



MATERIALS MANAGEMENT DIVISION • 901B TEXAS STREET • DENTON, TEXAS 76201  
940.349.7100 • FAX 940.293.1837

May 13, 2020

Halff Associates, Inc.  
Attn: Ben McGahey, Director of Public Works  
4000 Fossil Creek Blvd.  
Fort Worth, TX  
[bmccahey@halff.com](mailto:bmccahey@halff.com)

Re: Letter Agreement to Amend (this "Amendment") Contract 6590-041 – Elm and Locus Street Water Wastewater & Drainage between the City of Denton ("COD") and Halff Associates, Inc. ("Halff") dated November 6, 2018 (the "Contract") - Amendment 2

Dear Mr. McGahey,


Thank you for being such a valued partner. By signing this Amendment below, COD and Halff agree that the Contract is hereby deemed amended to provide for 5% billing rates reductions.

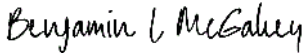
The reduced labor rates are effective from April 2020 until 6/30/20, or until the State of Texas and City and Denton disaster declarations for the Covid-19 virus have expired, whichever is later.

Except as amended by this Amendment, the Contract is not otherwise amended and all other terms and conditions of the Contract remain in full force and effect, as amended hereby. This Amendment may be executed in any number of counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. Signatures transmitted electronically shall have the same effect as the delivery of original signatures.

We look forward to future business with your firm.

Regards,

DocuSigned by:  
  
574DE8C155A64A5...  
Laura Hermosillo, MBA, CMPI  
Procurement and Compliance  
City of Denton

DocuSigned by:  
  
5B25744D3C854FE...  
Ben McGahey  
Director of Public Works  
Halff Associates, Inc.

## Certificate Of Completion

Envelope Id: A460CD5FD8D141A898510A190062404B	Status: Completed
Subject: Please Docusign: 6590-041 - Amendment	
Source Envelope:	
Document Pages: 1	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Laura Hermosillo
Time Zone: (UTC-06:00) Central Time (US & Canada)	901B Texas Street
	Denton, TX 76209
	laura.hermosillo@cityofdenton.com
	IP Address: 198.49.140.104

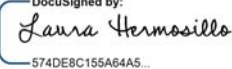
## Record Tracking

Status: Original	Holder: Laura Hermosillo	Location: DocuSign
5/13/2020 3:10:58 PM	laura.hermosillo@cityofdenton.com	

## Signer Events

Laura Hermosillo  
 laura.hermosillo@cityofdenton.com  
 Senior Buyer  
 City of Denton  
 Security Level: Email, Account Authentication (None)

## Signature

DocuSigned by:  
  
 574DE8C155A64A5...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 198.49.140.104

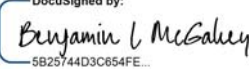
## Timestamp

Sent: 5/13/2020 3:11:55 PM  
 Viewed: 5/13/2020 3:12:06 PM  
 Signed: 5/13/2020 3:12:12 PM

### Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Benjamin L McGahey  
 bmcgahey@half.com  
 Director of Public Works  
 Half Associates, Inc.  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 5B25744D3C654FE...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 173.227.66.227

Sent: 6/29/2020 3:42:35 PM  
 Viewed: 6/29/2020 3:47:11 PM  
 Signed: 6/29/2020 3:48:37 PM

### Electronic Record and Signature Disclosure:

Accepted: 6/29/2020 3:47:11 PM  
 ID: f63a5ff4-96f0-42c6-a8d3-471efb93ff63

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

David Smith  
 dsmith@Half.com  
 Security Level: Email, Account Authentication (None)

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Sent: 6/29/2020 3:42:36 PM

### Electronic Record and Signature Disclosure:

Accepted: 6/29/2020 12:57:07 PM  
 ID: 16963119-7c45-4fc0-9c44-567a2540782a

Carbon Copy Events	Status	Timestamp
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Robin Davis  
Robin.Davis@cityofdenton.com  
Security Level: Email, Account Authentication (None)  
**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

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Sent: 6/29/2020 3:48:38 PM

Cheyenne Defee  
cheyenne.defee@cityofdenton.com  
Contract Administrator  
City of Denton  
Security Level: Email, Account Authentication (None)  
**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

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Sent: 6/29/2020 3:48:38 PM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	6/29/2020 3:48:38 PM
Certified Delivered	Security Checked	6/29/2020 3:48:38 PM
Signing Complete	Security Checked	6/29/2020 3:48:38 PM
Completed	Security Checked	6/29/2020 3:48:38 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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From time to time, City of Denton (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact City of Denton:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [purchasing@cityofdenton.com](mailto:purchasing@cityofdenton.com)

**To advise City of Denton of your new e-mail address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at [melissa.kraft@cityofdenton.com](mailto:melissa.kraft@cityofdenton.com) and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

**To request paper copies from City of Denton**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to [purchasing@cityofdenton.com](mailto:purchasing@cityofdenton.com) and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with City of Denton**

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to [purchasing@cityofdenton.com](mailto:purchasing@cityofdenton.com) and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

**Required hardware and software**

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"> <li>•Allow per session cookies</li> <li>•Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection</li> </ul>

\*\* These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

**Acknowledging your access and consent to receive materials electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

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- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify City of Denton as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by City of Denton during the course of my relationship with you.