

HOUSTON-GALVESTON AREA COUNCIL
GENERAL PROVISIONS
CONSULTANT AGREEMENT

This Consultant Agreement is made and entered into this ___ day of _____, 20__ by and between the Houston-Galveston Area Council, hereinafter referred to as H-GAC, having its principal place of business at 3555 Timmons Lane, Suite 120, Houston, Texas 77027 and _____, hereinafter referred to as the Consultant, having its principal place of business at _____.

WITNESSETH:

WHEREAS, H-GAC hereby engages the Consultant to perform certain services in accordance with the specifications of the Agreement; and

WHEREAS, the Consultant has agreed to perform such services in accordance with the specifications of the Agreement;

NOW, THEREFORE, H-GAC and the Consultant do hereby agree as follows:

ARTICLE 1 LEGAL AUTHORITY

The Consultant warrants and assures H-GAC that it possesses adequate legal authority to enter into this Agreement.

ARTICLE 2 APPLICABLE LAWS

The Consultant agrees to conduct all activities under this Agreement in accordance with all applicable rules, regulations, directives, standards, ordinances and laws in effect or promulgated during the term of this Agreement.

ARTICLE 3 INDEPENDENT ENTITY

The execution of this Agreement and the rendering of services prescribed by this Agreement do not change the independent status of H-GAC or the Consultant. No provision of this Agreement or act of H-GAC in performance of the Agreement shall be construed as making the Consultant the agent, servant or employee of H-GAC, the State of Texas, or the United States Government. Employees of the Consultant are subject to the exclusive control and supervision of the Consultant. The Consultant is solely responsible for employee payrolls and claims arising therefrom.

ARTICLE 4 WHOLE AGREEMENT

The General Provisions, Special Provisions and Attachments, as provided herein, constitute the complete agreement between the parties hereto, and supersede any and all oral and written agreements between the parties relating to matters herein. Except as otherwise provided herein, this Agreement cannot be modified without written consent of the parties.

ARTICLE 5 SCOPE OF SERVICES

The services to be performed by the Consultant are outlined in Attachment A.

ARTICLE 6 PERFORMANCE PERIOD

This Agreement shall be performed during the period which begins _____, 20__, and ends _____, 20__.

ARTICLE 7 REPORTING REQUIREMENTS

Reporting requirements are set forth in the Special Provisions of this Agreement. If the Consultant fails to submit to H-GAC in a timely and satisfactory manner any report required by this Agreement, or otherwise fails to satisfactorily render performances hereunder, H-GAC may withhold payments otherwise due and owing the Consultant hereunder. If H-GAC withholds such payments, it shall notify the Consultant of its decision and the reasons therefore. Payments withheld pursuant to this Article may be held by H-GAC until such time as the delinquent obligations for which funds are withheld are fulfilled by the Consultant. The Consultant's failure to timely submit any report may also be considered cause for termination of this Agreement.

ARTICLE 8 PAYMENTS

The Consultant agrees that payments are predicated upon properly documented and verified proofs of performance delivered and costs incurred by the Consultant in accordance with the terms of this Agreement and shall be paid in accordance with the Compensation Section in the Special Provisions.

ARTICLE 9 NON-FUNDING CLAUSE

Each payment obligation of H-GAC created by this Agreement is conditioned upon the availability of state or federal funds appropriated or allocated for the payment of such obligations. H-GAC shall not be otherwise obligated or liable for any future payments due or for any damages as a result of interruption of payment or termination under this Article.

ARTICLE 10 INSURANCE

The Consultant shall maintain insurance coverage for work performed or services rendered under this Agreement as specified in the Special Provisions.

ARTICLE 11 REPAYMENTS

The Consultant understands and agrees that it shall be liable to repay and shall repay upon demand to H-GAC any amounts determined by H-GAC, its independent auditors, or any agency of state or federal government to have been paid in violation of the terms of this Agreement.

ARTICLE 12 SUBCONTRACTS

Except as may be set forth in the Special Provisions, the Consultant agrees not to subcontract, assign, transfer, convey, sublet or otherwise dispose of this Agreement or any right, title, obligation or interest it may have therein to any third party without prior written approval of H-GAC.

The Consultant acknowledges that H-GAC is not liable to any subcontractor(s) of the Consultant.

The Consultant shall ensure that the performance rendered under all subcontracts shall result in compliance with all the terms and provisions of this Agreement as if the performance rendered was rendered by the Consultant.

ARTICLE 13 CHANGES AND AMENDMENTS

Any alterations, additions, or deletions to the terms of this Agreement which are required by changes in federal law or regulations are automatically incorporated into this Agreement without written amendment hereto, and shall become effective on the date designated by such law or regulation.

H-GAC may, from time to time, require changes in the scope of the services of the Consultant to be performed hereunder. Such changes that are mutually agreed upon by and between H-GAC and the Consultant in writing shall be incorporated into this Agreement.

ARTICLE 14 TERMINATION PROCEDURES

The Consultant acknowledges that this Agreement may be terminated under the following circumstances:

A. Convenience

H-GAC may terminate this Agreement in whole or in part without cause at any time by written notice by certified mail to the Consultant whenever for any reason H-GAC determines that such termination is in the best interest of H-GAC. Upon receipt of notice of termination, all services hereunder of the Consultant and its employees and subcontractors shall cease to the extent specified in the notice of termination. In the event of termination in whole, the Consultant shall prepare a final invoice within 30 days of such termination reflecting the services actually

performed which have not appeared on any prior invoice. Such invoice shall be satisfactory to the Executive Director or his designee. H-GAC agrees to pay the Consultant, in accordance with the terms of the Agreement, for services actually performed and accruing to the benefit of H-GAC, less payment of any compensation previously paid.

The Consultant may cancel or terminate this Agreement upon thirty (30) days written notice by certified mail to H-GAC. The Consultant may not give notice of cancellation after it has received notice of default from H-GAC. In the event of such termination prior to completion of the Agreement provided for herein, H-GAC agrees to pay services herein specified on a prorated basis for work actually performed and invoiced in accordance with the terms of this Agreement, less payment of any compensation previously paid.

B. Default

H-GAC may, by written notice of default to the Consultant, terminate the whole or any part of the Agreement in any one of the following circumstances:

- (1) If the Consultant fails to perform the services herein specified within the time specified herein or any extension thereof; or
- (2) If the Consultant fails to perform any of the other provisions of this Agreement for any reason whatsoever, or so fails to make progress or otherwise violates the Agreement so that completion of the services herein specified within the agreement term is significantly endangered, and in either of these two instances does not cure such failure within a period of ten (10) days (or such longer period of time as may be authorized by H-GAC in writing) after receiving written notice by certified mail of default from H-GAC.

In the event of such termination, all services of the Consultant and its employees and subcontractors shall cease and the Consultant shall prepare a final invoice reflecting the services actually performed pursuant to the Agreement which have not appeared on any prior invoice. Such invoice must be satisfactory to the Executive Director of H-GAC or his designee. H-GAC agrees to pay the Consultant, in accordance with the terms of this Agreement, for services actually performed and accruing to the benefit of H-GAC as reflected on said invoice, less payment of any compensation previously paid and less any costs or damages incurred by H-GAC as a result of such default, including incremental costs that H-GAC will incur to have the Agreement completed by a person other than the Consultant.

ARTICLE 15 SEVERABILITY

All parties agree that should any provision of this Agreement be determined to be invalid or unenforceable, such determination shall not affect any other term of this Agreement, which shall continue in full force and effect.

ARTICLE 16 COPYRIGHTS

The state or federal awarding agency and H-GAC reserve a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for state or federal government or H-GAC purposes:

- (a) The copyright of all maps, data, reports, research or other work developed under this Agreement; and
- (b) Any copyrights or rights of use to copyrighted material which the Consultant purchases with funding under this Agreement. All such data and material shall be furnished to H-GAC on request.

ARTICLE 17 OWNERSHIP OF MATERIALS

Except as may be specified in the Special Provisions, all data, reports, research, etc., developed by the Consultant as a part of its work under this Agreement shall become the property of the H-GAC upon completion of this Agreement, or in the event of termination or cancellation hereof, at the time of payment under Article 8 for work performed. All such data and material shall be furnished to H-GAC on request.

ARTICLE 18 FORCE MAJEURE

To the extent that either party to this Agreement shall be wholly or partially prevented from the performance within the term specified of any obligation or duty placed on such party by reason of or through strikes, stoppage of labor, riot, fire, flood, acts of war, insurrection, accident, order of any court, act of God, or specific cause reasonably beyond the party's control and not attributable to its neglect or nonfeasance, in such event, the time for the performance of such obligation or duty shall be suspended until such disability to perform is removed. Determination of force majeure shall rest solely with the H-GAC.

ARTICLE 19 NON-DISCRIMINATION AND EQUAL OPPORTUNITY

The Consultant agrees to comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps and the Americans with Disabilities Act of 1990; (d) the Age Discrimination Act of 1974, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255),

as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to the nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in any specific statute(s) applicable to any Federal funding for this Agreement; and (j) the requirements of any other nondiscrimination statute(s) which may apply to this Agreement.

ARTICLE 20 EXAMINATION AND RETENTION OF RECORDS

The Consultant shall maintain during the course of the work, complete and accurate records of all of the Consultant's costs and documentation of items which are chargeable to H-GAC under this Agreement. H-GAC, through its staff or designated public accounting firm, the State of Texas, and the United States Government shall have the right at any reasonable time to inspect, copy and audit those records on or off the premises of the Consultant. Failure to provide access to records may be cause for termination of the Agreement. The records to be maintained and retained by the Consultant shall include (without limitation): (1) personnel and payroll records, including social security numbers and labor classifications, accounting for total time distribution of Consultant's employees working full or part time on the work, as well as cancelled checks, signed receipts for payroll payments in cash, or other evidence of disbursement of payroll payments; (2) invoices for purchases, receiving and issuing documents, and all other unit inventory records for Consultants' stocks or capital items; and (3) paid invoices and cancelled checks for materials purchased and for subcontractors' and any other third parties' charges.

The Consultant shall maintain all records pertinent to this Agreement for a period of no less than four (4) calendar years from the date of acceptance of the final contract closeout and until any outstanding litigation, audit or claim has been resolved. The right of access to records is not limited to the required retention period, but shall last as long as the records are retained.

The Consultant further agrees to include in all subcontracts under this Agreement, a provision to the effect that the subcontractor agrees that H-GAC's duly authorized representatives, shall, until the expiration of four (4) years after final payment under the subcontract or until all audit findings have been resolved, have access to and the right to examine and copy any directly pertinent books, documents, papers, invoices and records of such subcontractor involving transactions relating to the subcontract.

ARTICLE 21 POLITICAL ACTIVITY; LOBBYING

No funds provided under this Agreement may be used in any way to attempt to influence in any manner a member of Congress to favor or oppose any legislation or appropriation by Congress, or for

lobbying with state or local legislators. The Consultant, if a recipient of federal assistance exceeding \$100,000 through an H-GAC subcontract, will comply with section 319, Public Law 101-121 (31 U.S.C. 1352).

ARTICLE 22 SECTARIAN INVOLVEMENT PROHIBITED

The Consultant shall ensure that no funds under this Agreement are used, either directly or indirectly, in the support of any religious or anti-religious activity, worship, or instruction.

ARTICLE 23 CRIMINAL PROVISIONS AND SANCTIONS

The Consultant agrees that it will perform the Agreement activities in conformance with safeguards against fraud and abuse as set forth by the H-GAC, the State of Texas, and the acts and regulations of the funding entity. The Consultant agrees to promptly notify H-GAC of suspected fraud, abuse or other criminal activity through the filing of a written report within twenty-four (24) hours of knowledge thereof and to notify H-GAC of any accident or incident requiring medical attention arising from its activities under this Agreement within twenty-four (24) hours of such occurrence.

Theft or willful damage to property on loan to the Consultant from H-GAC, if any, shall be reported to local law enforcement agencies and H-GAC within two (2) hours of discovery of any such act.

The Consultant further agrees to cooperate fully with H-GAC, local law enforcement agencies, the State of Texas, the Federal Bureau of Investigation and any other duly authorized investigative unit in carrying out a full investigation of all such incidents.

ARTICLE 24 INDEMNIFICATION

The Consultant agrees, to the extent permitted by law, to defend and hold harmless H-GAC, the State of Texas, the United States Government and their respective board members, officers, agents, officials, and employees from any and all claims, costs, expenses (including reasonable attorney fees), actions, causes of action, judgments, and liens arising as a result of the Consultant's act or omission under this Agreement, the Consultant's non-performance of this Agreement, or the Consultant's violation of any law, regulation or other standard incorporated herein. The Consultant shall notify H-GAC of the threat of lawsuit or of any actual suit filed against the Consultant relating to this Agreement.

ARTICLE 25 TITLES NOT RESTRICTIVE

The titles assigned to the various sections of this Agreement are for convenience only. Titles shall not be considered restrictive of the subject matter of any Article, or part of this Agreement.

ARTICLE 26 ACKNOWLEDGEMENT OF FUNDING SOURCE

The Consultant shall give credit to Federal Transit Administration (FTA), Federal Highway Administration (FHWA), Texas Department of Transportation (TxDOT) and H-GAC as the funding source in all oral presentations, written documents, publicity, and advertisements regarding any of the Consultant's activities which arise from this Agreement.

ARTICLE 27 DISPUTES

Any and all disputes concerning questions of fact or of law arising under this Agreement which are not disposed of by agreement shall be decided by the Executive Director of H-GAC or his designee, who shall reduce his decision to writing and provide notice thereof to the Consultant. The decision of the Executive Director or his designee shall be final and conclusive unless, within thirty (30) days from the date of receipt of such notice, the Consultant requests a rehearing from the Executive Director of H-GAC. In connection with any rehearing under this Article, the Consultant shall be afforded an opportunity to be heard and offer evidence in support of its position. The decision of the Executive Director after any such rehearing shall be final and conclusive. The Consultant may, if it elects to do so, appeal the final and conclusive decision of the Executive Director to a court of competent jurisdiction. Pending final decision of a dispute hereunder, the Consultant shall proceed diligently with the performance of the Agreement and in accordance with H-GAC's final decision.

ARTICLE 28 GOVERNING LAW; VENUE

This Agreement shall be governed by the laws of the State of Texas.

Venue and jurisdiction of any suit or cause of action arising under or in connection with the Agreement shall lie exclusively in Harris County, Texas.

ARTICLE 29 ORDER OF PRIORITY

In the case of any conflict between the General Provision, the Special Provisions, and Attachments to this Agreement, the following order of priority shall be utilized: Special Provision, General Provisions, and Attachments.

H-GAC and the Consultant have executed the Agreement as of the date first written above.

Jack Steele, Executive Director
Houston-Galveston Area Council

Date