

EXHIBIT “A”

SCOPE OF SERVICES ANGLETON GLO RCP PROFESSIONAL SERVICES

Under contract to the City of Angleton, ARDURRA will provide professional consulting services for Angleton GLO RCP Professional Services (Project). ARDURRA will be assisted in this effort by two subconsultants (hereafter encompassed by references to “ARDURRA”):

- Community Development Services (CDS)
- SAFEbuilt Texas, LLC

The Project will focus on the current city limits and relevant extraterritorial areas around the City. ARDURRA’s project involvement and facilitation will be conducted according to this Scope of Services and contingent upon the Client Support items below to make the best use of the available consultant budget. The City’s Project Manager will manage the overall process and direct ARDURRA in performing the project services. ARDURRA will coordinate with recent and concurrent planning efforts and studies to complete these tasks. ARDURRA will coordinate with other agencies and entities, as appropriate, in conjunction with the City.

As indicated below under Project/Client Coordination, ARDURRA will coordinate with the City to establish a detailed and feasible project schedule for the execution and completion of this Scope of Services. The intent is to work toward official consideration of a final proposed Project within 28 months from the date ARDURRA receives Notice to Proceed from the City. ARDURRA will coordinate with City officials and staff to meet this timeline. This will require steady progress on the tasks in this Scope of Services; timely receipt of necessary data and information and other input; and prompt review and feedback on ARDURRA’s interim and final work products. The client will assist in scheduling and completion of public hearings and final plan adoption, and these are not under ARDURRA’s control.

Additional or Continuing Services

During the course of or at the conclusion of the project, the City may deem it necessary to schedule more meetings, request further background or issues research, or otherwise engage consultant personnel in additional work not anticipated at project initiation or outlined in this Scope of Services. Any such additional services shall be specifically authorized by the City and documented through a written amendment to the Scope of Services and approval of a corresponding increase in the compensation amount and, if necessary, extension of the time of performance of the original agreement.

CLIENT SUPPORT

The **City of Angleton** will provide administrative and technical support services to assist ARDURRA in performing the Scope of Services in this Exhibit, including:

- Identifying a single individual as the City’s Project Manager, who will serve as the City’s primary point of contact and source of day-to-day work program direction for this collaborative effort of City and consultant personnel.
- Providing to ARDURRA all available data, maps, aerial imagery, previous reports/plans/studies and other relevant information, in digital or printed format, that is necessary for development of the necessary documents and reports . The City will reproduce all hard-copy materials, to the extent feasible, such that they will not require return upon project completion. PDFs or other electronic

files are preferred whenever available.

- Immediately upon project initiation, providing ARDURRA a detailed list of spatial data and mapping that the City can make available for the project, including data sets and layers/GIS coverages already developed/maintained by the City for its entire planning area or readily available to the City from other sources. (ARDURRA can also accept AutoCAD layers, as useful and appropriate, although GIS is preferred.)
- Ensuring that key City personnel, board/commission/committee members and elected officials will participate as needed in the planning process and be available upon request, through arrangements made by the City's Project Manager, to provide information and referrals and offer opinions, insights and suggestions that are necessary for the project. This will include potential formal or informal meetings and briefings with local officials as specified in this Scope of Services.
- Making initial contacts with agencies and organizations to facilitate data collection and coordination, to arrange meetings as needed, and make these entities aware of the planning process.
- Distributing draft plan content to advisory committee members, board/commission members, , key City staff members and other project participants as appropriate. .
- Providing ongoing administrative support for the advisory committee (i.e., arranging meeting locations, preparing and distributing meeting notices, preparing and reproducing agendas and other handouts, providing three-ring binders with section dividers for members to maintain their project materials, etc.).
- Committing the necessary resources to adequately prepare for and promote attendance at and media coverage of any significant community outreach events. The City might consider inviting other key community organizations to co-sponsor or "co-host" the event and provide further logistical support. The City's responsibilities will include:
 - a. Securing a meeting location with adequate setup for large gatherings and presentations (sound system, screen or white wall, reduced lighting, extension cord and power strip for multiple three-prong plugs for laptop, projector, etc.);
 - b. Providing public and news media notification of the meeting;
 - c. Preparing and reproducing meeting and handout materials, including those prepared by ARDURRA;
 - d. Providing sign-in sheets and otherwise documenting meeting attendance;
 - e. Providing refreshments as appropriate; and
 - f. Inviting board/commission members and representatives of other key agencies and community organizations to attend public meetings related to the planning process.
- Providing such public notice of meetings and hearings as is required by law or deemed desirable by the City.
- Providing ARDURRA updates or written summaries, as available, from any project-related meetings not attended by ARDURRA, and copies of any handouts/materials.

PROJECT / CLIENT COORDINATION

ARDURRA will complete project management activities in coordination with the City's Project Manager to ensure schedule adherence, cost control and quality assurance. These activities will include:

- Monthly submittal of written **progress reports** in conjunction with each monthly invoice. These reports will describe the project status, document significant work accomplished, and activities scheduled for the next progress report period, and note any difficulties encountered and steps taken to address them.
- Preparation and maintenance throughout the project of a **detailed project schedule**, including due dates for all deliverables, anticipated meeting dates, plus specified review/comment timeframes to ensure adequate time for client review/approval of deliverables. The schedule will be set during the Project Start-Up phase below.
- Frequent **communication and coordination with the City's Project Manager** by email, phone, online conferencing, and written correspondence, as appropriate.

PHASES AND DELIVARABLES

The work plan envisioned for the project is outlined below. The phases and deliverables will be finalized with City's input, based on scope and contract funding.

PHASE 1 COMPREHENSIVE PLAN UPDATE

MONTHS 1-3 MOBILIZATION

- Project kick-off meeting and finalization of work program
- Work session with the City Council, Planning and Zoning Commission, & others
- Formation of Advisory Committee and Advisory Committee meeting - 1
- Initialization of community engagement efforts

Deliverables:

- ☐ Work Plan and Schedule
- ☐ Community Engagement Plan and related items, including:
 - Website initialization
 - Online Community Engagement Questionnaire
 - Community notices
- ☐ Summary of work session with the City Council, Planning and Zoning Commission, & others
- ☐ Advisory Committee Members' invitation letter
- ☐ Summary of Advisory Committee meeting - 1

MONTHS 3-5 CURRENT CITY

- Data collection and research
- Stakeholder interviews
- Listening sessions and Focus Group meetings
- Findings & analysis
- Draft summary of current conditions
- Community Engagement Questionnaire activation

Deliverables:

- ☐ Draft report summarizing the current conditions
- ☐ Summary of stakeholder interviews
- ☐ Summary of listening sessions and Focus Group meetings
- ☐ Summary of Community Engagement Questionnaire

MONTHS 5-6 VISIONING

- Townhall meeting (if desired by the City)
- Vision & guiding principles
- Advisory Committee meeting - 2

Deliverables:

- ☐ Draft Vision statement and Guiding Principles
- ☐ Summary of Town Hall meeting
- ☐ Summary of Advisory Committee meeting - 2

MONTHS 7-10 FUTURE CITY

- Summary of findings and issues
- Refinement of Vision statement and Guiding Principles
- Recommendations by key areas of the plan and specific action items
- Advisory Committee meetings – 3 & 4
- Work session with City Council, Planning and Zoning Commission, & other boards
- Townhall meeting (if desired by the City)

Deliverables

- ☐ Draft report summarizing the findings and issues
- ☐ Draft recommendations, as developed through the previous steps
- ☐ Draft Future Land Use Map, Master Thoroughfare Plan, supporting graphs and charts
- ☐ Summary of Advisory Committee meetings – 3 & 4

MONTHS 11-13 DRAFT PLAN & IMPLEMENTATION STRATEGY

- Recommendations by key areas of the plan and specific action items (if required)
- Draft Comprehensive Plan document
- Draft Implementation Strategy
- Advisory Committee meeting – 5 (if required)

Deliverables

- ☐ Draft Comprehensive Plan document
- ☐ Draft Implementation Strategy
- ☐ Summary of Advisory Committee meeting - 5 (if required)

MONTHS 14-18 FINALIZATION & ADOPTION

- Comprehensive Plan Public Hearing draft
- Work session with City Council, Planning and Zoning Commission, & other boards
- Public Hearing & adoption
- Final report (hard copies & online interactive version)

Deliverables

- ☐ Comprehensive Plan Public Hearing draft

- ☐ Presentation materials for the Public Hearing
- ☐ One printed full-color master original of the final adopted Comprehensive Plan
- ☐ Twenty-five (25) copies of the executive summary
- ☐ Electronic files for all elements of the final Comprehensive Plan document, including a master PDF file containing the entire final adopted plan with all electronic files in their native formats if desired by the City.

PHASE 2A BUILDING CODE UPDATES

MONTHS 10-12 KICK-OFF

- Finalize work program with staff
- Work Session with the City Council and other boards
- Formation of Building Code Advisory Committee and meeting – 1
- Initialization of community engagement efforts

Deliverables:

- ☐ Work Plan and Schedule
- ☐ Community Engagement Plan and related items, including:
 - Website initialization
 - Online questionnaire
 - Community notices
- ☐ Summary of work session with the City Council and other boards
- ☐ Summary of Advisory Committee meeting - 1

MONTHS 13-14 FINDINGS & DRAFT AMENDMENTS

- Data collection & background research
- Findings & analysis
- Draft amendments
- Advisory Committee meeting - 2
- Stakeholder interviews

Deliverables:

- ☐ Draft Findings Report
- ☐ Summary of Advisory Committee meeting - 2
- ☐ Summary of stakeholder interviews
- ☐ Draft amendments

MONTHS 15-18 FINALIZATION & ADOPTION

- Work Session with City Council and other boards
- Finalize Public Hearing draft
- Public review & stakeholder input
- Public Hearing & adoption
- Final version of the adopted Code

Deliverables:

- ☐ Summary of work session with the City Council and other boards
- ☐ Public Hearing draft report
- ☐ Presentation materials for the Public Hearing
- ☐ One printed full-color master original of the final adopted Code
- ☐ Electronic files

**PHASE 2B ZONING ORDINANCE AND LAND DEVELOPMENT CODE UPDATE
(ZONING CODE AMENDMENTS)**

MONTHS 18-19 KICK-OFF

- Finalize work program with staff
- Work Session with the City Council, Planning and Zoning Commission, and others
- Advisory Committee meeting – 1
- Initialization of community engagement efforts

Deliverables:

- ☐ Work Plan and Schedule
- ☐ Community Engagement Plan and related items, including:
 - Website initialization
 - Online questionnaire
 - Community notices
- ☐ Summary of work session with the City Council, Planning and Zoning Commission, & others
- ☐ Summary of Advisory Committee meeting - 1

MONTHS 20-22 DIAGNOSTIC/FINDINGS

- Data collection & background research
- Findings & analysis
- Advisory Committee meeting - 2
- Stakeholder interviews/Listening Sessions/Community Chats
- Townhall meeting

Deliverables:

- ☐ Draft Diagnostic Report
- ☐ Summary of Advisory Committee meeting - 2
- ☐ Summary of stakeholder interviews/Listening Sessions/Community Chats
- ☐ Summary of Community Engagement questionnaire

MONTHS 22-25 CODE UPDATES

- Draft recommendations
- Advisory Committee meeting - 3
- Work Session with Council, Planning and Zoning Commission, & other boards
- Finalize draft recommendations
- Townhall meeting

Deliverables:

- ☐ Draft recommendations report
- ☐ Summary of Advisory Committee meeting - 3
- ☐ Summary of work session with the City Council, Planning and Zoning Commission, & others
- ☐ Summary of Townhall meeting

MONTHS 25-28 FINALIZATION & ADOPTION

- Final Public Hearing draft
- Public review & stakeholder input

- Advisory Committee meeting - 4
- Work Session with the City Council, Planning and Zoning Commission, & other boards
- Public Hearing & adoption
- Final report (hard copies & online interactive version)

Deliverables:

- ☐ Public Hearing draft report
- ☐ Summary of Advisory Committee meeting - 4
- ☐ Summary of work session with the City Council, Planning and Zoning Commission, & other boards
- ☐ Presentation materials for the Public Hearing
- ☐ One printed full-color master original of the final adopted Zoning Ordinance and Land Development Code
- ☐ Electronic files for all elements of the final Zoning Ordinance and Land development Code including a master PDF file containing the entire final adopted code with all electronic files in their native formats if the City desires.

APPROACH TO DELIVERABLES

Draft Deliverables

ARDURRA will provide draft deliverables through each phase of the project. These deliverables will facilitate workshop meetings, periodic releases of information to the media and public, and the orderly completion of the project. All such interim deliverables will be provided to the City in PDF format for ease of file transfer, reproduction and distribution. The PDF versions are also suitable for website posting. Graphics will be produced in color (except for black-and-white line sketches) in a format suitable for display during meetings and at public events/hearings.

Consolidated Review and Revision

Whenever ARDURRA submits draft deliverables, it will be the responsibility of the City's Project Manager to coordinate, compile and forward to ARDURRA, in a consolidated manner, all review comments on and requested/suggested revisions to such deliverables. As part of each review phase, guidance from the Project Manager should be included, as needed, on whether and how ARDURRA should address certain comments which may be for information only (e.g., comments from outside reviewers) versus those involving specific, client-recommended revisions.

The project budget assumes original drafting of each deliverable and one round of consolidated revision upon receipt of comments from the City's Project Manager. Only minor revisions will be made following plan adoption to produce the final as-adopted plan version. Extensive substantive revisions that arise at the final adoption phase may require additional services depending on their nature and the budget status at that final stage of the project.

Project Website and Online Interactive Plan

ARDURRA will aid City staff to design and publish the adopted plans on an interactive, citizen-friendly website, starting as a project website for the plan development process. During plan development, the site will be designed for public outreach, including education and information; to issue meeting invitations and notices; and to solicit input through polling, surveying or other methods. Interim deliverables will be posted

on the site during each phase.

| | | |
|---|----|------------|
| Total Fees | \$ | 268,000.00 |
| Comprehensive Plan & Zoning Ordinance - Total | | |
| | \$ | 248,000.00 |
| Grant Administration | \$ | 25,000.00 |
| Comprehensive Plan Update | \$ | 156,000.00 |
| Zoning Code Amendments | \$ | 67,000.00 |
| Building Codes - Total | | |
| | \$ | 20,000.00 |
| Grant Administration | \$ | 2,000.00 |
| Planning- Code Amendments | \$ | 18,000.00 |

Workplan and invoicing will meet the GLO's milestones and deliverables.

| 2025 RATE SHEET | |
|---------------------------------------|----------|
| Description | Rate |
| Principal-In-Charge | \$325.00 |
| Project Manager | \$225.00 |
| QA/QC Manager | \$194.00 |
| Planning Manager | \$210.00 |
| Senior Planner | \$157.00 |
| Planner/ Public Engagement Assistance | \$100.00 |
| Public Engagement Officer | \$210.00 |
| Senior Engineer | \$189.00 |
| Engineer | \$158.00 |
| Engineer-In-Training | \$140.00 |
| Graduate Engineer | \$126.00 |
| Sr. CADD Tech/GIS Tech | \$126.00 |
| CADD Tech | \$110.00 |
| Clerical | \$90.00 |
| Student Intern | \$65.00 |

Notes: Reimbursable expenses shall be included in each phase invoiced and paid based on the cost of service provided. These services include travel, deliveries, postage, graphical reproduction, etc.

Budget Assumptions

- City staff will assist with maintenance of the project website as part of the City of Angleton's website.
- The Ardurra team will attend public meetings as specified in the scope.
- Meetings will be scheduled the same day for multiple groups or virtually to limit trips. Overnight trips are not included at this time, should they be necessary they will be approved by contract amendment.
- The City will provide appropriate meeting space for public and internal planning sessions.
- Refreshment costs for public meetings are not included.
- Printing costs are included for one (1) copy of the final document. Drafts will be electronic only.
- This scope does not include final design, construction documents, agency approval, bidding, or construction phase services.

EXHIBIT “C”

PERFORMANCE SCHEDULE FOR PROFESSIONAL PLANNING AND ENGINEERING SERVICES ANGLETON GLO RCP PROFESSIONAL SERVICES

- I. Consultant understands that the Project Scope of Services outlined herein should be completed within 28 months from the effective date of the contract. Consultant proposes to initiate the Project after City’s written authorization to proceed or the date the contract is signed. It is understood that Consultant’s ability to complete the sequential tasks and phases within the established time frames is dependent, in large part, on the receipt of any existing, available, and necessary data from City at the beginning of the Project, and City’s timely response to Consultant with review comments and input and community input.

EXHIBIT “D”

CITY’S DESIGNATED PROJECT REPRESENTATIVE ANGLETON GLO RCP PROFESSIONAL SERVICES

- I. Administrative
Chris Whittaker
City Manager
City of Angleton
121 S. Velasco
Angleton, TX 77515
Phone: (979) 849-4364

- II. On-site Representative
Otis T. Spriggs, AICP
Director of Development Services
City of Angleton
121 S. Velasco
Angleton, TX 77515
Phone: (979)849-4364 ext. 2108