

RESOLUTION NO. 2007- 4 R

A resolution authorizing the City Manager to execute a Professional Services Agreement with Brown Reynolds Watford Architects, Inc. for architectural services for the design and construction administration of new fire station(s), in an amount for basic services between \$171,247 and \$376,000, and selecting a desired scope of services; and declaring an effective date.

IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF VICTORIA, TEXAS:

1.

The City Manager is authorized to execute a Professional Services Agreement with Brown Reynolds Watford Architects, Inc. of College Station, Texas for architectural services for the design and construction administration of new fire station(s), in an amount for basic services of:

CHOOSE ONE:

_____ \$171,247, for the aforesaid services related to the construction of Fire Station #4 in Ted B. Reed Park on Salem Road, with said agreement to be in the form attached as **Exhibit A**, with such modifications as are approved by the City Attorney and as are necessary to align said agreement with the City Council's decision with respect to the scope of services to be provided,

OR

\$376,000, for the aforesaid services related to the aforementioned construction of Fire Station #4 in Ted B. Reed Park, **plus** a fire station at a future location suitable for providing fire and emergency medical services to approximately 1/5th of the City of Victoria & the renovation of an existing fire station at 1703 E. Airline, with said agreement to be in the form attached as **Exhibit A**, with such modifications as are approved by the City Attorney and as are necessary to align said agreement with the City Council's decision with respect to the scope of services to be provided.

2.

This resolution shall become effective immediately upon adoption.

PASSED, this the 2nd day of January, 2007.

AYES: 7

NAYS: 0

ABSTENTIONS: 0

APPROVED AND ADOPTED, this the 2nd day of January, 2007.



ATTEST:

Scarlet Swoboda
SCARLET SWOBODA, City Secretary

Will Armstrong
WILL ARMSTRONG, Mayor of the
City of Victoria, Texas

David Atmar Smith
APPROVED AS TO LEGAL FORM:
DAVID ATMAR SMITH, City Attorney

Distribution: Legal Department
Finance Department
Fire Department

Copies Sent: JANUARY 8, 2007

**Professional Services Agreement between
the City of Victoria and Brown Reynolds Watford Architects, Inc.
for Architectural Services for the Design & Construction Administration of New Fire Station(s)**

OWNER: The City of Victoria, a Texas municipal corporation, P.O. Box 1758, Victoria, Texas 77902, also known as "City" herein

ARCHITECT: Brown Reynolds Watford Architects, Inc., 2700 Earl Rudder Freeway, Suite 4000; College Station, Texas 77845, hereinafter referred to as "ARCHITECT"

PROJECT: **Construction of up to Two Fire Station(s) and Renovations to an existing Fire Station**, initially including only Project #1 shown below. This PROJECT will be expanded to include Project #2 and Project #3 to the extent such expansion is requested in writing by OWNER'S REPRESENTATIVE.

Project #1-- Construct Fire Station #4--in Ted B. Reed Park on Salem Road---Basic Services----one fire station suitable for providing fire and emergency medical services to approximately 1/5th of the City of Victoria, meeting at least the following minimum requirements:

- at least 9,000 square feet
- at least 3 drive-through bays capable of accommodating all types of fire & emergency medical apparatus with ability to expand in the future with minor modifications
- at least 15 person capacity
- emergency generators for 100% operational ability
- kitchen areas, living areas, bunking facilities, lockers, bathrooms, fitness rooms, and bunker gear room
- capable of withstanding Category 4 hurricane winds
- compliance with Green Building practices (such as cool roof design), providing Energy Star rated facilities where practical
- ability to house at a minimum, one fire engine pumper, one aerial ladder truck, and one ambulance
- comply with NFPA standards, OSHA, and Texas Dep't of Licensing & Regulation requirements
- off-street parking for at least 24 vehicles
- provide guidance to the Owner by recommending the preferred location, among several locations provided by the Owner, to relocate Fire Station 2

Project #2---only to be performed if requested by OWNER in writing:

Construct Fire Station #2---location to be determined---one fire station suitable for providing fire and emergency medical services to approximately 1/5th of the City of Victoria, meeting at least the following minimum requirements:

- at least 9,000 square feet
- at least 3 drive-through bays capable of accommodating all types of fire & emergency medical apparatus with ability to expand in the future with minor modifications
- at least 15 person capacity
- emergency generators for 100% operational ability
- kitchen areas, living areas, bunking facilities, lockers, bathrooms, fitness rooms, and bunker gear room
- capable of withstanding Category 4 hurricane winds
- compliance with Green Building practices (such as cool roof design), providing Energy Star rated facilities where practical
- ability to house at a minimum, one fire engine pumper, one ambulance, one reserve ambulance, one hazardous materials response team (HMRT) vehicle and two HMRT trailers.
- comply with all NFPA, OSHA, and Texas Dep't of Licensing & Regulation requirements
- off-street parking for at least 24 vehicles

Project #3---only to be performed if requested by OWNER in writing:

Renovate existing Fire Station at 1703 E. Airline to consolidate all Fire Department administrative offices, consolidate consumable supplies storage and provide a 49 seat training classroom.

OWNER'S REPRESENTATIVE: Chief of the Victoria Fire Department

OWNER'S AGREEMENT: OWNER shall pay for the services provided pursuant to this contract amount provided an amount not to exceed \$171,247 for basic services for Project #1. In addition, if Project #2 and Project #3 are requested, OWNER shall pay an amount not to exceed \$120,280 for basic services for Project #2 and an amount not to exceed \$84,357 for basic services for Project #3.

ARCHITECT'S AGREEMENT: ARCHITECT shall provide professional ARCHITECTURAL services for OWNER to design and provide professional construction administration, including construction inspection, of the PROJECT as described below, and give professional ARCHITECTURAL consultation and advice to OWNER during the performance of services hereunder.

SECTION 1 - BASIC SERVICES OF ARCHITECT: ARCHITECT shall provide the following services for the design & construction of the PROJECT.

1.1. Schematic Design Phase. ARCHITECT shall:

1.1.1. Consult with OWNER to clarify and define OWNER'S requirements for the Project and review available data.

1.1.2. Draft and provide to OWNER schematic design documents based on the mutually agreed-upon program, schedule, and budget for the cost of the work. The schematic design documents will include a conceptual site plan and preliminary building plans, sections, and elevations, as well as other information necessary to provide OWNER or ARCHITECT with a thorough understanding of the proposed project. Preliminary selections of major building systems and construction materials will be noted on the drawings or described in writing.

1.1.2. Advise OWNER of the need to provide or obtain from others data or additional services, including, but not limited to, a need to obtain geotechnical surveys or soil boring information, and act as OWNER'S representative in connection with any such services acquired from others.

1.2. Design Development Phase. ARCHITECT shall:

1.2.1. Prepare design development documents based on the approved schematic design documents and the updated budget for the cost of the Project. The design development documents shall illustrate and describe the refinement of the design of the Project, establishing the scope, relationships, forms, size, and appearance of the Project by means of plans, sections, and elevations, typical construction details, and equipment layouts. The design development documents shall include specifications that identify major materials and systems and establish in general their quality levels.

1.2.1. Based on the information contained in the design development documents, submit a revised opinion of probable Project Cost. If the ARCHITECT'S estimate of the cost of the proposed PROJECT will exceed the OWNER'S maximum construction cost, the ARCHITECT will make such adjustments to the design of the PROJECT as are necessary to comply with the OWNER'S maximum construction cost.

1.2.3. Furnish one copy of the above preliminary design documents and review them in person with OWNER'S REPRESENTATIVE.

1.3. Construction Documents Phase. ARCHITECT shall:

1.3.1. On the basis of the accepted preliminary design documents and the revised opinion of probable Project Cost, prepare for incorporation in the contract final drawings (hereinafter called "Drawings") and Specifications to show the character and extent of the Project. The ARCHITECT shall maintain all relevant Project records for at least 3 years after the OWNER has made final payment to the contractor and all other pending matters are closed.

1.3.2. Furnish to OWNER'S REPRESENTATIVE assistance in the preparation of required documents so that OWNER may apply for approvals of governmental authorities having jurisdiction over the Project, and assistance in negotiations with appropriate authorities.

1.3.3. Advise OWNER'S REPRESENTATIVE of any adjustments to the revised opinion of probable Project Cost caused by changes in the Project and furnish a final opinion of probable Project Cost based on the final Drawings and Specifications.

1.3.4. Provide all building and site design necessary for construction of the PROJECT, including all elevations, parking layout, drainage, landscaping, water, sewer, electric feeds, other utilities, other site preparation needed for construction of the PROJECT, and landscape design, and submit site plan(s) to the City's Planning Department if not previously submitted. The City's site plan review fees will be waived for this submission.

1.3.5. Prepare all documents necessary for the construction of the Project (hereinafter the "Contract") for review and approval by OWNER'S REPRESENTATIVE, including agreement forms, general, special and supplementary conditions, bidding

documents, and other related documents. ARCHITECT shall use forms provided by OWNER where applicable.

1.3.6. Furnish one copy of the above documents and review them in person with the OWNER'S REPRESENTATIVE.

1.3.7. Submit a set of construction plans to:

1.3.7.1. the Texas Department of Licensing & Regulation (TDLR), if necessary to comply with TDLR regulations and explain information to TDLR, as required, to obtain any approvals necessary for construction, and prepare & submit related forms to TDLR. TDLR fees will be paid directly by the OWNER to TDLR, but ARCHITECT will request check from OWNER'S REPRESENTATIVE when plans are ready for submission.

1.3.7.2. the City's Department of Inspections for review to determine compliance with the City's adopted codes. Review fees will be waived by the City.

1.3.8. Modify construction documents as required by TDLR and the City to comply with applicable codes.

1.4. Bidding Phase. ARCHITECT shall:

1.4.1. Assist OWNER in obtaining bids for a Contract for construction of the Project, including organizing and conducting a pre-bid conference on the OWNER's property.

1.4.2. Consult with OWNER'S REPRESENTATIVE as to the acceptability of subcontractors proposed by the prime contractor (hereinafter called "Contractor") when such acceptability is required by the bidding documents.

1.4.3. Consult with OWNER'S REPRESENTATIVE as to the acceptability of substitute materials and equipment proposed by Contractor when substitution prior to the award of the Contract is allowed by the bidding documents.

1.4.4. Prepare & distribute responses to bidder's questions and addenda as appropriate, after consultation with OWNER.

1.4.4. Assist OWNER'S REPRESENTATIVE in evaluating bids, receiving & assembling contract documents, and awarding the Contract.

1.4.5. Assist OWNER'S REPRESENTATIVE in negotiating bid exceptions and proposed construction changes with the contractor awarded the bid.

1.5. Construction Administration Phase. ARCHITECT shall:

1.5.1. Consult with OWNER and act as its representative as provided in the Construction Contract; act on behalf of the OWNER to the extent provided in the Construction Contract except as otherwise provided herein. This will include assisting OWNER'S REPRESENTATIVE in negotiating, drafting, and evaluating change orders to the contract.

1.5.2. Make visits to the site at intervals appropriate to the various stages of construction to observe the progress and quality of the Contractor's work and to determine if the work is proceeding in general accordance with the Plans and Specifications. The frequency of such visits shall not be less than semi monthly visits of a duration sufficient to endeavor ensure that the Contractor is building the Project according to Plans and Specifications. Such visits to the site, when appropriate and the schedule allows shall be carried on in the presence of the City Inspector. Such visits shall be followed by a weekly written report describing observed progress, submitted no later than 3 work days after the third weekly visit. ARCHITECT shall keep OWNER informed of the progress of the work, and shall endeavor to protect the OWNER against defects and deficiencies in the work. ARCHITECT does not guarantee the performance of the Contractor and is not responsible for the actual supervision of construction operations or for safety measures that the Contractor takes or should take. ARCHITECT shall inform OWNER'S REPRESENTATIVE of any work failing to conform to the Contract, and shall disapprove or reject any such work and require it to be corrected.

1.5.3. Review and approve or take other appropriate action regarding Shop Drawings and samples, the results of tests and inspections and other data which Contractor is required to submit, for conformance with the design concept of the Project and compliance with the Contract; determine the acceptability of substitute materials and equipment proposed by Contractor; and review maintenance and operating instructions, schedules, guarantees, bonds and certificates of inspection which are provided by Contractor in accordance with the Plans and Specifications.

1.5.4. Issue all instructions of OWNER to Contractor, issue necessary interpretations and clarifications of the Plans and Specifications, prepare change orders as required, require special inspection or testing of the work, and act as judge of the acceptability of the Contractor's work.

1.5.5. Based on ARCHITECT'S on-site observations and on review of Contractor applications for payment, determine the amounts owing to Contractor and recommend in writing payments to Contractor in such amounts. These recommendations of payment will constitute a representation to OWNER that the work has progressed to the point indicated; that the quality of the work is in substantial accordance with the Plans and Specifications (subject to the results of any subsequent tests called for in the Contract, and to any qualifications stated in its recommendation), and that payment of the amount recommended is due Contractor. All requests recommending payment shall include a certification from the ARCHITECT, to the best of his belief and professional judgment that all work performed to the date on which payment is requested is in compliance with the Plans and Specifications.

1.5.6. Conduct an inspection to determine if the Project is substantially complete, and a final inspection to determine if the Project has been completed in accordance with the Plans and Specifications. If Contractor has fulfilled all of its obligations, ARCHITECT shall recommend, in writing, final payment to Contractor and shall give written notice to OWNER and the Contractor that, to the best of his belief and professional judgment the work is acceptable and meets Plans and Specifications as developed by the ARCHITECT (subject to any conditions therein expressed).

1.5.7. Furnish two sets of reproducible as-built record prints of the Project to the OWNER'S REPRESENTATIVE upon Project completion. At least one set shall be hard copy and one set shall be in a digital format as specified by the OWNER'S REPRESENTATIVE.

SECTION 2 - ADDITIONAL SERVICES OF ARCHITECT

2.1. If authorized in writing by OWNER, ARCHITECT shall furnish or obtain from others Additional Services of the following types; these will be paid for by the OWNER as indicated in Section 4:

2.1.1. Preparation of applications for governmental grants, loans or advances in connection with the Project; preparation or review of environmental assessments and impact statements; review of the effect on the Project of any such statements and documents prepared by others; and assistance in obtaining approvals of authorities having jurisdiction over the anticipated environmental impact of the Project.

2.1.2. Services to make detailed investigation of existing conditions or facilities, or to verify the accuracy of drawings or other information furnished by OWNER, except as necessary to the proper design and construction of the Project.

2.1.3. Services resulting from significant changes in extent of the Project or its design including, but not limited to, changes in size, complexity, OWNER'S schedule, or character of construction; and revising previously accepted studies, reports, design documents or Contract Documents when such revisions are due to causes beyond ARCHITECT'S control

2.1.4. Providing renderings or models for OWNER'S use.

2.1.5. Preparation of property or easement descriptions.

2.1.6. Preparation of any special reports required for marketing of bonds.

2.1.7. Furnishing soil and foundation tests and borings.

2.1.8. Providing detailed mill, shop and/or laboratory inspection of materials or equipment.

2.1.9. Investigations involving detailed consideration of operation and maintenance expenses; the preparation of feasibility studies and appraisals; and assistance in obtaining financing for the Project.

2.1.10. Except as otherwise provided in Section 1, furnishing the services of special consultants for purposes other than the normal ARCHITECTURAL services incidental to the Project, and providing data or services of the types described in paragraph 4.3 when OWNER authorizes ARCHITECT to provide such data or services in lieu of OWNER furnishing them. For the purposes of this contract, services of a special consultant will be allowed only when the need is confirmed by the OWNER'S representative.

2.1.11. Services resulting from the award of more than one prime contract for construction, materials, equipment or services for the Project, and services resulting from the arranging for performance by persons other than the Contractor and administering OWNER'S contracts for such services.

2.1.12. Services in connection with change orders to reflect changes requested by OWNER if the resulting change in compensation for Basic Services is not commensurate with the change in services rendered; services after the award of the contract in evaluating substitutions proposed by the Contractor which require extensive revisions to Drawings and Specifications; and services resulting from significant delays, changes or price increases occurring as a result of material, equipment or energy shortages.

2.1.13. Services during out-of-town travel required of ARCHITECT other than site visits as required by Section 1.

2.1.14. Additional or extended services during construction made necessary by (1) work damaged by fire or other cause during construction, (2) a significant amount of defective or neglected work of Contractor, (3) prolongation of the contract time of the Contract by more than 60 days, (4) acceleration of the progress schedule involving services beyond normal working hours, and (5) default by Contractor.

2.1.15. Services after completion of the Construction Phase, such as inspections during any guarantee period called for in the Contract.

2.1.16. Serving as a consultant or witness for OWNER in any litigation, public hearing or other legal or administrative proceeding involving the Project except as agreed to under Basic Services.

2.2. Whenever the need for any Additional Services described herein results from any negligence, mistake, oversight or other fault on the part of ARCHITECT, the cost of these services shall be deemed to be included in OWNER'S payments to ARCHITECT for basic services. Any such Additional Services not performed by ARCHITECT that would otherwise be paid separately by OWNER shall be paid for by ARCHITECT.

SECTION 3 - OWNER'S RESPONSIBILITIES

OWNER shall:

3.1. Provide information to ARCHITECT describing OWNER'S requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations; and furnish copies of all design and construction standards which OWNER will require to be included in the drawings and specifications.

3.2. Arrange for access to public property as required for ARCHITECT to perform its services.

3.3. Pay for services provided pursuant to this contract.

SECTION 4 - PAYMENTS TO ARCHITECT

4.1. Amounts of Payment for Services and Expenses of ARCHITECT. This work is divided into 15 phases, 5 phases for each Project.

4.1.1. OWNER shall pay ARCHITECT, for Basic Services rendered for Project #1, fixed fees shown as follows to the extent requested by OWNER and supplied by ARCHITECT:

Schematic Design	15%	\$25,687
Design Development	25%	\$42,812
Construction Documts	35%	\$59,936
Bidding	5%	\$8,562
Construction Admin.	20%	\$34,249
TOTAL	100%	\$171,247

4.1.2. If Project #2 is requested in writing by OWNER, then OWNER shall pay ARCHITECT, for Basic Services rendered for Project #2, fixed fees shown as follows to the extent requested by OWNER and supplied by ARCHITECT:

Schematic Design	15%	\$18,042
Design Development	25%	\$30,070
Construction Documts	35%	\$42,098
Bidding	5%	\$6,014
Construction Admin.	20%	\$24,056
TOTAL	100%	\$120,280

4.1.3. If Project #3 is requested in writing by OWNER, then OWNER shall pay ARCHITECT, for Basic Services rendered for Project #3, fixed fees shown as follows to the extent requested by OWNER and supplied by ARCHITECT.

Schematic Design	15%	\$12,654
Design Development	25%	\$21,089
Construction Documts	35%	\$29,525
Bidding	5%	\$4,218
Construction Admin.	20%	\$16,871
TOTAL	100%	\$84,357

4.1.4. OWNER shall pay ARCHITECT for Additional Services rendered under Section 2 at the standard hourly rate shown in Section 4.1.3 and when such work is authorized by OWNER in writing and supported by invoices, plus applicable reimbursable expenses shown in Section 4.1.4.

4.1.4.5. Standard Hourly Rates for Additional Services

Draftsperson	\$ 75.00
Project Manager	\$ 135.00
Architect	\$ 110.00
Principal	\$175.00

4.1.4. Reimbursable expenses for Additional Services shall include transportation and subsistence, cost of reproduction, subcontracts, and similar items. Such expenses shall be reimbursed at the following rates:

Transportation by ARCHITECT'S vehicle at standard federal mileage rate (currently \$0.445 per mile).

Reproduction performed in ARCHITECT'S office at the following rates:

Xerox:

8 x 11"	\$0.10/each
8 1/2 x 14"	\$0.15/each
11 x 17"	\$0.25/each
18 x 24"	\$2.25/each
24 x 36"	\$4.50/each

Blueprints/Blacklines:

1 to 6 sq ft	\$0.51/sq ft
7 to 36 sq ft	\$0.22/sq ft
37 to 66 sq ft	\$0.19/sq ft
67 to 100 sq ft	\$0.18/sq ft
Over 100 sq ft	\$0.12/sq ft

Mylar-

\$1.25/sq ft

All other additional expenses -- actual cost to ARCHITECT based on rates referenced above or as previously agreed upon in writing.

4.2. Times of Payments. ARCHITECT shall submit monthly statements for Basic and Additional Services rendered. OWNER will make payments within 30 days after the invoice is sent by ARCHITECT to OWNER.

4.3. Other Provisions Concerning Payments. OWNER agrees to pay a charge of 1/2% per month on all invoiced amounts not paid within thirty days of the date of the invoice, calculated from the date of the invoice. In addition, ARCHITECT may, after giving seven days' written notice to OWNER, suspend services under this Agreement until the ARCHITECT has been paid in full all amounts due for services and expenses.

SECTION 5 - GENERAL CONSIDERATIONS

5.1. Termination--OWNER or ARCHITECT may terminate this Agreement upon 10 days written notice to the other party with the understanding that all services being performed under this Agreement shall cease upon the date specified in such notice. Upon termination, ARCHITECT shall invoice OWNER for all services completed and shall be compensated in an amount corresponding to the amount designated as compensation for each phase of the work completed and accepted plus an amount corresponding to the percentage of work completed for any phase partially completed on the effective date of the termination.

5.2. Ownership of Documents--All documents & data prepared and/or assembled by ARCHITECT under this agreement shall become the property of the OWNER and shall be delivered to OWNER without restriction on future use. ARCHITECT may make copies of any and all documents for its files, and re-use information contained therein. All documents including drawings and specifications prepared by ARCHITECT are designed specifically for the Project. They are not intended or represented to be suitable for reuse by OWNER or others on extensions of the Project or on any other project. Any reuse by OWNER on other projects without written approval by ARCHITECT will be at OWNER'S sole risk and without liability to ARCHITECT.

5.3. Controlling Law--This Agreement is performable and is to be governed by the law applicable in Victoria County, Texas. Venue for any action arising under this Agreement shall be in Victoria County, Texas.

5.4. Assignment of Contract--ARCHITECT shall not assign, sublet or transfer any rights under or interest in (including, but without limitations, monies that may become due or monies that are due) this Agreement without the written consent of the other. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent ARCHITECT from employing independent consultants, associates, subcontractors, and employees to assist it in the performance of services hereunder.

5.5. No Third-Party Beneficiaries--Nothing herein shall be construed to give any rights or benefits to anyone other than OWNER and ARCHITECT.

5.6. Independent Contractor--In performing services under this Agreement, the relationship between OWNER and ARCHITECT is that of independent contractor, and OWNER and ARCHITECT by the execution of this Agreement do not change the independent contractor status of ARCHITECT. No term or provision of this Agreement or act of ARCHITECT in the performance of this Agreement shall be construed as making ARCHITECT or any agent, servant or employee of ARCHITECT the agent, servant or employee of OWNER.

5.7. Indemnity--ARCHITECT agrees to release, indemnify, and hold the OWNER whole and harmless against any and all claims, suits, and actions for damages, costs, and expenses including reasonable attorneys fees to persons or property that may arise out of, or be occasioned by or from any negligent act, error or omission of ARCHITECT or any officer, agent, servant, employee or subcontractor of ARCHITECT in the execution or performance of this contract. In the event of notice of a claim to which this indemnity might apply, so much of the money due the ARCHITECT under this contract as shall be reasonably considered necessary by the OWNER may be retained for the use of the OWNER, until all suits, actions, and claims shall have been settled and satisfactory evidence to that effect furnished the OWNER. ARCHITECT shall further release and indemnify OWNER from liability for any claims made against OWNER or any of OWNER's officers, agents, servants, employees or subcontractors by or on behalf of ARCHITECT or any officer, agent or servant of ARCHITECT for any injuries to persons or property of ARCHITECT resulting from the performance or attempted performance of this contract, regardless of any hidden or apparent condition of property owned or controlled by the OWNER. This indemnity shall not apply to any claim to the extent to which ARCHITECT is prohibited from indemnifying a governmental entity pursuant to Tex. Local Gov't Code § 271.904 or other law.

5.7 Entire Agreement--This Agreement, together with referenced attachments, constitutes the entire agreement between OWNER and ARCHITECT and supersede all prior written or oral understandings. This agreement and said attachments may only be amended, supplemented, modified or canceled by a duly executed written instrument.

EXECUTED, this the _____ day of _____, 2006.

OWNER: City of Victoria, Texas

ARCHITECT: Brown Reynolds Watford Architects, Inc., Architect

Charles E. Windwehen, City Manager

_____, _____ (name & title)
Brown Reynolds Watford Architects, Inc., Architect

(seal)

(seal)

ATTEST:

ATTEST:

Scarlet Swoboda, City Secretary

_____, Secretary

FORM APPROVED:

David A. Smith, City Attorney