

**PROFESSIONAL SERVICES
SUPPLEMENTAL AGREEMENT # 1
FOR
ATHLETIC COMPLEX AND RANDIG TRACT FEASIBILITY STUDY**

STATE OF TEXAS §
 §
COUNTY OF TRAVIS §

FIRM: Halff Associates, Inc. ("Consultant")
 Attn: Lenny Hughes, RLA Vice President

ADDRESS: 1201 N. Bowser Rd.
 Richardson, Texas 75081

This Supplemental Agreement No. 1 to a contract for Professional Services is made by and between the City of Pflugerville, Texas, hereinafter called the "City" and Halff Associates, Inc., hereinafter called the "Consultant".

WHEREAS, the City and Consultant executed an Agreement for Professional Services, hereinafter called the "Agreement", on the 8th day of August, 2012 for the Athletic Complex and Randig Tract Feasibility Study project in the amount of One Hundred and Twenty Nine Thousand and Nine Hundred Dollars (\$129,900); and

WHEREAS, it has become necessary to amend the Agreement to modify the provisions for the Term of the Agreement, Scope of Services, Work Schedule, and Compensation; and

NOW THEREFORE, premises considered, the City and the Consultant agree that said Agreement is amended as follows:

I.

Article II. Term shall be amended by changing the term of the Agreement to terminate on January 31, 2014.

Article III. Scope of Services and Exhibit A, shall be amended as set forth in the attached addendum to Exhibit A.

Article III. Work Schedule and Exhibit B, shall be amended as set forth in the attached addendum to Exhibit B.

Article IV. Compensation to Consultant and Exhibit C (Fee Schedule), shall be amended by by increasing by Forty Thousand Dollars (\$40,000) the amount payable under the Agreement for a total of One Hundred and Sixty Nine Thousand and Nine Hundred Dollars (\$169,900), as shown by the attached Addendum to Exhibit C (Fee Schedule).

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

**CITY OF
PFLUGERVILLE**

CONSULTANT
Halff Associates, Inc.

(Signature)

Printed Name: Brandon E. Wade

Title: City Manager

Date: _____



(Signature)

Printed Name: Lenny L. Hughes, RLA

Title: Vice President

Date: 2/21/13

APPROVED AS TO FORM:

George Hyde
City Attorney



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Exhibit 'A'
Scope of Services
Lake Pflugerville Master Plan
Pflugerville, Texas

PROJECT ASSUMPTIONS

The scope of services for this proposal has been prepared using the following assumptions as a basis for its preparation:

1. The project planning area will encompass the park area depicted by the City of Pflugerville as discussed by City staff. Preliminary program elements include but not limited to;
 - Walking trails;
 - Pavilion areas;
 - Playground;
 - Parking;
 - Amphitheater;
 - Boardwalks / Fishing Pier(s);
 - Locations for benches, grills, tables and drinking fountains; and
 - Signage.

INFORMATION TO BE SUPPLIED BY THE CITY OF PFLUGERVILLE, TEXAS

The City will supply existing data related to the project site as available, to the planning and design team, for use during the site investigation and master planning phases of the project. The following items will be supplied by the City to the Design Team:

Project Site Topographic and Aerial Data - The City will provide the Design Team with GIS, Aerial Topography, plat and boundary information, available in digital format and CADD, to be used during initial planning and design exercises for the project site.

Existing Utility Information - The City will provide as-built plans for all existing public utilities located within the limits of planning areas for the Project, including but not limited to water, sanitary sewer, storm and other franchise utilities.

Hydraulic Data - The City will supply hydraulic data that accurately depicts flood plain and flood way elevations, and proposed improvements and mitigation measures, as available/applicable.

Environmental Investigations – The City will provide available data and information from existing environmental reports for the project site, as available/applicable.



SCOPE OF SERVICES

The Basic Services for this project are defined as follows:

MASTER PLANNING SERVICES

I. Project Initiation and Site Tour

A. Kick-Off Meeting and Project Start-Up

1. Halff Associates (HA) staff will arrange a meeting in Pflugerville with appropriate City staff as designated by the City. Key Planning Team members from HA will attend. This meeting will accomplish several pre-planning objectives:
 - a. **Orientation.** The City of Pflugerville and the primary team leaders of the Halff Associates Planning Team will become familiar with the project team structure and organization and arrive at a complete understanding of the roles and responsibilities of all project participants.
 - b. **Review of key issues.** Key issues to be addressed during the course of the work will be reviewed with staff and team members.
 - c. **Schedule.** Review contract schedule and establish key milestone dates.
 - d. **Information exchange.** At this meeting we will discuss all documentation needs of Halff Associates. This will give the City an opportunity to provide information or to provide Halff Associates guidance in the securing of information not readily available at the time of the meeting.

Product - HA shall prepare meeting agenda, initial exhibits to aid discussion, and meeting notes.

Total number of meetings: One (1) meeting.

Items Provided by City of Pflugerville – The City shall recommend staff to attend, place of meeting, and provide data as required to begin the planning process.

B. Site Tour

As a follow-up to the kick-off meeting, HA, together with City staff will tour the site in order to gain a thorough understanding of the key issues as identified by the staff.

Product – HA shall apply information and understanding gained in follow-up tasks.

Total number of meetings: One half (1/2) day tour.

Items Provided by City of Pflugerville – The City shall attend the site tour as available.

II. Site Investigation and Base Map Preparation

A. Site Investigation and Base Map Preparation

1. Compile digital information identified during data gathering exercises into a base map for use during planning and design activities. This base map will illustrate information such as locations of streets; wet and dry utilities; topography; drainage ways, and water courses.
2. Initiate and coordinate site investigation studies related to the topography of the site, hydrology / drainage; utilities; vegetation areas, land use/zoning; and master plan impacts.



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The impacts and opportunities that result from these studies will be documented for use in the conceptual development plan.

3. Analyze transportation and pedestrian access issues involving the project site and identify impacts and improvements required to existing and proposed transportation systems that will allow the project area to function as desired.
4. Analyze water, sanitary sewer and hydrology issues involving the project area and identify the impacts and improvements necessary as a result of those studies.
5. Prepare a Site Analysis / Opportunities and Constraints map and summary that graphically illustrates the existing man-made and natural systems and conditions on the project site, and depicts the obstacles and opportunities available for development on the park.

Product – Base Map and Site Analysis / Opportunities and Constraints Map.

Total number of meetings:

Items Provided by City of Pflugerville – Review and comment as appropriate.

III. Public Input and Programming

The public participation part of the planning and design activities will be used to determine the direction the facility program and planning activities should take.

A. Focus Group Meeting with Key City Departments

HA will meet with key personnel of key City departments that may be impacted by the Lake Pflugerville Master Plan and from whom support for the implementation of the master plan may be required. Departments may include:

Parks and Recreation Dept. operations and maintenance staff;
Planning;
Public Works/Transportation;
Economic Development; and
Assistant City Manager(s).

B. Public Meetings/Workshops

1. HA will conduct a total of two (2) public meetings/workshops to gather public input and perceptions of issues related to the Lake Pflugerville during the master planning process. This will allow input on use, perception and potential development, review and comment by interested members of the public at large and/or user groups, and to gain public support for the master plan and design plan for the park. These workshops will occur over several hours in the afternoon/evenings, in locations that are easily accessible by the public.
2. Public meetings/workshops will be held in locations approved by the City of Pflugerville.

C. Programming

1. HA will develop a preliminary program for the proposed Lake Pflugerville recreational improvements. The types of elements, space requirements, access and special needs will be noted. Program elements may include:
 - a. Additional walking trails;
 - b. Concessionaire types/venues;



- c. Outdoor Amphitheater;
- d. Boardwalk/ Fishing Piers;
- e. Play areas;
- f. Picnic and pavilion areas;
- g. Support facility needs, including parking;
- h. Operational needs for maintenance;
- i. Access requirements;
- j. Vegetation;
- k. Expansion or phasing needs;
- l. Utility considerations; and
- m. Additional recreational amenities etc.

D. Summary Report

1. Prepare a report that summarizes public participation and programming activities. The Programming Report will establish a base level of facilities, activities and programs the City of Pflugerville desires within the park, and serve as the project program the Planning Team will utilize for the remainder of the planning and design activities on the project.

Product – HA shall develop the program items, attend and facilitate the public meeting.

Total number of meetings: Two (2) public meetings; one (1) City Staff Focus Group Meeting; one (1) staff meeting.

Items Provided by City of Pflugerville – The City shall provide the location of public meeting, produce and distribute the announcements to the public, attend the public meeting and approve the programming items.

E. On-line Citywide Recreational Preference Survey (OPTIONAL ADD SERVICE)

- A. HA will prepare an on-line survey to assess Pflugerville resident attitudes and recreational usage of Lake Pflugerville. The survey draft will be reviewed by City staff prior to being made available to the general public.
- B. The survey will be linked to the City of Pflugerville website by City IT staff. Halff will prepare an email “blast” suitable for being transmitted to residents of the City using available email lists and databases.
- C. Halff will evaluate survey results and incorporate them into the analysis in the Summary Report.

Product – HA will develop the draft survey, edit it per comments received from the City, and evaluate the survey results in table format.

Total number of meetings: One (1) Conference Call

Items Provided by City of Pflugerville – Assist in linking the survey instrument to the City website, and promote the survey to Pflugerville residents via city newsletters, announcements and email blasts.

IV. Master Planning

A. Preliminary Concept Plans and Master Plan Preparation

1. Confirm the development program to be used by the Planning Team, with City staff, prior to commencement of planning and design activities for the project.



2. Utilizing the public participation processes outlined above, prepare preliminary master concept plans for City staff review and comment (a maximum of three), indicating a variety of development scenarios, with varying mixes of recreational activity areas and support facilities.
3. Review the preliminary master plans with City staff and the public (See Public Involvement – Public Meeting #2), combining components of each plan or altering configurations as applicable, and incorporate comments into the preparation of a refined preliminary master plan for the project.

B. Final Master Plan Preparation

This final report will illustrate the site investigation, the final master plan, and the plan preparation process, and will include supporting information used as decision making tools.

1. Prepare final Master Plan graphics based upon comments received from the preliminary master plan.
2. Prepare up to two (2) graphic sketches showing the intent of the design.
3. Identify project phasing for City Staff review and approval.
4. Prepare an estimate of probable construction cost for the project that identifies probable construction costs for each phase of the project including design, property acquisition (if required), construction, and utilities.
5. Prepare Master Plan Summary. This final summary will reference the Site Investigation Summary, the Final Master Plan and descriptive summary. The Final Master Plan Report will be reviewed with City staff and delivered to the City of Pflugerville in hard copy and digital formats.

Products: HA shall prepare a Preliminary and Final Master Plan for the site showing layout, ingress/egress, parking, pavilions, circulation and natural areas. Total number of reports include one (1) draft summary, and one (1) final summary in digital format and one (1) full size color print of the master plan.

Total Number of meetings: Halff will attend one (1) meeting and one (1) conference call with City staff two (2) Public Meetings (See Public Meeting/Workshops)

Items Provided by City of Pflugerville: The City shall review and comment as appropriate.

V. Report Preparation and Approval

A. Report Preparation Review and Approval

1. HA shall combine the information compiled in each of the tasks above and place the report in digital format (PDF) for review and approval by the City Staff, Parks and Recreation Commission and City Council. Elements in this task will include:
 - Preparation of Report and Submittal of one (1) black and white draft to Parks and Recreation Department for review;
 - One (1) briefing presentation to Parks and Recreation Commission (by City Staff);
 - One (1) joint briefing presentation to Parks and Recreation Commission and City



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- Council;
 - Revisions based on comments received, and preparation of a final report; and
 - Approval of the final master plan by the City Council.
2. HA will prepare one complete draft of the report for City review. Upon city review, HA will prepare one revised draft report for review, before preparing the final report.

Products: HA shall prepare one (1) black and white draft report and in digital format for review; review with staff; present to the City Staff, Parks and Recreation Commission, and City Council. Total number of reports include one (1) draft report, one (1) revised draft report and one (1) final color report.

Total Number of meetings: Halff will attend for review and approval: One (1) joint presentation to Parks and Recreation Commission and City Council.

Items Provided by City of Pflugerville: The City shall review draft report, set up meetings and agenda items for review and approval of Lake Pflugerville Master Plan report.

- End of Phase I Master Planning Services -



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Exhibit 'B'
Work Schedule
Lake Pflugerville Master Plan
Pflugerville, Texas

SCHEDULE

Master Plan will be submitted according to the following estimated schedule and shall be completed by no later than January 31, 2014.

Percentage of Completion	Date of Submittal	Duration
Kick Of Meeting/Site Tour	March 29 th	1 Day
Site Preparation/Base Map	April 12 th	2.0 weeks
Public Input and Programming		
Staff Focus Group Meeting	April 18 th	1 Day
Public Mtg. #1	April 18 th	1 Day
Programming	April 30 th	2.0 weeks
Summary Analysis Report	May 16 th	2.5 weeks
Preliminary Master Plan	June 16 th	4.0 weeks
Public Meeting #2	July 9 th	1 Day
Final Master Plan Preparation	August 8 th	4.0 weeks
Report Preparation and Approval	September 12 th	4.5 weeks

Note: the above schedule is for Halff Associates work effort only and does not include time required for review and approval by the City of Pflugerville.



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**Exhibit 'C'
 Fee Schedule**

FEE SCHEDULE

Master Planning Services

1. Project Initiation and Site Tour	<i>(1 Mtg., 1 ½ day tour)</i>	\$ 3,500.00
2. Site Investigation and Base Map Preparation		\$ 4,000.00
3. Programming and Public Meetings/Workshops	<i>(1 Conf. Call)</i>	\$ 11,500.00
• Focus Group Meeting	<i>(1 Mtg. City Staff)</i>	
• Public Meetings/Workshop	<i>(2 Mtgs.)</i>	
4. Master Planning		
• Preliminary Master Planning	<i>(1 Mtg. City Staff)</i>	\$ 5,500.00
• Master Planning	<i>(1 Conf. Call w/ City Staff)</i>	\$ 8,500.00
5. Report Preparation, Review and Approval	<i>(1 Jt Park Bd/CC mtg.)</i>	\$ 4,500.00

Subtotal Phase I – Master Planning Services **\$ 37,500.00**

Direct Costs

1. Reimbursable Expense	\$ 2,500.00
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Subtotal Direct Costs **\$ 2,500.00**

Total Direct Costs **\$ 40,000.00**

The estimated fees for items established above, shall be considered lump sum fees unless otherwise noted. Our services will be invoiced monthly. Direct costs (above), including printing, plotting and reproduction, postage, messenger service, equipment, long distance telephone calls and travel outside of the Dallas/Fort Worth Metroplex will be considered reimbursable. They will be billed at 1.10 times the direct cost incurred. Costs incurred will be carefully monitored during the progress of this project and the fees or budgets will not be exceeded without prior approval from the City of Pflugerville.

Exhibit "D" – Additional Services, includes items which are not included in this proposal, but can be provided by Halff Associates, if needed. Attachment "B" provides the Standard Form of Agreement. The fees quoted in this proposal will be honored for up to 45 days from the date of this proposal.

Sincerely,

HALFF ASSOCIATES, INC.

Lenny L. Hughes, RLA
 Director of Landscape Architecture



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Exhibit 'D'

ADDITIONAL SERVICES

Additional services, not included in the Scope of Services, will be negotiated with the City of Pflugerville as needed. Compensation will be based upon a mutually agreed lump sum fee or an hourly rate as shown below. Items that are considered additional services include:

1. Development of Construction Documents,
2. Client generated changes to design once work is in progress, will be billed at hourly rates per proposals approved by the City of Pflugerville, until the work is at the same level of completion as it was prior to the change,
3. Threatened and Endangered species report,
4. Design of areas outside the limits of the project site,
5. Additions to the project scope or budget that causes additional planning work,
6. Additional public meetings or workshops (2 scheduled meetings), not identified in the project scope,
7. Any additional work not specifically included in the above scope of services will be accomplished as Additional Services,
8. Trail/park improvements other than those listed in the scope of work,
9. Revisions to master plan requested by the City after the master plan is approved, unless necessitated by discrepancy in plans,
10. Permit fees, filing fees, pro-rated fees, impact fees and taxes other than the required TDLR fees, and any federal, and/or state regulatory agency review fees,
11. Design of gas, telephone or other utility improvements except as noted herein,
12. Printing of drawings, specifications and contract documents except as noted herein,
13. Graphic products except as noted in herein,
14. Design of utilities or other improvements outside of the project boundary except for and along proposed drive improvements (not in scope),
15. Quality control and material testing services during construction except for submittal reviews,
16. Environmental services,
17. Traffic engineering report or studies,
18. Construction staking,
19. Design of major existing utility relocations or modifications,
20. Negotiations/agreements with adjacent property owners,
21. Final plat preparation,
22. HEC-1 Analysis or flood studies on site,
23. Contractor pay requests or submittals not required by construction documents,
24. Preparation of Environmental Impact Statements or Investigation Reports for the project site,
25. The City shall pay cost of permits or filing fees, required by regulatory agencies or departments, obtained for the City,
26. This scope does not include effort specifically for regulatory submittals including, but not limited to, Section 404 permitting, CLOMR, LOMR, or Floodplain Development Permit. In the event any of these efforts are warranted, we will request these as Additional Services.