

AGREEMENT FOR PROFESSIONAL SERVICES

This **AGREEMENT FOR PROFESSIONAL SERVICES (“Contract”)** is made by the **CITY OF NORTH RICHLAND HILLS**, a Texas municipal corporation, hereinafter called "**City**," and **IT Nexus, Incorporated**, hereafter called "**Contractor**." The parties are each individually referred to herein as a “party” and collectively as the “parties.”

1. **SCOPE OF SERVICES**

Contractor agrees to provide professional services for the purpose of GIS Services as described in Exhibit A.

2. **COMPENSATION**

The compensation to be paid to Contractor for all services performed hereunder shall not exceed \$200,000. If applicable, Contractor’s expenses for supplies, travel and/or lodging, or other similar expenses, shall not exceed \$100. No expenses shall be paid under this Agreement in excess of such amount without the express written consent of the City.

3. **TERM**

This Contract shall be effective upon execution on December 9, 2024 and shall expire upon completion of all services contemplated herein, but not later than April 1, 2026.

4. **TERMINATION**

Either party may terminate this Contract at any time for cause or convenience by providing thirty (30) days’ written notice to the other party. Upon the receipt of such notice, Contractor shall immediately discontinue all services and work and the placing of all orders or the entering into contracts for all supplies, assistance, facilities and materials in connection with the performance of this Contract and shall proceed to cancel promptly all existing contracts insofar as they are chargeable to this Contract. Contractor shall not be entitled to lost or anticipated profits should City choose to exercise its option to terminate.

4.1 **Non-appropriation of Funds.**

In the event no funds or insufficient funds are appropriated by the City in any fiscal period for any payments due hereunder, City will notify Contractor of such occurrence and this Agreement shall terminate on the last day of the fiscal period for which appropriations were received without penalty or expense to the City of any kind whatsoever, except as to the portions of the payments herein agreed upon for which funds have been appropriated.

5. **INDEMNIFICATION; RELEASE OF LIABILITY**

CONTRACTOR SHALL RELEASE FROM LIABILITY, INDEMNIFY AND HOLD THE CITY AND ITS OFFICERS, AGENTS AND EMPLOYEES HARMLESS FROM ANY LOSS, DAMAGE LIABILITY OR EXPENSE FOR DAMAGE TO PROPERTY AND INJURIES, INCLUDING DEATH, TO ANY PERSON, INCLUDING BUT NOT LIMITED TO OFFICERS, AGENTS OR EMPLOYEES OF CONTRACTOR OR SUBCONTRACTORS, WHICH MAY ARISE OUT OF ANY NEGLIGENT ACT, ERROR OR OMISSION IN THE PERFORMANCE OF THIS AGREEMENT. CONTRACTOR SHALL DEFEND AT ITS OWN EXPENSE ANY SUITS OR OTHER PROCEEDINGS BROUGHT AGAINST THE CITY, ITS OFFICERS, AGENTS AND EMPLOYEES, OR ANY OF THEM, RESULTING FROM SUCH NEGLIGENT ACT, ERROR OR OMISSION; AND SHALL PAY ALL EXPENSES AND SATISFY ALL JUDGMENTS WHICH MAY BE INCURRED BY OR RENDERED AGAINST THEM OR ANY OF THEM IN CONNECTION THEREWITH RESULTING FROM SUCH NEGLIGENT, ERROR OR OMISSION.

6. **INDEPENDENT CONTRACTOR**

Contractor shall perform all work and services hereunder as an independent contractor and not as an officer, agent or employee of the City. Contractor shall have exclusive control of and the exclusive right to control, the details of the work performed hereunder and all persons performing same and shall be solely responsible for the acts and omissions of its agents, employees and subcontractors. Nothing herein shall be construed as creating a partnership or joint venture between the City and the Contractor, its agents, employees and subcontractors; and the doctrine of respondent superior shall have no application as between the City and the Contractor.

7. **QUALIFICATIONS**

Contractor shall meet the following qualifications to provide services under this Agreement: IT Nexus has worked with the City of North Richland Hills since 2008. In the years of 2022-2023, IT Nexus provides integral services to the City upon the retirement of a senior GIS Analyst. These services included:

- Observing and documenting the City's GIS layer update procedures.
- Documented existing GIS data sources,
- Revised and simplified GIS database design and normal update procedures to gain efficiencies,
- Trained new City GIS personnel,
- Migrated and updated the City's GIS data and application servers,
- Completed various GIS tasks/projects as required and requested by City staff (inclusive of essential tasks associated with the successful implementation of Tyler ERP applications).

8. **PROHIBITION OF ASSIGNMENT**

Neither party hereto shall assign, sublet or transfer their interest herein without the prior written consent of the other party, and any attempted assignment, sublease or transfer of all or any part hereof without such prior written consent shall be void.

9. **CHOICE OF LAW; VENUE**

This Contract shall be construed in accordance with the laws of the State of Texas. Should any action, at law or in equity, arise out of the terms herein, exclusive venue for said action shall be in Tarrant County, Texas.

10. **FORCE MAJEURE**

Neither party shall be liable for failure to perform its obligations under this Contract if the performance is delayed, and shall have the right to terminate this Contract if a force majeure event continues for more than sixty (60) days, by reason of war; civil commotion; acts of God; inclement weather; epidemics; pandemics; governmental restrictions, regulations, or interferences; fires; strikes; lockouts, national disasters; riots; material or labor restrictions; transportation problems; or any other circumstances which are reasonably beyond the control of the party.

11. **CONFIDENTIAL INFORMATION**

Contractor understands and acknowledges that Contractor will be provided with information that may be confidential by law, rule, statute, ordinance or legal order. Contractor shall not disclose any information deemed confidential to any party who is not privy to or who does not have a special right of access to said information. Contractor agrees to use confidential information for purposes of providing the services contemplated herein only as determined by the City. Disclosure of, or unauthorized use of, any confidential information by Contractor is a material breach of this Agreement. If Contractor violates this provision, and in addition to any other remedies at law or in equity that the City may have, the City may immediately obtain injunctive relief in a court of competent jurisdiction enjoining any continuing or further breaches and exercise any further remedies as authorized by law. Contractor agrees to indemnify and hold the City harmless for any claims or damages caused by Contractor's breach of this confidentiality provision.

12. **RIGHT TO AUDIT**

During the term of this Agreement, and at any time within three (3) years following the expiration of this Agreement, the City shall have the right of access to all information held in the possession of the Contractor related to services performed under this Agreement, for audit purposes or otherwise. Contractor agrees to provide access to such information unless expressly prohibited from doing so by court or other governmental order. Except in the event of an emergency, the City will provide reasonable advance notice of any intended audits and the need for the information. Contractor agrees that it will keep records relating to the services provided hereunder for as long as required by law.

13. **NOTICES**

Any notice required to be given hereunder shall be given by certified mail, return receipt to the following addresses:

If to City:
City of North Richland Hills
Attn: Paulette Hartman, City Manager
4301 City Point Drive
North Richland Hills, Texas 76102
Email: pahartman@nrhtx.com
Phone: (817) 427-6004

If to Contractor:
IT Nexus, Incorporated
Attn: Brian Besier
4925 Greenville Avenue, Suite 200
Dallas, TX 75206
Email: bjbesier@itnexus.com
Phone: 940.591.9699

With copy to the City Attorney at the same address.

14. **INSURANCE**

Contractor shall maintain the following Insurance coverage during the term of this Contract, or other coverage acceptable to the City:

Comprehensive general liability insurance policy in minimum amounts of \$1,000,000 per occurrence and \$2,000,000 general aggregate for damage and/or injury to persons or property.

Professional liability policy with limits of no less than \$1,000,000 per claim or occurrence.

Worker's compensation insurance or its equivalent in the minimum statutory amount in the state where Contractor conducts its business.

Auto liability policy or its equivalent with a combined single limit of not less than \$1,000,000 per accident.

15. **DISPUTE RESOLUTION**

Except in the event of termination pursuant to Section 4.1, if either City or Contractor has a claim, dispute, or other matter in question for breach of duty, obligations, services rendered or any warranty that arises under this Agreement, the parties shall first attempt to resolve the matter through this dispute resolution process. The disputing party shall notify the other party in writing as soon as practicable after discovering the claim, dispute, or breach. The notice shall state the nature of the dispute and list the party's specific reasons for such dispute. Within ten (10) business days of receipt of the notice, both parties shall commence the resolution process and make a good faith effort, either through email, mail, phone conference, in person meetings, or other reasonable means to resolve any claim, dispute, breach or other matter in question that may arise out of, or in connection with this Agreement. If the parties fail to resolve the dispute within sixty (60) days of the date of receipt of the notice of the dispute, then the parties may submit the matter to non-binding mediation in Tarrant County, Texas, upon written consent of authorized representatives of both parties in accordance with the Industry Arbitration Rules of the American Arbitration

Association or other applicable rules governing mediation then in effect. The mediator shall be agreed to by the parties. Each party shall be liable for its own expenses, including attorney's fees; however, the parties shall share equally in the costs of the mediation. If the parties cannot resolve the dispute through mediation, then either party shall have the right to exercise any and all remedies available under law regarding the dispute. Notwithstanding the fact that the parties may be attempting to resolve a dispute in accordance with this informal dispute resolution process, the parties agree to continue without delay all of their respective duties and obligations under this Agreement not affected by the dispute. Either party may, before or during the exercise of the informal dispute resolution process set forth herein, apply to a court having jurisdiction for temporary restraining order or preliminary injunction where such relief is necessary to protect its interests.

EXECUTED on this, the 9th day of December, 2024.

ACCEPTED AND AGREED:

CONTRACTOR:

CITY OF NORTH RICHLAND HILLS:

By: *Brian Besier*
Name: Brian Besier
Title: President

By: _____
Paulette A. Hartman
City Manager

Date: 11/21/2024

Date: _____

ATTEST:

ATTEST:

By: *Hyrum Ernstrom*
Name: Hyrum Ernstrom
Title: Vice President

By: _____
Alicia Richardson
City Secretary/
Chief Governance Officer

**APPROVED TO FORM AND
LEGALITY:**

By: _____
Bradley A. Anderle
City Attorney

EXHIBIT A SCOPE OF SERVICES

Introduction

The Geographic Information System (GIS) database is a crucial tool for our City, supporting a variety of applications and decision-making processes. However, the current GIS layers-storm drain, wastewater/sewer and water-have not been updated and maintained over an extended period. This proposal outlines the necessity and benefits of updating these data layers to ensure accuracy, efficiency, and reliability using GIS and its role in the daily operations for the City.

Current State of our GIS Data Layers

Our current GIS data layers have not been consistently updated for the past 10 years. This has resulted in several challenges:

- **Outdated Information:** The data may no longer accurately represent the current state of the geographical features and infrastructure.
- **Reduced Accuracy:** Decision-making based on outdated and/or missing data can lead to errors and inefficiencies across the City.
- **Limited Functionality:** Newer data attributes and functionalities available in the latest GIS technologies are not utilized.

Importance of Updating GIS Data Layers

Updating the GIS data layers is essential for several reasons:

- **Accuracy and Reliability:** Again, ensuring the data accurately reflects current geographical and infrastructural realities.
- **Enhanced Decision-making:** Providing up-to-date information for better planning, management, and operational decisions.
- **Compliance and Standards:** Meeting current industry and regulatory requirements.
- **Integration with New Technologies:** Leveraging advanced GIS functionalities and data analytics.

Proposed Plan for Updating GIS Data Layers

The City proposes the following steps will be needed to update the GIS Data Layers:

- **Data Collection:** Gather the most recent geographical and infrastructural data through possible field surveys and other data collection methods. Other methods can include meetings with City staff. Source documents will be provided to the chosen vendor by City staff.
- **Data Verification and Validation:** Ensure the accuracy and integrity of the collected data through rigorous verification processes.
- **Data Integration:** Integrate the updated data into the existing GIS datasets and framework, ensuring compatibility and consistency.
- **Training and Support:** Provide training (as needed) for City staff to effectively utilize the updated GIS data layers and associated tools.

Utility data to Convert and Append

Contractor shall create/update utility layers consisting of topologically correct water, wastewater, and storm drain/channel utilities, containing features such as mains, valves, manholes, junction boxes, and other features with specific attributes as well as additional attributes such as size, type, elevation, material, installation dates, etc. All data conversion should conform to the database design model provided.

Utility Source Maps and Data

The City will provide the required source material to convert the utilities database in an organized manner that allows the Contractor to efficiently perform the City's requested tasks and requirements. In most cases the source material will be "as-built" (record drawings) and/or other construction scanned images. To date, there are approximately 836 total source documents needing to be verified requiring possible data input by the vendor. These documents will be used to validate if the data has been entered into the GIS database. The City will provide the selected vendor with these scanned images and/or electronic files. The City will also provide the selected vendor with the designated ESRI layer/shape files, as requested by the vendor.

Utility Data Quantity

A quantitative description for every GIS feature set needing updating is not possible; therefore, a quantity summary for each of the three utility systems requiring updating is as follows in approximate linear feet:

- Water system-approximately 2,001,120 linear feet,
- Wastewater system-approximately 344,545 linear feet,
- Storm drains system-approximately 230,736 linear feet.

Responsibilities of GIS Analyst(s) provided by Vendor

The GIS Analyst(s) provided by the selected vendor will be responsible for:

- Inputting geographic data from various sources including maps, surveys, and satellite imagery.
- Ensuring data accuracy and consistency as directed by City staff.
- Making necessary updates to the applicable layers in the City's GIS database.
- Producing maps and other visual representations of the data as needed and requested by City staff.
- Collaborating with project team members to meet goals, objectives, and deadlines.
- The selected vendor will also provide a project manager for the duration of the project. The project manager role can be filled by one of the vendor's GIS analysts.

Personnel Qualifications/Meeting Notes from the City

- The City has estimated the updating/inputting process will require the services of two (2) GIS Analysts.
- Software licensing for the work will be provided by the City.
- The City's VPN connection can be used for remote connection to the GIS database.
- Source documents will be uploaded to Microsoft OneDrive provided by the City.

- Kickoff/project meetings will be held on Microsoft Teams.
- Work schedules will be managed and supervised by the City.
- The City will coordinate all meetings with City staff, if necessary.

Vendor qualifications:

- Minimum of one (1) year of experience in GIS data inputting.
- Proficiency in GIS software such as ArcGIS.
- Strong attention to detail and accuracy.
- Excellent communication and teamwork skills.
- Skills in data management and spatial analysis.
- Experience in managing projects.
- Ability to deliver projects on time and within budget.
- Positive references from previous clients.
- Ability to understand project objectives.
- Evidence of financial stability.
- Clear and transparent pricing models.
- Detail proposal outlining the approach, timeline, deliverables, and costs.
- Clear understanding of the project scope and client requirements.
- Clear terms and conditions

Milestones

- The selected vendor will provide a detailed document listing of all documents, and related items worked on with a breakdown of the hours worked on the components of the project.
- The vendor will submit to NRH a signoff document for each grid location as they are completed for NRH to validate and signoff as an acceptance of data for the grid location completed.

Payments

- The selected vendor will bill monthly for the services provided for the prior month as detailed in the weekly documentation.