

**PROJECT MANAGEMENT AGREEMENT FOR THE
2023 FORT BEND COUNTY PARKS BOND PROGRAM**

THIS AGREEMENT is made and entered into by and between **FORT BEND COUNTY, TEXAS**, a public body corporate and politic of the State of Texas, acting by and through the Fort Bend County Commissioners Court (hereinafter referred to as “County”), and **KALUZA, INC.**, (hereinafter referred to as “Project Manager”).

BACKGROUND INFORMATION

County desires to retain the services of a Project Manager to perform certain Services, as defined hereinafter, for County relating to the management and administrative support services for the 2023 Fort Bend County Parks Bond Program.

County has selected Project Manager as the entity to be engaged as Project Manager for the project contemplated by County.

County has determined Project Manager is the most highly qualified provider of the desired services on the basis of demonstrated competence and qualifications, and County and Project Manager have negotiated to reach a fair and reasonable amount of compensation for the provision of such Services, as required under Chapter 2254 of the Texas Government Code.

County and Project Manager desire to execute and enter into this Agreement for the purpose of setting forth their agreement with regard to the foregoing.

STATEMENT OF AGREEMENT

In consideration of the mutual covenants and agreement herein contained, the compensation to be paid to Project Manager hereunder, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

ARTICLE 1. DEFINITIONS

In addition to any other terms which are defined in this Agreement, each of the following terms, when used in this Agreement with an initial capital letter, shall have the following meaning:

1.1 **“Project Management Fee”** means the fee to be paid by County to Project Manager pursuant to Article 8 of this Agreement.

1.2 **“Project”** means the management and administrative support services for the 2023 Fort Bend County Parks Bond Program.

1.3 “**Service(s)**” means the items described in Article 5 of this Agreement including but not limited to the items described in Exhibit B, “Services to be provided by the Project Manager.”

ARTICLE 2. ENGAGEMENT OF PROJECT MANAGER

2.1 Engagement of Project Manager. County hereby engages Project Manager to perform, and hereby grants to Project Manager the right to perform the Services specified in this Agreement, including all attachments and exhibits, subject to and in accordance with the terms and provisions of this Agreement.

2.2 Acceptance by Project Manager. Project Manager hereby accepts its engagement by County and agrees to perform the Services specified in this Agreement, including all attachments and exhibits, for the benefit of and on behalf of County, subject to and in accordance with the terms and provisions of this Agreement, including all attachments and exhibits.

2.3 County Representative. County hereby designates the County Parks Director as its initial authorized representative, except with regard to such matters that require approval of Fort Bend Commissioners Court. County reserves the right to designate additional replacement representatives by written notice to Project Manager. All requests for consent approvals required of County in connection with the Project shall be submitted to the County Parks Director. The specific park(s) project from 2023 Fort Bend County Parks Bond Program, which specific park(s) projects may be changed by the County Commissioners Court, are listed on Exhibit A, “Proposed 2023 Parks Bond Election Projects.”

ARTICLE 3. NATURE OF ENGAGEMENT

3.1 Status of Project Manager. In the performance of its duties and obligations under this Agreement, Project Manager is, and shall at all times during the term of this Agreement be, an independent contractor, and not an employee of County. Project Manager shall act solely as the agent of County in the performance of its duties and obligations under this Agreement. All contracts and agreements executed or entered into by Project Manager in connection with the performance of its duties and obligations under this Agreement shall be contracts and agreements on behalf of, and for the account of, County. Project Manager shall obtain County’s prior approval of such contracts and agreements.

3.2 No Partnership or Joint Venture. Nothing contained in this Agreement shall constitute or be deemed or construed to create a partnership or joint venture between County and Project Manager.

ARTICLE 4. TERM OF AGREEMENT

4.1 Term. This Agreement shall not become effective until executed by all parties hereto and shall terminate on December 31, 2029, unless terminated or extended as herein provided.

4.2 Schedule of Services. Project Manager shall provide its Services as described in Exhibit B.

ARTICLE 5. PROJECT MANAGEMENT SERVICES

5.1 Nature of Project Manager's Services and Responsibilities. County acknowledges and agrees that Project Manager's responsibilities under this Agreement consist primarily of advising and consulting with County in connection with the Services. County further acknowledges that Project Manager is not itself preparing any design or engineering plans or specifications for the Project. County agrees that Project Manager shall have no liability for or with respect to professional services rendered by others, plans, designs or specifications provided by others, construction work performed by others, or materials furnished by others in connection with Project Manager's responsibilities under this Agreement. However, Project Manager has certain review functions related to the Services and remains liable for such review functions. Project Manager is not providing legal assistance to County in connection with such negotiations or otherwise. Project Manager will use its best efforts to assist the County in identifying and mitigating any hazardous materials that may exist relative to the Project but assumes no responsibility to County in so doing. Project Manager is responsible for, and is liable for its performance in accordance with this Agreement of, those Services listed in Exhibit B.

5.2 Project Manager's Team. County hereby authorizes Project Manager to enter into appropriate agreements to procure the services of additional personnel to carry out Project Manager's obligations under this Agreement. The services of any such additional personnel are included within the Project Management Fee.

5.3 Key Personnel. Subject to the following provisions, Project Manager shall select the personnel and provide the Services directly and may reassign personnel if reassignment does not materially impede the performance or schedule of Services. (a) Project Manager represents and warrants that it shall use its best efforts to assign and maintain key personnel to the Project whose qualifications and experience were presented in its written proposal to County, and that all personnel it uses in connection with fulfilling its obligations pursuant to or arising from this Agreement (the "Project Personnel") shall be employees of Project Manager or, if applicable, Project Manager's subcontractor(s) and shall be qualified to perform the tasks assigned them. (b) Project Manager shall provide the resume of any Project Personnel to County upon the written request of County. (c) Project Manager shall notify County of its intent to use any on-site Project Personnel to perform Services under the Agreement and County may refuse the use of such Project Personnel by providing Project Manager notice of such rejection within three (3) business

days of notification. (d) The County may, upon written notice to Project Manager, require Project Manager to remove an individual immediately from providing Services for the following reasons: violation of the terms and conditions of this Agreement; violation of the County's work rules and regulations; criminal activity; or violation of state, federal, or municipal statutes. (e) County may, upon ten (10) days written notice to the Project Manager, require Project Manager to remove an individual from providing Services without cause.

5.4 Project Manager's Services Not Exclusive. The Services to be rendered by Project Manager to County are not exclusive and, during the term of this Agreement, Project Manager and its affiliates may render services similar or identical to those required of it hereunder to other Counties and may itself engage any other activities for its own account or benefit or for others, without any accountability or liability whatsoever to County, provided that County's best interest is represented at all times. Furthermore, any conflict of interest or potential conflict of interest must be disclosed to County prior to the commencement of any Services by Project Manager.

5.5 Project Manager's Cooperation. In performing the Services as identified, the Project Manager shall act diligently and in good faith and shall cooperate fully with the County in all matters relating to the Project. The Project Manager shall act expeditiously on requests by the County regarding Project matters.

ARTICLE 6. COUNTY'S OBLIGATIONS

6.1 Costs and Expenses. Except as expressly set forth in this Agreement to the contrary, County shall bear all costs and expenses of the Project, which are approved by the County. All of the Services performed by Project Manager under this Agreement shall be performed at the cost and expense of, and for the account of, County and shall be included in the Project Management Fee.

6.2 County's Funds; Development Account. County covenants and agrees (without creating any third party beneficiary rights) to make available all funds necessary to pay all Project Management Fees on a current basis.

6.3 County's Cooperation. In performing its functions hereunder, County shall act diligently and in good faith and shall cooperate fully with Project Manager in all matters relating to the Project. County shall act as expeditiously as possible on all requests by Project Manager for approval and execution of any contract, agreement or other document pertaining to the Project. In exercising its rights of approval, County shall act reasonably and in good faith.

ARTICLE 7. BOOKS, RECORDS, REPORTS, FISCAL MATTERS.

7.1 Books. Project Manager shall maintain for County current and complete books of account of all transactions with respect to the Project. Such books of account shall be maintained at Project Manager's office at the Site, or at such other place as the parties

shall agree upon, and County and County's accountants and auditors shall have access to such books of accounts at all reasonable times. Project Manager shall maintain said books of account in a safe manner and separate from any books not dealing directly with the Project. Such books of account shall be kept in accordance with sound accounting practices consistently applied, and otherwise in such manner as shall be reasonably required by County.

7.2 Records. Project Manager shall maintain, in a secure and safe manner, complete and identifiable records on all matters pertaining to Project Manager's activities under this Agreement on behalf of County with respect to the Project.

7.3 Property of County. All such books of account and records shall be and remain the property of County, and, upon the expiration or earlier termination of this Agreement, shall be turned over to County as provided in Article 10 hereof. Such books and records shall thereafter be available to Project Manager at all reasonable times for inspection, audit, examination and transcription for a period of three (3) years from the Expiration Date or earlier date of termination of this Agreement, upon reasonable prior notice to County and at the expense of Project Manager. Any equipment or supplies purchased for County and charged to County by Project Manager, having a usable life at the expiration of this Agreement, shall be the property of the County, and shall be turned over to the County as provided in Article 10.

7.4 Reports. Not later than the tenth (10th) day of each month during the term of this Agreement, with respect to the preceding calendar month, Project Manager shall furnish County a statement of all disbursements recommended to the County by Project Manager in connection with the Project for the preceding calendar month, prepared in such reasonable detail and form as shall be required by County.

7.5 Audit. County shall have the right, during normal business hours, to inspect, copy and audit at any time, and from time to time, all of Project Manager's files, books, records, costs and expenses pertaining to the Project. If County elects to audit Project Manager's files, books, records, costs and expenses pertaining to the Project, and the audit discloses a discrepancy of one percent (1%) or more from the payment applications or invoices, then, in addition to repaying County all sums owing, Project Manager shall pay the cost of the audit.

7.6 No Duty of Project Manager to Provide Funds. Under no circumstances shall Project Manager have any duty or obligation to advance any funds for the account of County, but if Project Manager does, with prior written approval of the County, advance any of its own funds for the account of County, County shall promptly reimburse Project Manager therefor.

ARTICLE 8. COMPENSATION

8.1 Project Management Fee. As compensation for the Services to be rendered by Project Manager pursuant to this Agreement, including all attachments and exhibits, County shall pay to Project Manager a Project Management Fee in an amount not to exceed **\$1,570,000.00**, including reimbursable expenses. If the scope of the Project or the Services required of Project Manager hereunder decrease, materially decrease, expand or change, the Project Management Fee shall be equitably changed to reflect the same, upon consent and agreement of County.

8.2 Additional Services. If the scope of the Project or the services required of Project Manager materially expanded from the terms of this Agreement, any attachments and exhibits to this Agreement, any documents incorporated herein, and any written amendments or modifications of this Agreement, the Project Management Fee for such additional services shall be negotiated and subject to a written amendment to this Agreement by the Project Manager and County.

8.3 Payment of Project Management Fee. County and Project Manager shall develop, prior to any payments due to Project Manager, a billing practice by which Project Manager shall submit detailed invoices for payment. The Fort Bend County Parks Director shall review all invoices submitted by Project Manager prior to payment. Project Management Fee shall be calculated at hourly rates not to exceed the amounts contained in Exhibit C, "Schedule of Hourly Charges By Personnel Classification."

8.4 Reimbursable Expenses. The Project Management Fee for Project Manager's Services, as determined by the method described in Article 8.1 herein, includes out-of-pocket costs of Project Manager for telephone calls (including long-distance and facsimile), postage, cellular phone usage, photo printing, delivery services, parking, mileage at IRS rate and document printing. Travel expenses submitted for reimbursement must be incurred in accordance with County's travel policy attached as Exhibit D. All expenses submitted by Project Manager shall be subject to approval by County prior to reimbursement.

8.5 Time of Reimbursement. Project Manager shall be reimbursed for out-of-pocket costs and expenses, subject to approval by County, on a calendar monthly basis, within thirty (30) days after submission to County of a statement thereof, together with such supporting material and detail as may be reasonably required by County.

ARTICLE 9. DEFAULT AND REMEDIES

9.1 Default by Project Manager. Project Manager shall be in default under this Agreement if Project Manager fails to perform any of its duties and obligations under this Agreement and does not cure or remedy such failure to perform within thirty (30) days after receipt of written notice from County with respect thereto; provided, however, that, if such failure to perform shall necessitate longer to cure than such thirty (30) day period, then such cure period shall be extended for such period of time as is reasonably necessary

to cure such failure to perform if Project Manager commences such cure within thirty (30) days after receipt of written notice from County and thereafter proceeds diligently and in good faith to cure.

9.2 Remedies of County. Upon the occurrence of a default by Project Manager under this Agreement, County may pursue any one or more of the following remedies, separately or concurrently or in any combination, without further notice or demand whatsoever:

9.2.1 County may terminate this Agreement by giving Project Manager thirty (30) days advanced written notice of such termination, in which event this Agreement shall be terminated at the time designated by County in its notice of termination to Project Manager, subject to the provisions of Article 9 of this Agreement.

9.2.2 With or without terminating this Agreement, County may bring an action against Project Manager to recover from Project Manager all damages, recoverable at law for reason of negligence, suffered, incurred or sustained by County as a result of, by reason of or in connection with such default.

9.3 Default by County. County shall be in default under this Agreement if County fails to perform any of its duties and obligations under this Agreement and does not cure or remedy such failure to perform within thirty (30) days after receipt of written notice from Project Manager with respect thereto; provided, however, that, if such failure to perform shall necessitate longer to cure than such thirty (30) day period, then such cure period shall be extended for such period of time as is reasonably necessary to cure such failure to perform if County commences such cure within thirty (30) days after receipt of written notice from Project Manager and thereafter proceeds diligently and in good faith to cure.

9.4 Remedies of Project Manager. Upon the occurrence of a default by County under this Agreement, Project Manager may pursue any one or more of the following remedies, separately or concurrently or in a combination, without further notice or demand whatsoever:

9.4.1 Project Manager may terminate this Agreement by giving County thirty (30) days advanced written notice of such termination, in which event this Agreement shall be terminated at the time designated by Project Manager in its notice of termination to County.

9.4.2 With or without terminating this Agreement, Project Manager may bring an action against County to recover from County all damages, recoverable at law, suffered, incurred or sustained by Project Manager as a result of, by reason of or in connection with such default.

9.5 Other Remedies. In the event of the occurrence of a default hereunder, the prevailing party shall, in addition to its other rights and remedies hereunder, have the right to recover from the party in default all reasonable costs and expenses incurred by

the prevailing party in enforcing its rights and remedies hereunder, including reasonable attorneys' fees. The termination of this Agreement by either Project Manager or County by reason of default by the other party shall not relieve either party of any of its duties and obligations theretofore accrued under this Agreement prior to the effective date of such termination.

ARTICLE 10. EXPIRATION, TERMINATION, SUSPENSION OR ABANDONMENT.

10.1 Terminating Events. The engagement of Project Manager hereunder may be terminated upon the happening of any of the following events pursuant to the provisions described below:

10.1.1 Either County or Project Manager defaults under this Agreement and the non-defaulting party elects to terminate this Agreement as provided in Article 9 hereof.

10.1.2 The giving of written notice from County in the event: (i) any receiver, trustee or custodian shall be appointed for all or any substantial part of the property or assets of Project Manager; (ii) Project Manager shall commence any voluntary proceeding under present or future federal bankruptcy laws or under any other bankruptcy, insolvency or other laws respecting debtor's rights; or (iii) an "order for relief" or other judgment or decree by any court of competent jurisdiction is entered against Project Manager in any involuntary proceeding against Project Manager under present or future federal bankruptcy laws or under any other bankruptcy, insolvency or other laws respecting debtor's rights, or any such involuntary proceeding shall be commenced against Project Manager and shall continue for a period of ninety (90) days after commencement without dismissal.

10.1.3 The giving of written notice from Project Manager in the event: (i) any receiver, trustee or custodian shall be appointed for all or any substantial part of the property or assets of County; (ii) County shall commence any voluntary proceeding under present or future federal bankruptcy laws or under any other bankruptcy, insolvency or other laws respecting debtor's rights; or (iii) an "order for relief" or other judgment or decree by any court of competent jurisdiction is entered against County in any involuntary proceeding against County under present or future federal bankruptcy laws or under any other bankruptcy, insolvency or other laws respecting debtor's rights, or any such involuntary proceeding shall be commenced against County and shall continue for a period of ninety (90) days after commencement without dismissal.

10.1.4 The giving of written notice from County that the Project is being either abandoned or suspended for more than three hundred sixty-five (365) consecutive days.

10.1.5 The giving of written notice from Project Manager if the Project is suspended by County for more than ninety (90) consecutive days.

10.1.6 County may terminate this agreement, without cause, by providing Project Manager thirty (30) days prior written notice.

10.2 Project Manager's Obligations. Upon the expiration or earlier termination of this Agreement, Project Manager shall promptly:

10.2.1 Upon request by County, deliver to County or such other person as County shall designate all materials, supplies, equipment, keys, contracts and documents, all books of account maintained pursuant to Article 7.1 hereof, and all records maintained pursuant to Article 7.2 hereof, pertaining to this Agreement and the Project.

10.2.2 Subject to Project Manager's obtaining any consent of any third party required therefor, assign all existing contracts approved by County relating to the Project to County or such other person or entity as County shall designate. Any contract or agreement that Project Manager negotiates on behalf of County that is subject to this paragraph shall contain a statement that prohibits such third party from unreasonably withholding the requisite consent.

10.2.3 Furnish all such information, take all such other action, and cooperate with County as County shall reasonably require in order to effectuate an orderly and systematic termination of Project Manager's services, duties, obligations and activities hereunder.

10.2.4 Within thirty (30) days after the expiration or termination of this Agreement, cause to be furnished to County a report similar in form and content to Project Manager's monthly reports covering the period from the last previous monthly report to the date of expiration or termination of this Agreement.

10.2.5 Furnish a report of all outstanding orders for services, materials and supplies ordered by Project Manager as a result of its obligations arising under this Agreement at the time of expiration or termination. Such report shall include the status of payment for such services, i.e., whether they have been charged to or paid by Project Manager, and whether they have been charged to or paid by County. Such report shall be furnished no later than thirty days after the date of expiration or termination.

10.3 County's Obligations. Upon the expiration or earlier termination of this Agreement, County shall promptly:

10.3.1 Assume any contracts which may have been entered into by Project Manager in its own name relating to the Project, provided, however, that County has specifically authorized Project Manager to enter into such contract.

10.3.2 Pay the cost of all services, materials and supplies, if any, which may have been ordered by Project Manager as a result of its obligations arising under

this Agreement that has not been charged to or paid by Project Manager and reimbursed under this Agreement at the time of expiration or termination, but have since been paid for by Project Manager and were included in the report submitted pursuant to Article 10.2.5; provided, however, that County actually receives such services, materials and supplies in a satisfactory manner or condition; provided further that demand for such payment is in a reasonable and timely manner.

10.4 Suspension. If the Project is suspended by County for more than thirty (30) consecutive days, Project Manager shall be compensated for services prior to notice of such suspension. In the event the Project is resumed, the Project Management Fee shall be equitably adjusted by written amendment to this Agreement to provide for Project Manager's expenses incurred in the interruption and resumption of its services.

ARTICLE 11. INSURANCE.

11.1 Project Manager's Insurance Requirements. Throughout the term of this Agreement, Project Manager shall carry and maintain in force the insurance described in Subsections 11.1.1 through 11.1.4, below.

11.1.1 Commercial General Liability Insurance (including protective liability coverage on operations of independent contractors engaged in construction, blanket contractual liability coverage, products liability coverage, and explosion, collapse and underground hazards coverage) for the benefit of Project Manager, against claims for personal injury, bodily injury and property damage, with a limit of not less than One Million Dollars (\$1,000,000) in the event of personal injury or bodily injury to any number of persons or of damage to property arising out of any one occurrence, and not less than \$1,000,000 in the aggregate applicable to this Project.

11.1.2 Workers' compensation insurance covering all employees of Project Manager employed in, on or about the Project in order to provide statutory benefits as required by the laws of the State of Texas.

11.1.3 Automobile Liability: \$300,000 combined single limit per accident for bodily injury and property damage. County shall be named as Additional Insured for this coverage.

11.1.4 Professional Liability: \$1,000,000 aggregate covering Project Manager in connection with the services to be provided by Project Manager under this Agreement.

11.1.5 Project Manager shall, upon County's request, furnish County with appropriate certificates evidencing the insurance required to be maintained by Project Manager hereunder. If Project Manager for any reason fails to obtain and/or maintain in force any of the insurance required under Subsections 11.1.1 through 11.1.4, above, then Project Manager shall, and Project Manager does

hereby agree to, indemnify County against, and hold, save, and defend County harmless from, any and all claims, demands, actions, causes of action, suits, liabilities, damages, losses, costs and expenses of any kind or nature whatsoever (including, without limitation, reasonable attorneys' fees and court costs incurred in enforcing this indemnity and otherwise) which County may suffer or incur, or which may be asserted against County, whether meritorious or not, against which County would or should have been insured under any required insurance which Project Manager does not for any reason obtain or maintain in force.

ARTICLE 12. STANDARD OF CARE: LIABILITY: INDEMNITY.

12.1 Standard of Care. In the performance of its duties and obligations under this Agreement, Project Manager shall, subject to budgetary constraints and limitations imposed by County on the Project, perform diligently and in good faith.

12.2 Limitations on Liability. Neither Project Manager nor any agent or employee of Project Manager shall have any liability to County for any reasonable mistakes or errors of judgment, for any reasonable mistakes of fact or of law, or for any act or omissions within the scope of the authority conferred upon Project Manager by this Agreement; provided, however, that the foregoing shall not extend to losses, damages or expenses suffered or incurred by County if and to the extent the same are caused by any gross negligence or willful misconduct of Project Manager or its agents or employees.

12.3 Indemnity. Project Manager shall, and Project Manager does hereby agree to, indemnify County against, and hold and save County harmless from, any and all claims, demands, actions, causes of action, suits, liabilities, damages, losses, costs and expenses (including, without limitation, reasonable attorneys' fees and court costs incurred in enforcing this indemnity and otherwise) which County may suffer or incur, or which may be asserted against County, whether meritorious or not, which are caused by any gross negligence or willful misconduct of Project Manager or its agents or employees. Such indemnity shall continue notwithstanding the expiration or earlier termination of this Agreement with respect to any occurrence preceding such expiration or termination. The foregoing notwithstanding, County does not waive any immunity to which it is statutorily entitled.

12.4 Relationship to Insurance In no event shall the indemnification provisions of Sections 12.3 above, diminish, affect, impede or impair, in any manner whatsoever, the benefits to which County may be entitled under any insurance policy with respect to the Project required by this Agreement or otherwise, or under the terms of any waiver of any subrogation contained therein.

12.5 No Third-Party Beneficiaries. None of the duties and obligations of Project Manager under this Agreement shall in any way or in any manner be deemed to create any liability of Project Manager to, or any rights in, any person or entity other than County.

12.6 Independent Contractors. No person who shall be engaged as an independent contractor by either County or Project Manager, or both, shall be considered an employee, servant, agent or other person for whom either County or Project Manager (as the case may be) is responsible for the purposes of Indemnifications in the foregoing Sections of this Article 12.

ARTICLE 13. REPRESENTATIONS AND WARRANTIES.

13.1 Of County. County represents and warrants to Project Manager that: (i) County is a public body corporate and politic, duly organized, validly existing and in good standing under the laws of the State of Texas, is qualified to transact business in the State of Texas, and has the full and complete right, power and authority to enter into this Agreement and perform County's duties and obligations under this Agreement in accordance with the terms and conditions of this Agreement; and (ii) County is the true and lawful County of the Project.

13.2 Of Project Manager. Project Manager represents and warrants to County that: (i) Project Manager is a corporation, duly organized, validly existing and in good standing under the laws of the State of Texas, is qualified to transact business in the State of Texas, and has the full and complete right, power and authority to enter into this Agreement and perform Project Manager's duties and obligations under this Agreement in accordance with the terms and conditions of this Agreement; and (ii) Project Manager has obtained or will obtain all necessary licenses and permits which are required for Project Manager to perform Project Manager's Services pursuant to this Agreement.

13.2.1 Project Manager warrants to County that: (1) Project Manager possesses the skill and knowledge ordinarily possessed by well-informed members of its trade or profession and Project Manager will use its best efforts to ensure that the Services provided under this Agreement will be performed, delivered, and conducted in accordance with the highest professional standards and in accordance with industry standards, (2) Project Manager will use its best efforts to perform the Project in an expeditious and economical manner consistent with the interests of County, and (3) following the date of acceptance of this Agreement, the Services provided by Project Manager to County will conform to the representations contained in this Agreement, including all attachments, schedules and exhibits. All warranties provided by Project Manager in this Agreement shall be cumulative, shall be deemed consistent and not in conflict, are intended to be given full force and effect and to be interpreted expansively to give the broadest warranty protection to County.

13.2.2 Project Manager warrants that the Project shall be completed for an amount not to exceed the proposed Project Management Fee.

ARTICLE 14. GENERAL PROVISIONS.

14.1 Relationship Between Parties. The relationship of the parties shall be limited to the Project. Nothing herein shall be deemed to authorize Project Manager to act as the general agent of County.

14.2 Notices. Whenever any notice, demand or request is required or permitted under this Agreement, such notice, demand or request shall be in writing and shall be delivered by hand, be sent by registered or certified mail, postage prepaid, return receipt requested, or be sent by nationally-recognized commercial courier for next business day delivery, to the addresses set forth below or to such other addresses as are specified by written notice given in accordance herewith, or shall be transmitted by facsimile to the number for each party set forth below or to such other numbers as are specified by written notice given in accordance herewith:

COUNTY: Fort Bend County Parks & Recreation
Attn: Director
301 Jackson Street
Richmond, Texas 77469

Copy to: Fort Bend County
Attn: County Judge
41 Jackson Street, 1st Floor
Richmond, Texas 77469

PROJECT Kaluza, Inc.
MANAGER: 3014 Avenue I
Rosenberg, Texas 77471

All notices, demands or requests delivered by hand shall be deemed given upon the date so delivered; those given by mailing as hereinabove provided shall be deemed given on the date of deposit in the United States Mail; those given by commercial courier as hereinabove provided shall be deemed given on the date of deposit with the commercial courier; and those given by facsimile shall be deemed given on the date of facsimile transmittal. Nonetheless, the time period, if any, in which a response to any notice, demand or request must be given shall commence to run from the date of receipt of the notice, demand or request by the addressee thereof. Any notice, demand or request not received because of changed address or facsimile number of which no notice was given as hereinabove provided or because of refusal to accept delivery shall be deemed received by the party to whom addressed on the date of hand delivery, on the date of facsimile transmittal, on the first calendar day after deposit with commercial courier, or on the third calendar day following deposit in the United States Mail, as the case may be.

14.3 Assignment: Binding Effect. The rights of the parties under this Agreement are personal to the parties and may not be assigned without prior written consent of the other party, which consent shall not be unreasonably withheld; This Agreement shall be binding upon and enforceable against, and shall inure to the benefit of, the parties hereto and their respective legal representatives, successors and permitted assigns.

14.4 Authorized representatives. Any consent, approval, authorization or other action required or permitted to be given or taken under this Agreement by County or Project Manager, as the case may be, shall be given or taken by one or more of the authorized representatives of each. Any party hereto may from time to time designate authorized representatives to the other party hereto. The written statements and representations of any authorized representative of County or Project Manager shall be binding upon the party for whom such person is an authorized representative, and the other party hereto shall have no obligation or duty whatsoever to inquire into the authority of any such representative to take any action which he proposes to take.

14.5 Headings. The use of headings, captions, and numbers in this Agreement is solely for the convenience of identifying and indexing the various provisions in this Agreement and shall in no event be considered otherwise in construing or interpreting any provision in this Agreement.

14.6 Exhibits, Attachments and Schedules. Each and every exhibit, attachment and schedule referred to or otherwise mentioned in this Agreement is attached to this Agreement and is and shall be construed to be made a part of this Agreement by such reference or other mention at each point at which such reference or other mention occurs, in the same manner and with the same effect as if each exhibit were set forth verbatim every time it is referred to or otherwise mentioned.

14.7 Defined Terms. Capitalized terms used in this Agreement shall have the meanings ascribed to them at the point where first defined, irrespective of where their use occurs, with the same effect as if the definitions of such terms were set forth in full and at length every time such terms are used.

14.8 Pronouns. Wherever appropriate in this Agreement, personal pronouns shall be deemed to include the other genders and the singular to include the plural.

14.9 Severability. If any term, covenant, condition, or provision of this Agreement, or the application thereof to any person or circumstance, shall ever be held to be invalid or unenforceable, then in each such event the remainder of this Agreement or the application of such term, covenant, condition, or provision to any other person or any other circumstance (other than those as to which it shall be invalid or unenforceable) shall not be thereby affected, and each term, covenant, condition, and provision hereof shall remain valid and enforceable to the fullest extent permitted by law.

14.10 Non-Waiver. Failure by either party to complain of any action, nonaction, or default of the other party shall not constitute a waiver of any aggrieved party's rights hereunder. Waiver by either party of any right arising from any default of the other party shall not constitute a waiver of any other right arising from a subsequent default of the same obligation or for any other default, past, present, or future.

14.11 Rights Cumulative. All rights, remedies, powers, and privileges conferred under this Agreement on the parties shall be cumulative of and in addition to, but not restrictive of or in lieu of, those conferred by law.

14.12 Time of Essence. Time is of the essence of this Agreement. Anywhere a day certain is stated for payment or for performance of any obligation, the day certain so stated enters into and becomes a part of the consideration of this Agreement.

14.13 Applicable Law. This Agreement shall be governed by, construed under and interpreted and enforced in accordance with the laws of the State of Texas. Venue for any action regarding this agreement shall lie in Fort Bend County, Texas and/or the United States District Court, Southern District of Texas, Houston Division.

14.14 Entire Agreement. This Agreement, including Exhibits A, B, C, & D, contains the entire agreement of County and Project Manager with respect to the engagement of Project Manager as the Project Manager for the Project, and all representations, warranties, inducements, promises or agreements, oral or otherwise, between the parties not embodied in this Agreement shall be of no force or effect.

14.15 Modifications. This Agreement shall not be modified or amended in any respect except by a written agreement executed by County and Project Manager in the same manner as this Agreement is executed.

14.16 Counterparts. This Agreement may be executed in several counterparts, each of which shall be deemed an original, and all of such counterparts together shall constitute one and the same instrument.

14.17 Certain State Law Requirements for Contracts. The contents of this Section are required by Texas Law and are included by County regardless of content. For purposes of Sections 2252.152, 2271.002, and 2274.002, Texas Government Code, as amended, Project Manager hereby verifies that Project Manager and any parent company, wholly owned subsidiary, majority-owned subsidiary, and affiliate:

14.17.1. Unless affirmatively declared by the United States government to be excluded from its federal sanctions regime relating to Sudan or Iran or any federal sanctions regime relating to a foreign terrorist organization, is not identified on a list prepared and maintained by the Texas Comptroller of Public Accounts under Section 806.051, 807.051, or 2252.153 of the Texas Government Code.

14.17.2. If employing ten (10) or more full-time employees and this Agreement has a value of \$100,000.00 or more, Project Manager does not boycott Israel and is authorized to agree in such contracts not to boycott Israel during the term of such contracts. "Boycott Israel" has the meaning provided in § 808.001 of the Texas Government Code.

14.17.3. If employing ten (10) or more full-time employees and this Agreement has a value of \$100,000.00 or more, Project Manager does not boycott energy companies and is authorized to agree in such contracts not to boycott energy companies during the term of such contracts. "Boycott energy company" has the meaning provided in § 809.001 of the Texas Government Code.

14.17.4. If employing ten (10) or more full-time employees and this Agreement has a value of \$100,000.00 or more, Project Manager does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and is authorized to agree in such contracts not to discriminate against a firearm entity or firearm trade association during the term of such contracts. "Discriminate against a firearm entity or firearm trade association" has the meaning provided in § 2274.001(3) of the Texas Government Code. "Firearm entity" and "firearm trade association" have the meanings provided in § 2274.001(6) and (7) of the Texas Government Code.

14.18 Human Trafficking. BY ACCEPTANCE OF CONTRACT, PROJECT MANAGER ACKNOWLEDGES THAT FORT BEND COUNTY IS OPPOSED TO HUMAN TRAFFICKING AND THAT NO COUNTY FUNDS WILL BE USED IN SUPPORT OF SERVICES OR ACTIVITIES THAT VIOLATE HUMAN TRAFFICKING LAWS.

{REMAINDER OF PAGE INTENTIONALLY LEFT BLANK}

{EXECUTION PAGE TO FOLLOW}

IN WITNESS WHEREOF, County and Project Manager have caused their respective duly authorized representatives to execute, seal and deliver this Agreement, all as of the day and year first above written.

COUNTY:

FORT BEND COUNTY

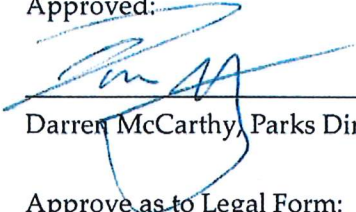
K.P. George, County Judge

Date

ATTEST:

Laura Richard, County Clerk

Approved:



Darren McCarthy, Parks Director

Approve as to Legal Form:

Assistant County Attorney

PROJECT MANAGER:

KALUZA, INC.



Authorized Agent – Signature

Llarance Turner, R.P.L.S.

Authorized Agent – Printed Name

President

Title

February 21, 2024

Date

AUDITOR'S CERTIFICATE

I hereby certify that funds are available in an amount not to exceed \$1,570,000.00 to accomplish and pay the obligation of Fort Bend County in the foregoing matter.

Robert Ed Sturdivant, County Auditor

EXHIBIT A

Proposed 2023 Parks Bond Election Projects

PROPOSED 2023 PARKS BOND ELECTION PROJECTS				
Precinct	Park Name	Description of Project	Location Area	Estimated Cost
1	Freedom Park	Convert (4) grass baseball fields to turf fields. Improve playground and add (2) fabric shade structures with picnic tables and sidewalks. Also, construct pickle ball courts.	Houston	\$1,972,000.00
1	Freedom Park Trails (Contribution)	Construction contribution to Harris County (25% of total construction cost).	Houston	\$1,000,000.00
1	Harlem Road Park	Construct additional parking for Pickle Ball Courts. Purchase additional land (3) acres on the southside of the park for additional parking and detention. Install (2) entrance gates.	Richmond	\$1,516,500.00
1	Daily Park	Construct cricket field, soccer field and disc golf course. Construct multi use building with concession, restrooms, pavilion and storage. Add new playground and lights for (4) baseball fields and parking lot. Install new septic/well.	Simonton	\$4,480,500.00
1	Precinct 1 Dog Park	Purchase (3) acre tract of land. Construct dog park to include fencing, pond, dog playground, parking lot, covered seating, playground, fitness station, restroom, signage, walking trail and site water/sewer.	Precinct 1	\$4,000,250.00
1	Jones Creek Ranch Park	Construct cricket field and soccer/football fields with lights. Construct parking lots and roads, including drainage.	Precinct 1	\$5,691,250.00
2	Senior Activity Center with Natatorium in Rosenberg	Construct a Community Center with a Natatorium. Additional features include signage, site water/sewer, kitchen, monument sign, landscaping, trees, irrigation, sidewalks, parking lot, lighting, drainage, benches and walking trails. Located at Ricefield Rd. and Benton Rd.	Rosenberg	\$5,952,250.00
2	Kitty Hollow Park	Replace lighting, restrooms and play areas. Construct new walking trails, landscaping, monument sign, board walk, signage, sidewalks, water feature and observation area. Renovate maintenance building and administration building exteriors.	Missouri City	\$5,937,750.00
2	Barbara Jordan Park	Build new recreation center with restrooms and food preparation area. Also, signage, landscaping, irrigation, site water/sewer and sidewalks will be constructed.	Needville	\$1,518,750.00
2	Blueridge Park Improvements	Add new restrooms, parking lot lighting, walking trails, sidewalks, play areas, detention pond, landscaping, signage, site water/sewer, board walk, fishing pier, lake improvements, park furnishings and pavilion.	Houston	\$4,168,750.00
2	Sundial Park	Build new parking lot, sidewalk, landscaping, utilities, site water/sewer, playground, sundial plaza, monument sign, drainage and detention pond.	Fresno	\$1,250,000.00
2	Hike & Bike Trails	Construct concrete and multimodal trails with connectivity with Cities, MUD Districts, HOA's, Levee Districts and Fort Bend County.	Precinct 2	\$4,875,625.00
2	Downtown Missouri City Park	Acquire land for a 50/50 passive park with Missouri City. Construct trails, benches and a lake for detention.	Missouri City	\$1,015,000.00
2	Mustang Park Community Center	Construct a new multi purpose Community Center (7,000 SF) with kitchen area, site water/sewer, detention pond, lighting, monument sign, parking lot, drainage and landscaping.	Arcola	\$5,502,750.00
2	MUD 23 Park (Partnership)	Construct a 10 acre passive park near Sycamore and South Post Oak. Construct a walking trail, parking lot, detention pond, landscaping, trees and monument sign.	Fresno	\$1,000,000.00
2	East Fort Bend Activity Center	Construct a new (8,000 SF) building with kitchen and covered pavilion. Also to be constructed, site water/sewer, sidewalks, signage, parking area and lighting.	Missouri City	\$4,922,750.00
2	Cricket Field	Construct cricket field with lights, parking lot, restroom, drainage, site water/sewer, monument sign, batting cage, lighting, detention pond and grading.	Precinct 2	\$2,907,250.00
2	Thompsons City Park	Replace playground and restrooms.	Thompsons	\$768,500.00
3	Duhascek Park	Construct multi-purpose fields (soccer, football, softball) with lights, cricket field with lights and lighted parking lot. Also, construct picnic area, walking trails, board walk, pickleball courts, pedestrian bridge, monument sign, park furnishings, restrooms, landscaping, irrigation, detention pond and grading.	Sugar Land	\$10,431,250.00
3	Telfair Reserve "A"(3 Acre Drill Site)	Construct lighted pickleball courts with restrooms, site water/sewer, drainage, sidewalks, monument sign, parking, detention pond and lighting.	Sugar Land	\$1,950,250.00
3	Telfair Reserve "C"(3 Acre Drill Site)	Construct lighted cricket field with restrooms, site water/sewer, drainage, sidewalks, monument sign, parking, detention pond and lighting.	Sugar Land	\$2,312,750.00
3	City of Sugar Land Park Improvements	Build new restrooms, parking lot, lighting, site water/sewer, sidewalks, landscape and irrigation.	Sugar Land	\$1,624,000.00
3	Sta Mo Park (Partnership)	Partnership with Missouri City to build lighted cricket fields and splash pads in accordance with Missouri City's Master Plan.	Missouri City	\$4,000,000.00

3	5th Street Community Center	Remove old community center and recreation center and construct new (8,000 SF) community center with kitchen and (11,000 SF) recreation center. Also provide site water/sewer, landscaping, irrigation, drainage and electrical.	Stafford	\$8,475,250.00
4	Bates M. Allen Park	Construct a new 2 story Learning Center building with (8,000 SF). Also, a new expanded road entrance, new parking lot, lighting for parking area, elevated monument sign, new maintenance facility, irrigation, landscaping, area water well and septic system, boat ramp, pier, grading and detention pond.	Kendleton	\$9,395,250.00
4	Cole Theatre	Assessment study, waterproof and decontaminate building. Also, provide preliminary design/schematic.	Rosenberg	\$1,015,000.00
4	TW Davis YMCA (Contribution)	Contribution of \$2,500,000 towards grant funding.	Richmond	\$2,500,000.00
4	Trails Improvements	Construct approximately 4,000 linear feet of concrete trails (West Airport to West Belfort on Red Gully and Cullinan Park to Old Richmond on Red Gully).	Sugar Land	\$3,262,500.00
4	Community Gardens	Construct raised community garden beds at Mission Bend Library, Four Corners, TW Davis YMCA. These sites will have raised beds and irrigation.	Precinct 4	\$242,875.00
4	Mission Bend Senior Center	Construct 14,000 SF community center with indoor natatorium, kitchen, monument sign, site water/sewer, electrical, drainage, landscaping, detention pond, irrigation, sidewalks and lighted parking.	Mission Bend	\$11,288,250.00
4	Splash Pads	Repair Four Corners area splash pad and construct a new splash pad. Also construct site water/sewer, electrical, monument sign, signage sidewalks, drainage, parking lot, lighting and detention pond.	Precinct 4	\$1,986,500.00
4	Fair Office - Entrance - Parking - Arena	Remove and reconstruct Fair Office building, landscaping, irrigation. Reconstruct Midway parking lot and drainage. Remove and replace entrance gate at Midway. Improve Fair Administration office at Midway. Also, replace roof on Arena and repair flooring and foundations in Buildings C, CR and D.	Rosenberg	\$8,685,500.00
4	Murals and Sculptures	\$500,000 towards murals and sculptures at various population centers in Pct. 4	Precinct 4	\$500,000.00
4	City of Beasley Park	\$150,000 to the City of Beasley for park improvements.	Beasley	\$150,000.00
4	King - Kennedy Park	Replace playground unit.	Kendleton	\$199,000.00
County Judge	Sports Complex	Acquire/construct indoor Sports Complex in Central Fort Bend County. Construct parking lot, lighting, water/sewer, grading, detention pond, monument sign, landscaping/irrigation and sidewalks.	Central Fort Bend	\$18,937,000.00
County Judge	Multi-Purpose Parks & Recreation Facilities	Build/expand County wide outdoor Parks and Recreation facilities to include cricket, football, baseball, soccer, pickleball, restrooms, parking lots, grading, detention ponds, monument signs, water/sewer, sidewalks, hike and bike trails connectivity, dog parks, community gardens, and park furnishings.	Fort Bend County	\$6,626,500.00
Contingency				\$938,250.00
			TOTAL BOND PROJECT AMOUNT	\$153,000,000.00

EXHIBIT B

Parks 2023 Bond Program
Fort Bend County Texas
Services to be provided by Project Manger

Parks 2023 Bond Program Fort Bend County Texas Services to be provided by Project Manager

All services provided by the Project Manager (PM) shall be under the direct supervision of the Parks Director. The PM may provide additional services not specifically listed below at the request of the Parks Director.

Project Scoping

The PM will prepare a preliminary project scope which will document and describe in detail the basic elements of the project. The scope will clearly define the Design Consultant's services. PM will provide conceptual documents including:

- Establish the Project Scope
- Identify Constructability Issues,
- Environmental permitting issues,
- ROW or Property acquisitions,
- Utility Coordination Requirements.
- Provide preliminary updated construction cost estimate,
- Provide preliminary design and construction schedule.

This scope will serve as a starting point for Design Consultant negotiations.

Engineering Consultant Negotiations

- The PM will provide a scope of services and schedule to Design Consultant.
- The PM will evaluate and negotiate the fee proposals for each Design Consultant.
- The PM will provide a recommendation to the Parks Director for acceptance or rejection of Design Consultant's fee proposal.
- If accepted by the County, the PM will provide the proposal and contract worksheet needed for the County Attorney to prepare and agreement.

Project Documentation

The PM will document the progress of the project including:

- coordination and communication,
- monthly progress reporting,
- contract administration,

- Invoicing,
- And document filing.

The PM will work with each Commissioner Precinct and Parks Staff to maintain a consolidated schedule which will be updated monthly. The Schedule will include the original planned schedule and the actual milestone schedule for each project.

Project Kick-Off Meeting

The PM will schedule and conduct a kick-off meeting with each Design Consultant. The purpose of this meeting will be to ensure that the Design Consultant and the PM have a thorough understanding of the project issues, deliverables, schedule, and procedures that

will be used for the Project.

At the request of the Parks Director the PM will assist the County with Community involvement meetings with selected projects. Supporting exhibits will be prepared by the Design Consultants.

Invoice Review

The Design Consultant will submit invoices directly to the Parks Director, and copy the Parks staff person and the PM. The PM will review and approve or comment within 5 days of receipt.

ROW Mapping and Property Acquisition

The PM will assist the Parks Director with the management of Property acquisition phase as needed. The PM will monitor, coordinate and report on the status of the acquisition activities performed by the County's property acquisition firm.

Environmental Coordination

The PM will coordinate with the Environmental Consultants regarding any environmental concerns on projects in the program.

Bid and Construction Phase Services

The PM will provide the following bid and construction phase services:

- Facilitate the delivery of bid documents by the Design Consultant to the County Purchasing Department.
- Attend the Pre-Bid Meeting.
- Facilitate the preparation of Addenda by the Design Consultant for distribution by the County Purchasing Department.
- Prepare the bid tabulation for each project.
- Conduct a Pre-construction Meeting
- Provide approval of pay applications and serve as the owner's representative to interface with the contractor.

List of Deliverables

The following deliverables will be prepared by the PM and submitted to the County as part of the Project:

- Scope of Services for each Project. The Content and format will be approved by the Parks Director.
- Project Schedule updated monthly
- Web base project monthly report.
- Facilitate the delivery of a complete Project including Design, ROW, Environmental Permits, Utilities Cleared and approval of other agencies (TxDOT, City, MUD, LID, Etc.)
- And all other tasks as assigned.

The PM will perform other tasks as assigned by Fort Bend County

EXHIBIT C

SCHEDULE OF HOURLY CHARGES BY PERSONNEL CLASSIFICATION

SCHEDULE OF HOURLY CHARGES BY PERSONNEL CLASSIFICATION
Effective January 2024

KALUZA, INC.
CONSULTING ENGINEERS, SURVEYORS, AND PLANNERS

The charges for professional Engineering, Surveying, and Drafting services are based on the following daily or hourly rates:

ENGINEERING, SURVEYING, AND DRAFTING

Principal.....	\$ 235.00/Hour
Sr. Project Manager.....	\$ 205.00/Hour
Project Manager.....	\$ 185.00/Hour
Survey Manager.....	\$ 175.00/Hour
Project Engineer.....	\$ 150.00/Hour
Project Surveyor.....	\$ 130.00/Hour
Sr. Designer.....	\$ 120.00/Hour
Designer.....	\$ 110.00/Hour
CAD Technician.....	\$ 95.00/Hour
Contract Coordinator.....	\$ 80.00/Hour
Administrative Assistant.....	\$ 70.00/Hour
Field Party (2 Men).....	\$ 165.00/Hour
Field Party (3 Men).....	\$ 180.00/Hour
Field Party (4 Men).....	\$ 190.00/Hour
Construction Observation.....	\$ 950.00/Day

ADDITIONAL EXPENSES

1. Reproduction Work - At prevailing commercial rate.
2. Field Note Descriptions - \$95.00/Set.
3. ATV Rental - \$145.00/Day.
4. Other Consultants at actual cost.
5. All Other Expenses at actual cost.
6. Global Positioning System (GPS) Surveying an additional charge of \$45.00 per hour will be charged for equipment.



Consulting Engineers & Surveyors

Engineering Firm No. F-1339 Surveying Firm No. 10010000

3014 Avenue I, Rosenberg, Texas 77471

Phone: (281) 341-0808

Fax: (281) 341-6333

Rates Subject to Change

EXHIBIT D

Fort Bend County Travel Policy
Revised September 26, 2023, Effective October 1, 2023

Annex B

Fort Bend County Travel Policy

Approved in Commissioners' Court on November 3, 2009

Effective November 4, 2009

Revised September 7, 2010

Revised June 2, 2015, Effective August 1, 2015

Revised July 28, 2015, Effective August 1, 2015

Revised July 26, 2016, Effective August 1, 2016

Revised December 12, 2017, Effective January 1, 2018

Revised September 26, 2023, Effective October 1, 2023

The Commissioners' Court allocates funds annually for the payment of travel expenditures for county employees and officials within the individual departmental budgets. Travel expenditures paid from these budgets must serve a public purpose for Fort Bend County. These expenditures may be paid directly to the vendor or provided as a reimbursement to the employee/official upon completion of their travel. Advance payments to vendors may be accommodated by issuance of a check or use of a County procurement card. Eligible expenditure categories under this policy include: Lodging, meals, transportation, registration fees, and other fees (with justification). Each category is further defined below.

CONTRACT RATES:

Fort Bend County is a 'Cooperative Purchasing Participating Entity' with the State of Texas. This program is also known as TPASS (Texas Procurement and Support Services) State Travel Management Program (STMP). This gives County employees and officials access to the contract rates negotiated by the State for hotels and rental cars. Procurement procedures for these contract services are explained within the categories below.

OUT OF STATE TRAVEL:

Authorization: The traveler must obtain Commissioners' Court approval for out-of-state travel before departure. The duration must include travel days along with the event scheduled days. To prevent delays in processing travel reimbursement, ensure that the travel duration is accurately defined when submitting the agenda request.

Documentation: The traveler must provide an excerpt from the Commissioners' Court minutes (<http://www.fortbendcountytexas.gov/index.aspx?page=55>) with the travel reimbursement form.

LODGING (In and Out of State):

Hotel:

Hotel reimbursements are limited to the Federal Travel Regulations set forth by US General Services Administration (GSA) by location not including taxes. The rates are set annually and vary by month and location. The maximum rates for lodging per day can be found at:

http://www.gsa.gov/portal/content/104877?utm_source=OGP&utm_medium=print-radio&utm_term=perdiem&utm_campaign=shortcuts based on travelers destination.

Fort Bend County is a 'Cooperative Purchasing Participating Entity' with the State of Texas. This gives County employees and officials access to the contract rates negotiated by the State for hotels. Participating hotels can be found at: https://portal.cpa.state.tx.us/hotel/hotel_directory/index.cfm (be sure to check the correct fiscal year). **When making a reservation the traveler must ask for the State of Texas**

Contract rate (not the government rate) and be prepared to provide the County's agency #: C0790. Traveler must verify confirmed rate matches the negotiated contract rates found on the State's website listed above and does not exceed the GSA daily allowance.

If the organizer of a conference/seminar has negotiated discount rates with a hotel(s), the traveler may choose these lodging services without penalty but the traveler must reserve the room at the group rate and provide documentation of the group rate with the reimbursement request.

If all rooms are booked at the host hotel and no accommodation is available at or below the GSA rate, you may book a room at another hotel at a rate equal to or lower than the conference/seminar rate.

If all rooms are booked at the host hotel and no accommodation is available at or below the GSA rate or at the conference/seminar rate, you may provide three (3) comps to support the higher rate. This will serve as the justification for the higher rate. The comparable hotels should be within five miles of the host event and should be of similar hotel class.

The traveler will be responsible for the excess charge over the GSA per diem rate for the city/county even if using the State rate. The Auditor's Office will deduct from the travelers' reimbursement any excess charges over the GSA per diem rate.

If a traveler cannot find a traditional hotel, a direct rental (Airbnb, VRBO, etc.) is allowable. All previous maximum daily rates still apply. Any fees incurred through a direct rental must also be included in the daily rate calculation and remain below the limits. Fees may include, but are not limited to, cleaning fees, extra guest fees, or service fees. (Taxes are not included in this calculation, as they are charged to hotel stays as well).

Travel websites including but not limited to Expedia and Travelocity shall not be used to book lodging.

In order to qualify for any of the above-mentioned exceptions, a lodging reservation must be made 14 days prior to travel. If travel is required without 14-day notice, the traveler must provide back-up which explains why the 14-day advance booking was not possible.

Travel Days: If the traveler must leave before 7:00AM to arrive at the start of the event and/or return to the County after 6:00PM after the event concludes, an additional night's lodging is allowable before and/or after the event.

Additional fees allowable: Self-parking

Additional fees allowable with justification: Valet parking is allowable if an extreme hardship exists due to physical disability of the traveler or if no self-parking is available.

Fees not allowable: Internet, phone charges, laundry, safe fees

Gratuities: Gratuities are not reimbursable for any lodging services.

Overpayments by County: Any lodging overpayment by the County must be reimbursed by the hotel before processing a reimbursement to the traveler for any of the categories addressed in this policy. Prepaid lodging services should be accurately calculated or underestimated by excluding the taxes to prevent delays in processing travel reimbursements.

Procurement Card: The traveler may use the procurement card to make lodging reservations. Contact Purchasing to arrange or use the procurement card assigned to the department or traveler.

Documentation: A final settled hotel bill with a zero balance from the front desk is required even if lodging is paid by the procurement card. The hotel bill left under the door is not acceptable. The hotel bill should be scrutinized before traveler departs to make sure all charges are valid and notify hotel of any invalid charges and resolve issues before departing. Make sure all parking has been added to your bill and all personal incidentals have been paid by traveler. Any invalid charges will be the responsibility of the traveler. A copy of the itemized hotel statement must be submitted with the travel reimbursement claim if the traveler used a County procurement card to purchase lodging services or prepaid by County check. Event agenda/documentation or a letter from the traveler describing the event/meeting is required. If utilizing conference negotiated hotel rates, documentation of rates is required.

Changes/Modifications to Reservation – Any modifications including cancellation of reservation, the traveler must obtain a confirmation number and note the name of the person they spoke with in case the hotel charges the traveler. If the traveler does not obtain a confirmation number then any expenses incurred will be the responsibility of the traveler. Expenses resulting from changes or modifications to travel reservations will be paid by the County if the traveler produces documentation that a family emergency exists.

County Exemption Status – Fort Bend County Employees traveling on County Business are not exempt from State and local hotel taxes, state taxes, etc. with the exception of District Judges and the District Attorney.

MEALS:

Meals including in-state and out-of-state will be reimbursed to the traveler at a flat rate of \$70 (full day). The travelers per diem on the departure day and final day will be at 75% of the per diem, which is \$52.50. The amount reimbursed will be paid through payroll and is subject to federal taxation.

Late Night Arrival – If a traveler arrives in Fort Bend County between midnight and 6am the traveler will receive a full day per diem for the previous day.

Day trips: Prior to 01/01/2024 – Meals will not be reimbursed for trips that do not require an overnight stay. Effective 01/01/2024 - The traveler is subject to per diem reimbursement. Day trip includes a trip outside the County that requires a traveler to leave Fort Bend before 7:00 AM and/or return to the County after 6:00 PM will be eligible for reimbursement at 75% of the per diem, which is \$52.50. Amount reimbursed for day trips will be paid through payroll and are subject to federal taxation.

Procurement Card: No meal purchases are allowed on any County procurement card.

Documentation: No meal receipts are required for reimbursement. Event agenda/documentation or a letter from the traveler describing the event/meeting is required.

TRANSPORTATION:

Personal Vehicle: Use of personal vehicle will be reimbursed at the current rate/mile set by Commissioners' Court. Mileage should be calculated using the County office location of the traveler and the event location. Mileage may not be calculated using the traveler's home. Mileage should be calculated using an employees vehicle odometer reading or by

a readily available online mapping service for travel out of Fort Bend County. If using the mileage of an online mapping service, state which mapping service was used or provide a printout of your route detailing the mileage. For local travel, odometer readings or mapping service details are not required. Departments should develop a mileage guide for employees for local travel points, if a department does not have a mileage guide, the Auditor's Office will determine if the mileage listed is reasonable.

Allowable expenses: Parking and tolls with documentation.

County Vehicle: Fuel purchases when using a County vehicle should be made with the County Procurement card if available. Original receipts will accompany the Procurement Card statement but a copy must be provided with the travel reimbursement request.

Allowable expenses: Parking and tolls with documentation required.

Airfare: The County will only reimburse direct travel to and from a location where County-related business is being conducted. Airfare is reimbursable at the lowest available rate based on 14 day advance purchase of a discounted coach/economy full-service seat based on the required arrival time for the event. The payment confirmation and itinerary must be presented with the travel reimbursement form. The traveler will be responsible for the excess charges of an airline ticket purchase other than a coach/economy seat. When using Southwest Airlines a traveler should choose the "wanna get away" flight category.

Allowable Expenses: Bag fees. Fare changes are allowable if business related or due to family emergency.

Unallowable Expenses/Fees: Trip insurance, Early Bird Check In, Front of the line, Leg Room, Fare changes for personal reasons.

Rental Car: Rental cars are limited to the negotiated TPASS rates listed at: <http://www.window.state.tx.us/procurement/prog/stmp/stmp-rental-car-contract/vendor-comparison/>. The contact information for Enterprise for the State Travel Management Program is listed here: <https://comptroller.texas.gov/purchasing/programs/travel-management/rental/enterprise.php>

When making a reservation traveler should provide the County's agency # [REDACTED]. The traveler will not be reimbursed for any amount over the negotiated contract rates if a non-contract company is used at a higher rate. The traveler should select a vehicle size comparable to the number of County travelers. The traveler may use a non-contract vendor at an overall rate lower than the contract rates with no penalty. The original contract/receipt must be presented with the travel reimbursement form or a copy if a County procurement card is used. . The traveler will be responsible for any excess charges not included in the TPASS rates or for choosing a vehicle size not comparable with the number of travelers on the trip. Insurance is included in the negotiated TPASS rates, if a traveler chooses to take out additional insurance the cost is on the traveler.

Enterprise:

- Optional Customer, Coupon or Corporate number is [REDACTED]
- Please enter the first 3 characters of your company's name or PIN number **FOR**
- Enterprise will automatically bill FBC when you reserve your vehicle so you need to have a purchase order before your departure.

Unallowable Fees/Charges: GPS, prepaid fuel, premium radio, child safety seats, additional insurance, one way rentals.

Allowable expenses: Parking and tolls allowed with documentation.

Other Transportation: Other forms of transit (bus, taxi, train) are reimbursable with an original receipt.

Gratuities: Gratuities are permitted if original receipt includes gratuity (20% maximum allowed) for any transportation services.

Procurement Card: The traveler may use a County procurement card to make transportation reservations for air travel and rental car services. Contact Purchasing to arrange or use the procurement card assigned to the department or traveler.

Documentation: Original receipts are required for all transportation reimbursements paid by the traveler. Transportation services obtained with a County procurement card require a copy of the receipt. Additional requirements are noted within each category above. Event agenda/documentation or a letter from the traveler describing the event/meeting is required.

REGISTRATION:

Registration fees: Registration fees are reimbursable for events that serve a Fort Bend County purpose. Registration fees for golf tournaments, tours, guest fees and other recreational events are not reimbursable.

Procurement Card: The traveler may use a County procurement card to register for an event. Contact Purchasing to arrange or use the procurement card assigned to the department or traveler.

Documentation: An original receipt must be obtained upon registration and submitted with the reimbursement request if paid by the traveler. A copy of the receipt must be provided if registration is paid on a County procurement card. Event agenda/documentation or a letter from the traveler describing the event/meeting is required.

GRANTS:

Travel expenditures from Federal and State grants must also conform to the granting agency's funding requirements.

TRAVEL REIMBURSEMENT FORM:

The traveler must use the current travel reimbursement form <https://econnect.fortbendcountytx.gov/documents-forms/auditors-office-forms> for all travel related services addressed in this policy. No other expenditures may be submitted for reimbursement on the travel reimbursement form. After completing all required information, the travel form must be signed/dated by the traveler and the department head/elected official. Travel reimbursement request should be submitted within 30 days from when traveler returns from trip. Mileage reimbursement request should be submitted no less frequently than quarterly. Mileage reimbursement request for the fourth quarter should be submitted no later than October 30th for yearend processing.

EXCLUSIONS:

If the traveler has custody of a person pursuant to statute or court order or if the traveler is required by court or legal entity to appear at a particular time and place the traveler will not be penalized for accommodations that require a 14 day advance purchase ticket if travel is required with less than 14 days' notice.

If the traveler has custody of a person pursuant to statute to court order the traveler will not be held to the 75% per diem on the departure and final day of travel.