

EXHIBIT "A"

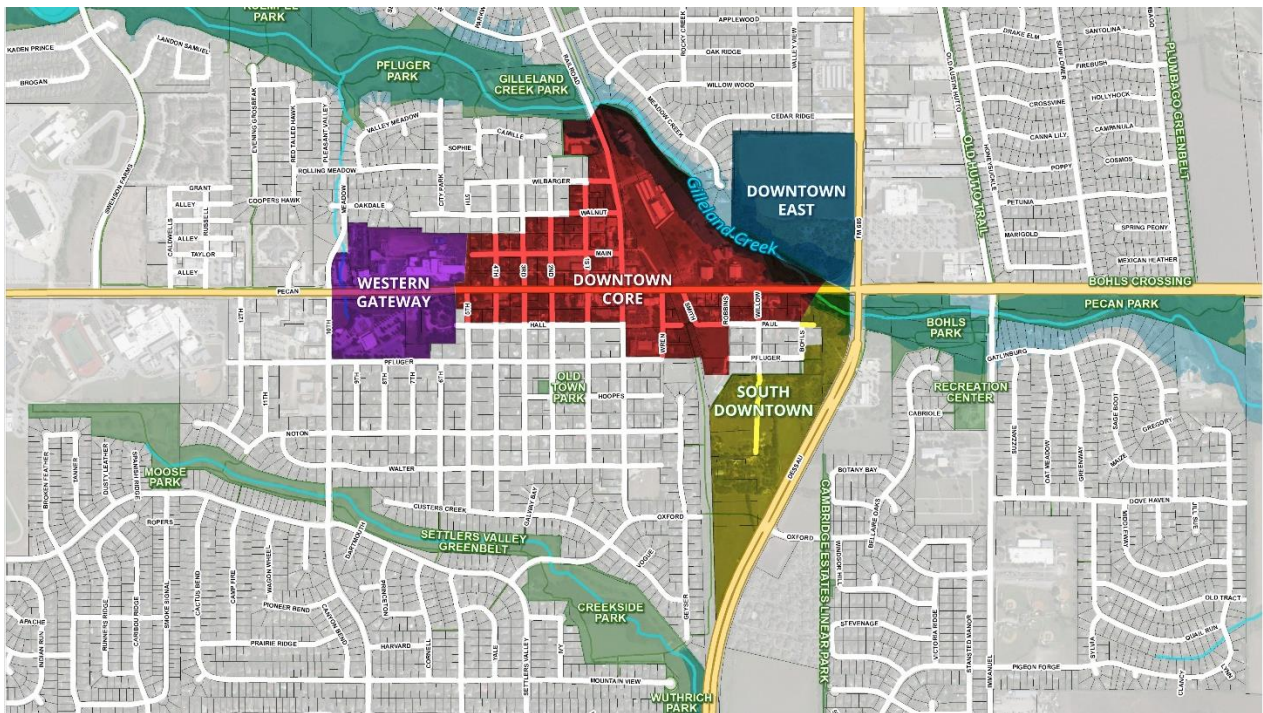
SCOPE OF PROFESSIONAL SERVICES

Downtown Streetscape Master Plan

City of Pflugerville, Texas

PURPOSE

The purpose of the services proposed herein is for Half Associates, Inc. (CONSULTANT) to provide professional planning services to the City of Pflugerville (CITY) for sidewalk and streetscape improvements throughout the Pflugerville Downtown District. As illustrated below, the Downtown District includes the Western Gateway, Downtown Core, Downtown East, and South Downtown (SoDo).



The goal of the project is for the CONSULTANT to provide a visionary master plan to the CITY for a walkable, accessible, scenic, and cohesive urban landscape, including schematics, maps, project lists, priorities, phasing, and associated opinion of probable construction costs. The project team will facilitate public input to determine the elements and configuration of proposed streetscape improvements throughout the Downtown District. Elements to be determined may include (but not be limited to) street and alley pavement improvements, on-street and alley-loaded parking, sidewalks, decorative paving, street lighting, street trees and planting, furnishings, drainage improvements, water and wastewater improvements, and overhead to underground utility relocation.

PROJECT ASSUMPTIONS

The scope of services for this proposal has been prepared using the following assumptions for its preparation. The CITY will supply existing and proposed available data related to the project site

to CONSULTANT, as available. Existing data to be provided shall generally consist of the following at a minimum:

1. Existing Property Information – plats, easement information or any other property/right-of-way information related to the project area.
2. Existing Utility Information as available for all existing utilities located within the limits of the project site. The CITY will also provide any dry utility information (Oncor, telecommunications, etc.) for the project site.
3. Environmental Investigations - any data and information from existing environmental reports for the project area, if available.

Given the above stated purpose and project assumptions, CONSULTANT will provide the following basic services per project phases listed once the CITY has issued an executed agreement.

BASIC SERVICES

The proposed basic services, which are outlined below, shall include site analysis, assessment, public engagement, project identification, design alternatives, schematics, final master plan report, priorities, phasing, cost estimating, and presentations.

Phase 1 – Project Management | Ongoing Coordination

This phase will include the following activities:

1. Provide overall project management services, including budget control, schedule control (including milestones, preparation time and staff review time for deliverables), project coordination, resource allocation, management and coordination with other disciplines, and preparation and processing of invoices.
2. Bi-weekly virtual project status update meetings (30 minutes maximum, each) for the duration of the project.
3. Ensure timely delivery of all deliverables, including electronic files and hardcopies (if included in scope).
4. Perform Quality Control and Quality assurance reviews (QAQC).
5. Record and distribute meeting minutes.
6. Prepare a Public Outreach and Engagement Plan in summary text format that facilitates an effective and diverse outreach strategy for the entire City of Pflugerville, stakeholder/public participation, input collection and analysis, and presentation materials in collaboration with the CITY. The goals of engagement will be as follows:
 - a. Education – activities should result in key stakeholders being more informed about the project, plan, and process.
 - b. Diverse stakeholder representation – there should be representation of stakeholders throughout the City of Pflugerville.
 - c. Consultation – activities should be designed in a way that gather input from stakeholders to inform the plan. It should be clear how the input will help develop the plan.

As part of this project management plan task, CONSULTANT will also conduct internal team coordination meetings as necessary throughout the planning process.

Phase 2 – Data Collection | Project Area Base Map & Analysis

This phase will include collecting all pertinent data applicable to the planning process, including previous studies and relevant GIS data, as well as a comprehensive analysis of the existing data to determine the project area's opportunities and constraints. A comprehensive project area inventory and analysis will be performed as a precursor to the public input process. This phase includes the following tasks:

1. Conduct a virtual project initiation meeting with CITY staff and obtain data. *One, 1-hour virtual meeting.*
2. Prepare a preliminary base map of available data. Consultant will use data provided by CITY, including property lines, land uses, and existing utilities, as well as current available LIDAR imagery, topography and other available data sets to accurately portray the existing conditions of the Pflugerville Downtown District. Existing tree canopy limits and site features unable to be located by other available data will be located using aerial imagery. A detailed design survey with tree canopy, topography, and surface utilities is not included in this scope of work but may be completed as an additional service. *Deliverable: Digital PDF of preliminary base map.*
3. Review preliminary base map with CITY staff to determine surrounding influences and establish conditions critical to the project's development. *One, 1-hour virtual meeting.*
4. Assess all relevant data, including applicable regulatory requirements and development standards.
5. Research and assess surrounding land use trends, transportation (including bicycle and pedestrian connectivity opportunities), recreational trends and demographic growth trends.
6. Compile existing site data into a composite overlay.
7. Develop an analysis map of project area opportunities and constraints, identifying potential expanded rights-of-way constraints due to location of existing nearby buildings and site improvements and improvements recommended by previous studies. *Deliverable: Digital PDF of analysis map.*
8. Review analysis map with CITY to determine direction and establish governing objectives based on the findings. *One, 1-hour virtual meeting.*

Phase 3 –Uncovering the Community Vision

This phase includes in-depth public outreach to identify the community's vision for the future of Pflugerville's Downtown Streetscapes. A project site walking tour, key person interviews, stakeholder/public input meetings, and other public engagement to identify community preferences and potential program elements (subject to constraints) are included in this process. This phase includes the following tasks:

1. Conduct kick-off meetings and personal interviews with key stakeholders, including, but not limited to; nearby businesses, property owners, CITY staff members, etc., to gather concerns prior to public input events. *Six, 1-hour virtual meetings to be scheduled by the CITY.*
2. Attend a project site walking tour with CITY Staff and any stakeholders identified by CITY Staff. *One, 4-hour meeting.*

3. Attend pop-up shops with CITY staff to notify the public of feedback opportunities for plan. Locations to be determined by CITY Staff. Halff shall design and prepare all materials for the pop-up shops. (The printing of presentation boards and similar incidentals shall be considered a type of reimbursable expense for this task.) *Three, 2-hour meetings.*
4. Develop public outreach material and visual preference surveys, and coordinate with CITY's project manager and *Communications* Department on outreach schedule and materials. Visual preference surveys are intended to enlighten the public on potential improvements and gather their preferences. Visual preference surveys will include and prioritize the following improvements: streetscape improvements (e.g., street trees, lighting, street furniture, decorative pavement, decorative signposts, optional innovation features, potential wayfinding locations, etc.), on-street and alley-loaded parking, street and alley pavement improvements, drainage improvements, overhead to underground utility relocation and design alternatives for major roadways listed in Phase 4. *Deliverable: Digital PDF of illustrations/graphics.*
5. Assist in providing relevant content for a project website to be hosted by the CITY. This may include, but not limited to, an outline of the planning process, working schedule, summaries from key meetings, open house(s) and survey(s), draft concepts prepared during the planning process, and the final report.
6. Prepare Public Meeting One: Learning and Listening – Gather public expectations, ideas, concerns and preferences to build a strong base of needs, issues, and ideas for streetscape improvements. *Deliverable: One, 3-hour open house format meeting. Location to be selected and reserved by CITY.*
7. Summarize findings and update opportunities and constraints assessment.
8. Report preliminary findings to CITY staff. *One, 1-hour virtual meeting. One report (.pdf copy) of public feedback and survey results.*

Phase 4 – Draft Master Plan Schematics

This phase shall include draft schematic design, final improvement recommendations, project phasing/priorities, and final high-level cost estimates of the following elements:

1. Draft Design Alternative Sections for Major Roadways (The final report shall identify which alternatives were most and least desired through the public engagement process.) Based on preferences developed during Phase 3 and anticipated right-of-way and grade-related issues identified within Phase 2, the CONSULTANT shall prepare design options and alternatives with and without right-of-way acquisition. Alternatively, this phase may be combined with Phase 3 and shown within the visual preference survey. This phase includes the following tasks:
 - a. Prepare three streetscape design options/alternative sections for the full extent of Pecan Street through Downtown based on varying right-of-way extents (i.e., constrained to existing right-of-way and expanded right-of-way on the northern and southern sides of the roadway, etc.)
 - b. Prepare three streetscape design options/alternative sections for the full extent of Railroad Avenue on varying right-of-way extents (i.e., constrained to existing right-of-way and expanded right-of-way)

- c. Prepare three streetscape design options/alternative sections for the existing extents of Main Street on varying right-of-way extents (i.e., constrained to existing right-of-way and expanded right-of-way).
 - d. Prepare three streetscape design options/alternative sections for Main Street within the PACE school campus.
- 2. Based on feedback for design options/alternative sections from Public Meeting One, prepare up to two (2) preliminary conceptual plan views for each corridor. Each plan view may address the following:
 - a. Street Trees and Landscaping
 - i. Shall contemplate street tree type based on location (i.e., urban tree wells vs. vegetative planting beds).
 - ii. Shall consider when the architectural planters should be used in lieu of at-grade planting beds. If recommended in certain locations, a design theme of the architectural planters should be provided.
 - iii. Recommended street tree species and plant material based on location and drought tolerance.
 - iv. Shall consider irrigation and water use efficiency.
 - v. Shall contemplate opportunities for the integration of electrical conduit and outlets within the tree wells for permanent landscape lighting or potential temporary holiday lighting.
 - vi. Shall consider the impact of future ongoing maintenance.
 - b. Street and Pedestrian-Scale Lighting
 - i. Identify opportunities for street and pedestrian-scale lighting improvements including, but not limited to, recommended spacing, additional light poles, potential retrofitting or replacement of existing poles based on energy efficiency, light output, availability to replace parts, and ease of maintenance.
 - ii. Evaluate opportunities to attach sound equipment on existing and new light poles Downtown for increased functionality of programming and events.
 - iii. Provide options and recommendations for light poles and fixture types to be used throughout Downtown. (Currently, the acorn fixture type is used Downtown and specified within the Unified Development Code for Downtown lighting. Due to the limited poles existing on Main Street, the City may choose to replace the existing poles and/or fixture types with a new pole/fixture type based on public feedback.)
 - c. Pedestrian and ADA accessibility
 - i. Sidewalks and shared-use paths shall be designed to connect on-street and alley-loaded public parking and existing parking lots with nearby buildings. It is assumed that all paths shall be ADA compliant. The Streetscape Master Plan schematics shall show all pedestrian facilities and ADA accessible routes (if determined to be necessary), where applicable.

- ii. Identify significant pedestrian and ADA accessibility challenges (i.e., locations where there are grade differences between the street pavement and the private development of adjacent sites) and provide specific recommendations for solutions to address such challenges. Such recommendations may include different options, in which cost differentials shall be provided.
 - iii. Identify locations and limiting factors to expanded streetscape yards, including limitations on expanded public sidewalks (i.e., where the street rights-of-way are constrained and alternative design measures are necessary).
 - d. Provide street furniture locations and product types for a cohesive design and aesthetic.
 - i. Contemplate the use of decorative pavement for street and alley crossings.
 - ii. Evaluate and consider signalized pedestrian crossings along Pecan Street and N. Railroad Avenue (i.e., at intersections of Pecan Street and 2nd Street, Main Street and N. Railroad Avenue, etc.)
 - iii. Evaluate and consider trail connections through Downtown.
 - iv. Proposed pedestrian improvements within the Transitional Compatibility Zones within the Downtown Core shall be designed with context-sensitive solutions.
 - e. Decorative Pavement
 - i. Consider the use of decorative pavement at pedestrian crossings at street intersections and within the expanded or enhanced streetscape yards.
 - ii. Provide options for decorative pavement types with the respective cost differentials and provide recommendations for the use of decorative pavement based on location and context.
 - f. On-Street and Alley-Loaded Parking
 - i. Analyze the existing conditions of on-street and alley-loaded parking. In the evaluation for new or modified on-street and alley-loaded parking, consider the existing and potential expansion of the rights-of-way, sightline challenges, safety, circulation, existing delivery patterns, ADA accessibility, grade issues, and other relevant factors.
 - ii. Identify locations for on-street and alley-loaded parking.
 - iii. Shall review existing ADA accessible parking spaces for compliance and provide recommendations for modifications or improvements.
 - iv. Shall include recommendations and locations for new ADA accessible parking. (This may include a recommended number of accessible parking spaces provided within the public right-of-way based on whether such spaces are adequately provided on-site or other best management practices.)
 - v. Proposed on-street and alley-loaded parking within the Transitional Compatibility Zones within the Downtown Core shall be designed with context-sensitive solutions.

- g. Outdoor Gathering Spaces / Placemaking
 - i. Consider expanded right-of-way at certain locations to accommodate outdoor pedestrian spaces and placemaking improvements. Placemaking improvements shall include areas designated for future public art.
 - h. Decorative Street Signposts
 - i. Include recommendations and specifications on new decorative street signposts.
 - i. Wayfinding
 - i. Consider the ability to provide wayfinding signage on light poles.
 - ii. Consider expanded right-of-way at certain locations to accommodate wayfinding or Downtown information signage.
 - j. Innovation Features
 - i. Based off of public feedback, optional innovation features may be recommended.
3. The draft schematic designs shall be reviewed by staff in preparation for additional community outreach and public feedback provided in Phase 5. *One, 1-hour virtual meeting.*

The draft schematic design, final improvement recommendations, project phasing/priorities, and final high-level cost estimates shall also consider potential future water, wastewater, and stormwater improvements and overhead to underground utility relocations. The CONSULTANT is expected to perform the following:

1. Review the Downtown Utility Analysis and integrate all applicable findings and project recommendations into the Streetscape Master Plan.
2. Coordinate with the consultant that performed the Downtown Utility Analysis, as needed, to clarify anything that was provided in the report.
3. Coordinate with the other CONSULTANT'S team that performed the Stormwater Master Plan and the Downtown sub-area detention analysis and integrate all applicable findings and project recommendations into the Streetscape Master Plan, as applicable.

Phase 5 – Refining the Community Vision

This phase will include the following activities:

1. Review draft master plan schematics with key stakeholders and CITY staff and update per feedback for the final report.
2. Prepare Public Meeting Two: Refining the Community Vision – Provide preliminary concepts to public for comment and feedback. *Deliverable: One, 3-hour open house format meeting. Location to be selected and reserved by CITY.*

3. Summarize findings and report findings to CITY staff. *One, 1-hour virtual meeting. One report (.pdf copy) of stakeholder and public feedback results.*

Phase 6 – Final Master Plan Schematics, Report, Priorities and Phasing, & Cost Estimates

This phase will include the following activities:

1. A final Master Plan Schematic Design and Rendering Booklet (sized to 11"x17")
2. A draft final report for the Downtown Streetscape Master Plan shall be prepared with schematics, maps, project lists, priorities, phasing, and cost estimates. The final report shall be reviewed by staff prior to being presented to City Council or other boards and commissions.
3. Final cost estimates shall be provided and ensure the following items are addressed.
 - a. Include high-level cost estimates for project phasing and overall costs; however, detailed methodology in developing the high-level costs shall be provided.
 - b. Identify specific cost savings by bundling certain projects and phases (i.e., water and wastewater only within the alleys or include overhead to underground utility relocation).
 - c. Include cost differentials between product/material options.
 - d. Identify which materials are reflective of unstable, pandemic-related pricing, as applicable.
 - e. Generally, cost estimates for projects within the Transitional Compatibility Zones should be in separate, lower-priority phases as these are long-range projects when or if these areas redevelop or transition from residential to commercial uses.
 - f. Since the Streetscape Master Plan is anticipated to be implemented over many years (i.e., 20-30 years based on phasing and priority level), develop recommendations and strategies for updating cost estimates on a planning and budgetary level over time.
4. Identify grant and funding opportunities for the construction of the improvements identified within the Downtown Streetscape Master Plan.

Phase 7 – Final Presentations

This phase will include the following activities:

1. This shall include one in-person final presentation to City Council. One-hour in-person presentations to the Planning & Zoning Commission and other boards, commissions, or committees may be provided under Additional Services upon City staff request.

Phase 8 – Final Deliverables

1. Provide an 8 ½ x 11 Streetscape Master Plan final report to include all relevant information, including schematics, project identification and phasing, cost estimates and the respective methodology. This final report is intended for the general public and should be designed in a way that is visually appealing that can be adopted by the City in formal capacity. The

consultant shall provide the City with two (2) wire-bound copies of the final report. Also, the final report shall be provided in a pdf and native format.

2. Provide all results from the public engagement process in a raw format and a summary format that may be shared with an external audience.
3. Provide an 11"x17" Schematic Design and Rendering Booklet – This is intended to be more of a design/picture booklet highlighting design work and options within the Streetscape Master Plan. The consultant shall provide the City with two (2) wire-bound copies. Also, the booklet shall be provided in a pdf and native format, and the images included within the booklet shall also be provided separately in high-resolution.
4. Provide all AutoCAD and GIS files used in the development of the Streetscape Master Plan.
5. All survey data if provided via additional services.

All high-resolution images of the schematic drawings scaled to at least 11"x17".

ADDITIONAL SERVICES

The following services are not included within the scope of basic services. The CONSULTANT may provide these services, if requested and approved in writing by the CITY, on a lump sum expense basis.

1. Artistic street-level or aerial view renderings of the proposed improvements.
2. Gateway Design Concepts
 - a. Develop design concepts for the western, eastern, northern, and southern (SoDo Sub-district) gateways into Downtown.
 - b. Consider expanded right-of-way at specific locations to accommodate gateway improvements.

The following services are not included within the scope of basic services. The CONSULTANT can provide these services, if requested and approved in writing by the CITY, on a time (hourly) and expense basis.

1. Any facilitation or coordination with private property owners or other stakeholders.
2. Site visits, meetings and/or presentations as requested by CITY above and beyond the number identified within this agreement.
3. Inventory of existing trees.
4. Surveying. In order to better assess initial recommended improvements in areas where there are rights-of-way constraints and grade-related issues, the CONSULTANT shall perform on-the-ground surveying in the following locations:
 - a. The alleys shall be surveyed where opportunities for alley-loaded parking have been identified and right-of-way constraints have been identified based on nearby buildings and site improvements. The alleys in Downtown are existing 20' cross-sections. This Master Plan may call for expanded alleys in designated areas to allow for improved access and maneuverability.
 - b. Surveying shall be provided where grade-related issues have been identified. (i.e., Grade-related issues along N. Railroad Avenue, at the intersection of Railroad

Avenue of Pecan Street, and along the alley south of Main Street between N. 2nd Street and N. Railroad Avenue.)

- c. Surveying along Pecan Street and Railroad Avenue shall be provided to ensure potential streetscape improvements are feasible within the existing or potentially expanded rights-of-way. Pecan Street has a variable right-of-way width; however, it is limited to 60' in right-of-way between 4th Street and Railroad Avenue. Within the extent of Pecan Street where 60' of right-of-way is provided, there are few buildings that appear to be built-to-line or within proximity to the existing right-of-way. The Transportation Master Plan identifies Pecan Street within Downtown to include ultimately 80' of right-of-way. Railroad Avenue is limited to 50' of right-of-way; however, expansion of the right-of-way shall be analyzed and contemplated to include an enhanced streetscape.
 - d. This surveying shall better inform project/phasing design and the refinement of cost estimates in later Master Plan phase(s), provided below.
5. After the completion of the Downtown Streetscape Master Plan, the CONSULTANT may provide revisions to drawings and/or plans.

ATTACHMENT B: BASIC SERVICES FEE SCHEDULE & REIMBURSABLE EXPENSES

For the basic services stated previously, the lump sum fee shall be as follows. Billing will occur on a monthly cycle, based on a percentage of work performed per task and completed during the previous time period. Reimbursable Expense will be performed on a maximum not to exceed manner.

Reimbursable Expenses shall include expenses for supplies, equipment, transportation and travel expenses for additional in-person meetings or events not covered in the Phases above, printing of plans, presentation boards, graphic boards and similar incidentals. Proof of reimbursable expenses shall be provided to the City with the respective invoice.

BASIC SERVICE TASK	FEES
Phase 1:	\$36,410.00
Phase 2:	\$25,970.00
Phase 3:	\$33,645.00
Phase 4:	\$30,365.00
Phase 5:	\$19,370.00
Phase 6:	\$44,990.00
Phase 7:	\$1,240.00
Phase 8:	\$9,150.00
<hr/> TOTAL FOR BASIC SERVICES	\$201,140.00
Reimbursable Expenses (Not to Exceed)	\$1,500.00
TOTAL AMOUNT INCLUDING N.T.E. REIMBURSABLE EXPENSES	\$202,640.00

ATTACHMENT C: ADDITIONAL SERVICES FEE SCHEDULE

For the Additional Services stated previously, the lump sum fee and hourly rates shall be as follows. Billing will occur on a monthly cycle, based on a percentage of work performed per task and completed during the previous time period. If authorized by the CITY, Additional Services may be provided for a not to exceed amount of \$25,000.00.

The CITY will prepare and issue Work Authorizations to authorize CONSULTANT to perform one or more tasks of the Services in relation to an individual assignment. For each individual assignment, Work Authorizations shall describe the parties' mutual agreement on the scope of the Services, schedule, compensation and other particulars as stated therein. Work Authorizations shall be in the general form of this Scope of Services and are binding only after acceptance, in writing, by duly authorized representatives of both parties. Each Work Authorization shall govern the parties' rights and obligations with respect to each assignment, but all within the framework of this Agreement. The amount payable for a Work Authorization shall be supported by the estimated cost of the Services as described in the Work Authorization. The Work Authorization will not waive the CONSULTANT's responsibilities and obligations established in this Scope of Services.

The estimated pricing on lump sum expense basis shall be as follows.

Estimated Pricing on Lump Sum Items	Unit Cost
Artistic Rendering	\$3,250.00/ea
Gateway Design Concept	\$3,250.00/ea
Additional (Phase 7) In-Person Presentations to other boards, commissions, and committees upon City staff request (1-hour each)	\$1,250.00/ea

The CONSULTANT may provide hourly services, if requested and approved in writing by the CITY. Prior to the occurrence or service provided, the CONSULTANT shall state, in writing, that the requested service had been deemed an Additional Service contemplated under this Agreement, and such service shall be billed at a specific rate. The specific pricing on a time (hourly) and expense basis shall be as follows.

Position	Hourly Rate
Supervisory Landscape Architect V (20-25)	\$242.00
Supervisory Landscape Architect VI (25+)	\$267.00
Professional Landscape Architect I (4-8)	\$123.00
Professional Landscape Architect II (8-10)	\$152.00
Professional Landscape Architect III (10-15)	\$170.00
Professional Landscape Architect IV (15-20)	\$192.00
Professional Landscape Architect V (20-25)	\$238.00
Supervisory Engineer I (8-10)	\$221.00
Supervisory Engineer II (10-12)	\$232.00
Supervisory Engineer III (12-15)	\$265.00
Supervisory Engineer IV (15-20)	\$285.00
Supervisory Engineer V (20-25)	\$303.00
Supervisory Engineer VI (25+)	\$330.00
Professional Engineer I (4-8)	\$170.00
Professional Engineer II (8-10)	\$187.00
Professional Engineer III (10-15)	\$217.00

Professional Engineer IV (15-20)	\$253.00
Professional Engineer V (20-25)	\$276.00
Engineer in Training I (0-5)	\$147.00
Professional Planner I (4-8)	\$123.00
Professional Planner II (8-10)	\$152.00
Professional Planner III (10-15)	\$170.00
Professional Planner IV (15-20)	\$192.00
Professional Planner V (20-25)	\$263.00
Supervisory Land Surveyor IV (15-20)	\$247.00
Supervisory Land Surveyor V (20-25)	\$260.00
Registered Professional Land Surveyor I (4-8)	\$146.00
Registered Professional Land Surveyor II (8-10)	\$180.00
Registered Professional Land Surveyor III (10-15)	\$221.00
Registered Professional Land Surveyor IV (15-20)	\$223.00
Registered Professional Land Surveyor V (20-25)	\$233.00
Surveyor-in-Training I (0-5)	\$113.00
Surveyor-in-Training II (5-10)	\$130.00
Surveyor-in-Training III (10-15)	\$143.00
Surveyor Technician I (1-5)	\$101.00
Surveyor Technician II (5-10)	\$111.00
Surveyor Technician III (10-15)	\$133.00
GIS Technician I (0-5)	\$88.00
GIS Technician II (5-10)	\$113.00
GIS Technician III (10-15)	\$144.00