

**EXHIBIT A**  
**Scope of Services**  
**Roadway Impact Fee Study**

**PROJECT UNDERSTANDING**

Kimley-Horn and Associates, Inc. (Kimley-Horn) understands the goal of this project is to evaluate the development and implementation of a Roadway Impact Fee for the City of Pflugerville (City). This scope of services will provide the City with the technical analysis required by Chapter 395 of the Texas Local Government Code to determine the maximum assessable roadway impact fee that may be assessed. To conduct the land use assumptions analysis, Kimley-Horn will utilize the demographics from the traffic analysis zones (TAZs) developed for the adopted 2019 Transportation Master Plan (TMP). The growth will be compared to historic growth based on building permit history. To create the Roadway Impact Fee Capital Improvements Plan (CIP), Kimley-Horn will utilize the TMP. Any analysis outside Task 3B related to amending the City's Future Land Use Plan, TMP, or a change to the roadway impact fee study resulting from an amendment to the Future Land Use Plan or TMP following a notice from the City to use one or both of these documents, will be considered additional services. The project is broken into two phases. The first phase is the evaluation and analysis component and the second phase is adoption and implementation.

**SPECIFIC SCOPE OF SERVICES**

This project is anticipated to include the following tasks broken into 2 phases:

Phase 1: Evaluation and Analysis

Task 1: Project Initiation, Education and Management

Task 2: Land Use Assumptions

Task 3: Master Plan Review and Impact Fee Capital Improvements Plan (CIP)

Task 4: Maximum Fee Calculations and Rate Analysis

Task 5: Credit Calculation

Phase 2: Adoption and Implementation

Task 6: Roadway Impact Fee Study Document and Adoption Process

Task 7: Administration Tools

**Task 1. Project Initiation, Education and Management**

- A. Project Kick-Off Meeting. Kimley-Horn will meet with the City for a formal kick-off meeting for the Roadway Impact Fee project. During this meeting, the scope and City contacts will be determined for each task.
  
- B. Project Team Status Meetings and Coordination. Kimley-Horn will participate in reoccurring meetings with City staff. These meetings will be held on specific days and times as agreed by the City. A maximum of two (2) hours will be anticipated for each meeting. These may be either in-person calls or conference calls. Kimley-

Horn will prepare notes from each meeting. A maximum of six (6) meetings will be held.

- C. Project Status Reports and Invoicing. Kimley-Horn will prepare and submit monthly status reports regarding project schedule and critical tasks. Kimley-Horn will prepare monthly invoices.
- D. Service Areas. Kimley-Horn will meet with the City to develop the roadway impact fee service area boundaries within the existing City limits consistent with the six (6) mile limit required by Chapter 395 of the Local Government Code. Kimley-Horn anticipates a maximum of three (3) service areas will be required for roadway impact fees. An attempt to reduce these will be completed by developing up to two alternative service area concepts.
- E. Project Education. Kimley-Horn will prepare for and attend up to two (2) project education meetings. These are anticipated to be following meetings:
  - One (1) stakeholder, P&Z, City Council, or other committees;
  - One (1) joint City Council and Capital Improvements Advisory Committee (CIAC) workshop to present fundamentals of Roadway Impact Fees, a summary of the Roadway Impact Fee methodology, Land Use Assumptions, and the CIP and Maximum Assessable Roadway Impact Fees;

## **Task 2. Land Use Assumptions**

- A. Data Collection. Kimley-Horn will coordinate with the City to obtain the following data:
  - TAZ Demographic Data from the TMP
  - City Contacts – The City shall provide the organization structure and contact information for the applicable City staff involved with the land use assumptions.
  - Comprehensive Master Plans – The City shall identify and provide the City's most recent comprehensive master plans.
  - Building Permit History – The City shall provide the Consultant with available building permit history (both residential and non-residential) for the previous ten (10) years.
  - Currently adopted Land Use Assumptions for Water and Wastewater Impact Fees.
  - Maps – The City shall provide the Consultant with available GIS shapefiles, associated databases, and layer files in ESRI ArcGIS10.x format. All data shall be projected in NAD 83 State Plane, North Central Texas Zone coordinates.  
Data should include:
    - Current Zoning Map;
    - Future Land Use Plan Map;
    - City / County Parcel Data;
    - City Limits and ETJ Map; and
    - Most recent digital orthophotograph (DOQ) of the City.

- B. Ten-Year Land Use Assumptions. Chapter 395 states that impact fees may only be used to pay for items included in the Impact Fee Capital Improvements Plan and attributable to new service units projected over a period of time not to exceed ten (10) years. Based on guidance from the City regarding projected development patterns and growth rates and collected data, Kimley-Horn will develop the Ten-Year Land Use Assumptions for the 10-year planning window. Kimley-Horn will complete the demographic table for each roadway service area.
- C. Documentation. Kimley-Horn will incorporate the Land Use Assumptions information prepared by the City into the final Impact Fee Report. No separate documentation will be completed for the land use assumptions.
- D. Meetings. Kimley-Horn will discuss the land use assumptions during one of the reoccurring project team status meetings. It is anticipated to be one of the meetings.
- E. Deliverables.
- No specific deliverable will be prepared for this task; the Land Use Assumptions will be incorporated into the final Impact Fee Study report.

### **Task 3. Master Plan Review and Impact Fee CIP**

- A. Data Collection. Kimley-Horn will coordinate with the City to obtain the following data:
- City contacts – City shall provide the organization structure and contact information for the applicable City staff involved with the completion of the roadway capacity analysis and roadway impact fee CIP.
  - Transportation Plan – Kimley-Horn will use the TMP adopted by the City in GIS format developed by Kimley-Horn. Kimley-Horn will utilize the transportation plan as is currently adopted. Any analysis related to updating the City's currently adopted TMP will be considered additional services.
  - Traffic Counts – The City shall provide any available data (current and historical) for all roadway segments on the current TMP. Kimley-Horn will obtain recently completed traffic counts for state highway facilities from TxDOT. If additional counts are necessary, Kimley-Horn will collect up to twelve (12) counts.
  - Historical Project Costing Information – The City shall provide Kimley-Horn with available data on the actual City costs for previously completed arterial roadway improvement projects to assist in the development of planning level project costs for future projects and to include any project costs for previously completed projects with excess capacity available to serve future growth.
- B. TMP Review. If modifications are needed to the adopted TMP, they shall be provided by the City prior to formulating the Roadway Capital Improvement Plan. Modification will be provided with the recommendations from City staff. Kimley-Horn will update the mapping as a resulting of City recommendations. City staff will

perform the necessary tasks to have the revised TMP adopted by City Council (if necessary). Kimley-Horn will rely upon field verification the existing inventory of the City's roadway network from the adopted TMP, and review for any recent updates to the network based on City staff input.

C. Ten-Year Growth Projections and Capacity Analysis.

- Kimley-Horn will identify the service units for new development and the average trip length. Using the 10<sup>th</sup> Edition of the Institute of Transportation Engineer's (ITE) Trip Generation Manual, Kimley-Horn will incorporate trip generation and pass-by trip rates.
- Kimley-Horn will perform an analysis of existing conditions. This will include a determination of roadway capacities, volumes, vehicle-miles of supply, vehicle-miles of demand, existing excess capacity, and existing deficiencies.
- Kimley-Horn will project traffic conditions for the ten-year planning period, the target year for the impact fee growth projections. This will include growth and new demand for each service area established in Task 2. Kimley-Horn will determine the capacity available for new growth.

D. Roadway Impact Fee Capital Improvements Plan

- Kimley-Horn will assist the City to develop a Roadway Impact Fee Capital Improvements Plan which will include cost projections for anticipated projects to be included in the study. The Roadway Impact Fee Capital Improvements Plan will include existing oversized facilities and proposed facilities designed to serve future development. The Roadway Impact Fee Capital Improvements Plan shall include a general description of the project and a project cost projection. Planning level cost projections for future projects will be prepared based on discussion with local roadway construction contractors, City staff, and previous experience with roadway construction costs. The City shall provide actual City cost information for previously completed projects with excess capacity and any cost contribution to County, State, Federal, or developer constructed projects.

Due to the variety of unknowns associated with roadway project costs projections (ROW acquisition, utility relocations, etc.), the planning level project cost projections utilized in the roadway impact fee analysis should not be used for any future capital improvement planning within the City.

- Kimley-Horn will identify the portion of projected improvements required to serve existing demand and the portion of project improvements required to serve new development within the 10-year planning period.

E. Meetings. Kimley-Horn will prepare for and attend the following meetings:

- Kimley-Horn will discuss the TMP and Roadway Impact Fee Capital Improvement Plan during three of the reoccurring project team status meetings. It is anticipated to be three of the meetings.

F. Deliverables

- Roadway Impact Fee CIP Review Packet (which will be included within the Appendix of the final report)

**Task 4. Maximum Fee Calculation and Rate Analysis**

A. Pre-Credit Maximum Assessable Roadway Impact Fee Calculation. Using the newly developed ten-year growth projections, roadway impact fee capital improvements plan, and capacity available for new growth, Kimley-Horn will determine the cost of roadway improvements by service area, the maximum costs per service unit, and the resulting pre-credit maximum assessable roadway impact fees by service area. Kimley-Horn will incorporate the financial analysis performed in Task 4B to determine the maximum assessable impact fee per service unit.

B. Financial Analysis. A financial analysis for the credit calculation will not be performed unless Task 5 is authorized. Prior to authorization of Task 5, 50% of the pre-credit maximum assessable roadway impact fee calculated in Task 4A will be utilized to determine the maximum assessable roadway impact fee.

C. Meetings. Kimley-Horn will prepare for and attend the following meeting:

- Kimley-Horn will discuss the Maximum Impact Fee Calculation during one of the reoccurring project team status meetings. It is anticipated to be one of the meetings.

D. Deliverables

- No specific deliverable will be prepared for this task; the Maximum Fee Calculations and Rate Analysis will be incorporated into the final Impact Fee Study report

**Task 5. Financial Credit Calculation Analysis**

A. Financial Credit Calculation. Using the impact fee eligible capital improvement costs and projected service units, a financial subconsultant will calculate maximum assessable full-cost recovery impact fees for the designated ten-year period for roadway facilities for up to three (3) service areas. The financial subconsultant will provide forecasted cash flows for the maximum assessable impact fee for the ten-year period based on projected capital improvement program's implementation schedule (if available) and growth in projected service units. Kimley-Horn will work in conjunction with the financial subconsultant to incorporate the Capital Improvements Plan identified in Task 3.D.

- B. Meetings. The financial subconsultant will prepare for and attend the following meetings:
- Two (2) meetings with City staff to review the proposed Maximum Assessable Roadway Impact Fees with credit calculation.
- C. Deliverables
- No specific deliverable will be prepared for this task; the Maximum Fee Calculations and Rate Analysis will be incorporated into the final Impact Fee Study report.

### **Task 6. Documentation and adoption process**

- A. Document. Kimley-Horn will provide both a draft and final Roadway Impact Fee Report. The report will include:
- Land Use Assumptions;
  - Roadway service areas;
  - Roadway CIP;
  - Narrative of the impact fee methodology;
  - Impact fee calculations;
  - Land Use Vehicle-Mile Equivalency Table; and
  - Supporting Exhibits.
- B. Deliverables
- Electronic (.pdf) copy of the Draft Roadway Impact Fee Report;
  - Five (5) 8.5" x 11" hard copies of the Draft Roadway Impact Fee Report; and
  - Upon final approval of the Roadway Impact Fee Analysis and new ordinance by the City Council, Kimley-Horn will provide five (5) 8" x 11" originals and one (1) electronic (.pdf) copy of the Final Roadway Impact Fee Report.
- C. Adoption Process

Kimley-Horn will collect information on actual roadway impact fees collected for up to six (6) benchmark cities for up to three (3) different land uses (likely residential, commercial, and industrial land uses). This information will be provided to the City in electronic (.xls) tabular format for use in the development of comparison tables.

Kimley-Horn will review the proposed Roadway Impact Fee Ordinance as prepared by the City Attorney. It is anticipated the City Attorney will require exhibits from the Roadway Impact Fee Report to be included in the ordinance. We recommend the City coordinate with their Attorney to ensure they will be able to prepare the ordinance during Task 4. The City will organize and submit advertisements to the

local paper for the public hearings. The City will prep the documents needed for advisory committee meetings and Council.

It is anticipated that Kimley-Horn will prepare for and attend each of the following meetings (up to 7 meetings):

- Two (2) CIAC public hearings to present the Land Use Assumptions, CIP, and Maximum Assessable Roadway Impact Fees;
- Two (2) Workshops;
- Two (2) City Council public hearings to present the Roadway Impact Fee, including the Land Use Assumptions, Roadway Impact Fee CIP and Maximum Assessable Impact Roadway Fees; and
- One (1) City Council meeting where it adopts the ordinance and establishes the actual Roadway Impact Fees.

### **Task 7. Administrative support and implementation tools**

- A. Impact Fee Estimator Worksheet. Kimley-Horn will create a Roadway Impact Fee estimator spreadsheet tool to assist in calculating a development's roadway impact fees based on the impact fee rates adopted in Task 6.
- B. Implementation Support. Kimley-Horn will provide implementation support to assist City staff as a program is rolled out. This implementation support is assumed to be 10 hours.
- C. Deliverables
  - Electronic (.xls) Impact Fee Estimator Tool.

**EXHIBIT B**  
**Payment Terms**  
**Roadway Impact Fee Study**

Payment is a lump sum in the amount **listed in Article IV of this Contract**. This amount shall be payable by the City pursuant to the schedule listed below and upon completion of the services.

<b>Task</b>	<b>Description</b>	<b>Fee</b>
1	Project Initiation, Education and Management	\$ 11,000
2	Land Use Assumptions	\$ 3,500
3	Master Plan Review and Impact Fee CIP	\$ 26,500
4	Maximum Fee Calculations and Rate Analysis	\$ 3,500
5	Financial Credit Calculation Analysis	\$ 18,000
6	Roadway Impact Fee Document and Adoption Process	\$ 16,500
7	Administrative Tools and Implementation Support	\$ 6,000
	<b>TOTAL FEE</b>	<b>\$ 85,000</b>