

ATTACHMENT A

SCOPE OF WORK AND FEE SCHEDULE



April 9, 2026

Gabriela Jurcovan, Project Manager
Transportation Engineering Department
City of Pflugerville, Texas
GabrielaJ@pflugervilletx.gov

Re: City of Pflugerville
Comprehensive Safety Action Plan

Dear Gabriela,

Halff is pleased to submit our updated Scope and Fee Proposal to provide professional services to develop a Comprehensive Safety Action Plan for the City of Pflugerville.

Our proposal includes the services described in the attached Scope of Services, Project Schedule, and Fee Estimate.

We appreciate the opportunity to submit our proposal for this project. Please feel free to contact me at gphillips@halff.com or 850.509.7983 if you have any questions or need additional information.

Sincerely,
HALFF

A handwritten signature in black ink, appearing to read "GP", located below the typed name "HALFF".

Gary Phillips, AICP
Senior Project Manager

City of Pflugerville

Comprehensive Safety Action Plan

Scope of Services

Introduction

The Safe Streets and Roads for All (SS4A) program supports the U.S. Department of Transportation's National Roadway Safety Strategy approach to significantly reducing serious injuries and fatalities on our Nation's highways, roads, and streets. Preparing a City of Pflugerville Comprehensive Safety Action Plan is the first step in working toward an ambitious long-term goal of reaching zero deaths and serious injuries using a Safe System Approach. The Safe System Approach works by building and reinforcing multiple layers of protection to both prevent crashes from happening in the first place and minimizing the harm caused to those involved when crashes do occur. It is a holistic and comprehensive approach that provides a guiding framework to make places safer for people. This is a shift from a conventional safety approach because it focuses on both human mistakes and human vulnerability and designs a system with many redundancies in place to protect everyone.

Scope of Services

Halff will follow the Seven-Phased Scope of Services outlined below to develop a Comprehensive Safety Action Plan (CSAP). This CSAP will serve as a strategic blueprint for implementing critical safety improvements and will reflect the City of Pflugerville's values, priorities, and commitment to enhancing community safety.

Phase 1: Project Management and Coordination

Halff will conduct ongoing administrative tasks throughout the plan duration, including routine communication with the City's primary point of contact and other staff. Tasks include:

Task 1.1 Project Kick-Off and Project Management Plan

At the outset of the plan, Halff will coordinate and hold an in-person project kickoff meeting and field review with the relevant points of contact from the Halff team and the City. The goal of the meeting is to introduce vital team members to the project, establish duties and responsibilities for each team member, establish a communication plan and outline goals. The field review will identify locations of safety concerns, preliminary countermeasures and other mobility issues that Halff will address in the CSAP. Following the kickoff meeting, Halff will create a Project Management Plan (PMP).

Task 1.2 Project Coordination Meetings

Halff will conduct monthly project team meetings with the City to discuss project status and provide an opportunity for all to provide feedback throughout the planning process.

City of Pflugerville Comprehensive Safety Action Plan Scope of Services

Meeting recordings and minutes will be provided to document what was discussed and action steps moving forward for the project team.

Task 1.3 Monthly Invoice and Progress Reports

Halff will produce progress reports and invoices that adhere to the parameters presented in the City's scope of services and contract.

Task 1.4 Project Schedule

A detailed project schedule with key milestones will be prepared and maintained throughout the project. The schedule will be considered a "living document" and will be updated throughout the project duration.

Task 1.5 Quality Control

Jordan Maddox, AICP, our QA/QC Manager, will lead Halff's Quality Control process to review plan analysis methodology and results, recommendations and presentation of findings throughout the project.

In addition to the project's QA/QC Manager, **Dan Franz, PE**, our Principal-in-Charge will regularly engage in Quality Control activities associated with the CSAP.

Halff will abide by a Quality Control Plan that outlines the procedures for both internal and external review of all deliverables.

Deliverables: *Project Management Plan, Quality Control Plan, Project Schedule, Monthly Invoices and Progress Reports, Meeting Agendas and Summaries*

Phase 2: Vision and Goal Setting

Halff will conduct initial activities to affirm the community goals and to guide the subsequent planning process. Tasks include:

Task 2.1 Leadership Commitment

Halff will help prepare the required documentation for the City Commission to make an official commitment to a goal of either zero roadway fatalities and serious injuries or a significant, ambitious reduction in fatalities and serious injuries by a specified target date. Per the U.S. Department of Transportation, this is a required component of a CSAP in order to close out the grant funding and apply for an Implementation Grant and/or a Planning and Demonstration Grant.

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Task 2.2 Goal Alignment

Halff will review and analyze previous studies, plans, and initiatives that may influence the planning effort. These plans could include, but are not limited to:

- CAMPO Regional Safety Action Plan (RSAP)
- CAMPO 2050 Regional Transportation Plan
- CAMPO Transportation Improvement Program
- Travis County Capital Improvement Program
- Aspire Pflugerville 2040 Comprehensive Plan
- Pflugerville Parks, Recreation, and Open Space Master Plan 2023
- Pflugerville Pforward Mobility Master Plan
- Pflugerville Connect Transit Development Plan

Halff will collect information from City staff and other local partners to better understand which previous goals remain community priorities, and which could support the City's safety goals, objectives, and performance measures.

Task 2.3 Safety Advisory Group

Establishment of a Safety Advisory Group (SAG) to fulfill the CSAP Planning Structure component and including local stakeholders charged with the oversight of plan development and implementation. Meetings include:

- Meeting #1: Introduction; roles, goals, metrics.
- Meeting #2: Existing Safety Conditions Report; selection of Emphasis Areas as described in Task 5.3.
- Meeting #3: Preliminary strategies and countermeasures, Draft Report and Next Steps

Halff will collaborate with the SAG and City staff to establish objectives and performance measures for the CSAP that align with your safety goals.

Deliverables: *Leadership Commitment Resolution, Previous Plans Technical Review*

Phase 3: Safety Analysis

A comprehensive set of baseline analyses to better understand your transportation network - including on-street, street adjacent, and non-roadway components of your active transportation network - and corresponding safety conditions.

Task 3.1 Data Collection

Collection of key maps, GIS files, CAD data, 3D modeling data, and crash data from city, county, and state sources. This will include all publicly and privately maintained roads and multi-modal networks including sidewalks, designated bicycle lanes, and trails. Data

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collection will also include traffic volume data, roadway characteristics, land use, and demographic data to generate a holistic picture of conditions within the City.

Task 3.2 Safety Trends Analysis

A comprehensive review of the state's five-year crash dataset. This will include annual trends, crash severity patterns, contributing factors, roadway characteristics, and spatial distribution. Compiled information will support identification of high-risk locations and the development of a High Injury Network (HIN) consistent with the Safe System Approach.

Task 3.3 Active Mobility Needs Analysis

An evaluation of the City's bicycle and pedestrian network, including off-street shared-use paths, street adjacent side paths, and adjacent/intersecting roadways, to determine system conditions. Evaluation considers existing facility design in relation to best practices, intended user groups, connectivity/gaps, safety, and comfort. The analysis will be based on community guiding principles for active transportation network development and future network expansion.

Task 3.4 Post Crash Care

Analysis of information gleaned from first responders and public safety officers (police, fire, EMS) to identify, map, and assess post-crash care practices. Will examine data for accidents where limited access or extended transport times may have influenced injury severity. The assessment will focus on understanding current emergency response practices and identifying strategies that strengthen the full chain of post-crash care.

Task 3.5 Baseline Conditions

Identification of high collision locations, potential conflict locations in conjunction with current and future active transportation network facilities, city-wide trends, opportunities, and challenges. Compilation of findings from companion safety analyses described in this project phase. Data analysis methodology and results will be incorporated into an Existing Safety Conditions Report, which will highlight study area transportation system safety risks.

Task 3.6 Project Prioritization Criteria

Development and calibration of criteria for prioritizing high-collision and high-risk locations for future improvement projects in partnership with the City and the SAG. Locations that surpass an agreed-upon threshold for these criteria will be considered part of a High Injury Network, and approximately ten locations will be selected as the top priority for conceptual design/renderings and highlighted in the Existing Safety Conditions Report.

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Deliverables: *GIS Database, Technical Memoranda (e.g., Safety Trends, Active Mobility Safety Needs, Post Crash Care), High Injury Network, Project Prioritization Criteria, Existing Safety Conditions Report, Safety Analysis Presentation*

Phase 4: Engagement and Collaboration

Task 4.1 Community Involvement Strategy

Halff will prepare and initiate a communications involvement strategy (CIS) in partnership with the City. The approved CIS will include a full overview of methods selected by the City to engage the public throughout the planning process.

The CIS will also be used to update the project schedule with the timing of all anticipated community outreach and involvement activities. The CIS will also include clear direction on project advertisement protocols including social media posts, email blasts, and newsletters to inform the public of opportunities to participate.

Task 4.2: Focus Group Meetings

Conduct small group listening sessions with key stakeholders. This meeting will be used to identify important issues related to transportation efficiency and safety as it relates to local preferences and needs, and regional mobility goals and future investments.

Task 4.3 Public Meeting Preparation

A public open house will be strategically scheduled during the planning process to solicit community input on transportation safety and active transportation facilities and receive feedback on safety action plan as described below:

- Open House #1: Introduce the team, the City's safety goals, and plan objectives; present results of the Existing Safety Conditions Report (Task 3.4) and gather input on resident safety concerns, priorities, and potential countermeasures.
- Open House #2: Present Draft Report results including High Injury Network, priority location profiles and renderings, potential countermeasures, and next steps.

Task 4.4 Community Pop-up Booths

One pre-existing community event which will be attended by Halff to meet residents and increase awareness of the safety action plan. Events with wide attendance and strong community ties will be prioritized.

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Task 4.5 Online Outreach and Engagement

Provision of a web-based project information hub that incorporates clear, accessible and responsive project information and access to interactive survey, polling, and mapping tools as described in the approved CIS.

Task 4.6 City Council Touchpoints

A series of individual or small-group (non-quorum) interviews with the Mayor and members of City Council in conjunction with focus group meetings will be completed.

Deliverables: *Community Involvement Strategy, Meeting Materials, Pop-Up Meeting, Online Project Hub*

Phase 5: Policy and Investment Programming

Translation of your community's safety vision and goals into a prioritized plan of action supported by a work program to turn your community vision into reality.

Task 5.1 Policy Program

Recommendations on how to prioritize roadway safety through revisions to the City's policies and processes. Policies and guidelines could include safe routes to school/parks, complete streets, slow streets, and other traffic calming policies.

Task 5.2 Active Transportation

Halff will prepare options for layout, location, and conceptual design of interconnected multi-use network that links destinations, works with the built environment, and reflects community preferences.

Task 5.3 Emphasis Areas

The identification of Emphasis Areas based on the results of the Existing Safety Conditions Report, community input, as well as guidance from the FHWA Safe System Approach.

Task 5.4 Strategies and Countermeasures

The Halff team will identify systemic recommendations for potential strategies and countermeasures to address system-wide crash trends which incorporate infrastructural, behavioral, and operational intervention.

Task 5.5 Priority Location Profiles

Halff will provide a profile for up to 10 priority locations selected as part of Task 3.6; each will include a detailed evaluation of the safety hazards and crash history, descriptions of recommended strategies and countermeasures, and a timeframe for implementation.

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Halff will also develop conceptual renderings depicting the full build-out of the improved priority location.

Deliverables: *Technical Memoranda (e.g., Policy Program, Emphasis Areas Technical Memorandum) Systemic Strategies and Countermeasures Toolbox, Priority Location Profiles, Renderings and Cost Estimates*

Phase 6: Progress and Transparency

Task 6.1 Data Dashboard

Halff will develop a public-facing Comprehensive Safety Action Plan Data Dashboard to serve as a centralized long-term tool for transparency, progress tracking, and community accountability. Our approach focuses on creating an intuitive, accessible, and visually compelling dashboard that communicates key safety metrics to residents, policymakers, and stakeholders. To build the dashboard, our team will begin by working closely with City staff to inventory current data sources, assess data quality, and identify gaps in reporting.

Drawing from the inventory, the Safety Analysis, and Implementation Matrix, Halff will establish a defined set of Key Performance Indicators (KPIs) that track available data such as fatalities and serious injuries, modal trends, high-risk corridors, and potential infrastructure improvements. These KPIs will be paired with interactive geospatial visualization tools including filters in an Esri dashboard or Experience in the City's ArcGIS.

Task 6.2 Step-by Step Guide/Training

Halff will provide the City with a step-by-step instruction for long term maintenance by City staff. Our goal is to create a usable tool that supports investment decisions and helps all users visualize the City's progress toward achieving a safer and more equitable transportation network.

Deliverables: *Data Dashboard, Step-by-Step Guide, Staff Training*

Phase 7: Final Comprehensive Safety Action Plan

The steps to finalize and adopt the safety action plan are structured according to the Safe Systems Framework.

Task 7.1 Comprehensive Safety Action Plan

Halff will compile the interim deliverables into a publicly available plan of action to achieve the goals established by the City and SAG. Halff will present a draft version of the CSAP to City staff and SAG so that they can provide feedback. Halff will then revise the CSAP based on comments and prepare a presentation to the City Commission and the public. Finally,

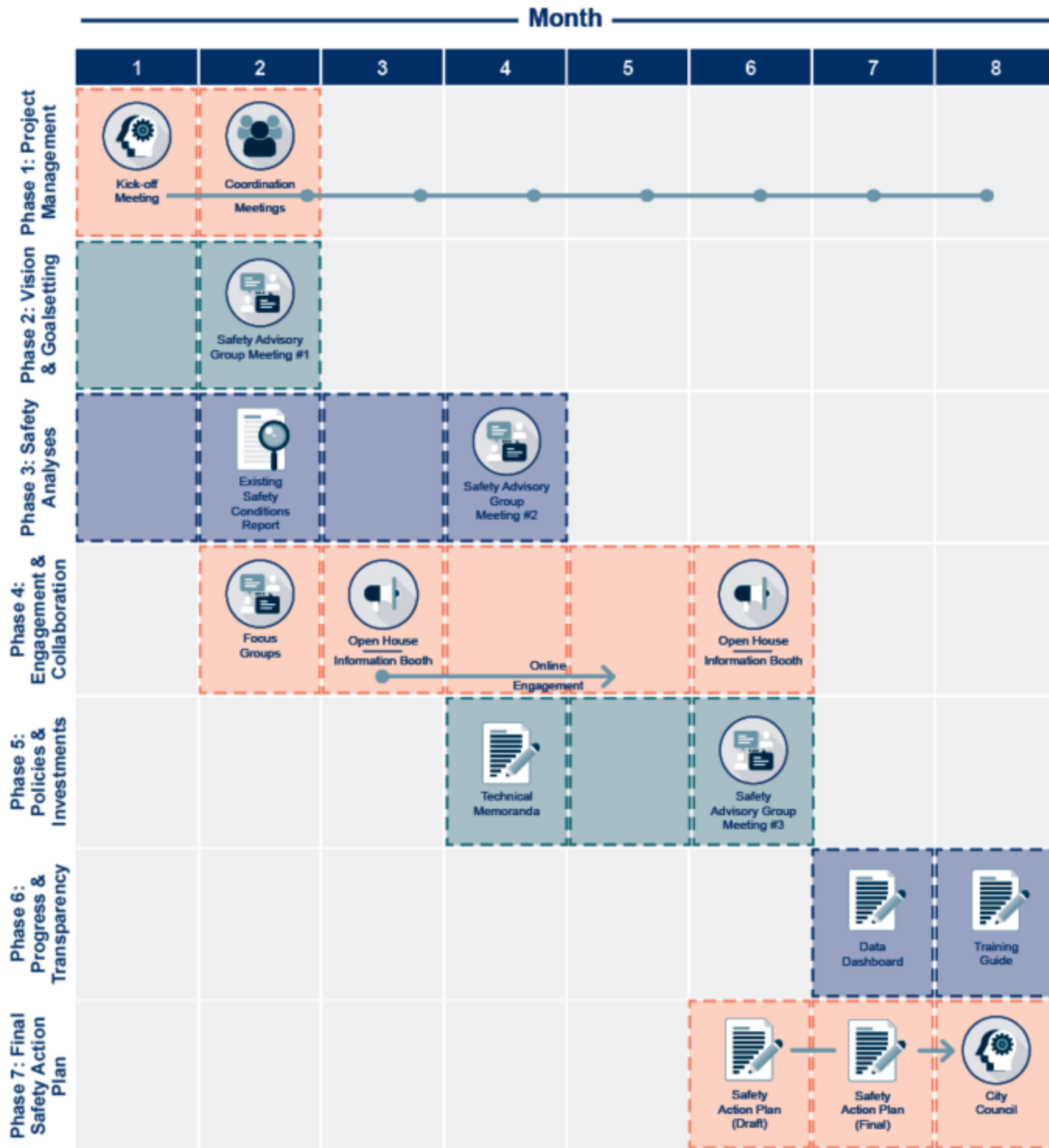
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Halff will incorporate feedback from the public and City Commission and submit the Final CSAP for publication on the City's website.

Task 7.2 SS4A Planning Grant Close-Out

Halff will complete the SS4A Planning Grant Close-Out on behalf of the City. Once the Planning Grant Close Out is submitted and approved, the City can apply for SS4A Implementation funding.

Deliverables: *Comprehensive Safety Action Plan, Grant Close-Out*



**City of Pflugerville
Comprehensive Safety Action Plan
Fee Estimate**

TASK	Staff Hour Cost Details																Task Totals	
	Project Principal		Senior Project Manager		Senior Engineer		Transportation Engineer		Senior Planner		Planner		GIS Analyst		Intern			
	Staff Hours	Hourly Rate	Staff Hours	Hourly Rate	Staff Hours	Hourly Rate	Staff Hours	Hourly Rate	Staff Hours	Hourly Rate	Staff Hours	Hourly Rate	Staff Hours	Hourly Rate	Staff Hours	Hourly Rate	Staff Hours by Activity	Salary Cost by Activity
		\$375.00		\$330.00		\$330.00		\$165.00		\$170.00		\$135.00		\$130.00		\$100.00		
PHASE 1 - PROJECT MANAGEMENT AND COORDINATION																		
1.1 Project Kick-Off and Project Management Plan	-	-	2.0	\$660.00	-	-	-	-	6.0	\$1,020.00	4.0	\$540.00	0.0	\$0.00	2.0	\$200.00	14.0	\$2,420.00
1.2 Project Coordination Meetings	-	-	4.0	\$1,320.00	-	-	-	-	4.0	\$680.00	4.0	\$540.00	4.0	\$520.00	2.0	\$200.00	18.0	\$3,260.00
1.3 Monthly Invoice and Progress Reports	-	-	10.0	\$3,300.00	-	-	-	-	12.0	\$2,040.00	8.0	\$1,080.00	0.0	\$0.00	4.0	\$400.00	34.0	6,820.0
1.4 Project Schedule	-	-	4.0	\$1,320.00	-	-	-	-	-	-	8.0	\$1,080.00	0.0	\$0.00	16.0	\$1,600.00	28.0	4,000.0
1.5 Quality Control	8.0	\$3,000.00	6.0	\$1,980.00	-	-	-	-	0.0	\$0.00	0.0	\$0.00	0.0	\$0.00	-	\$0.00	14.0	\$4,980.00
Phase 1 Total	8.0	\$3,000.00	26.0	\$8,580.00	0.0	\$0.00	0.0	\$0.00	22.0	\$3,740.00	24.0	\$3,240.00	4.0	\$520.00	24.00	\$2,400.00	108.0	\$21,480.00
PHASE 2 - VISION AND GOAL SETTING																		
2.1 Leadership Commitment	-	-	4.0	\$1,320.00	-	-	-	-	4.0	\$680.00	12.0	\$1,620.00	2.0	\$260.00	2.0	\$200.00	24.0	4,080.00
2.2 Goal Alignment	-	-	4.0	\$1,320.00	-	-	-	-	4.0	\$680.00	12.0	\$1,620.00	2.0	\$260.00	2.0	\$200.00	24.0	4,080.00
2.3 Study Advisory Group	-	-	12.0	\$3,960.00	4.0	\$1,320.00	6.0	\$990.00	6.0	\$1,020.00	16.0	\$2,160.00	8.0	\$1,040.00	16.0	\$1,600.00	68.0	12,090.00
Phase 2 Total	0.0	\$0.00	20.0	\$6,600.00	4.0	\$1,320.00	6.0	\$990.00	14.0	\$2,380.00	40.0	\$5,400.00	12.0	\$1,560.00	20.0	\$2,000.00	116.0	\$20,250.00
PHASE 3 - SAFETY ANALYSIS																		
3.1 Data Collection	-	-	4.0	\$1,320.00	12.0	\$3,960.00	24.0	\$3,960.00	12.0	\$2,040.00	4.0	\$540.00	4.0	\$520.00	2.0	\$200.00	62.0	\$12,540.00
3.2 Safety Trends Analysis	-	-	4.0	\$1,320.00	12.0	\$3,960.00	30.0	\$4,950.00	4.0	\$680.00	8.0	\$1,080.00	-	-	-	-	58.0	\$11,990.00
3.3 Active Mobility Needs Analysis	-	-	4.0	\$1,320.00	4.0	\$1,320.00	12.0	\$1,980.00	12.0	\$2,040.00	30.0	\$4,050.00	-	-	-	-	62.0	\$10,710.00
3.4 Post Crash Care	-	-	4.0	\$1,320.00	4.0	\$1,320.00	10.0	\$1,650.00	12.0	\$2,040.00	40.0	\$5,400.00	-	-	-	-	70.0	\$11,730.00
3.5 Baseline Conditions	-	-	4.0	\$1,320.00	4.0	\$1,320.00	10.0	\$1,650.00	4.0	\$680.00	16.0	\$2,160.00	-	-	-	-	38.0	\$7,130.00
3.6 Project Prioritization Criteria	2.0	\$750.00	4.0	\$1,320.00	4.0	\$1,320.00	8.0	\$1,320.00	4.0	\$680.00	16.0	\$2,160.00	4.0	\$520.00	2.0	\$200.00	44.0	\$8,270.00
Phase 3 Total	2.0	\$750.00	24.0	\$7,920.00	40.0	\$13,200.00	94.0	\$15,510.00	48.0	\$8,160.00	114.0	\$15,390.00	8.0	\$1,040.00	4.0	\$400.00	334.0	\$62,370.00
PHASE 4 - ENGAGEMENT AND COLLABORATION																		
4.1 Community Involvement Strategy	-	-	2.0	\$660.00	-	-	-	-	4.0	\$680.00	16.0	\$2,160.00	4.0	\$520.00	4.0	\$400.00	30.0	\$4,420.00
4.2 Focus Group Meetings	-	-	4.0	\$1,320.00	4.0	\$1,320.00	4.0	\$660.00	4.0	\$680.00	16.0	\$2,160.00	4.0	\$520.00	2.0	\$200.00	38.0	\$6,860.00
4.3 Public Meetings Preparation (Open House)	-	-	10.0	\$3,300.00	10.0	\$3,300.00	12.0	\$1,980.00	4.0	\$680.00	65.0	\$8,775.00	6.0	\$780.00	2.0	\$200.00	109.0	\$19,015.00
4.4 Community Pop-up Booths	-	-	4.0	\$1,320.00	-	-	-	-	4.0	\$680.00	16.0	\$2,160.00	6.0	\$780.00	2.0	\$200.00	32.0	\$5,140.00
4.5 Online Outreach and Engagement	-	-	4.0	\$1,320.00	-	-	-	-	4.0	\$680.00	16.0	\$2,160.00	6.0	\$780.00	2.0	\$200.00	32.0	\$5,140.00
4.6 City Council Touchpoints	-	-	4.0	\$1,320.00	-	-	-	-	4.0	\$680.00	16.0	\$2,160.00	6.0	\$780.00	2.0	\$200.00	32.0	\$5,140.00
Phase 4 Total	0.0	\$0.00	28.0	\$9,240.00	14.0	\$4,620.00	16.0	\$2,640.00	24.0	\$4,080.00	145.0	\$19,575.00	32.0	\$4,160.00	14.0	\$1,400.00	273.0	\$45,715.00
PHASE 5 - POLICY AND INVESTMENT PROGRAMMING																		
5.1 Policy Program	-	-	4.0	\$1,320.00	-	\$0.00	-	\$0.00	6.0	\$1,020.00	20.0	\$2,700.00	-	-	2.0	\$200.00	32.0	\$5,240.00
5.2 Active Transportation			4.0	\$1,320.00	4.0	\$1,320.00	10.0	\$1,650.00	4.0	\$680.00	24.0	\$3,240.00	-	-	-	-	46.0	\$8,210.00
5.3 Emphasis Areas			4.0	\$1,320.00	4.0	\$1,320.00	10.0	\$1,650.00	4.0	\$680.00	20.0	\$2,700.00	-	-	-	-	42.0	\$7,670.00
5.4 Strategies and Countermeasures			4.0	\$1,320.00	24.0	\$7,920.00	40.0	\$6,600.00	4.0	\$680.00	16.0	\$2,160.00	-	-	-	-	88.0	\$18,680.00
5.5 Priority Location Profiles (top ten locations)	2.0	\$750.00	6.0	\$1,980.00	20.0	\$6,600.00	36.0	\$5,940.00	6.0	\$1,020.00	16.0	\$2,160.00	-	-	2.0	\$200.00	88.0	\$18,650.00
Phase 5 Total	2.0	\$750.00	22.0	\$7,260.00	52.0	\$17,160.00	96.0	\$15,840.00	24.0	\$4,080.00	96.0	\$12,960.00	0.0	\$0.00	4.0	\$400.00	296.0	\$58,450.00
PHASE 6- PROGRESS AND TRANSPARENCY																		
6.1 Data Dashboard	-	-	2.0	\$660.00	-	-	2.0	\$330.00	68.0	\$11,560.00	40.0	\$5,400.00	40.00	5,200.00	-	-	152.0	\$23,150.00
6.2 Develop Step-by-Step Guide/Training	-	-	2.0	\$660.00	-	-	2.0	\$330.00	16.0	\$2,720.00	4.0	\$540.00	-	-	-	-	24.0	\$4,250.00
Task 6 Total	0.0	\$0.00	4.0	\$1,320.00	0.0	\$0.00	4.0	\$660.00	84.0	\$14,280.00	44.0	\$5,940.00	40.0	\$5,200.00	0.0	\$0.00	176.0	\$27,400.00
PHASE 7 - COMPREHENSIVE SAFETY ACTION PLAN																		
7.1 Comprehensive Safety Action Plan	2.0	\$750.00	6.0	\$1,980.00	6.0	\$1,980.00	10.0	\$1,650.00	12.0	\$2,040.00	40.0	\$5,400.00	20.0	\$2,600.00	-	-	96.0	\$16,400.00
7.2 SS4A Planning Grant Close-Out	-	-	4.0	\$1,320.00	-	-	-	-	4.0	\$680.00	16.0	\$2,160.00	-	\$0.00	-	-	24.0	\$4,160.00
Task 7 Total	2.0	750.00	10.0	\$3,300.00	6.0	\$1,980.00	10.0	\$1,650.00	16.0	\$2,720.00	56.0	\$7,560.00	20.0	\$2,600.00	0.0	\$0.00	120.0	\$20,560.00
TOTAL	14.0	\$5,250.00	134.0	\$44,220.00	116.0	\$38,280.00	226.0	\$37,290.00	232.0	\$39,440.00	519.0	\$70,065.00	116.0	\$15,080.00	66.0	\$6,600.00	1,423.0	\$256,225.00
																	Expenses	\$7,000.00
																	TOTAL FEE	\$263,225.00