

DocuSign City Council Transmittal Coversheet

File	6285
File Name	Bonnie Brae Improvements Phase 4
Purchasing Contact	Rebecca Hunter
City Council Target Date	3/20/18
Contract Value	1,204,216.50
Piggy Back Option	No
Contract Expiration	
Ordinance	

THE STATE OF TEXAS §
 §
COUNTY OF DENTON §

FIRST AMENDMENT TO CONTRACT
BY AND BETWEEN THE CITY OF DENTON, TEXAS
AND GRAHAM ASSOCIATES, INC
[FILE NO. 6285]

THIS FIRST AMENDMENT TO CONTRACT 6285 (“Amendment”) by and between the City of Denton, Texas (“City”) and Graham Associates (“Design Professional”);

The CITY deems it necessary to further expand the services provided by DESIGN PROFESSIONAL to the CITY;

NOW THEREFORE,

1. Section 2 “Compensation and Schedule”, **Total Compensation Amount** of the Agreement is hereby amended to read as follows:

“Total Contract Amount for services shall not exceed \$1,204,216.50 per term. Pricing shall be per Attachment A.”

All other provisions of the contract 6285, as heretofore amended, remain in full force and effect.

IN WITNESS WHEREOF, the CITY and the DESIGN PROFESSIONAL, have each executed this Amendment, by and through their respective duly authorized representatives and officers on this date _____.

“CITY”

CITY OF DENTON, TEXAS
A Texas Municipal Corporation

By: _____
TODD HILEMAN
CITY MANAGER

ATTEST:
JENNIFER WALTERS, CITY SECRETARY

By: _____

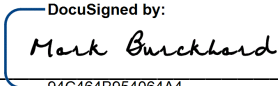
APPROVED AS TO LEGAL FORM:
AARON LEAL, CITY ATTORNEY

By: _____

38A6D90FD93B4AB...

“DESIGN PROFESSIONAL”

GRAHAM ASSOCIATES, INC
A Corporation

By: _____

94C464B954064A4
AUTHORIZED SIGNATURE, TITLE



Graham Associates, Inc.
CONSULTING ENGINEERS & PLANNERS

TBPE FIRM F-1191/TBPLS-FIRM 101538-00

February 21, 2018

Mr. Lee Perry, P.E.
Senior Project Manager
Utility & CIP Engineering
City of Denton
901-A Texas Street
Denton, Texas 76209

Re: North Bonnie Brae Street from IH-35E to Scripture Street, P.O. 180016 contract dated January 10, 2017, Contract Amendment No. 1.

Dear Mr. Perry:

This is Graham Associates, Inc. letter of proposal to complete 3 off-site drainage systems from North Bonnie Brae Street to Stream Df-1 of the Dry Fork of Hickory Creek, to provide traffic analysis to determine divided or undivided paving section required and to provide Appraisal and Right-of-Way support.

This would include the Hydraulics and Hydrology study of the Stream Df-1 of the Dry Fork of Hickory Creek in the FEMA unstudied areas. It would include the survey work to complete new cross sections of the unstudied stream and topographic survey of Scripture Street, Hickory Street, and Oak Street to get the storm drainage from N. Bonnie Brae to the stream. It would also include the construction plans of the storm drainage systems. This study would not include any Zone A LOMR or remapping of the existing floodplain.

If a roadway 4 lane divided section is chosen, 60% construction plans will need to be revised for the new, wider section as shown in Item 5 of this proposal.

Traffic Analysis would be performed by MSA Professional Services as shown in Exhibit "A". GAI would provide any necessary exhibits or information to MSA and provide coordination.

Appraisals will be performed by a separate consultant for the City of Denton. Right-of-Way Acquisition will be performed by a separate consultant for the City of Denton. Item 7 would be for engineering support including setting up an FTP site for the information, gathering title information, appraisals, and right of way support documentation. The engineer would also provide any plan changes required by the city including exhibits, and testifying at hearings as required.

Summit Office Park
1300 Summit Ave., Suite 419
Ft. Worth, Texas 76102-4418
(817) 332-5756
Fax (817) 336-6909

Centerpoint Three
600 Six Flags Drive, Suite 500
Arlington, Texas 76011-6356
(817) 649-1914 • Metro (817) 640-8535
FAX (817) 633-5240

El Dorado Business Park
10880 John W. Elliott, Suite 200B
Frisco, Texas 75033
(214) 618-3114

Part 1: Hydraulics and Hydrology study in order to obtain the FEMA 100 year discharge in 2 locations for the design of the proposed storm drainage systems.

Senior Engineer	16.5 hours @ \$140.00	= \$ 2,310.00
Technician IV	70 hours @ \$100.00	= \$ 7,000.00
Senior Hydrologist	21 hours @ \$130.00	= \$ 2,730.00
Graduate Hydrologist	214.5 hours @ \$110.00	= \$ <u>23,595.00</u>
	Part 1 Sub-Total	= \$ 35,635.00

Part 2: Surveying 39 cross sections in Stream Df-1 for H&H study, topographic surveying on Scripture Street from North Bonnie Brae Street to Stream Df-1, topographic surveying of West Oak Street from North Bonnie Brae Street to 400 feet west, and topographic surveying of Hickory Street from North Bonnie Brae Street to Stream Df-1.

Senior Engineer	5 hours @ \$140.00	= \$ 700.00
Technician IV (processing)	21.5 hours @ \$100.00	= \$ 2,150.00
Survey Coordinator	16 hours @ \$110.00	= \$ 1,760.00
2 Man Survey Crew	92 hours @ \$120.00	= \$ <u>11,040.00</u>
	Part 2 Sub-Total	= \$ 15,650.00

Part 3: Three (3) offsite storm drainage lines designing construction plans and estimates

Senior Engineer	35 hours @ \$140.00	= \$ 4,900.00
Graduate Engineer	49 hours @ \$110.00	= \$ 5,390.00
Senior Design Tech	18 hours @ \$110.00	= \$ 1,980.00
Technician IV	88 hours @ \$100.00	= \$ <u>8,800.00</u>
	Part 3 Sub-Total	= \$ 21,070.00

Part 4: Paving plans for Scripture, Oak Street, and Hickory Street west of North Bonnie Brae Street for the drainage improvements. This would include repaving half the streets for the construction of the storm lines.

Senior Engineer	37 hours @ \$140.00	= \$ 5,180.00
Graduate Engineer	24 hours @ \$110.00	= \$ 2,640.00
Technician IV	67 hours @ \$100.00	= \$ <u>6,700.00</u>
	Part 4 Sub-Total	= \$ 14,520.00

Part 5: Revise Typical Sections, Paving, Drainage Inlet Design, Drainage Pipe Design, Drainage Computations, Cross Sections and Traffic Control Plans for the 4 lane divided option.

TASK	Principal \$180	Senior Engineer \$140	Grad Engineer \$110	Grad Hydrologist \$110	Tech IV \$100	Tech III \$85	Tech II \$75	CADD \$25	Total Labor Cost
Typical Sections (5 Rev)	4 hours	5 hours	19 hours	0 hours	36 hours	0 hours	0 hours	40 hours	\$8,110
Paving Plan/ Profile Sheets (17 Rev)	8 hours	24 hours	51 hours	0 hours	85 hours	30 hours	25 hours	106 hours	\$25,985
Drainage Inlets (1 Rev)	2 hours	2 hours	6 hours	0 hours	12 hours	7 hours	0 hours	18 hours	\$3,545
Drainage Area Map (1 Rev, 1 New)	4 hours	6 hours	0 hours	9 hours	0 hours	26 hours	0 hours	27 hours	\$5,435
Drainage Calculations (2 Rev)	0 hours	10 hours	25 hours	17 hours	6 hours	0 hours	8 hours	8 hours	\$7,420
Drainage Plan/ Profile Sheets (10 Rev)	7 hours	28 hours	50 hours	62 hours	144 hours	0 hours	0 hours	126 hours	\$35,050
Special Drainage Details (2 New)	2 hours	16 hours	0 hours	0 hours	48 hours	0 hours	0 hours	42 hours	\$8,450
Striping and Signing Sheets (1 Rev)	0 hours	7 hours	25 hours	0 hours	24 hours	13 hours	0 Hours	46 hours	\$8,385
Traffic Control Plans (10 Rev)	0 hours	8 hours	12 hours	0 hours	25 hours	13 hours	0 Hours	38 hours	\$6,995

Construction Plan Revisions Summary:

Principal	27 hours @ \$180.00	= \$ 4,860.00
Senior Engineer	106 hours @ \$140.00	= \$ 14,840.00
Graduate Engineer	188 hours @ \$110.00	= \$ 20,680.00
Graduate Hydrologist	88 hours @ \$110.00	= \$ 9,680.00
Technician IV	380 hours @ \$100.00	= \$ 38,000.00
Technician III	89 hours @ \$85.00	= \$ 7,565.00
Technician II	33 hours @ \$75.00	= \$ 2,475.00
CADD Station	451 hours @ \$25.00	= \$ 11,275.00
Part 6 Sub-Total		= \$109,375.00

Part 6: Traffic Analysis

MSA Professional Services	= \$ 14,727.50
GAI (10% Administrative Fee)	= \$ 1,472.75
Part 7 Sub-Total	= \$ 16,200.25

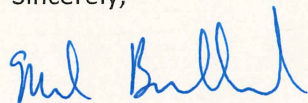
Part 7: Right-of-Way Support including setting up FTP site, coordination with appraiser and right of way agents, preparation of exhibits, revisions to plans, and condemnation support and hearings.

Principal	67 hours @ \$180.00	= \$ 12,060.00
Senior Engineer	172 hours @ \$140.00	= \$ 24,080.00
Registered Surveyor	45 hours @ \$140.00	= \$ 6,300.00
Graduate Engineer	117 hours @ \$110.00	= \$ 12,870.00
Technician IV	283 hours @ \$100.00	= \$ 28,300.00
Clerical	158 hours @ \$ 50.00	= \$ 7,900.00
	Part 6 Sub-Total	= \$ 91,510.00

Total Contract Amendment No.1 \$303,960.25

Graham Associates, Inc. has enjoyed working with the city staff on this project, we will work with you and your staff to get this work completed in a timely manner. We also have held our engineering fee rates for the January 2017 contract.

Sincerely,



Mark Burckhard, P.E.
Senior Vice President

Approved by:

Printed Name: _____

City of Denton, Texas



13727 Noel Road
Tower II, Suite 200
Dallas TX 75240
Tel: (972) 774-4410
www.msa-ps.com

January 12, 2018

Mark Burckhard, PE
Graham Associates, Inc.
600 Six Flags Drive, Suite 500
Arlington, Texas 76011

Re: North Bonnie Brae Corridor
MSA Proposal No. P19140000

Dear Mr. Burckhard:

Thank you for allowing MSA Professional Services, Inc. dba Ourston to submit a proposal to provide traffic analysis services for the North Bonnie Brae Street corridor, from I-35E to West University Drive in Denton, Texas. We submit the following preliminary design scope of work for your approval:

DATA COLLECTION

- Ourston, or its sub consultant, will collect AM and PM peak-hour turning movement counts, classified by vehicle type, at the following intersections with N Bonnie Brae St:
 - I-35E Frontage Rd*
 - W Prairie St*
 - Louise St*
 - Charlotte St*
 - Stella St*
 - W Hickory St*
 - W Oak St*
 - Scripture St
 - McKenna Park entrance
 - Panhandle St
 - Linden Dr
 - Crescent St
 - Emery St
 - W University Dr
- *Pedestrian counts will also be collected at these intersections
- Ourston, or its sub consultant, will collect 24-hr video counts at the N Bonnie Brae St/Scripture St intersection, which include pedestrian counts.
- All collected traffic counts will include vehicle type classifications (i.e. heavy vehicles/trucks vs. passenger cars). All traffic counts will be completed during two-hour AM and PM peak hour windows. Count data will be collected in 15-minute intervals. Counts shall not be collected Mondays, Fridays, or weekends. Counts shall not be completed on days when special events will be occurring, including but not limited to statutory holidays, civic festivals, parades, or nearby school events. Counts shall only be taken during fair weather conditions.
- The client shall provide MSA:
 - Output from the city of Denton's 2040 TransCAD traffic model
 - Base 2D CAD files for the corridor in MicroStation or AutoCAD (2016 or older format)
 - Existing signal timings for the following intersections with N Bonnie Brae St:



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Dallas TX 75240
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www.msa-ps.com

- I-35E Frontage Rd
- W Hickory St
- W Oak St
- W University Dr

OPERATIONAL ANALYSIS

- The traffic counts and output from the TransCAD traffic model will be used to create 2040 AM and PM peak hour volumes for the N Bonnie Brae St corridor.
- A traffic signal warrant analysis will be completed for the N Bonnie Brae St/Scripture St intersection. The results of this analysis will determine how this intersection is analyzed as part of the N Bonnie Brae St corridor.
- The N Bonnie Brae St corridor will be modeled in Synchro version 9, utilizing HCM 6th Edition methodologies. One model will be created for each peak hour period: 2040 AM and 2040 PM. No existing condition or interim horizon models are proposed as part of this scope.
- With the exception of the Scripture St intersection, all intersections will be analyzed using their existing intersection control. The Scripture St intersection control will depend on the results of the traffic signal warrant analysis.
- The intersections with N Bonnie Brae St to be analyzed as part of this corridor study are:
 - W Prairie St
 - Louise St
 - Charlotte St
 - Stella St
 - W Hickory St
 - W Oak St
 - Scripture St
 - McKenna Park entrance
 - Panhandle St
 - Linden Dr
 - Crescent St
 - Emery St
- The following operational outputs will be calculated to determine the number, utilization, and queue storage length required for the approach lanes at the subject intersections:
 - Movement delay (seconds)
 - Movement Level of Service (LOS)
 - 95th percentile queue
 - Intersection delay (seconds)
 - Intersection LOS
- Corridor operational outputs will not be investigated as part of this study. Any corridor-level analyses would be completed as an amendment to this scope and contract.
- The results of the intersection analyses will determine whether N Bonnie Brae St, from I-35E to Scripture St will operate more efficiently as a four-lane divided roadway or a five-lane undivided roadway with a shared two-way left-turn lane.



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- Traffic signals will be analyzed starting with the base timings as provided. Depending on operational results of future traffic, each intersection may be optimized based on minimizing movement delays. Due to the one-way pair nature of the N Bonnie Brae St intersections with W Hickory and W Oak St, these traffic signals will be analyzed as a coordinated pair. All other signalized intersections will be analyzed as isolated. Final traffic signal plans and timings will not be provided as part of this contract.

MEETINGS

Ourston has allocated time for participating in two consultant team meetings via conference call or web-meeting service and one in-person meeting (one attendee). Additional brief telephone calls can be made within budget; however, if additional meetings are required, they will be considered an additional service.

PROJECT DELIVERABLES

Deliverables for the corridor analysis include:

- Memo documenting the operational analysis for the preferred lane configuration at each intersection
- Copy of the Synchro model file(s)
- MicroStation CADD file of the proposed lane and or turn bay storage lengths for the corridor

Eric Frailing will lead the analysis and design review tasks. Jay VonAhsen, PE will provide oversight, client liaison, and the quality assurance review to ensure that the design solution meets the project objectives identified by Graham Associates, Inc. and the City of Denton.

ADDITIONAL SERVICES

The following services are not included in the scope of services herein; however, can be performed by Ourston upon written approval from Graham Associates, Inc. as an amendment to this Agreement.

- Operational Analysis of alternative intersection control methods (i.e. roundabout) at any of the given subject intersections



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PROFESSIONAL FEES AND AUTHORIZATION

We propose services based on an hourly plus reimbursable expenses basis in accordance with the above proposed scope of work. Per the request of Graham Associates, Inc, our fee is broken down into two phases:

- Phase 4 Fee: \$14,727.50
- Phase 5 Fee: \$7,052.80

We will invoice monthly based on effort incurred to-date. We look forward to working with you on this project.

Sincerely,
Ourston, a brand of MSA Professional Services, Inc.
Texas Registered Engineering Firm F-18472

A handwritten signature in black ink, appearing to read "Eric Frailing".

Eric Frailing
Project Manager
efrailing@msa-ps.com | (608) 216-2054

A handwritten signature in blue ink, appearing to read "Jay VonAhsen".

Jay VonAhsen, PE
Senior Project Manager
jvonahsen@msa-ps.com | (972) 649-0665

Exhibit B
House Bill 89 - Government Code 2270
VERIFICATION

I, Mark Burckhard, the undersigned representative of DBA Graham Associates, Inc. Company or Business name (hereafter referred to as company), being **an adult over the age of eighteen (18) years of age, verify that the company named-above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:**

- 1. Does not boycott Israel currently; and**
- 2. Will not boycott Israel during the term of the contract the above-named Company, business or individual with City of Denton.**

Pursuant to Section 2270.001, Texas Government Code:

- 1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and*
- 2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.*

Mark Burckhard

Name of Company Representative (Print)

DocuSigned by:
Mark Burckhard
94C464B95406404

Signature of Company Representative

2/23/2018

Date

Exhibit B
Senate Bill 252 -Government Code 2252
CERTIFICATION

I, Mark Burckhard, the undersigned representative of DBA Graham Associates, Inc. (Company or business name) being an adult over the age of eighteen (18) years of age, pursuant to Texas Government Code, Chapter 2252, Section 2252.152 and Section 2252.153, certify that the company named above is not listed on the website of the Comptroller of the State of Texas concerning the listing of companies that are identified under Section 806.051, Section 807.051 or Section 2253.153. I further certify that should the above-named company enter into a contract that is on said listing of companies on the website of the Comptroller of the State of Texas which do business with Iran, Sudan or any Foreign Terrorist Organization, I will immediately notify the City of Denton's Materials Management Department.

Mark Burckhard
Name of Company Representative (Print)

DocuSigned by:
Mark Burckhard
Signature of Company Representative

2/23/2018
Date

Certificate Of Completion

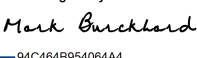
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Source Envelope:	
Document Pages: 13	Signatures: 4
Certificate Pages: 6	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Jamie Cogdell
Time Zone: (UTC-06:00) Central Time (US & Canada)	901B Texas Street
	Denton, TX 76209
	Jamie.Cogdell@cityofdenton.com
	IP Address: 129.120.6.150

Record Tracking

Status: Original	Holder: Jamie Cogdell	Location: DocuSign
2/23/2018 11:06:09 AM	Jamie.Cogdell@cityofdenton.com	

Signer Events

Signer Events	Signature	Timestamp
Jamie Cogdell	Completed	Sent: 2/23/2018 11:19:04 AM
jamie.cogdell@cityofdenton.com		Viewed: 2/23/2018 11:19:16 AM
Senior Buyer		Signed: 2/23/2018 11:20:41 AM
City Of Denton	Using IP Address: 129.120.6.150	
Security Level: Email, Account Authentication (None)		
Electronic Record and Signature Disclosure:		
Not Offered via DocuSign		

Mark Burckhard	DocuSigned by:	Sent: 2/23/2018 11:20:44 AM
mburckhard@grahamcivil.com		Resent: 2/23/2018 12:01:21 PM
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Electronic Record and Signature Disclosure:
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Larry Collister	DocuSigned by:	Sent: 2/23/2018 5:39:32 PM
larry.collister@cityofdenton.com		Resent: 2/27/2018 4:24:23 PM
Deputy City Attorney	38A6D90FD93B4AB...	Viewed: 3/1/2018 1:25:55 PM
Security Level: Email, Account Authentication (None)	Using IP Address: 129.120.6.150	Signed: 3/1/2018 1:26:20 PM

Electronic Record and Signature Disclosure:
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Rebecca Hunter	Sent: 3/1/2018 1:26:23 PM
rebecca.hunter@cityofdenton.com	
Assistant Purchasing Manager	
City of Denton	
Security Level: Email, Account Authentication (None)	
Electronic Record and Signature Disclosure:	
Not Offered via DocuSign	

Todd Hileman
 todd.hileman@cityofdenton.com
 Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:

Signer Events	Signature	Timestamp
Accepted: 7/25/2017 11:02:14 AM ID: 57619fbf-2aec-4b1f-805d-6bd7d9966f21 Jennifer Walters jennifer.walters@cityofdenton.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		
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
Rebecca Hunter rebecca.hunter@cityofdenton.com Assistant Purchasing Manager City of Denton Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	<div>COPIED</div>	Sent: 2/23/2018 5:39:31 PM
Sherri Thurman sherri.thurman@cityofdenton.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	<div>COPIED</div>	Sent: 2/23/2018 5:39:31 PM
Jane Richardson jane.richardson@cityofdenton.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Robin Fox Robin.fox@cityofdenton.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Jennifer Bridges jennifer.bridges@cityofdenton.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Carbon Copy Events	Status	Timestamp
Jane Richardson jane.richardson@cityofdenton.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Lee Perry lee.perry@cityofdenton.com Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/1/2018 1:26:23 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

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

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 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 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 and in the body of such request you must state your e-mail, full name, US 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">•Allow per session cookies•Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** 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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