$52,200.00
Geotechnical Services	\$32,370.00
Professional Surveying Services	\$44,265.00
Bidding Phase Services	\$4,960.00
Construction Phase services	<u>\$11,940.00</u>
Total	\$145,735.00

SCHEDULE

The final construction documents will be provided to the County on or before December 31, 2026.

AUTHORIZATION

Should this proposal meet with your approval, please return a County contract for our execution. We will schedule the above services as soon as we receive your written authorization. If you have any questions, please call my cell at 713-419-5583.

Sincerely,
Huitt-Zollars, Inc.

Katherine A. Mears

Katherine A. Mears, PE, ENV SP
 Managing Principal, Vice President