

THE STATE OF TEXAS
COUNTY OF NUECES

REIMBURSEMENT CONTRACT FOR GOVERNMENTAL ENTITIES

Coastal Bend Fertilizers and Pesticides Monitoring Program (Name of Project)

THIS AGREEMENT is entered into by and between:

Coastal Bend Bays & Estuaries Program, Inc., a non-profit organization ("CBBEP"), and

City of Corpus Christi, a governmental entity (hereinafter "PERFORMING PARTY").

CBBEP and PERFORMING PARTY, in consideration of the mutual covenants in this contract, agree as follows:

ARTICLE 1. WORK

See attached Scope of Work.

ARTICLE 2. PRICING AND PAYMENTS

See attached Contract Costs Budget (for payment based on reimbursement of actual costs) and General Conditions Article 5.

ARTICLE 3. MAXIMUM AMOUNT OF CONTRACT

The total amount of this Contract shall not exceed:

<u>Thirty Seven Thousand Forty-Eight Dollars</u>	<u>\$37,048</u>
(Written amount)	(\$ Numerical amount)

unless this Contract is amended in writing. It is expressly understood and agreed by the parties to this contract that the performance on the part of the CBBEP of its obligations under this contract is contingent upon and subject to actual receipt by the CBBEP of sufficient and adequate funds from the funding sources identified in the CBBEP's comprehensive annual workplan. CBBEP funding will not exceed \$37,048.

ARTICLE 4. TERM OF CONTRACT

This Contract shall begin upon final execution of this Contract and shall terminate on March 31, 2020 unless terminated early or extended in accordance with the terms of the Contract.

ARTICLE 5. CERTIFICATIONS

1. The CBBEP certifies that it has the authority to contract for the above services by authority as a non-profit corporation under the laws of the State of Texas.

2. PERFORMING PARTY certifies that it has authority to perform the services contracted for herein.

ARTICLE 6. CONTRACT DOCUMENTS

The Contract Documents, which comprise the entire agreements between CBBEP and PERFORMING PARTY concerning the Work, consist of the following:

1. This Agreement
2. Scope of Work
3. Authorized Representatives / Records Location

4. Contracts Costs Budget
5. General Conditions
6. Federal Conditions
7. Additional Exhibits titled: (none)

There are no Contract Documents other than those listed above in this Article. The Contract Documents may be amended, modified or supplemented only as provided in the General Conditions.

The undersigned bind themselves to the faithful performance of this Contract:

<p>CBBEP:</p> <p><u>Coastal Bend Bays & Estuaries Program, Inc.</u></p> <p>By: _____ Authorized Signature</p> <p><u>Ray Allen</u> Printed Name</p> <p><u>Executive Director</u> Title</p> <p>Date: _____</p>	<p>PERFORMING PARTY:</p> <p><u>City of Corpus Christi</u></p> <p>By: _____ Authorized Signature</p> <p>_____ Printed Name</p> <p>_____ Title</p> <p>Date: _____</p>
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REIMBURSEMENT CONTRACT SCOPE OF WORK

The purpose of this contract is to provide the City of Corpus Christi funds to conduct soil testing throughout the City to determine use or overuse of fertilizers to determine if future actions to control nutrients are deemed necessary. The work to be provided by the PERFORMING PARTY shall correspond to the tasks found in Article IV and will be delivered in accordance with Article V.

ARTICLE I. PERFORMING PARTY AUTHORIZED REPRESENTATIVE

The Authorized Representative for the PERFORMING PARTY is as described in the attached "Authorized Representatives and Designated Location" form.

ARTICLE II. CBBEP AUTHORIZED REPRESENTATIVE

The Authorized Representative for the CBBEP is as described in the attached "Authorized Representatives and Designated Location" form.

ARTICLE III. BACKGROUND/OBJECTIVE

In 2016, the City of Corpus Christi population was estimated to be 325,734; with an estimated 130,722 houses and condos. When used improperly, pesticide and fertilizer application can promote algal blooms and eutrophication of the receiving aquatic environment. Point and non-point source discharge is increased with the construction of impervious surface attributed to population growth.

Currently, the City of Corpus Christi and surrounding areas lack comprehensive management of pesticides and fertilizers. Many homeowners and businesses may be unaware of the effects improper application can have on the environment and their pocket book. Through qualitative and quantitative data collection, this project will establish a baseline soil analysis for zip codes, and in subsequent years, monitor that baseline to evaluate the effectiveness of the public awareness campaign within the City of Corpus Christi. The project will determine areas of the City to be sampled and will offer soil testing to the public to determine fertilizer use. The goal is to sample 1% or at least 20 samples from each zip code. The sites will be chosen randomly and on a voluntary basis and the first 1% of samples received from each zip code will be analyzed. Additionally, at the cost to the City, analytes will be added to the existing City of Corpus Christi Receiving Water Body Sampling Program and runoff analyses will continue as per the TPDES permit. The City of Corpus Christi Utilities-Treatment will collect stormwater discharge samples for analysis to determine how fertilizers are affecting soluble concentrations in the bay.

The public awareness campaign will be done in 2 phases. The first phase will be public education and outreach promoting the soil sampling program and the second phase will be distributing results and the development and distribution of the Best Management Practice Guidance Document.

The first phase to promote the program and gain interest from homeowners may include: social media promotion and graphics through posts on City of Corpus Christi Stormwater Facebook and Twitter pages, TV appearances, promotion through existing Texas A&M AgriLife newsletter, presentations at 2019 Corpus Christi annual Xeriscape Symposium, presentation at Texas A&M AgriLife Extension Landscaping conference, booth at Coastal Bend Earth Day Bay Day event, Fall and Spring Home and Garden Show, and possible outreach booths at local nurseries. Promotion will occur at all applicable events that Texas A&M AgriLife horticulture, Nueces Master Gardeners and Nueces Master Naturalists participate in, in 2017 this was more than 300 events.

The second phase will distribute results and will include email distribution of individualized results of soil sample analysis and treatment recommendations with best management practice information to property owners who participated in the soil sampling program. The second phase may also include: posts on Corpus Christi Stormwater Facebook and Twitter pages, promotion through existing Texas A&M AgriLife newsletter, presentation at 2020 Corpus Christi annual Xeriscape Symposium, distribution of Best Management Practice Guidance document through the Texas A&M AgriLife Extension, and City of Corpus Christi through the Local Emergency Planning Committee and Environmental and Strategic

Initiatives departments and through the Stormwater division.

The primary project objective is to gather soil nutrient information to evaluate whether management actions to reduce soil nutrients are needed to reduce the levels of soluble pollutants and nutrients introduced into Coastal Bend bays and estuaries by stormwater runoff. Data will be analyzed to identify areas of concern by zip code within the City of Corpus Christi.

ARTICLE IV. TASKS

The PERFORMING PARTY shall perform the following tasks:

- (a) Quality Assurance Project Plan. The PERFORMING PARTY shall prepare submit a written Quality Assurance Project Plan (QAPP) to the CBBEP Authorized Representative. The QAPP must be approved by the CBBEP Authorized Representative and EPA representatives prior to the PERFORMING PARTY initiating substantial work related to the major tasks as described in this Scope of Work (See Article VII (d) in this Scope of Work).
- (b) Graduate Student Intern. The PERFORMING PARTY shall employ a graduate student intern with dependable transportation to assist with the following activities. The intern will assist the City staff and Texas A&M Agrilife representatives with soil sample collection, data collection, and data analysis.
- (c) Soil Sampling. The PERFORMING PARTY shall implement a soil sampling plan that includes sampling of soil in each of the zip codes of the city with a goal of attaining a minimum of 20 soil samples derived from each zip code.
- (d) Public Awareness Campaign. The PERFORMING PARTY shall implement a public awareness campaign that will include presentations to the public, educational literature and face to face engagement.

ARTICLE V. WORK PRODUCT DELIVERABLES FOR THIS CONTRACT

- (a) Quality Assurance Project Plan. The PERFORMING PARTY shall submit a written Quality Assurance Project Plan (QAPP) to the CBBEP Authorized Representative. The QAPP must be approved by the CBBEP Authorized Representative and EPA representatives prior to the PERFORMING PARTY initiating substantial work related to the major tasks as described in this Scope of Work (See Article VII (d) in this Scope of Work).
- (b) Quarterly Reports. The PERFORMING PARTY shall submit written quarterly progress reports by the end of each calendar quarter, with the reports due on December 10, March 10, June 10, and September 10, or upon the termination date of the contract. Quarterly reports shall detail progress on all major tasks, in chronological order. The Quarterly Reports shall be submitted to the CBBEP Authorized Representative. Instructions for preparing the quarterly report will be provided by the CBBEP Authorized Representative.
- (c) Draft Report. The PERFORMING PARTY shall submit a written draft report of work completed for review by the CBBEP Authorized Representative. The PERFORMING PARTY shall prepare a report that will be comprehensive and shall describe and analyze the data collected during the project. The report should also discuss any future implications for the study area and should contain recommendations on needs for additional investigation. The draft report shall include at a minimum the information requested in this Scope of Work. PERFORMING PARTY shall submit the draft report in an electronic format compatible with CBBEP software.
- (d) Final Report. The PERFORMING PARTY shall submit a written final report of work completed by no later than the date specified in the Schedule of Deliverables. The PERFORMING PARTY shall prepare a report that will be comprehensive and shall describe and analyze the data collected during the project. The final report shall include at a minimum the information requested in this Scope of Work, including revisions requested by the CBBEP Authorized Representative.

PERFORMING PARTY shall submit the final report in an electronic format compatible with CBBEP software.

ARTICLE VI. SCHEDULE OF DELIVERABLES FOR THIS CONTRACT

WORK PRODUCT	SCHEDULE OF DELIVERABLES
QAPP	Within 30 days of contract execution date
Quarterly Progress Reports	End of each quarter
Draft Report	02/28/2020
Final Report	03/31/2020

ARTICLE VII. OTHER REQUIREMENTS FOR THIS CONTRACT

- (a) At the invitation of the CBBEP, the PERFORMING PARTY is required to make two verbal presentations of this project, at or near its conclusion, to committees of the CBBEP. The presentation is intended to disseminate project results and coordinate findings with other ongoing work.
- (b) If required as a part of this project, the PERFORMING PARTY will strictly adhere to the CBBEP publication guidelines when submitting publications. Each written deliverable shall be submitted as four (4) hard copies and as an electronic text file (format requirements to be provided by CBBEP). At least one hard copy shall be unbound and of camera-ready quality for use as a CBBEP publication. The CBBEP publication guidelines can be obtained from the CBBEP Authorized Representative.
- (c) The PERFORMING PARTY shall submit to the CBBEP, within three weeks following a written request by CBBEP, a brief summary of project accomplishments and ongoing project work. The summary shall be written in everyday (non-technical) English for use in CBBEP newsletters, press releases, or other promotional publications. No more than one summary per quarter shall be required.
- (d) All data and information acquired or produced as part of this project shall be submitted in a standardized format as described in the "*CBBEP (Coastal Bend Bays & Estuaries Program, Inc.) Data and Information Management Strategy*" document, or the EPA Data Standards (as appropriate), which are available from the CBBEP. These documents will provide details on the format(s) required for submittal of textual, numerical, spatial, and other data and information.
- (e) For any data collection conducted for this project, the CBBEP shall be allowed full, appropriate access during data collection. This access is intended to promote ongoing communication between the CBBEP and personnel conducting the project, and to assure the project meets QA/QC criteria.
- (f) For any data collection conducted for this project, the preparation of a Quality Assurance Project Plan (QAPP) as stipulated by the CBBEP Quality Management Plan (QMP) or by the EPA (Environmental Protection Agency) is required. Preparation of such a QAPP will be the sole responsibility of the PERFORMING PARTY, and shall comply with requirements set forth in the following guidance document which can be obtained from the CBBEP:
- (g) "EPA Requirements for Quality Assurance Project Plans For Environmental Data Operations." EPA QA/R5. United States Environmental Protection Agency, Quality Assurance Management Staff, Washington, D.C. 20460.

**AUTHORIZED REPRESENTATIVES AND DESIGNATED LOCATION
FOR RECORD ACCESS AND REVIEW**

- (a) The EXECUTIVE DIRECTOR of the CBBEP designates the individual named below as the person authorized to give direction to the PERFORMING PARTY as an Authorized Representative of the CBBEP. All communications including all payment requests must be addressed to the CBBEP Authorized Representative.

Rae Mooney, Project Manager
Coastal Bend Bays & Estuaries Program, Inc.
615 N. Upper Broadway, Suite 1200
Corpus Christi, Texas 78401
Phone: 361-336-0310
Fax: 361-881-5168
E-mail: rmooney@cbbep.org

- (b) The PERFORMING PARTY hereby designates the individual named below as the person authorized to receive direction from the CBBEP, to manage the work being performed, and to act on behalf of the PERFORMING PARTY as an Authorized Representative:

Jeff Turner, Environmental Services Superintendent
City of Corpus Christi
13101 Leopard Street, P.O. Box 9277
Corpus Christi, Texas 78469-9277
Phone: (361) 826-1240
Email: JeffT@cctexas.com

- (c) The PERFORMING PARTY designates the following location for record access and review pursuant to Article 12 of the Contract or any other applicable provision:

City of Corpus Christi
13101 Leopard Street,
Corpus Christi, Texas 78469-9277

CONTRACT COSTS BUDGET

A. Budget

Authorized budgeted expenditures under this Contract are as follows:

Personnel/Salary.....	\$10,000
Fringe Benefits	\$0
Travel	\$3,800
Supplies	\$10,000
Equipment	\$0
Contractual.....	\$13,248
Construction	\$0
Other	\$0
 Total Direct Costs.....	 \$37,048
 Authorized Indirect Costs*	 \$0
 Total CBBEP Funding	 \$37,048

B. Budget Control and Transfers

Cumulative transfers among the budgeted direct cost categories must not exceed ten percent (10%) of the current Total CBBEP Funding amount.

C. Submittal of Payment Requests

Payment requests must be submitted at the interval specified below (whichever is checked; if none is checked, payment requests must be submitted monthly; if more than one is checked, invoices must be submitted when both requirements are met):

- ☒ quarterly.
- ☐ other (specify)_____.

* Authorized Indirect Costs not to exceed 15% of Personnel/Salary cost.

GENERAL CONDITIONS
REIMBURSEMENT CONTRACT PURCHASES

ARTICLE 1. WORK

PERFORMING PARTY agrees to provide the work described in and required by this Contract. In this Contract the term “*Work*” means the entire completed undertaking, or the various separately identifiable parts thereof. Work includes all goods, labor, services, materials and equipment provided in fulfillment of this Contract by any person or entity including PERFORMING PARTY’S employees, agents, assigns, suppliers, and subcontractors.

ARTICLE 2. AMENDMENT

This Contract may be amended only by written agreement signed by both parties.

ARTICLE 3. INSURANCE

PERFORMING PARTY will maintain and require its contractors and their subcontractors to maintain insurance coverage sufficient to protect CBBEP against any and all claims that may arise out of or resulting from their performance of the Work and the other obligations undertaken in this Contract, and to maintain Workers Compensation Insurance which complies with Texas statutory requirements.

ARTICLE 4. ACCEPTANCE, CORRECTIONS, WAIVER, QUALITY

4.1. Acceptance. All Work must be complete and satisfactory in the reasonable judgment of the CBBEP, and will be indicated in writing by the CBBEP.

4.2. Corrections. PERFORMING PARTY will correct errors, omissions, and deficiencies at no charge to the CBBEP.

4.3. Waiver. No waiver, whether expressed or implied, shall be construed as a continuing waiver unless it is specifically described in writing as a continuing waiver.

4.4. Quality.

4.4.1. All materials and equipment shall be of good quality and new, except as otherwise provided in the Contract.

4.4.2. If required by CBBEP, PERFORMING PARTY will furnish satisfactory evidence (which may include reports of required tests) as to the kind and quality of materials and equipment.

4.4.3. All materials and equipment shall be applied, installed, connected, erected, used, cleaned and conditioned in accordance with instructions of the applicable Supplier, except as otherwise provided in the Contract.

ARTICLE 5. PAYMENT

5.1. CBBEP will reimburse PERFORMING PARTY’S actual incurred costs of performance which are both: 1) allowable and 2) eligible for reimbursement.

5.2. Allowable Costs. A cost is allowable if it is within a category authorized by the Contract Documents and other rules, regulations, policies, guidelines, and statutes applicable to this Contract including without limitation:

5.2.1. *Contract Cost Budget* of the Contract Documents (pertaining to authorized cost expenditures for this Agreement);

- 5.2.2. Uniform Grant Management Standards (UGMS) promulgated by the Office of the Governor of Texas;
- 5.2.3. TCEQ Allowable Expenditure Guidelines (pertaining to allowable costs for cost reimbursement contracts and grants);
- 5.2.4. CBBEP rules and policies (pertaining to CBBEP contracts and grants);
- 5.2.5. Other applicable State rules and statutes;
- 5.2.6. Federal regulations of EPA and other agencies and federal statutes (pertaining to allowable costs where funding is from a federal source).
- 5.2.7. With regards to all references to UGMS within this contract, CBBEP agrees PERFORMING PARTY'S compliance with OMB Circulars A-21, A-110, and A-133 (applicable to universities) is functionally sufficient to comply with UGMS.

5.3 Eligible Costs. Costs are *eligible* for reimbursement when the PERFORMING PARTY has complied with the conditions/requirements stated in the Contract Documents. The requirements generally relate to the following:

- 5.3.1. performing the Work as specified;
- 5.3.2. conducting subcontract activities as specified;
- 5.3.3. conducting administrative activities as specified;
- 5.3.4. maintaining financial and administrative records and documentation;
- 5.3.5. submitting documents as specified and also upon request of CBBEP.

5.4. Payment Methods. CBBEP will pay approved requests for reimbursement upon receipt of funds for that purpose from TCEQ or other funding entity. CBBEP is not liable to make payment to the PERFORMING PARTY if funding is not available from TCEQ or other funding entity. CBBEP will reimburse PERFORMING PARTY'S allowable costs of providing Work which is timely and satisfactory, accepted by CBBEP, and in conformity with all requirements of this Contract and applicable law. Payment will be on a reimbursement basis of actual costs as expended. Payment will be made no more than 90 days after receipt of PERFORMING PARTY'S reimbursement request and CBBEP'S approval of PERFORMING PARTY'S reimbursement request.

5.5. Reimbursement of Actual Cost as Expended. PERFORMING PARTY will be paid on the basis of reimbursement of actual costs. At the intervals specified in the *Contract Costs Budget*, PERFORMING PARTY may submit a request for reimbursement of the actual costs it has incurred. All such requests must be accompanied by supporting documentation as required by this Contract. PERFORMING PARTY agrees that the CBBEP's obligation to reimburse the PERFORMING PARTY'S costs will remain within the *Contract Costs Budget* and that cumulative transfers among the budgeted direct cost categories must not exceed ten percent (10%) of the Total CBBEP Funding amount.

- 5.5.1. All reimbursement requests must be submitted to the CBBEP Project Representative on a completed CBBEP *Financial Status Report* (CBBEP Form 269a) or State of Texas *Financial Status Report* (Form 269a) and (as applicable) *Supplemental Financial Status Report* Forms 269a-1, 269a-2, 269a-3, and 269a-4. All requests must show the budgeted cost categories for the reported expenditures, indicating the amount remaining in each category. A final *Financial Status Report* must be submitted no later than (sixty) 60 days following the termination date of this Contract. CBBEP may refuse to reimburse expenditures for which the PERFORMING PARTY submits a voucher and/or *Financial Status Report* more than sixty (60) days after the termination date of this Contract.

- 5.5.2. All requests for reimbursement under this Contract shall contain sufficient identification of, and information concerning, the costs incurred so as to enable CBBEP to ascertain the eligibility of a particular expenditure and to enable subsequent audit thereof.
- 5.5.3. CBBEP will review the submittal and approve or reject the request for payment.
- 5.5.4. No funds may be expended under this Contract for the implementation of sampling and analysis activities, nor any activities subsequent thereto, prior to the receipt of written approval from the CBBEP of the Quality Assurance Project Plan for the project.
- 5.5.5. The PERFORMING PARTY is responsible, throughout the term of this Contract, for tracking and insuring that expenditure amounts under this Contract remain within the various budgeted cost categories.
- 5.5.6. If the requests for payment do not satisfactorily demonstrate the accomplishment of the required tasks, or that costs are allowable, eligible, actual and incurred costs, the CBBEP will reject the request until such time as the deficiencies have been corrected.
- 5.5.7. CBBEP is not obligated to make payment until the request for payment is approved by TCEQ or other funding agency. Further, the CBBEP reserves the right to suspend or withhold all or part of a payment or all payments as authorized by the Contract Documents.
- 5.6. Contract Costs Budget. In addition to other requirements for allowable costs, PERFORMING PARTY'S costs must be incurred for those categories of costs and in the amounts described in the *Contract Costs Budget* contained in the Contract Documents. The *Contract Costs budget* may be amended only by written agreement of the CBBEP and in accordance with these Contract Documents. The provisions of UGMS will be utilized to determine when costs are considered to be incurred.
- 5.7. Cost Documentation. To be eligible for reimbursement under this Contract, a cost must have been incurred within the time period indicated on a CBBEP *Financial Status Report* (CBBEP Form 269a) or State of Texas *Financial Status Report* (Form 269a) and either paid by the PERFORMING PARTY prior to claiming reimbursement from CBBEP or incurred by the last day of the time period indicated and liquidated no later than forty-five (45) days after the end of the time period indicated in Box 9 of the *Financial Status Report*.
 - 5.7.1. The PERFORMING PARTY shall attach, for each reimbursable cost listed on Supplemental Form 269a, legible documentation that (1) serves to further identify the specific items, equipment or services provided, (2) clearly identifies the vendor who provided the items, equipment or services, and (3) that confirms the reimbursable amount listed on the form.
 - 5.7.2. All requests for reimbursement shall be identified with respect to the major tasks or objectives set forth in Attachment A of this Contract that such expenditures support or satisfy. When a single expenditure supports or satisfies more than one task or objective, the PERFORMING PARTY need not break down that particular expenditure by specific contract task or objective but may simply identify, in relative cost order, the various tasks or objectives supported.
 - 5.7.3. All requests for reimbursement of expenditures that fall within the "Equipment" category of the budget shall be itemized by the PERFORMING PARTY on Supplemental Form 269a-1 and identified with respect to the major tasks or objectives, set forth in Attachment A of this Contract, that such expenditures support or satisfy. The attached documentation shall be either a purchase order marked "received/paid" or a vendor-submitted invoice similarly marked. "Equipment" is defined as tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit.

- 5.7.4. All requests for reimbursement of expenditures that fall within the "Contractual" category of the budget shall be itemized by the PERFORMING PARTY on Supplemental Form 269a-1 and identified with respect to the major tasks or objectives, set forth in Attachment A of this Contract, that such expenditures support or satisfy. The attached documentation shall consist of a dated invoice that shows the amount billed to the PERFORMING PARTY and any "past due" amount from previous invoices. "Subcontractor" is defined as an individual, firm, or corporation having a direct contract with PERFORMING PARTY or with any other Subcontractor for the performance of a part of the Work.
- 5.7.5. All requests for the reimbursement of expenditures that fall within the "Supply" category of the budget shall be itemized by the PERFORMING PARTY on Supplemental Form 269a-2 and identified with respect to the major tasks or objectives, set forth in Attachment A of this Contract, that such expenditures support or satisfy. Although issued purchase orders and/or invoices marked "received/paid" represent the preferred types of documentation for purposes of this section, the PERFORMING PARTY may substitute/attach other records or documents that provide the same type of information. "Supplies" is defined as costs for materials or items having a purchase price (including freight) of less than \$1,000. The PERFORMING PARTY shall not intentionally break up single orders of identical or similar items, materials or supplies simply for the purpose of avoiding the above requirement to provide confirming documentation when submitting reimbursement requests to CBBEP.
- 5.7.6. All requests for the reimbursement of expenditures that fall within the "Other" category of the budget shall be itemized by the PERFORMING PARTY on Supplemental Form 269a-2 and identified with respect to the major tasks or objectives, set forth in Attachment A of this Contract, that such expenditures support or satisfy. Although issued purchase orders and/or invoices marked "received/paid" represent the preferred types of documentation for purposes of this section, the PERFORMING PARTY may substitute/attach other records or documents that provide the same type of information. "Other" is defined as all direct cost items or services not previously identified, including, but not limited to: space rental, printing, utilities, registration and postage.
- 5.7.7. All requests for reimbursement of expenditures that fall within the "Personnel/Salary" or "Fringe" categories of the budget shall be itemized by the PERFORMING PARTY on Supplemental Form 269a-3 and identified by each employee name; title or position; salary for the period; and task number worked. In order to receive reimbursement, the PERFORMING PARTY shall provide copies of signed time sheets for all employees that will verify the total, overall hours of time being directly billed to this contract. Documentation for fringe benefits must list employee benefits that constitute cost with each employee listed on the Personnel/Salary section of the CBBEP Supplemental Form 269a-3.
- 5.7.8. All requests for the reimbursement of expenditures that fall within the "Travel" category of the budget shall be itemized by the PERFORMING PARTY on Supplemental Form 269a-4 and identified with respect to the major tasks or objectives, set forth in Attachment A of this Contract, that such expenditures support or satisfy. All costs listed on Form 269a-4 must be supported by attached documentation that identifies the name of the traveler(s), and that substantiates the reported reimbursable costs. Documentation, for the purpose of substantiating travel related costs, includes the following: (1) legible copies of PERFORMING PARTY-approved travel vouchers, signed by the employees who traveled, and (2) for travel-related expenses borne directly by the PERFORMING PARTY (and thus for which reimbursement by the PERFORMING PARTY to the traveler was not required), separate receipts showing, at a minimum, the traveler's name, the travel location, and the travel dates(s). Any reimbursement for travel requested by the PERFORMING PARTY is subject to the limitations contained in General Appropriations

Act of the Texas Legislature. Travel by volunteers will not be reimbursed unless pre-approved by CBBEP.

ARTICLE 6. SUBCONTRACTORS, OTHERS

6.1. Qualified Personnel. All employees and subcontractors employed by PERFORMING PARTY on or for the Work must have sufficient qualifications to perform the Work.

6.2. Objections. All subcontract agreements must be in writing and approved in advance by the CBBEP. The PERFORMING PARTY shall forward any proposed subcontractor agreement providing for the performance of work under this Contract's Scope of Work to CBBEP's Project Representative prior to execution of the subcontractor agreement. The CBBEP may, as of receipt of the proposed subcontractor agreement, provide written notice (fax acceptable) to the PERFORMING PARTY questioning whether the subcontractor agreement is for a legitimate purpose relating to the satisfaction of this Contract or has been procured in accordance with the minimum standards of the UGCMA and UGMS. The PERFORMING PARTY shall not enter into a questioned subcontractor agreement until the CBBEP has withdrawn all questions raised in the notice. PERFORMING PARTY will not employ any particular subcontractor, supplier or other person or organization on or for the Work if CBBEP makes a reasonable written objection against such subcontractor, supplier, person, or organization. PERFORMING PARTY will not be required to employ any particular subcontractor, supplier or other person or organization if PERFORMING PARTY makes a reasonable objection. Neither the CBBEP's failure to question a subcontractor agreement nor its subsequent withdrawal of any questions raised regarding a subcontractor agreement shall in any way imply the CBBEP's approval of the subcontractor agreement's purpose of method of procurement of the subcontractor agreement.

6.3. Subcontracts. PERFORMING PARTY will include all provisions which may be necessary to accomplish all requirements of this Contract in its employment policies and contracts and its subcontracts, and shall require its subcontractors to do the same. Work performed under this contract will be considered a "public work". Wages prevailing in the area of the work performed will be paid in accordance with federal and state laws, including, as applicable, complying with the provisions of the Davis-Bacon Act (40 U.S.C., § § 276c and 18 U.S.C. § § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. § § 327-333), regarding labor standards for federally assisted construction subagreement.

6.4. Contractual Expenditures. PERFORMING PARTY agrees that all contractual expenditures using funds provided under this Contract shall meet all procurement laws and regulations. PERFORMING PARTY must provide documentation to support the selection and award of the subcontractor. Reimbursement of subcontractors' expenditures for supplies, equipment and services shall be based on actual cost and may not be marked-up.

6.5. Management and Fiscal Monitoring. The PERFORMING PARTY shall be responsible for the management and fiscal monitoring of all subcontractors. The PERFORMING PARTY shall monitor its subcontractors to ensure that the subcontractors are operating consistently with applicable laws and regulations, applicable contracting policies, and these Contract Documents. The PERFORMING PARTY shall ensure that all subcontractors comply with all record keeping and access requirements set forth in these Contract Documents. Subcontractors performing services that are billed on the basis of time must provide copies of signed time sheets for all subcontractor employees billed to the project. Subcontractors billing for mileage may only charge the approved state mileage rate and must provide supporting documentation. Markup by subcontractors is not allowed. PERFORMING PARTY and subcontractors shall maintain detailed records. The CBBEP reserves the right to perform an independent audit of subcontractors.

6.6. Competition. All subcontracts awarded by the PERFORMING PARTY under this Contract will be awarded on the basis of competitive applications and proposals. All subcontracts for certain professional services (except contracts with other government entities authorized by relevant state laws), including engineering services, will be awarded in accordance with Texas Government Code Chapter 2254. All other subcontracts (except contracts with other government entities authorized by relevant state laws) awarded by the PERFORMING PARTY under this contract will be awarded on a competitive basis in

accordance with relevant procurement laws and regulations, including, but not limited to, UGMS, Texas Local Government Code Chapters 252, 262 and 271, and Texas Government Code 2156. The applications and proposals will be evaluated utilizing criteria including cost comparison, probable quality of goods or services, past performance and conformity with the requirements of the Contract Documents. The use of the "cost plus a percentage of cost" method of contracting is precluded by the Common Rule of OMB Circular A-102, as adopted by UGMS.

ARTICLE 7. INTELLECTUAL PROPERTY

7.1. License of Future Rights. With respect to any intellectual property which is conceived, developed, written, invented, first actually reduced to practice or otherwise produced by PERFORMING PARTY, its employees, subcontractors, or subcontractor's employees during the performance of the Work, PERFORMING PARTY hereby assigns to CBBEP a nonexclusive, perpetual, irrevocable, enterprise-wide license to use, copy, publish and modify such intellectual property and authorize others to do so for CBBEP purposes. Upon termination of this Contract, all data and information by PERFORMING PARTY will be furnished to CBBEP. To the extent consistent with the rights of third parties, the State of Texas and/or the Federal Government shall also have the right to sell any intellectual property right it reserves or acquires through this Contract.

7.2. License of Existing Rights. PERFORMING PARTY grants to CBBEP, TCEQ and EPA, a nonexclusive, perpetual, irrevocable, enterprise-wide license to use, copy, publish, and modify any intellectual property in the Work and to authorize others to do so for CBBEP purposes. PERFORMING PARTY shall secure all necessary intellectual property licenses from third parties and warrants that the Work and the intended use of the Work will not infringe any property rights of any third-party. PERFORMING PARTY agrees to require its contractors to indemnify and hold harmless CBBEP from damages arising from or related to any infringement of rights in intellectual property. To the extent permitted by law, PERFORMING PARTY agrees to indemnify and hold harmless CBBEP from damages arising from or related to any infringement of rights in intellectual property.

ARTICLE 8. SEVERABILITY

The fact that a particular provision is held under any applicable law to be void or unenforceable in no way affects the validity of other provisions and the contract will continue to be binding on both parties. Any provision that is held to be void or unenforceable will be replaced with language that is as close as possible to the intent of the original provision.

ARTICLE 9. SUSPENSION; TERMINATION

9.1. For Cause. In the event of PERFORMING PARTY'S failure to perform the Work as required by the Contract, violation of applicable law, substantial or material default, or other cause, CBBEP may suspend the Work or terminate this Contract for cause.

9.2. *Force Majeure*. In the event of delay or failure of performance caused by *force majeure*, CBBEP may terminate this Agreement in whole or part upon seven (7) days written notice.

9.3. For Convenience. Either party may terminate this Contract for convenience and without cause upon seven (7) days notice.

9.4. Payment Adjustment. If the CBBEP terminates for convenience or because of *force majeure*, PERFORMING PARTY shall be paid only for goods and services provided and necessary expenses incurred prior to termination.

ARTICLE 10. SURVIVAL OF OBLIGATIONS

All representations, indemnifications, warranties and guarantees made in, required by or given in accordance with this Contract, as well as all continuing obligations indicated in the Contract, will survive final payment, completion and acceptance of the Work and termination or completion of the Contract.

ARTICLE 11. LAWS AND REGULATIONS

PERFORMING PARTY shall give all notices and comply with all applicable law regarding the Work. Except where otherwise expressly required by applicable law, CBBEP shall not be responsible for monitoring PERFORMING PARTY compliance with any applicable law. PERFORMING PARTY shall, except as otherwise provided in this Agreement, be responsible for obtaining any necessary licenses and permits.

ARTICLE 12. AUDIT, ACCESS TO RECORDS

The PERFORMING PARTY shall maintain books and records concerning all Work under this Contract (including that performed by subcontractors), and shall retain them for at least three (3) years from the date of termination of this Contract. The CBBEP, the TCEQ, the Texas State Auditor's Office, and EPA or any of their duly authorized representatives may review, audit, copy, or disclose the contents of such books or records at any time.

ARTICLE 13. ACKNOWLEDGMENT OF FINANCIAL SUPPORT

The PERFORMING PARTY shall acknowledge the financial support of the CBBEP, the TCEQ and EPA whenever work funded, in whole or part, by this Contract is publicized or reported in news media or publications. All reports and other documents completed as a part of this Contract, other than documents prepared exclusively for internal use within the CBBEP, shall carry the following notation on the front cover or title page:

*PREPARED IN COOPERATION WITH THE
COASTAL BEND BAYS & ESTUARIES PROGRAM, INC.,
TEXAS COMMISSION ON ENVIRONMENTAL QUALITY AND/OR
U.S. ENVIRONMENTAL PROTECTION AGENCY*

If the funding source is a U.S. agency other than EPA or TCEQ, the name of the appropriate funding agency should be substituted or included.

ARTICLE 14. COST AND PRICE OF THIS CONTRACT

If this Contract was not competitively procured or if payment is based on reimbursement of actual costs, then PERFORMING PARTY shall submit cost information sufficient for a cost analysis as required by Uniform Grant Management Standards (UGMS) and 40 CFR 31.36. This information must be submitted on forms provided by the CBBEP.

ARTICLE 15. ACCOUNTING SYSTEMS AND PROPERTY MANAGEMENT SYSTEMS

15.1. PERFORMING PARTY shall have an accounting system which accounts for costs in accordance with generally accepted accounting standards or principles and complies with UGMS and 40 CFR 31.20. This system shall provide for the identification, accumulation, and segregation of allowable and unallowable project costs among projects.

15.2. PERFORMING PARTY shall have a property management system that complies with the standard of and requirements in UGMS and 40 CFR 31.32 through 31.33.

ARTICLE 16. CLOSEOUT

When CBBEP determines that all applicable administrative activities and all required work of this Agreement have been completed, or this Agreement is terminated, the CBBEP shall give Notice of Closeout of the Award. Within 30 days after the issuance of the NOTICE of Closeout of the Award, the PERFORMING PARTY must submit all financial, performance, and other reports as required as a condition of the grant. These reports may include, but are not limited to:

1. All performance or progress reports required by this Agreement.
2. Financial Status Report.

3. Final request for payment.
4. CBBEP Release of Claims form.

ARTICLE 17. MISCELLANEOUS

17.1. Except as otherwise provided in this Contract, PERFORMING PARTY will direct all communications with the CBBEP to the Project Representative designated by the CBBEP. The PERFORMING PARTY will designate a Project Representative to receive all communications from the CBBEP. Both Project Representatives will be designated in writing (see *Project Representatives / Records Location*).

17.2. "Time is of the Essence" will apply to all time limits stated in the Contract. However, PERFORMING PARTY and CBBEP may mutually agree in writing to extend the PERFORMING PARTY'S time of performance when PERFORMING PARTY requests a no-cost extension, so long as CBBEP obtains an extension to its grant and this contract's term does not extend beyond CBBEP's contract for the grant. Such extension of time to this contract shall not constitute a breach of contract by the PERFORMING PARTY.

17.3. The PERFORMING PARTY will adhere to all applicable standards, principles and guidelines detailed in UGMS, including those related to financial monitoring, auditing and record keeping.

FEDERAL CONDITIONS

ARTICLE 1. FEDERAL REQUIREMENTS

This Contract is funded in part with federal grant money. The following conditions apply to this Contract in addition to all other contract terms. All applicable requirements of CBBEP's federal grants and 40 CFR Parts 30 through 35 are incorporated herein by reference (CBBEP will provide copies of applicable federal grants or regulations upon request). The term "PERFORMING PARTY" as used in these Federal Conditions means either PERFORMING PARTY or CONTRACTOR, as applicable.

ARTICLE 2. DEBARMENT

On or prior to the effective date of this Contract, PERFORMING PARTY must submit a *Certification Regarding Debarment, Suspension, and Other Responsibility Matters*. PERFORMING PARTY must also submit a *Certification Regarding Debarment, Suspension, and Other Responsibility Matters / Lower Tier* for each subcontractor it employs to conduct the Work. These certifications must be submitted on forms provided by the CBBEP.

ARTICLE 3. MINORITY BUSINESS ENTERPRISES / WOMEN'S BUSINESS ENTERPRISES (MBE/WBEs)

PERFORMING PARTY shall take steps to encourage participation by minority business enterprises and women's business enterprises in the performance of this Contract.