

PROFESSIONAL SERVICES CONTRACT RECEIVED

FEB 28 2018

CITY SECRETARY

STATE OF TEXAS §

COUNTY OF COLLIN §

THIS CONTRACT is entered into effective the ^{31st} 17th day of January 2017, by and between the **CITY OF MCKINNEY, TEXAS**, a municipal corporation located in Collin County, Texas, (hereinafter referred to as "CITY"), acting by and through its City Manager or his designee, and **PROJECT CONTROL OF TEXAS, INC.** ("hereinafter referred to as "CONSULTANT") whose address is 17300 Henderson Pass, Suite 110, San Antonio, Texas 78232.

WITNESSETH:

WHEREAS, CITY desires to obtain professional services from CONSULTANT for **Owner's Representative Services for the Executive Terminal Project at McKinney National Airport** (hereinafter referred to as "The Project"); and

WHEREAS, CONSULTANT is qualified to performance such services for the CITY in exchange for fees hereinafter specified;

NOW, THEREFORE, THAT IN CONSIDERATION of the covenants and agreements hereinafter contained and subject to the terms and conditions hereinafter stated, the parties hereto do mutually agree as follows:

I.
Employment of Consultant

CONSULTANT will perform as an independent contractor all services under this Contract to the prevailing professional standards consistent with the level of care and skill ordinarily exercised by members of the architectural, engineering and planning professions, both public and private, currently practicing in the same locality under similar conditions including but not limited to the exercise of reasonable, informed judgments and prompt, timely action. If CONSULTANT is representing that it has special expertise in one or more areas to be utilized in this Contract, then CONSULTANT agrees to perform those special expertise services to the appropriate local, regional and national professional standards.

II.
Scope of Services

CONSULTANT shall perform **Owner's Representative Services for the Executive Terminal Project** being developed by Western TKI Leasing, Inc., specifically including, but not necessarily limited to, the tasks enumerated more fully

in Exhibit "A", hereto entitled "Scope of Services" (hereafter referred to as the "Services"). Exhibit "A" is hereby incorporated herein by reference and made a part hereof as if written word for word. However, in case of conflict in the language of Exhibit "A" and the language of this Contract, the terms and conditions of this Contract shall control and be final and binding upon both parties hereto.

Performance by CONSULTANT of CONSULTANT's Services requires that the CITY shall provide in a timely fashion full information regarding requirements for The Project. Further, the CITY shall retain an architect and furnish all legal, accounting, and insurance counseling services as may be necessary at any time for The Project.

CITY understands and agrees that nothing in this CONTRACT shall be construed so as to require CONSULTANT to duplicate or perform, in any fashion whatsoever, any of the services of architects, engineers, contractors, consultants, legal services or other professions (or businesses requiring any license). CITY understands and agrees that CONSULTANT will not directly perform any design or construction duties related to The Project. Neither CITY nor CONSULTANT shall have any obligation, responsibility, or liability for acts or omissions that are the responsibility of any of the other parties who are providing services related to The Project, in any role whatsoever.

CITY and CONSULTANT agree that neither CITY nor CONSULTANT shall have any obligation, responsibility or liability for safety or safety measures of other parties who are providing services at any stage of the design and construction of The Project, and such third parties shall be responsible for establishing and following adequate safety standards and procedures and providing safe work place conditions and equipment.

III. Payment for Services

CONSULTANT shall be compensated on a monthly basis. Total payment for services described herein shall be a sum not to exceed **SEVEN THOUSAND DOLLARS AND NO CENTS (\$7,000.00)** per month for a maximum period not to exceed four (4) months. CONSULTANT will also be compensated for the following reimbursable expenses, if any, to the extent such expenses are directly related to CONSULTANT's performance of the Services, and to the extent the total amount of such reimbursable expenses do not exceed a cumulative monthly amount of One Thousand Two Hundred Fifty and No/100 Dollars (\$1,250.00): printing; photocopying; and coach airfare or mileage (at the allowable rate established by the Internal Revenue Service). Additional expenses, which are extraordinary in nature, shall be approved in advance by CITY in writing signed by the parties. Such extraordinary expenses may be paid as incurred and billed to the CITY pursuant to this Contract over and above the total payment amount identified in this provision. Any extraordinary expenses not approved in writing in advance by the CITY shall remain the sole responsibility of the CONSULTANT.

If additional services, trips, or expenses are requested, CONSULTANT will not provide such additional services until authorized by CITY in writing to proceed. The scope of services shall be strictly limited. CITY shall not be required to pay any amount in excess of the amount identified in the preceding paragraph unless CITY shall have approved in writing in advance (prior to the performance of additional work) the payment of additional amounts.

Each month CONSULTANT will submit to CITY an invoice supporting the percentage complete for which payment is sought. Each invoice shall also state the percentage of work completed on the Services through the end of the then submitted billing period, the total of the current invoice amount and a running total balance for the Services to date.

Within thirty (30) days of receipt of each such monthly invoice CITY shall make monthly payments in the amount shown by CONSULTANT's approved monthly statements and other documentation submitted. If CITY fails to make payments within 31 calendar days of receipt of invoice from the CONSULTANT for Services and expenses, CONSULTANT may, upon seven (7) days written notice to CITY, suspend performance of services under this CONTRACT. Unless payment in full is received by CONSULTANT within seven (7) days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services, CONSULTANT shall have no liability to CITY for delay or damage caused to CITY because of such suspension of services.

Nothing contained in this Contract shall require CITY to pay for any work that is unsatisfactory as determined by CITY or which is not submitted in compliance with the terms of this Contract, nor shall failure to withhold payment pursuant to the provisions of this section constitute a waiver of any right, at law or in equity, which CITY may have if CONSULTANT is in default, including the right to bring legal action for damages or for specific performance of this Contract. Waiver of any default under this Contract shall not be deemed a waiver of any subsequent default.

IV.

Revisions of the Scope of Services

CITY reserves the right to revise or expand the scope of services after due approval by CITY as CITY may deem necessary, but in such event CITY shall pay CONSULTANT equitable compensation for such services. In any event, when CONSULTANT is directed to revise or expand the scope of services under this Section of the Contract, CONSULTANT shall provide CITY a written proposal for the entire costs involved in performing such additional services. Prior to CONSULTANT undertaking any revised or expanded services as directed by CITY under this Contract, CITY must authorize in writing the nature and scope of the services and accept the method and amount of compensation and the time involved in all phases of the Services.

It is expressly understood and agreed by CONSULTANT that any compensation not specified in Paragraph III herein above may require McKinney City Council approval and is subject to the current budget year limitations.

V.
Term

This Contract shall begin on the date first written above, and shall terminate when CITY has approved the Services as being final or otherwise terminates this Contract as provided herein.

VI.
Contract Termination Provision

This Contract may be terminated at any time by CITY for any cause by providing CONSULTANT thirty (30) days written notice of such termination. Upon receipt of such notice, CONSULTANT shall immediately terminate working on, placing orders or entering into contracts for supplies, assistance, facilities or materials in connection with this Contract and shall proceed to promptly cancel all existing contracts insofar as they are related to this Contract. Any outstanding compensation earned and/or expenses incurred by Manager up to the date of termination shall be due and paid, in full, within 31 calendar days of receipt of a final invoice.

VII.
Ownership of Documents

All materials and documents prepared or assembled by CONSULTANT under this Contract shall become the sole property of CITY and shall be delivered to CITY without restriction on future use. CONSULTANT may retain in its files copies of all drawings, specifications and all other pertinent information for the work. CONSULTANT shall have no liability for changes made to any materials or other documents by others subsequent to the completion of the Contract.

VIII.
Insurance Requirements

A. Before commencing work, the consultant shall, at its own expense, procure, pay for and maintain the following insurance written by companies approved by the state of Texas and acceptable to the City of McKinney. The consultant shall furnish to the City of McKinney Purchasing Manager certificates of insurance executed by the insurer or its authorized agent stating coverages, limits, expiration dates and compliance with all applicable required provisions. Certificates shall reference **Owner's Representative Services for Executive Terminal Project**, and be addressed as follows:

City of McKinney
Attn: Kristina Peters
PO Box 517
McKinney, Texas 75070

Or email to:
kpeters@mckinneytexas.org

1. Commercial General Liability insurance, including, but not limited to Premises/Operations, Personal & Advertising Injury, Products/Completed Operations, Independent Contractors and Contractual Liability, with minimum combined single limits of \$1,000,000 per-occurrence, \$1,000,000 Products/Completed Operations Aggregate and \$1,000,000 general aggregate. Coverage must be written on an occurrence form. The General Aggregate shall apply on a per project basis.
2. Workers' Compensation insurance with statutory limits; and Employers' Liability coverage with minimum limits for bodily injury: a) by accident, \$100,000 each accident, b) by disease, \$100,000 per employee with a per policy aggregate of \$500,000.
3. Professional Liability Insurance to provide coverage against any claim which the consultant and all consultants engaged or employed by the consultant become legally obligated to pay as damages arising out of the performance of professional services caused by error, omission or negligent act with minimum limits of \$1,000,000 per claim, \$1,000,000 annual aggregate.

NOTE: If the insurance is written on a claims-made form, coverage shall be continuous (by renewal or extended reporting period) for not less than *thirty-six (36) months* following completion of the contract and acceptance by the City of McKinney.

B. With reference to the foregoing required insurance, the consultant shall endorse insurance policies as follows:

1. A waiver of subrogation in favor of City of McKinney, its officials, employees, and officers shall be contained in the Workers' Compensation insurance policy.
2. The City of McKinney, its officials, employees and officers shall be named as additional insureds on the Commercial General Liability policy, by using endorsement CG2026 or broader.
3. All insurance policies shall be endorsed to the effect that City of McKinney will receive at least thirty (30) days notice prior to cancellation, non-renewal, termination, or material change of the policies.

C. All insurance shall be purchased from an insurance company that meets a financial rating of B+VI or better as assigned by A.M. Best Company or equivalent.

IX. **Right to Inspect Records**

CONSULTANT agrees that CITY shall have access to and the right to examine any directly pertinent books, documents, papers and records of CONSULTANT involving transactions relating to this Contract. CONSULTANT agrees that CITY shall have access during normal working hours to all necessary CONSULTANT facilities

and shall be provided adequate and appropriate work space in order to conduct audits in compliance with the provisions of this section. CITY shall give CONSULTANT reasonable advance notice of intended audits.

CONSULTANT further agrees to include in subcontract(s), if any, a provision that any subcontractor or engineer agrees that CITY shall have access to and the right to examine any directly pertinent books, documents, papers and records of such engineer or sub-contractor involving transactions to the subcontract, and further, that CITY shall have access during normal working hours to all such engineer or sub-contractor facilities and shall be provided adequate and appropriate work space, in order to conduct audits in compliance with the provisions of the paragraph. CITY shall give any such engineer or sub-contractor reasonable advance notice of intended audits.

X.

Successors and Assigns

CITY and CONSULTANT each bind themselves and their successors, executors, administrators and assigns to the other party to this contract and to the successors, executors, administrators and assigns of such other party in respect to all covenants of this Contract. Neither CITY nor CONSULTANT shall assign or transfer its interest herein without the prior written consent of the other.

XI.

CONSULTANT's Liability

Acceptance of the final plans by the CITY shall not constitute nor be deemed a release of the responsibility and liability of CONSULTANT, its employees, associates, agents or consultants for the accuracy and competency of their designs, working drawings, specifications or other documents and work; nor shall such acceptance be deemed an assumption of responsibility by CITY for any defect in the designs, working drawings, specifications or other documents and work; nor shall such acceptance be deemed an assumption of responsibility by CITY for any defect in the designs, working drawings, specifications or other documents and work prepared by said CONSULTANT, its employees, associates, agents or sub-consultants.

XII.

INDEMNIFICATION

CONSULTANT SHALL INDEMNIFY AND HOLD CITY, ITS CITY COUNCIL, OFFICERS, EMPLOYEES, AND AGENTS, IN BOTH THEIR PUBLIC AND PRIVATE CAPACITIES, HARMLESS FROM ANY LIABILITY RESULTING FROM ITS NEGLIGENCE OR WILLFUL MISCONDUCT OR WHICH ARE CAUSED BY THE INTENTIONAL WRONGFUL ACTS OR NEGLIGENT ACTS OR OMISSIONS OF CONSULTANT, ITS SUBCONTRACTORS, ANY OFFICERS, AGENTS OR EMPLOYEES OF EITHER CONSULTANT OR ITS SUBCONTRACTORS, AND ANY OTHER THIRD PARTIES FOR WHOM OR WHICH CONSULTANT IS LEGALLY RESPONSIBLE. CONSULTANT SHALL NOT INDEMNIFY THE CITY FROM ANY

LIABILITY RESULTING FROM THE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE CITY.

INDEMNIFIED ITEMS SHALL INCLUDE ATTORNEYS' FEES AND COSTS, COURT COSTS, AND SETTLEMENT COSTS. INDEMNIFIED ITEMS SHALL ALSO INCLUDE ANY EXPENSES, INCLUDING ATTORNEYS' FEES AND EXPENSES, INCURRED BY AN INDEMNIFIED INDIVIDUAL OR ENTITY IN ATTEMPTING TO ENFORCE THIS INDEMNITY.

**XIII.
Independent Contractor**

CONSULTANT's status shall be that of an Independent Contractor and not an agent, servant, employee or representative of CITY in the performance of this Contract. No term or provision of or act of CONSULTANT or CITY under this Contract shall be construed as changing that status. CONSULTANT will have exclusive control of and the exclusive right to control the details of the work performed hereunder, and shall be liable for the acts and omissions of its officers, agents, employees, contractors, subcontractors and engineers and the doctrine of respondeat superior shall not apply as between CITY and CONSULTANT, its officers, agents, employees, contractors, subcontractors and engineers, and nothing herein shall be construed as creating a partnership or joint enterprise between CITY and CONSULTANT.

**XIV.
Default**

If at any time during the term of this Contract, CONSULTANT shall fail to commence the work in accordance with the provisions of this Contract or fail to diligently provide services in an efficient, timely and careful manner and in strict accordance with the provisions of this Contract or fail to use an adequate number or quality of personnel to complete the work or fail to perform any of its obligations under this Contract, then CITY shall have the right, if CONSULTANT shall not cure any such default after thirty (30) days written notice thereof, to terminate this Contract. Any such act by CITY shall not be deemed a waiver of any other right or remedy of CITY. If after exercising any such remedy due to CONSULTANT's nonperformance under this Contract, the cost to CITY to complete the work to be performed under this Contract is in excess of that part of the Contract sum which has not theretofore been paid to CONSULTANT hereunder, CONSULTANT shall be liable for and shall reimburse CITY for such excess. CONSULTANT'S liability under this provision shall be limited to the total dollar amount of this Contract.

CITY's remedies for CONSULTANT's default or breach under this Contract shall be limited to one or more of the following remedies which may be exercised separately or in combination at CITY's sole exclusive choice:

- (a) Specific performance of the Contract;
- (b) Re-performance of this Contract at no extra charge to CITY; or,

- (c) Monetary damages in an amount not to exceed the greater of:
- (1) The amount of any applicable insurance coverage CONSULTANT is required to purchase and maintain under this Contract plus any deductible amount to be paid by CONSULTANT in conjunction with said coverage regardless of whether CONSULTANT has actually purchased and maintained said coverage; or,
 - (2) The total dollar amount of this Contract.

The terms of Sections XII entitled Indemnification, and XVII entitled Confidential Information shall survive termination of this Contract.

XV. Changes

CITY may, from time to time, require changes in the scope of services to be performed under this Contract. Such changes as are mutually agreed upon by and between CITY and CONSULTANT shall be incorporated by written modification to this Contract.

XVI. Conflict of Interest

CONSULTANT covenants and agrees that CONSULTANT and its associates and employees will have no interest, and will acquire no interest, either direct or indirect, which will conflict in any manner with the performance of the services called for under this Contract. All activities, investigations and other efforts made by CONSULTANT pursuant to this Contract will be conducted by employees, associates or subcontractors of CONSULTANT.

In addition, CONSULTANT shall comply with the requirements of Texas Government Code § 2252.908 by completing and submitting Form 1295 to the Texas Ethics Commission ("Commission") at the time CONSULTANT submits this signed Contract to CITY, and as follows:

Form 1295 Filing Process: The Commission has made available on its website a new filing application that must be used to file Form 1295. The CONTRACTOR must use the application to enter the required information on Form 1295 and print a copy of the completed form, which will include a certification of filing that will contain a unique certification number. An authorized agent of the CONTRACTOR must sign the printed copy of the form and complete the "unsworn declaration" which includes, among other things, the date of birth and address of the authorized representative signing the form. The completed Form 1295 with the certification of filing must be filed with the CITY.

The CITY must notify the Commission, using the Commission's filing application, of the receipt of the filed Form 1295 with the certification of filing not later than the 30th day after the date the Contract binds all parties to the Contract. The Commission will post the completed Form 1295 to its website within seven business days after receiving notice from the CITY.

Form 1295 Availability: Certificate of Interested Parties Form is available from the Texas Ethics Commission website at the following address:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

For questions regarding and assistance in filling out Form 1295, please contact the Texas Ethics Commission at 512-463-5800.

XVII.
Confidential Information

CONSULTANT hereby acknowledges and agrees that its representatives may have access to or otherwise receive information during the furtherance of its obligations in accordance with this Contract, which is of a confidential, non-public or proprietary nature. CONSULTANT shall treat any such information received in full confidence and will not disclose or appropriate such Confidential Information for its own use or the use of any third party at any time during or subsequent to this Contract. As used herein, "Confidential Information" means all oral and written information concerning City of McKinney, its affiliates and subsidiaries, and all oral and written information concerning CITY or its activities, that is of a non-public, proprietary or confidential nature including, without limitation, information pertaining to customer lists, services, methods, processes and operating procedures, together with all analyses, compilation, studies or other documents, whether prepared by CONSULTANT or others, which contain or otherwise reflect such information. The term "Confidential Information" shall not include such materials that are or become generally available to the public other than as a result of disclosure of CONSULTANT, or are required to be disclosed by a governmental authority.

XVIII.
Mailing Address

All notices and communications under this CONTRACT to be mailed to CITY shall be sent to the address of CITY's agent as follows, unless and until CONSULTANT is otherwise notified:

City of McKinney
Mr. Paul Grimes
City Manager
PO Box 517
McKinney, Texas 75069

Notices and communications to be mailed or delivered to CONSULTANT shall be sent to the address of CONSULTANT as follows, unless and until CITY is otherwise notified:

Project Control
Richard S. McNary
President
17300 Henderson Pass, Suite 110
San Antonio, TX 78232

Any notices and communications required to be given in writing by one party to the other shall be considered as having been given to the addressee on the date the notice or communication is posted, faxed or personally delivered by the sending party.

XIX.
Applicable Law

The CONTRACT is entered into subject to the McKinney City Charter and ordinances of CITY, as same may be amended from time to time, and is subject to and is to be construed, governed and enforced under all applicable State of Texas and federal laws. CONSULTANT will make any and all reports required per federal, state or local law including, but not limited to, proper reporting to the Internal Revenue Service, as required in accordance with CONSULTANT's income. Situs of this Contract is agreed to be Collin County, Texas, for all purposes, including performance and execution.

XX.
Severability

If any of the terms, provisions, covenants, conditions or any other part of this Contract are for any reason held to be invalid, void or unenforceable, the remainder of the terms, provisions, covenants, conditions or any other part of this Contract shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

XXI.
Remedies

No right or remedy granted herein or reserved to the parties is exclusive of any other right or remedy herein by law or equity provided or permitted; but each shall be cumulative of every other right or remedy given hereunder. No covenant or condition of this Contract may be waived without written consent of the parties. Forbearance or indulgence by either party shall not constitute a waiver of any covenant or condition to be performed pursuant to this Contract.

XXII.
Entire Agreement

This Contract embodies the complete agreement of the parties hereto, superseding all oral or written previous and contemporaneous agreements between the parties relating to matters herein, and except as otherwise provided herein cannot be modified without written agreement of the parties.

XXIII.
Non-Waiver

It is further agreed that one (1) or more instances of forbearance by CITY in the exercise of its rights herein shall in no way constitute a waiver thereof.

XXIV.
Headings

The headings of this Contract are for the convenience of reference only and shall not affect any of the terms and conditions hereof in any manner.

XXV.
Venue

The parties to this Contract agree and covenant that this Contract will be enforceable in McKinney, Texas; and that if legal action is necessary to enforce this Contract, exclusive venue will lie in Collin County, Texas.

XXVI.
No Third Party Beneficiary

For purposes of this Contract, including its intended operation and effect, the parties (CITY and CONSULTANT) specifically agree and contract that: (1) the Contract only affects matters/disputes between the parties to this Contract, and is in no way intended by the parties to benefit or otherwise affect any third person or entity notwithstanding the fact that such third person or entity may be in contractual relationship with CITY or CONSULTANT or both; and (2) the terms of this Contract are not intended to release, either by contract or operation of law, any third person or entity from obligations owing by them to either CITY or CONSULTANT.

XXVII.
No Boycotting of Israel

Pursuant to the requirements of Texas Government Code Chapter 2270, CONSULTANT hereby affirms and verifies by its signature on this Contract below that CONSULTANT:

- (a) does not boycott Israel; and
- (b) will not boycott Israel during the term of this Contract.

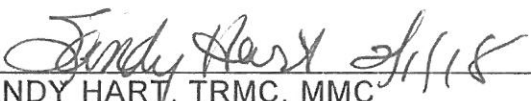
IN WITNESS WHEREOF, the parties hereto have set their hands by their representatives duly authorized on the day and year first written above.

CITY OF MCKINNEY

By: 
PAUL G. GRIMES
City Manager

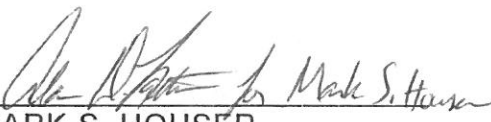
Date Signed: 1/31/18

ATTEST:

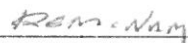

SANDY HART, TRMC, MMC
City Secretary
DENISE VICE, TRMC
Assistant City Secretary



APPROVED AS TO FORM:


MARK S. HOUSER
City Attorney

PROJECT CONTROL OF TEXAS, INC.

By: 
RICHARD S. McNARY
President

Date Signed: 1-16-18

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THE STATE OF TEXAS §

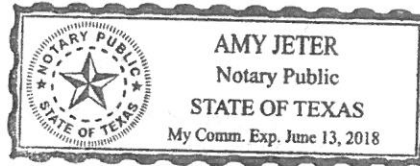
COUNTY OF COLLIN §

BEFORE ME, the undersigned authority, in and for said County, Texas, on this day personally appeared PAUL G. GRIMES, City Manager of the **CITY OF MCKINNEY**, a Texas municipal corporation, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he has executed the same on the City's behalf.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS THE 31 DAY OF JANUARY, 2018.

Amy Jeter

Notary Public Collin County, Texas
My commission expires 2018



THE STATE OF TEXAS §
COUNTY OF Bexar §

This instrument was acknowledged before me on the 17th day of January, 2018, by RICHARD S. McNARY in his capacity as President of **PROJECT CONTROL OF TEXAS, INC.**, a Texas Corporation, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he executed the same on behalf of and as the act of said corporation.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS THE 17th DAY OF JANUARY, 2017.

Debra A. DiRocco

Notary Public Bexar County, Texas
My commission expires May 19, 2020

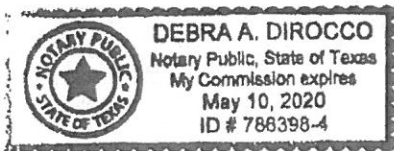


Exhibit "A"

SCOPE OF SERVICES

CONSULTANT shall perform the following services, functions, responsibilities and obligations, it being understood that the items listed below are not intended to be an exclusive listing and that CONSULTANT undertakes to perform other necessary, customary and usual functions and services of a project CONSULTANT:

A. Construction Phase:

1. Maintain currency of CITY requirements for the project through bi-weekly meetings with the project team by reviewing plans, change orders, and specifications.
2. Assist CITY in evaluating and obtaining satisfactory performance on all contract terms.
3. Monitor Western TKI Leasing's project schedule and assist CITY in recovering time where progress is lagging.
4. Understand the milestone decision points and assist CITY in preparation for timely decisions.
5. Review and provide comments on meeting minutes prepared by Lone Western Star Development and others.
6. Attend either the CITY's standing project meetings or the Western TKI Leasing led biweekly meetings at CITY's office or jobsite. Provide CITY with "task lists" identifying follow-up activities required of CITY.
7. Review Construction Pay Requests and review with the team as necessary on a monthly basis. Upon satisfactory review of all needed documentation, provide written recommendation to CITY for draw requests by Western TKI Leasing on a monthly basis, or as needed. Coordinate with CITY and Western TKI Leasing to facilitate the funding draw process.
8. Advise and assist the CITY in establishing procedures to enhance project cost controls.
9. Perform bi-weekly site visits to monitor progress and on other special occasions as construction issues may warrant.

10. Advise and assist the CITY in obtaining appropriate documentation from Western TKI Leasing and reviewing all requests for changes in the work due to job conditions, errors and omissions, or as to approval or disapproval of such changes. Assist the CITY in negotiation of all such revisions affecting the cost of work.

11. Assist the CITY in evaluating the performance of architect, engineers, all consultants and contractors under contract terms, including all requests for extra services and such other separate contracts as may be executed by the CITY.

12. Review contractor, architect, consultants, and other construction phase invoices and recommend to the CITY payment or payment terms.