



**Exhibit A**  
**Scope of Services**  
**Gilleland Creek Trail Corridor Master Plan**

Jeff Achée | Assistant Director Parks and Recreation  
City of Pflugerville  
400 Immanuel Road  
Pflugerville, Texas 78660  
Via Email: jeffa@pflugervilletx.gov

Dear Jeff,

It is my pleasure to provide this Scope of Services for professional services regarding the Master Planning of the Gilleland Creek Trail Corridor located in Pflugerville, TX as shown in Exhibit 'C'. Our scope of services for this project is as follows:

**1. Discovery Phase, Site Analysis & Public Engagement**

- a. Site visit to view the existing conditions at the site and coordination with the Client to obtain the most current and available online data regarding the site.
- b. Provide coordination and preparation of current Lidar Data to develop topographic base map, to include items below.
  - I. Topography @ 1' contours.
  - II. General canopy limits based on tree coverage in open areas and groupings.
  - III. Visible utilities and easements from data provided by others and site visits.
  - IV. Existing sidewalks, curb and gutter of adjacent street, etc.
  - V. Vertical structures as identified during site visit.
  - VI. USACE hydraulic data to be incorporated from on-line resources.
- c. Develop base map utilizing existing data available.
- d. Conduct Kick-Off Meeting with City Staff
- e. Develop & Manage ArcGIS StoryMap for interactive online engagement
- f. Conduct Public Engagement/Meetings
  - I. Two (2) Town Hall Meeting open to the General Public (Input and Update)
  - II. Two (2) Pflugerville Park Board Presentations (Update and Plan Recommendation)
  - III. One (1) City Council Meeting (Master Plan Adoption)

**2. Preparation of Preliminary Corridor Master Plan**

- a. Prepare Needs Analysis based on public engagement findings, current and future supply and user demand. This analysis will include a review and listed recommended corrective actions of each park within the scope: East of Grand Avenue along the Gilleland Creek Corridor to the existing Recreation Center on Immanuel Road; including

Windermere Park, Swenson Park, Kuempel Park, Pfennig Park, Pfluger Park, Gilleland Creek Park, Myrtle Pfluger Teer Park, and Bohl's Park.

- b. Prepare preliminary cost projections for park and recreation improvements proposed for the five (5) year planning increment and prepare financing alternatives for consideration.
- c. Prepare draft written report detailing the Master Plan Corridor.
- d. Hold an interim virtual meeting with City Staff to review progress of planning, potential parks and recommendations and establish priorities to be included in the plan.
- e. Present preliminary plan update to Parks Board/Advisory Board and City Council for comment.

### **3. Schematic Design Development**

- a. Prepare two schematic site layouts for the corridor.
- b. Meet with Client (virtual) to evaluate and identify a preferred schematic design concept.
- c. Based on the preferred schematic design provide refined schematic site design concepts for Client reevaluation.
- d. Meet with Client (virtual) to review the final schematic design concepts.
- e. Prepare one additional schematic design for each park if required (8).
- f. General coordination and City Staff Coordination Meetings (Up to 3 virtual Meetings).

### **4. Preliminary Conceptual Layouts and Design Development**

- g. Work in conjunction with the Client to prepare two (2) preliminary layouts for the existing eight sites.
- h. Develop design development options for project.
- i. Meet with Client (virtual) to review the layouts, the design development and discuss options for the sites.
- j. Meeting with the Parks Board to present proposed layouts.
- k. General coordination with Client 4 - City Staff Coordination Meetings (virtual).

### **5. Final Conceptual Layouts**

- a. Revise preferred layouts based on notes from meeting with Client.
- b. Meeting with Client to review updated layouts and finalize layouts with revisions from meeting.
- c. Develop eight (8) site specific final conceptual 2D Color layouts.
- d. Develop four (4) 3D Color renderings of site-specific locations (Exact Areas To Be Determined) for each project site.
- e. Develop Cost Estimates for each location based on final conceptual plan.
- l. General coordination with Client 4 - City Staff Coordination Meetings (virtual).

### **6. Preparation and Presentation of Final Corridor Master Plan**

- a. Incorporate review comments and prepare final written report including inventory, needs, amenity priorities, recommendations, phasing, cost projections, and full color schematic layouts.

- b. Provide Final Corridor Master Plan for City Staff Review and Comments.
- c. Present Final Corridor Master Plan to the Parks Board for Approval and City Council for Adoption.
- d. Provide a PDF of the final plan to with City including all relevant AutoCAD, ArcView/GIS, InDesign, and Word Files to the City.

Once the conceptual layouts have been finalized, MHS will provide a proposal for, but not limited to, detailed engineering, landscape architecture, grant writing and/or construction administration.

Preparation of the following items and any other items not listed have been excluded from this proposal but can be provided with an additional service agreement.

|                      |                         |                     |                         |
|----------------------|-------------------------|---------------------|-------------------------|
| Geotechnical Testing | Structural Engineering  | Wetland Delineation | 3-Way Contracts w/ City |
| Detention            | Off-Site Roadway Design | Lake Permitting     | TxDOT Permits           |
| FEMA Coordination    | Traffic Impact Analysis | Septic Design       | Bidding & Permitting    |
| Off-Site Utilities   | Hydraulic Modeling      | CLOMR or LOMR       |                         |

To contain the cost of the plan, not more than five (5) trips to Pflugerville will be made by the Consultant. The Client and Consultant will make all reasonable efforts to group scheduling of work tasks and meetings to take full advantage of each trip. Virtual Meetings (when applicable) may be substituted for meetings outside of City Council.

The City of Pflugerville will:

- A. Provide full information as to the requirements for the Project.
- B. Provide to the Consultant all reasonably available information pertinent to the Project, including a City base map in digital form, GIS data, topography, tree surveys, aerial and site photography, park system inventory, all previous reports, and any other data related to planning of the Project.
- C. Make all provisions for the Consultant to enter upon public and private lands as required for the Consultant to perform his work under this Agreement.
- D. Examine all studies, reports, sketches, estimates, drawings, specifications, proposals, and other documents presented by the Consultant and shall render in writing decisions pertaining thereto within reasonable time so as not to delay the work of the Consultant. This includes coordination with a third party.
- E. Coordinate, Advertise, and Distribute all public engagement such as public meetings, board meetings, and focus group meetings, and pay for all costs incident thereto.
- F. Provide such legal, accounting, and insurance counseling services as may be required for the Project.

Sincerely,

Hunter N. Rush  
Senior Planner & Partner