



**City of Willow Park
City Council
Special Meeting Agenda
Municipal Complex
516 Ranch House Rd, Willow Park, TX 76087
Tuesday, October 19, 2021 at 7:00 p.m.**

The City Council of the City of Willow Park reserves the right to meet in closed, executive session on any of the items listed below should the need arise and if authorized by Title 5, Chapter 551, of the Texas Government Code.

Call to Order

Invocation & Pledge of Allegiance

Public Comments (Limited to three minutes per person)

Residents may address the Council regarding an item that is not listed on the agenda. Residents must complete a speaker form and turn it in to the Secretary five (5) minutes before the start of the meeting. The Rules of Procedure states that comments are to be limited to three (3) minutes. The Texas Open Meetings Act provides the following:

- A. If, at a meeting of a governmental body, a member of the public or of the governmental body inquires about a subject for which notice has not been given as required by this subchapter, the notice provisions of this subchapter do not apply to:
 - (1) A statement of specific factual information given in response to the inquiry; or
 - (2) A recitation of existing policy in response to the inquiry.
- B. Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

Regular Agenda Items

1. Discussion: to consider street improvement and park projects.
2. Discussion/Action: To approve a Request for Proposal for audit services for Fiscal Year 2021-2025.
3. Discussion/Action: to authorize the Mayor's signature on a Chapter 380 Agreement between the City and Unco.

Executive Session

Executive Session: Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, the City Council may convene into closed, Executive Session in accordance with the following authority: Sections 551.071 (consultation with attorney), 551.072 (real property), 551.073 (prospective gifts), 551.074 (personnel matters), 551.076 (security matters), 551.087 (economic development). Executive Session may

be held, under these exceptions, at the end of the Regular Session, Workshop and/or Special Session, or at any time during the meeting that a need arises for the City Council to seek advice from the City Attorney as to the posted subject matter of this City Council Meeting. Without limiting the foregoing, City Council may convene into closed, Executive Session on the following:

- A. 551.071 (consultation with attorney): Chapter 380 and Fort Card Room

Following Executive Session, the City Council will reconvene into Regular Session and may take any action deemed necessary as a result of the Executive Session.

Adjournment

I certify that the above notice of this meeting posted on the bulletin board at the municipal complex of the City of Willow Park, Texas on or before October 15, 2021 at 12:00 p.m.

/s/
Crystal R. Dozier, TRMC
City Secretary

If you plan to attend this public meeting and you have a disability that requires special arrangements at this meeting, please contact City Secretary's Office at (817) 441-7108 ext. 6 or fax (817) 441-6900 at least two (2) working days prior to the meeting so that appropriate arrangements can be made.



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: October 12, 2021	Department: Admin	Presented By: City Manager
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AGENDA ITEM:

Discussion: To consider street improvement and park projects.

BACKGROUND:

After the NOI for Debt on Street and Park Improvements was passed at the October 12 meeting, Council requested a discussion on the specific projects included in the NOI.

This is a discussion item only. No action will be taken.

STAFF/BOARD/COMMISSION RECOMMENDATION:

EXHIBITS:

Breakdown of estimated street costs for specific projects

ADDITIONAL INFO:	FINANCIAL INFO:	
	Cost	\$
	Source of Funding	\$

**2021 STREET PROJECT
PRIORITY LIST**

Street	Street (Start)	Street (End)	Linear Feet	Street Type	Type of	Overall
Crown	Ranch House	Crown Valley	3,850	Arterial	Concrete	\$ 1,227,188
Kings Gate	Bridge	Castlemont	2,378	Arterial	Concrete	\$ 757,988
Ranch House Road	Crown	Vista	2,400	Arterial	Concrete	\$ 765,000
Old Ford Road	Squaw Creek Road	End	1,600	Local	Reconstruction	300,000
Crested Butte Court	Old Ford Road	End	200	Local	Reconstruction	37,500
Pleasant Court	Old Ford Road	End	400	Local	Reconstruction	75,000
	Total Linear Feet		10,828			\$ 3,162,675
	Miles		2.05			

Street	Street (Start)	Street (End)	Linear Feet	Street Type	Type of	Overall
Sam Bass	Squaw Creek	Ranch House	3,650	Local	Concrete	\$ 1,163,438
Sam Bass Court	Sam Bass Road	End	1,300	Local	Reconstruction	\$ 243,750
Trinity Court	Trinity Drive	End	900	Local	Reconstruction	\$ 168,750
Trinity Drive	Sam Bass Court	Ranch House	1,450	Local	Reconstruction	\$ 271,875
	Total Linear Feet		7,300			\$ 1,847,813
	Miles		1.38			

Street	Street (Start)	Street (End)	Linear Feet	Street Type	Type of	Overall
Fox Hunt Trail	Ranch House	El Chico Trail	4,000	Local	Reconstruction	\$ 750,000
Woodbridge	Fox Hunt Trail	Cul De Sac	2,175	Local	Reconstruction	\$ 407,813
Sam Bass Road	Ranch House	El Chico Trail	2,275	Local	Reconstruction	\$ 426,563
Aspenwood Drive	Woodbridge	Sam Bass Road	500	Local	Reconstruction	\$ 93,750
	Total Linear Feet		8,950			\$ 1,678,125
	Miles		1.70			

\$ 6,688,613



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: October 19, 2021	Department: Finance	Presented By: Candy Scott
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AGENDA ITEM:

RFP for Auditing Services

BACKGROUND:

As per the Audit Policy section in the City Financial Policy the city shall select an auditing firm through an RFP/RFQ process. The recommended RFP is included in your packet for review and acceptance. Staff will review the responses from the RFP and make a recommendation to the Council at the December 14, 2021, Council meeting.

STAFF/BOARD/COMMISSION RECOMMENDATION:

It is recommended that the Council approve the Audit RFP for distribution.

Recommended Motion: I move to approve the Request for Proposal for audit services for Fiscal Year 2021-2022

EXHIBITS:

ADDITIONAL INFO: 2020 AUDIT COST WAS 26,250 2019 AUDIT COST WAS 28,500	FINANCIAL INFO:	
	Cost	\$ Est. 35,000.00
	Source of Funding	General, Water, Wastewater Funds



CITY OF WILLOW PARK

**REQUEST FOR PROPOSAL (RFP) FOR
MUNICIPAL GOVERNMENT AUDIT SERVICES**

**CLOSING TIME: RFP'S ARE DUE NOT
LATER THAN 5:00 P.M. ON DECEMBER 01, 2021**

516 RANCH HOUSE ROAD
WILLOW PARK, TEXAS 76087

NAME OF PROPOSER: _____

NOTICE OF REQUEST FOR PROPOSAL
CITY OF WILLOW PARK

NOTICE IS HEREBY GIVEN that the City of Willow Park, Texas, will receive written sealed proposals only, for MUNICIPAL GOVERNMENT AUDIT SERVICES, as stated in the RFP documents.

The City shall receive proposals from qualified professional certified public accounting firms specializing in governmental agency audit services for the City of Willow Park as outlined in the Specifications section of the RFP. Proposers may be required to participate in an assessment center if deemed necessary.

Said RFP's must be in the office of the City Secretary, City of Willow Park, 516 Ranch House Road, Willow Park, Texas, 76087, NO LATER THAN 5:00 P.M. on December 01, 2021. RFP's that are postmarked but not received until after this deadline will not be accepted. RFP's received after the posted cut-off time will not be accepted.

All RFP's are to be marked clearly on the outside "RFP FOR MUNICIPAL GOVERNMENT AUDIT SERVICES"

RFP's may be mailed to 516 Ranch House Road, Willow Park, Texas 76087 or delivered by courier or in person to the City Secretary's office 516 Ranch House Road, Willow Park, Texas, 76087.

RFP documents may be obtained at the City of Willow Park Administration Offices 516 Ranch House Road, Willow Park, Texas, RFP documents will be ready for pick up on and after 5:00 P.M. December 01, 2021. RFP's may also be downloaded at www.willowpark.org. Information may be requested by e-mail to Candice Scott at cscott@willowpark.org.

The City of Willow Park will not entertain RFP's received by any electronic means.

The right is reserved to reject any and all Proposals or to accept the Proposal which is deemed by the City of Willow Park to be in the best interest of the City of Willow Park. The City of Willow Park also reserves the right to waive any irregularities and/or informalities in the RFP process.

For further information, contact the City of Willow Park at (817) 441-7108 or Facsimile (817) 441-6900.

INSTRUCTIONS TO PROPOSERS

SECTION 1: PROPOSER'S REVIEW

Proposers are expected to examine all related documents of the Request for Proposal. Failure to do so will be at the proposer's risk.

Any questions concerning the Request For Proposal process should be referred to the City of Willow Park City Administrator or City Secretary at (817) 441-7108 at least 72 hours prior to RFP due time. Changes in the RFP which might arise out of such referral will then be forwarded to all RFP holders of record prior to the time set for RFP receipt.

SECTION 2: SUBMISSION OF REQUEST FOR PROPOSAL

The City of Willow Park is an Affirmative Action/Equal Opportunity Employer. Prospective suppliers shall be cognizant of the requirement for compliance with Executive Order 11246, entitled "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemented in regulations of the U.S. Department of Labor (41 CFR part 60).

Proposers are encouraged to describe in detail their services as related to this section and any additional offerings related to the offering but not specified in this request for proposal.

ONE (1) COMPLETE ORIGINAL AND THREE (3) COMPLETE DUPLICATE COPIES of the entire proposal shall be delivered by the time and to the place stipulated in the Notice of Request for Proposal. It is the proposer's sole responsibility to see that their proposal is received at the place, date and time specified. Any proposal received after the scheduled closing time for receipt of proposals may be returned to the proposer as unacceptable. Oral, facsimile, telegraph, or telephone or other electronic modifications will not be considered.

Altering the Proposal language or any document or form may render your proposal nonresponsive.

A duly authorized representative of the proposing firm shall sign the proposal document. Unsigned offers may be rejected.

Signed copies of all Addenda and/or bulletins issued to prospective providers should be enclosed with the Proposal. Failure of the proposer to enclose said addenda or bulletins will be considered grounds for rejection of the RFP.

SECTION 3: AWARD OF CONTRACT

Any or all Request for Proposal Responses received in response to an RFP may be rejected by the governing body or its authorized representative if such governing body or its authorized representative determines that any such proposer is not responsive or responsible or if the public interest would be served by such a rejection.

The City of Willow Park reserves the right to waive any irregularities and/or informalities in the submitted Proposal Forms. Should the City elect to waive a right it will not constitute an automatic waiver of that right in the future nor will it impact any other right or remedy. Should the successful proposer fail to deliver the materials or perform the services in accordance with the stipulated schedule, including any extensions authorized by the City of Willow Park, the City may declare the successful proposer in default of contract and recover all damages, costs and fees (including Attorney's fees) allowable by law. In the case of default by the successful Proposer, the City of Willow Park may procure the service(s) from another source and hold the defaulting Proposer responsible for an excess cost occasioned thereby, debar the defaulting proposer for not less than one year or pursue other applicable legal remedies. The successful vendor may not assign their rights and duties under this award without written consent of the City. Such consent shall not relieve the assignor of liability in event of default of their assignee.

The City will notify you in writing if you have been awarded the contract.

SECTION 4: QUESTIONS/INFORMATION

Questions concerning any aspects of the proposal process should be addressed to: Bryan Grimes, City Manager, 817-441-7108 or bgrimes@willowpark.org.

SECTION 5: GENERAL OVERVIEW

The City of Willow Park desires to contract with a qualified professional certified public accounting firm to provide stipulated government agency auditing services for the City of Willow Park.

The vendor will perform the services listed in the Specifications Section in cooperation with designated accounting/financial personnel from the City of Willow Park. The scope of the work services may encompass other related but undefined work associated with this project.

SECTION 6: SPECIFICATIONS OF THE REQUEST FOR PROPOSAL (RFP)

The primary specifications of this **RFP** shall be as follows:

A. General Information

The City of Willow Park, Texas (City) is requesting proposals from qualified certified public accounting firms to audit their financial statements for the fiscal year ending September 30, 2022, with the option of auditing their financial statements for each of the three (3) subsequent fiscal years but not later than September 30, 2025. The City will also need a single audit done for this fiscal year.

B. Scope of Work to be performed

The audit is to be performed in accordance with generally accepted auditing standards, as prescribed for financial audits of governmental City by the:

- General Accounting Office (GAO) (Yellow Book)
- Provisions of the Single Audit Act Amendments of 1996
- Office of Management and Budget (OMB) Circular A-133
- Government Accounting Standards Board (GASB)
- Securities and Exchange Commission (SEC)
- All other federal standard setting agencies.

The City also desires the auditor to express an opinion on the fair presentation of their basic financial statements, which include the government wide and fund financial statements, in conformity with generally accepted accounting principles. The auditor is not required to audit the supporting schedules contained in the comprehensive annual financial report. However, the auditor is to provide an "in-relation-to" opinion on the supporting schedules based on the auditing procedures applied during the audit of the basic financial statements. The auditor is not required to audit the management's discussion and analysis, introductory or statistical sections of the report.

In accordance with Government Auditing Standards, a separate report will be required considering internal controls over financial reporting. In accordance with the United States Office of Management and Budget Circular A-133, a report on compliance with the requirements of major federal programs and on internal control over compliance is required.

The audit reports must be submitted by March 15th of each year.

The Proposal shall include:

1. Request for Proposal form, Disclosure of Principals form, Affidavit of Non-collusion form and Statement of Experience/Reference form (all forms contained within this RFP).

2. Commitment

A transmittal letter is required, from a principal, regarding your organization's commitment to the project.

3. Independence

The firm should provide an affirmative statement that it is independent of the City, as defined by generally accepted auditing standards/the U.S. General Accounting Office's Government Auditing Standards.

The firm should also list the firm's or proposed contractor's professional relationships involving the City or any of their agencies or component units/agencies, component units or oversight unit for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

4. License to Practice in the State of Texas

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in the State of Texas throughout the agreement term.

5. Firm Qualifications and Experience

The proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

The proposer will indicate whether they have a local office in the Willow Park area and their auditing experience within the State of Texas.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific governmental engagements.

6. Partner, Supervisory and Staff Qualifications and Experience

Identify the principal supervisory and management staff, including engagement partners, managers, and other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is registered or licensed to practice as a certified public accountant in Texas. Provide information on government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

Provide as much information as possible regarding the number, qualifications, experience, and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Indicate how the quality of the staff over the term of the agreement will be assured.

The proposer should identify the extent to which staff to be assigned to the audit reflect the City's commitment to Affirmative Action.

Engagement partners, managers, other supervisory staff, and specialists may be changed if those personnel leave the firm, are promoted, or are assigned to another

office. These personnel may also be changed for other reasons with the express prior written permission of the City of Willow Park. However, in either case, the City of Willow Park retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this request for proposal can only be changed with the express prior written permission of the City of Willow Park, which retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

7. Presentation

The proposer is asked to consider the possibility of two fee rate structures under the following scenarios:

- A. The City has traditionally provided ad hoc reports and trial balances from our integrated financial accounting system which closely resemble financial statements ultimately found in CAFR documents. Using these reports, the audit team prepares financial statements and the notes thereto. The accounting firm then assembles the AFR or CAFR document.

8. Fee Rate Structures

The proposer should indicate all fee rate structures. The structure should include the standard hourly rates for all staff that will be working on the audit including partners, managers, supervisors, and all other staff.

9. Engagements with Other Government Agencies

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum - 5) performed in the last five years that are similar to the engagement described in this request for proposal.

These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the names and telephone numbers of the principal client contacts.

10. Engagement Letter

When a firm has been selected by the City to perform the above services, that firm will be asked to submit a letter of engagement that includes the scope of work and fees.

SECTION 7: PROPOSAL, AGREEMENT AND DISPOSITION

The contents of the proposal and any clarifications thereto submitted by the successful proposer and accepted by the City of Willow Park shall become part of the contractual obligation and incorporated by reference into any ensuing Agreement.

1. All proposals shall become the property of the City of Willow Park and shall not be returned.
2. All proposals submitted may become public record as permitted under the laws of the State of Texas and the public may be given access thereto after the formal process has been completed.

Tentative Schedule for Proposal process:

Receive Proposals	Date: December 01, 2021
Review and Selection Process	Date: December 2 - 13, 2021
Recommendation/City Council Award	Date: December 14, 2021

SECTION 8: EVALUATION

The City of Willow Park reserves the right to meet with proposers to discuss their proposal. Expenses incurred as a result of said meetings shall be the proposers' responsibility. Proposal evaluation shall be based on specified factors, but other factors shall be considered.

1. Ability to meet project criteria.
2. Qualifications of Proposer, i.e., experience in the greater field of government financial accounting and audit services and the proposer's demonstrated ability to perform the work.

SECTION 9: NEGOTIATION(S)

City staff will present a Professional Services Contract Agreement to the Willow Park City Council. The selected auditing firm will execute the professional services contract prepared by the City of Willow Park (see pages 14-19). The City may, at its option, determine that a contract form provided by the vendor, subject to modification is acceptable in lieu of a City prepared document.

The recommendation of award to the Willow Park City Council shall be based upon the offer which represents the most responsive and advantageous overall proposal for the City.

SECTION 10: STATUS OF SUCCESSFUL PROPOSER

Successful proposer shall have the status of an "Independent Contractor" as defined by IRS regulations and shall not be entitled to any or all rights, privileges, benefits, and emoluments of either an officer or employee of the City of Willow Park.

SECTION 11: HOLD HARMLESS/INSURANCE REQUIREMENTS

The successful proposer is directed to Sections 9-10 within the sample contract located at the end of this RFP for specific indemnification, liability, and insurance requirements.

SECTION 12: FUNDING OUT CLAUSE

In the event the City of Willow Park fails to obligate requisite funds for any specified fiscal year during the contract period which would necessitate cancellation of the resultant agreement, the successful proposer shall agree to hold the City of Willow Park free from any charge other than work completed or the pro-rated portion of the authorized work.

**CITY OF WILLOW PARK, TEXAS
REQUEST FOR PROPOSAL
MUNICIPAL GOVERNMENT AUDIT SERVICES**

Firm Name: _____

Signature: _____ Date: _____

(An authorized representative of the proposing firm shall sign this document in the space(s) provided. An unsigned proposal may be disqualified)

ADDRESS: _____

CITY: STATE: ZIP: _____

IS PROPOSER A CORPORATION? YES NO

FEDERAL TAX ID # _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

OTHER LICENSES: _____

CLOSING TIME: ONE (1) COMPLETE ORIGINAL AND THREE (3) COMPLETE DUPLICATE COPIES OF REQUEST FOR PROPOSAL MUST BE DELIVERED IN A SEALED ENVELOPE TO THE CITY SECRETARY'S OFFICE, 516 RANCH HOUSE RD, WILLOW PARK, TX 76087, BY RFP CLOSING TIME (5:00 P.M.) ON DECEMBER 01, 2021, AND BE PLAINLY MARKED ON THE OUTSIDE:

RFP FOR MUNICIPAL GOVERNMENT AUDIT SERVICES

The proposer declares that they have carefully examined the specifications, the forms of this Request for Proposal, and have read and understood the "Instructions to Proposers" published with this Request for Proposal and incorporated herein by reference; and agrees that if this proposal is accepted, they will contract with the City of Willow Park, at their own cost and expense, to do all the work and/or furnish all material and/or services necessary to completely perform said contract in the manner and time prescribed and in accordance with and subject to all applicable laws of the State of Texas and that he will take in full payment therefore, the agreed upon fee schedule price(s) subject to negotiated agreement in Appendix A.

DISCLOSURE OF PRINCIPALS

PRINT OR TYPE

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE, & ZIP CODE: _____

Date Business Started Operations: _____

Principal Address of Company: _____

NAMES OF OFFICERS, MEMBERS, OR OWNERS OF CONCERN, PARTNERSHIP ETC.:

NAME: _____ OFFICIAL CAPACITY: _____

STREET: _____ CITY: _____ STATE: _____ ZIP: _____

NAME: _____ OFFICIAL CAPACITY: _____

STREET: _____ CITY: _____ STATE: _____ ZIP: _____

NAME: _____ OFFICIAL CAPACITY: _____

STREET: _____ CITY: _____ STATE: _____ ZIP: _____

NAME: _____ OFFICIAL CAPACITY: _____

STREET: _____ CITY: _____ STATE: _____ ZIP: _____

NAME: _____ OFFICIAL CAPACITY: _____

STREET: _____ CITY: _____ STATE: _____ ZIP: _____

SIGNATURE OF PROPOSER: _____ DATE: _____

AFFIDAVIT OF NON-COLLUSION

STATE OF _____)

) SS

COUNTY OF _____)

I, _____ (Name of party signing this affidavit and the Proposal Form), _____ (Title), being duly sworn do depose and say: That _____ (Name of person, firm, association, or corporation) has not, either directly or indirectly, entered into agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this contract.

Signature

Title

Sworn before me this ____ day of _____, 20 ____

Signature

Title

This form must be notarized and returned with the RFP. Failure to notarize this form may be cause for disqualification from consideration for this contract.

STATEMENT OF EXPERIENCE/REFERENCES

List references to whom your firm has provided similar projects. The City of Willow Park may contact these references, to affirm the quality of similar services. Please list any further references on another sheet of paper.

Name of Agency: _____

Contact Person: _____ Telephone #: _____

Address: _____

Description of Project: _____

Amount of Contract: \$ _____

Name of Agency: _____

Contact Person: _____ Telephone #: _____

Address: _____

Description of Project: _____

Amount of Contract: \$ _____

Name of Agency: _____

Contact Person: _____ Telephone #: _____

Address: _____

Description of Project: _____

Amount of Contract: \$ _____

City of Willow Park, Texas
Independent Contractors Agreement
For Municipal Government Audit Services

THIS AGREEMENT is made this ____ day of __, 20 __, by and between the City of Willow Park, a municipal corporation existing under and by virtue of the laws of the State of Texas ("City"), and, ("Auditor") having a business address at_____.

RECITALS

WHEREAS, the City desires to engage the Auditor in the performance of providing Municipal Government Audit Services. Auditor's Services are more fully described in Auditor's Proposals/Scope of Services/Fee Estimate dated, attached hereto, and incorporated herein by reference. (Hereinafter referenced to as "Proposals"),

WHEREAS, Auditor's legal status is an Independent Contractor, Auditor is in good standing in the State of Texas,

WHEREAS, Auditor desires to perform the Proposal under the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of these recitals and the promises set forth in this Agreement, the parties agree as follows:

1. Term. This Agreement shall become effective upon contract execution and will continue in effect until the Project is completed unless earlier terminated as provided herein. The City of Willow Park, Texas, is requesting proposals from qualified professional firms of certified public accountants to audit their financial statements for the fiscal years ending September 30, 2022, with the option of auditing their financial statements for each of the three (3) subsequent fiscal years but not later than September 30, 2025.
2. Time Devoted to Work.
 - 2.1 In performing the services contemplated under this Agreement, the services and the hours Auditor is to work on any given day will be on a mutually agreed upon basis, except for attendance at scheduled meetings, and City will rely upon Auditor to put in such number of hours as is reasonably necessary to fulfill the spirit and purpose of this Agreement.
 - 2.2 City understands that Auditor is engaged in the same or similar activities for others and that City may not be Auditor's sole client or customer. However, Auditor represents and neither warrants that it is under no obligation or restriction, nor will it assume any such obligation or restriction, that would in any way interfere or be inconsistent with the services to be performed under this Agreement.

3. Program Services

- 3.1 Auditor will supply all equipment, tools, materials and supplies necessary to perform the services under this Agreement, the full scope of which are set forth in the Proposal.
- 3.2 Auditor will have the right to control or direct the manner and the order in which it provides the services contemplated under this Agreement.
- 3.3 Auditor represents and warrants that Auditor is engaged in an independent calling and has complied and will continue to comply with all local, state and federal laws regarding business permits and licenses that may be required to carry out the independent calling and to perform the services to be performed under this Agreement.
- 3.4 Auditor understands that the services it has been retained to perform may be inherently dangerous or may entail a peculiar unreasonable risk of harm to others unless special precautions are taken, and Auditor agrees to exercise reasonable care to take such precautions.

4. No Unfair Employment Practices or Illegal Harassment

- 4.1 In connection with the performance of work under this Agreement, Auditor agrees not to discriminate against any employee or applicant because of race, creed, color, national origin, sex, sexual orientation, or age. Such agreement shall include, but not be limited to, the following: recruitment or recruitment advertising, rates or pay or other forms of compensation, and selection.
- 4.2 Any violation of these provisions by Auditor shall constitute a material breach of contract.

5. Payment for Project Services

- 5.1 As full consideration for the Services to be performed by Auditor, City agrees to pay Auditor as set forth in accordance with the Fee Schedule set forth in the proposal and not to exceed fee of Dollars (\$_____) for services and reimbursables. The City will not hire or directly compensate the Auditor's employees, assistants, or subcontractors, if any.
- 5.2 It is expressly understood and agreed that all work done by Auditor shall be subject to review as to its result by the City at the City's discretion. Payment of any invoice shall not be taken to mean that the City is satisfied with Auditor's services to the date of payment and shall not forfeit City's right to require the correction of any service deficiencies.

6. Status of Auditor

- 6.1 It is the intent of the parties that Auditor shall be considered an independent contractor and that Auditor, and anyone else for whom it is legally liable, shall not be considered employees, servants, or agents of the City for any purpose. Furthermore, this Agreement shall not be construed to be a partnership or joint venture.
- 6.2 Neither Auditor nor any of its employees or contractors shall be eligible to participate in City's industrial insurance, unemployment, disability, medical, dental, life or other insurance programs, or any other benefit or program that is sponsored, financed or provided by City for its employees.
- 6.3 Auditor agrees that it shall be Auditor's exclusive responsibility to pay all federal, state, or local payroll, social security, disability, industrial insurance, self-employment insurance, income and other taxes and assessments related to this Agreement. Neither FICA (Social Security), FUTA (Federal Employment), nor local, state, or federal income taxes will be withheld from payments to Auditor. Auditor shall at Auditor's expense pay and be fully liable and responsible for, and indemnify and hold harmless City from, any assessments, fines or penalties relating to Auditor's failure to uphold any of these responsibilities.
7. City Ownership of Proprietary Information. All reports, drawings, plans, specifications, and other documents prepared by Auditor as products of service under this Agreement shall be the exclusive property of the City and all such materials shall be remitted to the City by Auditor in a timely manner upon completion, termination or cancellation of this Agreement. Auditor shall not use, willingly allow or cause to have such materials used for any purpose other than performance of Auditor's obligations under this Agreement without the prior written consent of the City.
8. Public Records. Auditor understands that City is Subject to the provisions of Texas Government Code, Chapter 552. As such, the City may have the duty to disclose the Auditor's reports or recommendations unless a particular record is made confidential by law or a common law balancing of interests.
9. Insurance.
- 9.1 The Auditor shall take out and keep in force during the period of the Contract, at its own expense, a General Liability Insurance Policy with a Minimum Limit of \$1,000,000 Combined Single Limit (BI/PD) to protect it from claims for damages and personal injury, including death, which may arise from operation under this Contract, whether such operations be by Auditor or by any subcontractor or anyone directly or indirectly employed by either of them. There shall be no exclusions of coverage for premises-operations, products-completed operations, blanket contractual, broad form property, independent contractors, personal injury, explosion, and underground collapse hazard. Auditor shall maintain auto liability insurance of \$1,000,000 liability insurance including owned, non-owned and hired vehicles coverage requirements.

The Auditor shall file a Certificate of Insurance followed by an Additional Insured Endorsement to the Policy, naming the City of Willow Park as an additional insured as it relates to the specific project or program. The insurance shall be subject to approval for adequacy of protection prior to commencing work. The Auditor shall pay for and maintain such insurance at his sole cost and expense. The Auditor shall reimburse the City for any premiums paid in behalf of the Auditor by deducting said amount from compensation due the Contractor.

9.2 Auditor assumes the risk of damage to its own supplies and equipment.

10. Indemnification. Auditor shall indemnify, defend and hold harmless the City from any and all costs, liabilities, damages, reasonable attorneys' fees, or expenses of any kind that arise out of, or are in any way related to, the negligence or misconduct, or acts or omissions, of Auditor while performing or failing to perform Auditor's duties under this Agreement.

11. Termination.

11.1 Unless otherwise provided in this Agreement, this Agreement may only be terminated by either party upon ten (10) days written notice specifying the reason for termination. Such notice shall be delivered in accordance with paragraph 14.

11.2 If either party terminates the Agreement for breach of contract, the notice must specify which contractual provisions were breached and how they were breached. If the City terminates the Auditor for breach of contract, the City will pay Auditor all reasonable charges for work performed prior to the time City gives notice and for demobilization by Auditor through the tenth (10th) day after the City has given notice minus any amount the Auditor may owe the City in damages.

11.3 Notwithstanding the preceding paragraph, the City may immediately terminate the Agreement, and Auditor waives any and all claim(s) for damages, upon the Auditor's receipt of notice under the following conditions:

- (a) If funding is not obtained, continued, or budgeted at levels sufficient to allow for purchase of the services contemplated under this Agreement.
- (b) If any federal, state or local law, including by not limited to, statutes, regulations, ordinances and resolutions, is interpreted by a third party judicial, legislative or administrative authority in such a way that the services contemplated under this Agreement are no longer authorized for purchase or appropriate for City financial participation;

- (c) If Auditor fails to comply with any local, state, or federal law regarding business permits and licenses required to perform the services to be performed under this Agreement.
- (d) If it is found that any quid pro quo or gratuities were offered or given by the Auditor to any officer or employee of the City with a view towards securing favorable treatment with respect to awarding, extending, amending or making any determination with respect to the performance of this Agreement.

11.4 The indemnity and conflict resolution obligations of this Agreement shall survive the termination of this Agreement and shall be binding upon the parties' and the parties' legal representatives, heirs, successors, and assigns.

12. General Provisions.

12.1 Drafting Presumption. The parties acknowledge that this Agreement has been agreed to by both parties, that both parties have consulted or have had the opportunity to consult with attorneys with respect to the terms, and that no presumption shall be created against the City as the drafter of the Agreement.

12.2 Governing Law. The laws of the State of Texas shall govern this Agreement without regard to conflicts of law principles.

12.3 Jurisdiction: Venue. Any action or proceeding seeking to enforce any provision of, or based on any right arising out of, this Agreement must be brought against either of the parties in the courts of the State of Texas, County of Navarro. Each of the parties consents to the jurisdiction of the court (and of the appropriate appellate court) in any such action or proceeding and waives any objection to venue laid therein.

13. Due Authorization. Each party represents that all required authorizations have been obtained to execute this grant and for the compliance with each and every term hereof. Each person signing this agreement warrants and represents to the other party that he or she has actual authority to execute this agreement on behalf of the party for whom he or she is signing.

14. Notice. Except as otherwise specified, all notices under this Agreement shall be in writing.

Notice to Auditor shall be addressed to:

Notice to City shall be addressed to:
City of Willow Park
Bryan Grimes, City Manager
516 Ranch House Road
Willow Park, TX 7511 0

IN WITNESS WHEREOF, the parties hereto have duly executed this agreement as of the date first above written.

AUDITOR:

Signature

Print Name of Signer

CITY OF WILLOW PARK:

516 Ranch House Road
Willow Park, TX 75110

By: Doyle Moss
Mayor