

**PROFESSIONAL SERVICES AGREEMENT
FOR
< Parks, Recreation, Facilities and Open Space Plan >**

STATE OF TEXAS §
 §
COUNTY OF TRAVIS §

This Agreement is entered into by and between the City of Pflugerville, a Texas Municipal Corporation (“City”), acting by and through its City Manager, and BerryDunn (“Consultant”), both of which may be referred to herein singularly as “Party” or collectively as the “Parties.”

The Parties hereto severally and collectively agree, and by the execution hereof are bound, to the mutual obligations herein contained and to the performance and accomplishment of the tasks hereinafter described.

I. DEFINITIONS

As used in this Agreement, the following terms shall have meanings as set out below:

“City” is defined in the preamble of this Agreement and includes its successors and assigns.

“Consultant” is defined in the preamble of this Agreement and includes its successors.

“City Manager” shall mean the City Manager and/or his designee.

II. TERM

2.1 This agreement shall become effective upon execution by the City and shall remain in effect until satisfactory completion of the Scope of Work unless terminated as provided for in this Agreement.

2.2 If funding for the entire Agreement is not appropriated at the time this Agreement is entered into, City retains the right to terminate this Agreement at the expiration of each of City’s budget periods, and any subsequent contract period is subject to and contingent upon such appropriation.

III. SCOPE OF SERVICES

Consultant agrees to provide the services described in this Article III entitled Scope of Services in exchange for the compensation described in Article IV. Compensation. Scope of Services are detailed in Project Overview: City of Pflugerville Parks, Recreation, Facilities and Open Space Master Plan (Exhibit 1); Detailed Scope of Work and Budget (Exhibit 2); Project Gantt Chart (Exhibit 3) Pflugerville Design Standards (Exhibit 4); Pflugerville Engagement Overview (Exhibit 5); which are incorporated by reference as if written and copied herein.

All work performed by Consultant hereunder shall be performed to the satisfaction of the City Manager. The determination made by City Manager shall be final, binding and conclusive on all Parties hereto. City shall be under no obligation to pay for any work performed by Consultant, which is not satisfactory to City Manager. City shall have the right to terminate this

Agreement, in accordance with Article VII. Termination, in whole or in part, should Consultant's work not be satisfactory to City Manager; however, City shall have no obligation to terminate and may withhold payment for any unsatisfactory work, as stated herein, even should City elect not to terminate.

IV. COMPENSATION TO CONSULTANT

4.1 In consideration of Consultant's performance in a satisfactory and efficient manner, as determined solely by City Manager, of all services and activities set forth in this Agreement, City agrees to pay Consultant an amount not to exceed \$246,320 as total compensation, to be paid to Consultant as further detailed in Exhibit 2.

4.2 No additional fees or expenses of Consultant shall be charged by Consultant nor be payable by City. The parties hereby agree that all compensable expenses of Consultant have been provided for in the total payment to Consultant as specified in section 4.1 above. Total payments to Consultant cannot exceed that amount set forth in section 4.1 above, without prior approval and agreement of all parties, evidenced in writing and approved by the City.

4.3 Final acceptance of work products and services require written approval by City. The approval official shall be the City Manager. Payment will be made to Consultant following written approval of the final work products and services by the City Manager. City shall not be obligated or liable under this Agreement to any party, other than Consultant, for the payment of any monies or the provision of any goods or services.

V. OWNERSHIP OF DOCUMENTS

5.1 Any and all writings, documents or information in whatsoever form and character produced by Consultant pursuant to the provisions of this Agreement is the exclusive property of City; and no such writing, document or information shall be the subject of any copyright or proprietary claim by Consultant.

5.2 Consultant understands and acknowledges that as the exclusive owner of any and all such writings, documents and information, City has the right to use all such writings, documents and information as City desires, without restriction. Any use of such writings, documents and information on extensions of this project or on any other project without specific adaptation by Consultant shall be at the City's sole risk and without liability to the Consultant.

VI. RECORDS RETENTION

6.1 Consultant and its subcontractors, if any, shall properly, accurately and completely maintain all documents, papers, and records, and other evidence pertaining to the services rendered hereunder (hereafter referred to as "documents"), and shall make such materials available to the City at their respective offices, at all reasonable times and as often as City may deem necessary during the Agreement period, including any extension or renewal hereof, and the record retention period established herein, for purposes of audit, inspection, examination, and making excerpts or copies of same by City and any of its authorized representatives.

6.2 Consultant shall retain any and all documents produced as a result of services provided hereunder for a period of four (4) years (hereafter referred to as "retention period") from the date of termination of the Agreement. If, at the end of the retention period, there is litigation or other questions arising from, involving or concerning this documentation or the services provided

hereunder, Consultant shall retain the records until the resolution of such litigation or other such questions. Consultant acknowledges and agrees that City shall have access to any and all such documents at any and all times, as deemed necessary by City, during said retention period. City may, at its election, require Consultant to return said documents to City prior to or at the conclusion of said retention.

6.3 Consultant shall notify City, immediately, in the event Consultant receives any requests for information from a third party, which pertain to the documentation and records referenced herein. Consultant understands and agrees that City will process and handle all such requests.

VII. TERMINATION

7.1 For purposes of this Agreement, "termination" of this Agreement shall mean termination by expiration of the Agreement term as stated in Article II. Term, or earlier termination pursuant to any of the provisions hereof.

7.2 *Termination Without Cause.* This Agreement may be terminated by either Party upon 15 calendar days' written notice, which notice shall be provided in accordance with Article VIII. Notice.

7.3 *Termination For Cause.* Upon written notice, which notice shall be provided in accordance with Article VIII. Notice, City may terminate this Agreement as of the date provided in the notice, in whole or in part, upon the occurrence of one (1) or more of the following events, each of which shall constitute an Event for Cause under this Agreement:

7.3.1 The sale, transfer, pledge, conveyance or assignment of this Agreement without prior approval, as provided in Article XII. Assignment and Subcontracting.

7.4 *Defaults With Opportunity for Cure.* Should Consultant default in the performance of this Agreement in a manner stated in this section 7.4 below, same shall be considered an event of default. City shall deliver written notice of said default specifying such matter(s) in default. Consultant shall have fifteen (15) calendar days after receipt of the written notice, in accordance with Article VIII. Notice, to cure such default. If Consultant fails to cure the default within such fifteen-day cure period, City shall have the right, without further notice, to terminate this Agreement in whole or in part as City deems appropriate, and to contract with another consultant to complete the work required in this Agreement. City shall also have the right to offset the cost of said new Agreement with a new consultant against Consultant's future or unpaid invoice(s), subject to the duty on the part of City to mitigate its losses to the extent required by law.

7.4.1 Bankruptcy or selling substantially all of company's assets

7.4.2 Failing to perform or failing to comply with any covenant herein required

7.4.3 Performing unsatisfactorily

7.5 *Termination By Law.* If any state or federal law or regulation is enacted or promulgated which prohibits the performance of any of the duties herein, or, if any law is interpreted to prohibit such performance, this Agreement shall automatically terminate as of the effective date of such prohibition.

7.6 Regardless of how this Agreement is terminated, Consultant shall affect an orderly transfer to City or to such person(s) or firm(s) as the City may designate, at no additional cost to

City, all completed or partially completed documents, papers, records, charts, reports, and any other materials or information produced as a result of or pertaining to the services rendered by Consultant, or provided to Consultant, hereunder, regardless of storage medium, if so requested by City, or shall otherwise be retained by Consultant in accordance with Article VI. Records Retention. Any record transfer shall be completed within thirty (30) calendar days of a written request by City and shall be completed at Consultant's sole cost and expense. Payment of compensation due or to become due to Consultant is conditioned upon delivery of all such documents, if requested.

7.7 Within forty-five (45) calendar days of the effective date of completion, or termination or expiration of this Agreement, Consultant shall submit to City its claims, in detail, for the monies owed by City for services performed under this Agreement through the effective date of termination. Failure by Consultant to submit its claims within said forty-five (45) calendar days shall negate any liability on the part of City and constitute a **Waiver** by Consultant of any and all right or claims to collect monies that Consultant may rightfully be otherwise entitled to for services performed pursuant to this Agreement.

7.8 Upon the effective date of expiration or termination of this Agreement, Consultant shall cease all operations of work being performed by Consultant or any of its subcontractors pursuant to this Agreement.

7.9 *Termination not sole remedy.* In no event shall City's action of terminating this Agreement, whether for cause or otherwise, be deemed an election of City's remedies, nor shall such termination limit, in any way, at law or at equity, City's right to seek damages from or otherwise pursue Consultant for any default hereunder or other action.

VIII. NOTICE

Except where the terms of this Agreement expressly provide otherwise, any election, notice or communication required or permitted to be given under this Agreement shall be in writing and deemed to have been duly given if and when delivered personally (with receipt acknowledged), or three (3) days after depositing same in the U.S. mail, first class, with proper postage prepaid, or upon receipt if sending the same by certified mail, return receipt requested, or upon receipt when sent by a commercial courier service (such as Federal Express or DHL Worldwide Express) for expedited delivery to be confirmed in writing by such courier, at the addresses set forth below or to such other address as either Party may from time to time designate in writing.

If intended for City, to: City of Pflugerville
Attn: Patricia Davis, P.E.
City Engineer
P.O. Box 589
Pflugerville, Texas 78691

If intended for Consultant, to: BerryDunn
Attn: Chad Snow
2211 Congress Street
Portland, Maine 04102

IX. INSURANCE

9.1 Prior to the commencement of any work under this Agreement, Consultant shall furnish copies of all required endorsements and an original completed Certificate(s) of Insurance to the City, which shall be clearly labeled “Parks, Recreation, Facilities and Open Space Plan” in the Description of Operations block of the Certificate. The original Certificate(s) shall be completed by an agent and signed by a person authorized by that insurer to bind coverage on its behalf. The City will not accept Memorandum of Insurance or Binders as proof of insurance. The original certificate(s) or form must have the agent’s original signature, including the signer’s company affiliation, title and phone number, and be mailed, with copies of all applicable endorsements, directly from the insurer’s authorized representative to the City. The City shall have no duty to pay or perform under this Agreement until such certificate and endorsements have been received and approved by the City. No officer or employee, other than the City Attorney, shall have authority to waive this requirement.

9.2 The City reserves the right to review the insurance requirements of this Article during the effective period of this Agreement and any extension or renewal hereof and to modify insurance coverages and their limits when deemed necessary and prudent by City Attorney based upon changes in statutory law, court decisions, or circumstances surrounding this Agreement. In no instance will City allow modification whereupon City may incur increased risk.

9.3 A Consultant’s financial integrity is of interest to the City; therefore, subject to Consultant’s right to maintain reasonable deductibles in such amounts as are approved by the City, Consultant shall obtain and maintain in full force and effect for the duration of this Agreement, and any extension hereof, at Consultant’s sole expense, insurance coverage written on an occurrence basis, by companies authorized and admitted to do business in the State of Texas and with an A.M Best’s rating of no less than A- (VII), in the following types and for an amount not less than the amount listed below:

City of Pflugerville

Insurance Requirements

Consultant performing work on City property or public right-of-way for the City of Pflugerville shall provide the City a certificate of insurance evidencing the coverage provisions identified herein. Consultant shall provide the City evidence that all subcontractors performing work on the project have the same types and amounts of coverage as required herein or that the subcontractors are included under the contractor’s policy. The City, at its own discretion, may require a certified copy of the policy.

All insurance companies and coverage must be authorized by the Texas Department of Insurance to transact business in the State of Texas and must be acceptable to the City of Pflugerville.

Listed below are the types and amounts of insurance required. The City reserves the right to amend or require additional types and amounts of coverage or provisions depending on the nature of the work.

Type of Insurance	Amount of Insurance	Provisions
Commercial (Public) Liability to include coverage for: Premises/Operations	General 1,000,000 per occurrence, 2,000,000 general aggregate Or	City to be listed as additional insured and provide 30 days' notice of cancellation or material change in coverage
Products/ Completed Operations	2,000,000 combined single coverage limit	City to be provided a waiver of subrogation
Independent Contractors		City prefers that insurer be rated B+V1 or higher by A.M. Best or A or higher by Standard & Poors
Personal Injury		
Contractual Liability		
Business Auto Liability	1,000,000 combined single limit	City to be provided a waiver of subrogation
Workers' Compensation & Employers Liability	Statutory Limits 1,000,000 each accident	City to be provided a waiver of subrogation
Professional Liability	1,000,000	

Questions regarding this insurance should be directed to the City of Pflugerville (512) 990-6100. A contract will not be issued without evidence of Insurance. City will only accept the ACORD 25 or ISO certificate of insurance forms.

9.4 The City shall be entitled, upon request and without expense, to receive copies of the policies, declaration page and all endorsements thereto as they apply to the limits required by the City, and may require the deletion, revision, or modification of particular policy terms, conditions, limitations or exclusions (except where policy provisions are established by law or regulation binding upon either of the Parties hereto or the underwriter of any such policies). Consultant shall be required to comply with any such requests and shall submit a copy of the replacement certificate of insurance to City at the address provided below within 10 days of the requested change. Consultant shall pay any costs incurred resulting from said changes.

City of Pflugerville
Capital Improvement Program
P.O. Box 589
Pflugerville, Texas 78691-0589

9.5 Consultant agrees that with respect to the above required insurance, all insurance policies are to contain or be endorsed to contain the following provisions:

- Name the City, its officers, officials, employees, volunteers, and elected representatives as ***additional insured by endorsement under terms satisfactory to***

the City, as respects operations and activities of, or on behalf of, the named insured performed under contract with the City, with the exception of the workers' compensation and professional liability policies;

- Provide for an endorsement that the "other insurance" clause shall not apply to the City of Pflugerville where the City is an additional insured shown on the policy;
- Workers' compensation and employers' liability policies will provide a waiver of subrogation in favor of the City.
- Provide thirty (30) calendar days advance written notice directly to City of any suspension, cancellation, non-renewal or material change in coverage, and not less than ten (10) calendar days advance notice for nonpayment of premium.

9.6 Within five (5) calendar days of a suspension, cancellation or non-renewal of coverage, Consultant shall provide a replacement Certificate of Insurance and applicable endorsements to City. City shall have the option to suspend Consultant's performance should there be a lapse in coverage at any time during this Agreement. Failure to provide and to maintain the required insurance shall constitute a material breach of this Agreement.

9.7 In addition to any other remedies the City may have upon Consultant's failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, the City shall have the right to order Consultant to stop work hereunder, and/or withhold any payment(s) which become due to Consultant hereunder until Consultant demonstrates compliance with the requirements hereof.

9.8 Nothing herein contained shall be construed as limiting in any way the extent to which Consultant may be held responsible for payments of damages to persons or property resulting from Consultant's or its subcontractors' performance of the work covered under this Agreement.

9.9 It is agreed that, excepting Professional Liability, Consultant's insurance shall be deemed primary and non-contributory with respect to any insurance or self-insurance carried by the City of Pflugerville for liability arising out of operations under this Agreement.

9.10 It is understood and agreed that the insurance required is in addition to and separate from any other obligation contained in this Agreement.

9.11 Consultant and any of its Subcontractors are responsible for all damage to their own equipment and/or property.

X. INDEMNIFICATION

10.1 CONSULTANT covenants and agrees to INDEMNIFY and HOLD HARMLESS, the CITY and the elected officials, employees, officers, directors, volunteers and representatives of the CITY, individually and collectively, from and against any and all costs, claims, liens, damages, losses, expenses, fees, fines, penalties, proceedings, actions, demands, causes of action, or liability for damages caused by or resulting from an act of negligence, intentional tort, intellectual property infringement, or failure to pay a subcontractor or supplier committed by the CONSULTANT or the CONSULTANT's agent, CONSULTANT under contract, or another entity over which the CONSULTANT

exercises control. Such acts may include personal or bodily injury, death and property damage, made upon the CITY directly or indirectly arising out of, resulting from or related to CONSULTANT'S activities under this Agreement, including any negligent or intentional acts or omissions of CONSULTANT, any agent, officer, director, representative, employee, consultant or subcontractor of CONSULTANT, and their respective officers, agents employees, directors and representatives while in the exercise of the rights or performance of the duties under this Agreement. The indemnity provided for in this paragraph shall not apply to any liability resulting from the negligence of CITY, its elected officials, employees, officers, directors, volunteers and representatives, in instances where such negligence causes personal injury, death, or property damage. In no event shall the indemnification obligation extend beyond the date with when the institution of legal or equitable proceedings for the professional negligence would be barred by any applicable statute of repose or statute of limitations.

10.2 The provisions of this INDEMNITY are solely for the benefit of the Parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity. CONSULTANT shall advise the CITY in writing within 24 hours of any claim or demand against the CITY or CONSULTANT known to CONSULTANT related to or arising out of CONSULTANT's activities under this AGREEMENT.

10.3 Duty to Defend – Consultant covenants and agrees to hold a DUTY TO DEFEND the CITY and the elected officials, employees, officers, directors, volunteers and representatives of the CITY, individually and collectively, from and against any and all claims, liens, proceedings, actions or causes of action, other than claims based wholly or partly on the negligence of, fault of, or breach of contract by the CITY, the CITY'S agent, the CITY'S employee or other entity, excluding the CONSULTANT or the CONSULTANT'S agent, employee or sub-consultant, over which the CITY exercises control. CONSULTANT is required under this provision and fully satisfies this provision by naming the CITY and those representatives listed above as additional insured under the CONSULTANT'S general liability insurance policy and providing any defense provided by the policy upon demand by CITY.

10.4 CONSULTANT is required to perform services to the City under the standard of care provided for in Texas Local Government Code § 271.904 (d)(1-2).

10.5 Employee Litigation – In any and all claims against any Party indemnified hereunder by any employee of CONSULTANT, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation herein provided shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for CONSULTANT or any subcontractor under worker's compensation or other employee benefit acts.

10.6 Force Majeure - City agrees that the CONSULTANT is not responsible for damages arising from any circumstances such as strikes or other labor disputes; severe weather disruptions, natural disasters, fire or other acts of God; riots, war or other emergencies; or failure of any third party governmental agency to act in timely manner not caused or contributed to by CONSULTANT.

XI. ASSIGNMENT AND SUBCONTRACTING

11.1 Consultant shall supply qualified personnel as may be necessary to complete the work to be performed under this Agreement. Persons retained to perform work pursuant to this

Agreement shall be the employees or subcontractors of Consultant. Consultant, its employees or its subcontractors shall perform all necessary work.

11.2 It is City's understanding and this Agreement is made in reliance thereon, that Consultant intends to use the following subcontractors in the performance of this Agreement: Hitchcock Design Group, Water Technology, Inc., BRS, Ryan Hegreness. Any deviation from this subcontractor list, whether in the form of deletions, additions or substitutions shall be approved by City prior to the provision of any services by said subcontractor.

11.3 Any work or services approved for subcontracting hereunder shall be subcontracted only by written contract and, unless specific waiver is granted in writing by the City, shall be subject by its terms to each and every provision of this Agreement. Compliance by subcontractors with this Agreement shall be the responsibility of Consultant. City shall in no event be obligated to any third party, including any subcontractor of Consultant, for performance of services or payment of fees. Any references in this Agreement to an assignee, transferee, or subcontractor, indicate only such an entity as has been approved by the City.

11.4 Except as otherwise stated herein, Consultant may not sell, assign, pledge, transfer or convey any interest in this Agreement, nor delegate the performance of any duties hereunder, by transfer, by subcontracting or any other means, without the consent of the City Council, as evidenced by passage of an ordinance. As a condition of such consent, if such consent is granted, Consultant shall remain liable for completion of the services outlined in this Agreement in the event of default by the successor Consultant, assignee, transferee or subcontractor.

11.5 Any attempt to transfer, pledge or otherwise assign this Agreement without said written approval, shall be void ab initio and shall confer no rights upon any third person. Should Consultant assign, transfer, convey, delegate, or otherwise dispose of any part of all or any part of its right, title or interest in this Agreement, City may, at its option, cancel this Agreement and all rights, titles and interest of Consultant shall thereupon cease and terminate, in accordance with Article VII. Termination, notwithstanding any other remedy available to City under this Agreement. The violation of this provision by Consultant shall in no event release Consultant from any obligation under the terms of this Agreement, nor shall it relieve or release Consultant from the payment of any damages to City, which City sustains as a result of such violation.

XII. INDEPENDENT CONTRACTOR

Consultant covenants and agrees that he or she is an independent contractor and not an officer, agent, servant or employee of City; that Consultant shall have exclusive control of and exclusive right to control the details of the work performed hereunder and all persons performing same, and shall be responsible for the acts and omissions of its officers, agents, employees, contractors, subcontractors and consultants; that the doctrine of respondent superior shall not apply as between City and Consultant, its officers, agents, employees, contractors, subcontractors and consultants, and nothing herein shall be construed as creating the relationship of employer-employee, principal-agent, partners or joint ventures between City and Consultant. The Parties hereto understand and agree that the City shall not be liable for any claims which may be asserted by any third party occurring in connection with the services to be performed by the Consultant under this Agreement and that the Consultant has no authority to bind the City.

XIII. CONFLICT OF INTEREST

13.1 Consultant acknowledges that it is informed that the Charter of the City of Pflugerville and its Ethics Code prohibit a City officer or employee, as those terms are defined in Section 11.06 of the Ethics Code, from having a financial interest in any contract with the City or any City agency such as city owned utilities. An officer or employee has a “prohibited financial interest” in a contract with the City or in the sale to the City of land, materials, supplies or service, if any of the following individual(s) or entities is a Party to the contract or sale: a City officer or employee; his parent, child or spouse; a business entity in which the officer or employee, or his parent, child or spouse owns ten (10) percent or more of the voting stock or shares of the business entity, or ten (10) percent or more of the fair market value of the business entity; a business entity in which any individual or entity above listed is a subcontractor on a City contract, a partner or a parent or subsidiary business entity.

13.2 Pursuant to the subsection above, Consultant warrants and certifies, and this Agreement is made in reliance thereon, that it, its officers, employees and agents are neither officers nor employees of the City. Consultant further warrants and certifies that it will comply with the City’s Ethics Code.

13.3 Certificate of Interested Parties (TEC Form 1295). For contracts needing City Council approval, or any subsequent changes thereto requiring City Council approval, the City may not accept or enter into a contract until it has received from the Consultant a completed, signed, and notarized TEC Form 1295 complete with a certificate number assigned by the Texas Ethics Commission (“TEC”), pursuant to Texas Government Code § 2252.908 and the rules promulgated thereunder by the TEC. The Consultant understands that failure to provide said form complete with a certificate number assigned by the TEC may prohibit the City from entering into this Agreement. Pursuant to the rules prescribed by the TEC, the TEC Form 1295 must be completed online through the TEC’s website, assigned a certificate number, printed, signed and notarized, and provided to the City. The TEC Form 1295 must be provided to the City prior to the award of the contract. The City does not have the ability to verify the information included in a TEC Form 1295, and does not have an obligation or undertake responsibility for advising Consultant with respect to the proper completion of the TEC Form 1295.

XIV. AMENDMENTS

Except where the terms of this Agreement expressly provide otherwise, any alterations, additions, or deletions to the terms hereof, shall be effected by amendment, in writing, executed by both City and Consultant, and, if applicable, subject to formal approval by the City Council.

XV. SEVERABILITY

If any clause or provision of this Agreement is held invalid, illegal or unenforceable under present or future federal, state or local laws, including but not limited to the City Charter, City Code, or ordinances of the City of Pflugerville, Texas, then and in that event it is the intention of the Parties hereto that such invalidity, illegality or unenforceability shall not affect any other clause or provision hereof and that the remainder of this Agreement shall be construed as if such invalid, illegal or unenforceable clause or provision was never contained herein; it is also the intention of the Parties hereto that in lieu of each clause or provision of this Agreement that is invalid, illegal,

or unenforceable, there be added as a part of the Agreement a clause or provision as similar in terms to such invalid, illegal or unenforceable clause or provision as may be possible, legal, valid and enforceable.

XVI. LICENSES/CERTIFICATIONS

Consultant warrants and certifies that Consultant and any other person designated to provide services hereunder has the requisite training, license and/or certification to provide said services, and meets all competence standards promulgated by all other authoritative bodies, as applicable to the services provided herein.

XVII. COMPLIANCE

Consultant shall provide and perform all services required under this Agreement in compliance with all applicable federal, state and local laws, rules and regulations.

XVIII. NONWAIVER OF PERFORMANCE

Unless otherwise specifically provided for in this Agreement, a waiver by either Party of a breach of any of the terms, conditions, covenants or guarantees of this Agreement shall not be construed or held to be a waiver of any succeeding or preceding breach of the same or any other term, condition, covenant or guarantee herein contained. Further, any failure of either Party to insist in any one or more cases upon the strict performance of any of the covenants of this Agreement, or to exercise any option herein contained, shall in no event be construed as a waiver or relinquishment for the future of such covenant or option. In fact, no waiver, change, modification or discharge by either Party hereto of any provision of this Agreement shall be deemed to have been made or shall be effective unless expressed in writing and signed by the Party to be charged. In case of City, such changes must be approved by the City Council, as described in Article XVI. Amendments. No act or omission by a Party shall in any manner impair or prejudice any right, power, privilege, or remedy available to that Party hereunder or by law or in equity, such rights, powers, privileges, or remedies to be always specifically preserved hereby.

XIX. LAW APPLICABLE

19.1 THIS AGREEMENT SHALL BE CONSTRUED UNDER AND IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS AND ALL OBLIGATIONS OF THE PARTIES CREATED HEREUNDER ARE PERFORMABLE IN TRAVIS COUNTY, TEXAS.

19.2 Venue for any legal action or proceeding brought or maintained, directly or indirectly, as a result of this Agreement shall be heard and determined in a court of competent jurisdiction in Travis County, Texas.

XX. LEGAL AUTHORITY

The signer of this Agreement for Consultant represents, warrants, assures and guarantees that he has full legal authority to execute this Agreement on behalf of Consultant and to bind Consultant to all of the terms, conditions, provisions and obligations herein contained.

XXI. PARTIES BOUND

This Agreement shall be binding on and inure to the benefit of the Parties hereto and their respective heirs, executors, administrators, legal representatives, and successors and assigns, except as otherwise expressly provided for herein.

XXII. CAPTIONS

The captions contained in this Agreement are for convenience of reference only, and in no way limit or enlarge the terms and/or conditions of this Agreement.

XXIII. INCORPORATION OF EXHIBITS

Each of the Exhibits listed below is an essential part of the Agreement, which governs the rights and duties of the Parties, and shall be incorporated herein for all purposes:

Attachment "A" - Scope of Services, including Project Description/Scope of Services; Fee Summary for Professional Services and Proposed Project Schedule

XXIV. ENTIRE AGREEMENT

This Agreement, together with its authorizing ordinance and its exhibits, if any, constitute the final and entire agreement between the Parties hereto and contain all of the terms and conditions agreed upon. No other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind the Parties hereto, unless same be in writing, dated subsequent to the date hereto, and duly executed by the Parties, in accordance with Article XIV. Amendments.

XXV. MISCELLANEOUS CITY CODE PROVISIONS

25.1 Representations and Warranties by Consultant. If Consultant is a corporation, partnership or a limited liability company, Consultant warrants, represents, covenants, and agrees that it is duly organized, validly existing and in good standing under the laws of the state of its incorporation or organization and is duly authorized and in good standing to conduct business in the State of Texas.

25.2 Franchise Tax Certification. A corporate or limited liability company Consultant certifies that it is not currently delinquent in the payment of any Franchise Taxes due under Chapter 171 of the *Texas Tax Code*, or that the corporation or limited liability company is exempt from the payment of such taxes, or that the corporation or limited liability company is an out-of-state corporation or limited liability company that is not subject to the Texas Franchise Tax, whichever is applicable.

25.3 Eligibility Certification. Consultant certifies that the individual or business entity named in the Agreement is not ineligible to receive payments under the Agreement and acknowledges that the Agreement may be terminated and payment withheld if this certification is inaccurate.

25.4 Payment of Debt or Delinquency to the State or Political Subdivision of the State. Pursuant to Chapter 38, *City of Pflugerville Code of Ordinances*, Consultant agrees that any payments owing to Consultant under the Agreement may be applied directly toward any debt or delinquency that Consultant owes the City of Pflugerville, State of Texas or any political subdivision of the State of Texas regardless of when it arises, until such debt or delinquency is paid in full.

25.5 Texas Family Code Child Support Certification. Consultant certifies that they are not delinquent in child support obligations and therefore is not ineligible to receive payments under the Agreement and acknowledges that the Agreement may be terminated and payment may be withheld if this certification is inaccurate.

25.6 Texas Government Code Mandatory Provision. The City of Pflugerville may not enter into a contract with a company for goods and services unless the contract contains a written verification from the company that it; (i) does not boycott Israel; and (ii) will not boycott Israel during the term of the contract. (Texas Government Code, Chapter 2271.002) by accepting this rider, the Consultant hereby verifies that it does not boycott Israel, and agrees that, during the term of this agreement, will not boycott Israel as that term is defined in the Texas Government Code, Section 808.001, as amended. Further, the Consultant hereby certifies that it is not a company identified under Texas Government Code, Section 2252.152 as a company engaged in business with Iran, Sudan, or Foreign Terrorist Organization.

EXECUTED and **AGREED** to as of the dates indicated below.

**CITY OF
PFLUGERVILLE**

CONSULTANT

(Signature)



(Signature)

Printed Name: Sereniah Breland

Printed Name: Charles Snow

Title: City Manager

Title: Chief Operating

Officer

Date: _____

Date: 2/3/2022

APPROVED AS TO FORM:

Charles E. Zech
City Attorney
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Project Overview:|
CITY OF PFLUGERVILLE

PARKS, RECREATION, FACILITIES, & OPEN SPACE MASTER PLAN



YOUR PROJECT



APPR- OACH

PROPOSED METHODOLOGIES

STRATEGIC PLANNING METHODOLOGY

On the following pages, we provide a detailed account of our work plan to complete Pflugerville's Parks, Recreation, Facilities and Open Space Master Plan. BerryDunn strives to be flexible when it comes to development and execution of an effective project plan for strategic planning; therefore, the list of tasks will be refined according to Pflugerville's needs. We understand that no two projects are exactly alike, and believe that one of the primary reasons we have been successful with similar projects is our willingness to be flexible in adapting to our clients' unique needs.

We propose a four-phase work plan approach to the project, as outlined on the following pages. Our team prioritizes and takes pride in applying our understanding of the direction setting process to our analyses, beyond what "looks good on paper." For example, we understand that a strategic plan with clear, chartable goals should be an invaluable tool for planning and budgeting purposes each year. As a result, we will spend thoughtful time giving our clients the support they need to implement a meaningful plan for staff and the community at large.

The goals of the process are to transfer knowledge in creating a strategy focused organization, and to operationalize the plan. Given the significant level of growth Pflugerville has experienced and changes brought on by the COVID-19 pandemic, the development of strategy has even greater importance. The intent is to make this a meaningful exercise for Pflugerville staff and stakeholders by creating a realistic approach to strategy. We do all of this in a collaborative and engaging way. We will also endeavor to continue our relationship beyond the completion of the plan by facilitating follow up remote meetings 6 and 12 months after completion to ensure the agency is on target with implementation.

PROJECT MANAGEMENT METHODOLOGY

To help ensure that project objectives are met and initiation and completion of project work are conducted in a timely manner, each BerryDunn project is led by an experienced project manager who understands and utilizes project management best practices. Our Consulting Services Group employs project management best practices from the PMI's Guide to the Project Management Body of Knowledge (PMBOK® Guide), Version 7.

CHANGE MANAGEMENT METHODOLOGY

Stakeholders' willingness to adopt new goals and processes plays a significant role in the success - or failure - of strategic planning. We will work with you to proactively address resistance by:

- Engaging stakeholders at the right level throughout the project - from initial planning through delivery of the Strategic Plan - to build understanding for the need for change and gain support from the people who will be implementing future change
- Developing and executing a plan that considers the information needs of the Board and staff
- Working with stakeholders to understand how their work might be positively impacted

We have adopted the Prosci® change management methodology and **trained over 100 consultants to become Prosci® Certified Change Practitioners (CCPs)**. A central focus of the Prosci® change management approach is the belief that, in order for change to work in an organization, individuals must be willing to change and understand change.

According to research conducted by Prosci®, the likelihood of project success increases significantly and in alignment with the level of change management focus applied to the project.

ENGAGEMENT METHODOLOGY

We believe a successful strategic planning process is grounded in collaboration and commitment to diversity, equity, and inclusion.

Engagement is the foundation of all our planning projects. We are well-versed in the use of both the Zoom and Microsoft Teams platforms to conduct interviews, focus groups, and other meetings. We will also incorporate the electronic engagement platform Social Pinpoint into stakeholder engagement activities. We have found that the use of an online platform greatly improves engagement outcomes and helps to increase equitable access to engagement opportunities.

Social Pinpoint is a customizable web-based community engagement platform used to facilitate public input. It has a broad range of capabilities, including forums, mapping, idea walls, surveys, and other tools, which have delivered results on thousands of stakeholder engagement projects. In addition to external community engagement, BerryDunn has successfully used Social Pinpoint to facilitate employee feedback processes as well – most recently with our own internal Vision 2026 plan.



DETAILED WORK PLAN

On the following pages, we describe the step-by-step tasks BerryDunn's team will perform to conduct this project.

We understand that the Parks, Recreation, Facilities and Open Space Master Plan will become an element of the City's Aspire 2040 Plan that is currently being updated and will incorporate all previous plans created for the department since the last Parks and Recreation Master Plan in 2011. The Parks, Recreation, Facility and Open Space Master Plan will require presentations to the Planning and Zoning Commission, the Pflugerville Community Development Corporation, also presentations and approval from the Parks and Recreation Commission and the City Council.



PHASE 1: DISCOVERY

1. Lead initial planning call with Pflugerville. Preceding a larger, team-wide kickoff, we will meet with Pflugerville's project team via teleconference to review and confirm the scope of services, engagement outline and schedule, project goals, timeline, and expectations.
2. Facilitate on-site kickoff meeting. Following the initial planning call, we will conduct an on-site kickoff meeting with the project team to identify project milestones and expectations.

We will also work to identify and understand the relationship of strategic planning, cost recovery, and other planning efforts. We will discuss our proposed project schedule, project work plan, and roles and responsibilities, as well as introduce key team members, clarify project goals and objectives, identify known project constraints, and refine dates and/or tasks, as appropriate. Furthermore, we will discuss our approach for managing communications with Pflugerville.

3. Develop the Project Work Plan and Schedule. Based on the information gathered from our initial project planning call and on-site kickoff meeting, we will develop the Project Work Plan and Schedule. This will outline the tasks, timelines, and expected involvement from Pflugerville's leadership team. We will provide draft versions to Pflugerville's project team, and we work with the project team to finalize the work plan and schedule.

Deliverable 1 – Project Work Plan and Schedule

1. Conduct comprehensive data review. One of the most important elements of this strategic planning process will be our team's ability to gain a breadth of knowledge about Pflugerville as an organization but also as the community and region. This will allow us to collaboratively work with Pflugerville to create robust strategic initiatives. To start this process, we will submit an information request to key internal stakeholders. We will review Pflugerville's organizational structure, program information, existing planning documents, and other items of importance provided by staff.

2. Develop demographics report. Our team will complete an analysis of demographics, based on 2020 Census data, current estimates, and projected population for the next five years, using Esri population projections. Esri is the largest research and development organization dedicated to geographical information systems and specializing in population projections and market trends. Demographic characteristics included in the analysis will include population, age and gender distribution, minority population, number of households, and income characteristics. This analysis will provide an understanding of the demographic environment for the future, which will significantly influence future services that Pflugerville will offer.

Deliverable 2 – Demographics Report

PHASE 2: ENGAGEMENT

1. Develop online engagement platform. We will work with Pflugerville's project team to create a Social Pinpoint site that will keep stakeholders informed of the project and provide a means to share valuable input. We will collaboratively determine which Social Pinpoint tools will best serve the desired outreach outcomes. We anticipate that Pflugerville will see value in utilizing Social Pinpoint's survey, forums, and idea walls, and we look forward to discussing and customizing Pflugerville's landing page to reflect its needs and desires, goals and objectives, and agency culture. The platform can be used as an ongoing collaboration tool, to seek staff feedback throughout key points in the project.
2. Lead initial stakeholder engagement activities. At minimum, the project will include a project meeting kick-off and six meetings and/or presentations with City staff at key points throughout the process. BerryDunn will conduct the following internal stakeholder engagement meetings: lead an elected official meeting(s) (attendees to be finalized by project team and should include City Council, Parks and Recreation Commission, Planning and Zoning Commission and Community Development Corporation), conduct an "all staff" meeting, and facilitate four virtual staff focus groups. We will also develop and administer a Strengths, Weaknesses, Opportunities, and Threats (SWOT) web survey to elected officials and staff. Our overarching goal will be to understand stakeholders' perspectives on Pflugerville's strengths, weaknesses, and priorities. We will summarize our findings and provide those to the project team in the form of an Engagement Feedback Summary.

Deliverable 3 – Engagement Feedback Summary

PHASE 3: VISIONING

1. Host Elected Official strategy development workshop. We will utilize this workshop to gain valuable insights and build momentum.
2. Lead strategy framework workshop. BerryDunn will host a strategy framework workshop with members of Pflugerville's project team and any other key stakeholders identified for inclusion. We will discuss the following areas:
 - a. Connection to the District's Strategic Plan
 - b. Pflugerville's key performance, including current issues and results of the SWOT Survey conducted in Task 2.2.
 - c. Key influencers of strategy
 - i. Changes in business practices, such as the use of technology
 - ii. Changes stemming from the COVID-19 pandemic and related funding shortfalls
 - iii. Existing cost recovery philosophies and practices
 - iv. Changing customer preferences and markets
 - v. Community demographics
 - vi. Attention to Diversity, Equity, and Inclusion (DEI)
 - vii. Industry trends and the culture elements needed to support continuous change

After the strategy framework component, we will discuss Pflugerville's mission and vision. Our process will include an interactive approach to mission and vision development, with specific emphasis on deploying the mission and vision and making them a living part of Pflugerville's future. We will then use the information gathered to develop the strategic plan framework.

3. Lead strategy development workshop. BerryDunn will lead a strategy development workshop with Pflugerville's project team and any other key stakeholders identified for inclusion. In this workshop, participants will start to develop strategic goals, objectives, and initiatives, and to discuss key performance indicators. We recommend holding this session within three to four weeks after the strategy framework workshop so the topics are still fresh.

Our team utilizes best practices from the Malcolm Bridge National Quality Award Criteria for Performance Evaluation as well as the Balanced Scorecard approach, which is a leading framework for strategy development. Within the Balanced Scorecard approach, strategy includes a review of relationships among customer, financial, internal business processes, and organizational learning and growth. This results in a comprehensive review of organizational direction. In addition, a dashboard of metrics will be developed as a way of measuring strategic performance.

That said, if Pflugerville prefers another strategy framework, we will adapt our process to one that best suits your needs.

4. Host subject matter group support sessions. We will reconvene the subject matter groups that met during Phase 2 to seek their input in drafting, revising, and editing the strategic plan framework and strategy map, including plan sections, goals, and objectives. This will help to promote buy-in for the strategic planning effort and to operationalize the plan within Pflugerville.
5. Develop a Strategy Map, Action Plan Timeline, and Tracking Tool. Following the board workshop, visioning workshop, strategy development workshop, and subject matter group sessions, BerryDunn will develop a strategy map for Pflugerville. The strategy map will include the mission and vision; strategic themes and objectives; key performance indicators; and mid- and long-term initiatives. Then, BerryDunn will develop an Action Plan Timeline detailing what actions Pflugerville can take to advance its goals, along with a timeline of recommendations and a tool to track progress. The ultimate goal will be the development of a strategic plan that clearly identifies the future direction of Pflugerville.

Deliverable 4 – Visioning Workshops and Planning Session
Deliverable 5 – Action Plan Timeline and Tracking Tool



PHASE 4: STRATEGIC PLAN DEVELOPMENT

1. Develop Draft Strategic Plan. BerryDunn will develop a written draft strategic plan documenting the project's process, findings, recommendations, and resulting action items. The finalized strategic goals, objectives, action plan, key performance indicators, and implementation guidelines will be outlined within the report contents.

We will provide the draft master plan to Pflugerville for initial review and provide an opportunity to make edits and comments. Pflugerville will return one redline version of the draft strategic plan to BerryDunn for finalization.

Deliverable 6 – Draft Strategic Plan

2. Prepare Final Presentation. BerryDunn will present the final strategic plan, including strategic planning process, findings, recommendations, and action plan to Pflugerville. We will plan to present our findings (hybrid presentation delivery) to: Pflugerville's Planning and Zoning Commission, the Pflugerville Community Development Corporation, Parks and Recreation Commission, and the City Council. We find that this final presentation helps to build buy-in and allows us to answer any additional questions.
3. Share Final Strategic Plan. We will incorporate Pflugerville's suggested changes and produce the Final Strategic Plan. This will serve as Pflugerville's roadmap for the next ten years.

Deliverable 7 – Final Presentation
Deliverable 8 – Final Strategic Plan

Exhibit 2

Detailed Scope of Work and Budget

Project Start 4/4/2022

Deliverable #	Phase/Task	Start	End	Days Complete
Phase 1: Project Management and Coordination - \$30,520				
	Initial planning call	4/4/2022	4/8/22	4
Deliverable 1	D1: Project Work Plan and Schedule	4/4/2022	4/13/22	9
	Data request	4/4/2022	4/8/22	4
	Data review	4/4/2022	4/15/22	11
	Onsite kick-off meeting, system tour	4/4/2022	4/15/22	11
Phase 2: Public Input, Community Engagement, and Public Outreach - \$32,960				
Deliverable 2	D2: Comprehensive Engagement Strategy	4/18/2022	8/30/2022	134
	Online Engagement Platform Development, Administration	4/18/2022	8/30/2022	134
	Internal Engagement	4/18/2022	5/31/2022	43
	Board Meeting(s)	4/18/2022	5/31/2022	43
	Staff Meeting(s)	4/18/2022	5/31/2022	43
	Public Outreach	4/18/2022	8/30/2022	134
	Key Leader / Stakeholder meetings	4/18/2022	8/30/2022	134
	Community Meeting(s)	4/18/2022	8/30/2022	134
	Community Survey	4/18/2022	8/30/2022	134
Deliverable 3	D3: Engagement Feedback Summary	9/1/2022	10/31/2022	60
Phase 3: Data Collection and Analysis - \$134,440				
Deliverable 4	D4: Park, Facility, Aquatics and Open Space Inventory	4/18/2022	5/31/2022	43
Deliverable 5	D5: Evaluation of Current Levels of Service	4/18/2022	5/31/2022	43
Deliverable 6	D6: Benchmarking and Comparison of Parks and Recreation Resources	5/1/2022	5/31/2022	30
Deliverable 7	D7: Recreation Program Assessment	6/1/2022	7/31/2022	60
Deliverable 8	D8: Budget, Operations and Staffing Assessment	6/1/2022	7/31/2022	60
Deliverable 9	D9: Needs Assessment (Assets)	6/1/2022	7/31/2022	60
Deliverable 10	D10: Cost Recovery Study and Model	5/1/2022	7/31/2022	91
Deiverable 11	D11: Design Standards	6/1/2022	7/31/2022	60
Phase 4: Visioning - \$14,960				
Deliverable 12	D12: Priorities and Recommendations	8/1/2022	8/31/2022	30
	Visioning Workshop 1	8/1/2022	8/31/2022	30
	Visioning Workshop 2 (strategic initiatives, KPI)	8/1/2022	8/31/2022	30
Deliverable 13	D13: Workshop Summaries	8/1/2022	8/31/2022	30
Deliverable 14	D14: Recommendations, Priorities & Implementation Strategies	8/1/2022	8/31/2022	30
Deliverable 15	D15: Action Plan Prioritization / Timeline	8/1/2022	8/31/2022	30
Phase 5: Draft and Final Strategic Plan - \$22,720				
Deliverable 16	D16: Draft Plan	9/1/2022	9/30/2022	29
	Draft Plan Edits	9/1/2022	9/30/2022	29
Deliverable 17	D17: Presentation to Board	10/1/2022	10/31/2022	30
Deliverable 18	D18: Final Plan	10/1/2022	11/30/2022	60
Phase 6: Implementation - \$10,720				
Deliverable 19	D19: Implementation Workshop	11/1/2022	11/30/2022	29
Deliverable 20	D20: Presentation to City Council	11/1/2022	11/30/2022	29
Deliverable 21	D21: Ongoing Project Management / QA	4/4/2022	11/30/2022	240
TOTAL ALL PHASES - \$246,320				

Exhibit 3

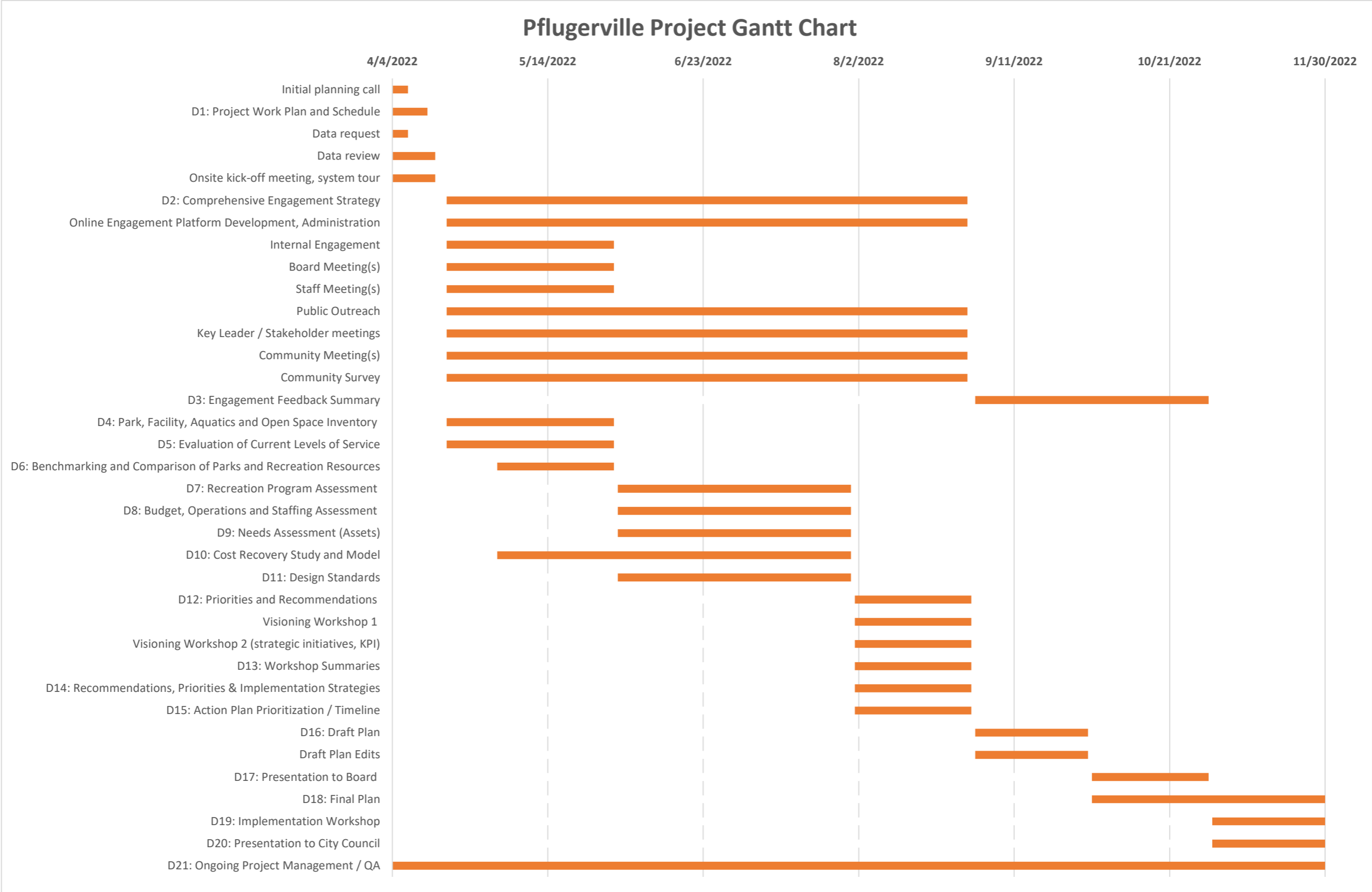


EXHIBIT 4 – PFLUGERVILLE DESIGN STANDARDS

BerryDunn will provide design standards for the City of Pflugerville. The delivery of files will be appropriate for the product (CAD and PDF format). Design Standard Details include the following:

A-6 Train Ramp Details,

A-7 Trail Ramp Sections A& Removable Bollard,

A-11 Accessible Parking Signage,

B-5 Typical Bench Details,

C-1 Concrete Playground Edge Detail,

C-3 Playground Drain Detail

C-4 Playground Drain Cleanout Detail,

D-1 Adult Soccer Field Layout,

E-1 Wood Bollard Section,

F-2 Tree Planting/Planter Detail,

F-6 Backflow/PRZ detail,

F-7 Irrigation Electric Valve Detail

F-8 Valve Detail

F-9 Irrigation Trench Detail

G-1 Cover Sheet,

G-2 Plan Sheet,

Performance specifications must accompany each detail complete with material standards coating, finishes, colors, installation requirements, temporary storage etc.

EXHIBIT 5 – PFLUGERVILLE ENGAGEMENT OVERVIEW

PHASE I - ENGAGEMENT: (April 2022 – May 2022).

- Develop and build the brand of the Master Plan
- Recruitment of the public/current users, volunteers, local business partners, and staff to join the Innovation Street Team. Will give them a catchy name to be determined later.
 - Staff and volunteers will be trained on Innovation Hub Activities for Phases II and III of engagement.
 - Local business partners will also act as Innovation Hubs in Phases II and III
- Social media campaign for recruiting Innovation Street Team members
- Social Pinpoint website developed for centralized engagement information

PHASE II – KICKOFF EVENT: (May 2022 – July 2022)

- Save the date and announcements of the kickoff and host-kickoff events
- Develop survey and contact information tool for people to register to attend kickoff event
- Host a major kickoff event/activity to draw a large amount of residents
 - At event, recognize business partners involved
 - Introduce Innovation Street Team members to public
 - Have prepared Innovation Hubs/Tents ready for the public to interact with Innovation Street Team members
 - Have food trucks and other entertainment available
- Social Pinpoint engagement underway

PHASE III – 30 DAY ENGAGEMENT POST KICKOFF EVENT: (July - August 2022)

- Spin-off Focus Group events/topical feedback
 - Innovation Hubs/Tents located at Parks & Recreation programs, facilities, parks, and events
 - Engagement events at Street Team business partners locations, such as Innovation Hub nights
 - Street Team can engage people on the streets regarding Master Plan
- Traditional focus groups can also be held during this phase
- Input and format of engagement events can be topical, location-based, and/or user-based
- Social Pinpoint engagement underway

PHASE IV – CLOSE OUT: (September 2022)

- Delivery of feedback from engagement activities
- Thank you to Street Team members and partners
- Potential for close out event for partners and volunteers
- Social Pinpoint engagement closed

ONGOING: (Life of project)

- Webpage, social media, SocialPinpoint, and email/text updates at every stage pre/post engagement. Social media campaign and Social Pinpoint website will be coordinated with City's Communications Department.