

## **ATTACHMENT A**

### **BASIC SCOPE OF SERVICES PLANNING SERVICES FOR Bastrop 5-Year Land Use Update PROJECT DESCRIPTION**

Halff shall provide planning services to the City of Bastrop (“City”) that result in Bastrop 5-Year Land Use Update (the “Project”). The primary purpose of this planning effort is to prepare an update to the City of Bastrop’s Comprehensive Plan, with a focus on growth and land use, Chapters 2 and 5, respectively. By engaging the citizens of Bastrop, we seek to evaluate and confirm the trajectory of growth and development. This planning process and the resulting policies will be critical to the City’s ability to continue to promote intentional and positive growth in the future. This involves reinforcing distinctive community assets, incorporating city leaders and citizen feedback into long-term objectives, and ensuring coherence across multiple master plans and regulations. Building upon recent plans, this effort integrates existing reviews to further refine our strategies for the City’s future development.

## **PLANNING PROCESS PARAMETERS**

This Scope of Services (the “Scope of Services”) is subject to the following parameters:

1. It is anticipated that the Plan will take 9 months to complete – including delivery of a draft report to the City Council. The subsequent timeframe and adoption of the final Plan will vary depending on the City’s scheduling preferences.
2. The Project will begin from the date of contract execution and will follow a task-by-task schedule prepared as part of the Project initiation process outlined in this Scope of Services. Any adjustments made to the Project schedule during the Project term will be jointly agreed upon between the City and Halff.
3. The study area will include all property within the City of Bastrop city limits and extraterritorial jurisdiction. Other surrounding properties or facilities that may be utilized by the City of Bastrop with the goal of achieving an orderly long-term growth and development may be considered as mutually agreed upon between the City and Halff.
4. Draft and final Plan reports will be prepared in electronic (e.g., Adobe In-Design) format. Reports will be provided to the City in INDD, PDF format suitable for distribution electronically and for posting to the City website. Mapping files will be provided in ArcGIS format including shapefiles and layer packages for use by the City.
5. Tasks undertaken as part of this Project may occur concurrently where appropriate, or in some cases may vary from the sequence shown in the Scope of Services.
6. Day-to-day project record-keeping or summaries will be prepared in Microsoft Office programs (Word, Excel, PowerPoint, etc.).
7. References to a “Trip” within this Exhibit refer to travel to the City by members of the Halff team from outside of City of Bastrop. If deemed necessary and upon agreement between the City and Halff “Trip” activities, meetings, and events may be conducted solely as “virtual” engagements using suitable video-conferencing technology.

8. Where possible, committee and planning meetings will be scheduled by Halff and/or the City on concurrent days and evenings for greater project efficiency.
9. Staff will support and participate in the preparation of the planning process, specifically in the facilitation and outreach efforts of the engagement process, collection of data, support of internal CPC committee and P&Z, review of plan recommendations, and general guidance.
10. Any additional meetings or events beyond those shown in the Scope of Services will be considered an additional service and are not included in this Scope of Services.
11. Only minor revisions will be made following approval or adoption to produce the final deliverables. Substantive revisions after approval or adoption may require additional services depending on their nature and the current budget status.
12. Halff anticipates that the GIS shapefiles and associated data represent an up-to-date depiction of the existing conditions. In the instance that the City's data is out-of-date, inaccurate, or otherwise not usable for creating base maps, or to perform the identified analyses set out in this Scope of Services, Halff may request that the City update the data so that it is accurate and usable, or may request an additional service to undertake the data creation/correction on behalf of the City. Delays in receiving accurate data or creating new base map data (as may be needed to undertake the requisite tasks set out in this Scope of Services), may delay overall completion of the Project.
13. Halff will prepare data analysis of demographics, existing conditions, or other relevant environmental factors using the latest data provided by the City or available publicly at the time of task compilation. Halff will request an additional service to update those analyses if existing conditions change during the Project.
14. Input and feedback derived from the public engagement process will be assessed and incorporated into the various plan elements rather than compiled as meeting notes and minutes.
15. The final document will be an edited version of the 2016 Comprehensive Plan.

## PHASE 1 – INITIATION AND ADMINISTRATION

Project organization activities will enable Halff and the City to efficiently initiate the Project by providing that necessary project information and administrative structures are in place to begin subsequent research and public outreach activities.

### TASK 1.01 - PROJECT INITIATION & KICK-OFF

Halff will coordinate a project kick-off conference call with the City to discuss project logistics, establish key milestones, request information to be provided by City, refine the planning process and calendar, coordinate field trips or site visits, overview the QA/QC process, establish project goals and schedule, discuss composition of stakeholder groups/advisory committee, discuss project brand considerations, and review the public engagement strategy.

- **Orientation.** City staff and Halff team will meet to go over scope, process and gain a complete understanding of the roles and responsibilities of all project participants and desired project outcomes.
- **Schedule.** A draft project schedule will be discussed and refined.
- **Public Engagement Plan.** Halff will develop a draft Public Engagement Plan (PEP) that outlines key milestones, dates, strategies, and input targets for the entire project. The PEP will also include detailed engagement strategies needed for the specific plans. The PEP will be developed and agreed upon by City staff and Halff team within the first month of the project. The document will be used to guide community engagement efforts.
- **Metrics.** Key project milestones will be discussed and agreed upon as well as QA/QC.

### TASK 1.02 – REQUEST FOR INFORMATION AND DATA COLLECTION

Halff will obtain key maps, GIS files, CAD data, 3D modeling data, and any other relevant background data from the City, including digital copies of existing plans, studies, and other ongoing projects and plans from the City that may impact this planning process. Halff will utilize publicly available data to the best of Halff's ability. Halff will prepare a Request for Information (RFI) for the City to provide important background data, files, photos, plans, and other pertinent information to the Project. The RFI will also include information from City staff documenting progress implementing prior plan actions to understand previous plan implementation progress and which plan goals and objectives remain community priorities.

### TASK 1.03 – PUBLIC ENGAGEMENT PLAN

Halff will work with the City to finalize the Public Engagement Plan (PEP). The documented PEP will be used to guide community engagement efforts and will expand upon this Scope of Services by outlining key milestones, outreach techniques, responsible parties, anticipated outreach schedule and by noting how each activity integrates with the planning process.

### TASK 1.04 – BASE MAP

Halff will use relevant GIS data provided by the City to prepare a project base map. Halff assumes that the data is already available through existing GIS inventories. The City will work to assemble and provide Halff with the most current data in GIS shapefile format (for mapping items), PDF for reports or documents, and CAD for other applicable design elements. A data request form will be prepared at the beginning of the Project requesting specific datasets. Except as stated herein, Halff is not responsible for increasing the accuracy and precision or otherwise improving data received directly from the City or other vendors.

## **TASK 1.05 – PROJECT MANAGEMENT**

Halff will conduct ongoing administrative tasks throughout the planning period. Halff will manage the Project so that it proceeds according to the Contract and this Scope of Services. This includes timely communication with the City, coordination and scheduling of meetings and deliverables, preparing invoices and progress reports, and other project administration tasks. The Halff project manager and City's Project Administrator may hold check-in calls a monthly, or as needed to coordinate, review action items, and maintain the Project schedule.

## **TASK 1.06 – QA/QC**

Halff will perform internal Quality Control and Quality Assurance (QA/QC) reviews of all deliverables.

### **Phase 1 Meeting Summary**

- Phase 1 meetings include project check-in meetings and the Kick-off meeting (Trip #1), or as determined in the PEP.

### **Phase 1 Items Provided by City**

- Attendance of meetings
- Confirmation of meeting and workshop dates, and location
- Communication to stakeholders, public and City Council for meeting notification and participation attendance.
- City data, plans, policies and procedures, maps, reports, capital expenditures, and other materials as described in the task descriptions and Exhibit C (City Support).

### **Phase 1 Deliverables:**

- PDF document of the Public Engagement Plan (PEP) summarizing outreach strategies, public meetings, partnerships, stakeholders. The PEP will include the outreach schedule and locations for meetings or workshops. Overall Project Schedule; Meeting summaries in PDF document; OneDrive Folder Access; Stakeholder/Departmental Questionnaire PDF document; GIS shape files, PDF, and/or JPEG files of maps to be used in presentations, communication media, and other documents at the City.

## PHASE 2 – EXISTING CONDITIONS

Halff will work with City staff to capture and analyze the community’s existing conditions and will identify factors that will influence how the Plan will be built. Subtasks will occur in conjunction with initial community engagement activities to align demand-based and research-based findings.

### TASK 2.01 – EXISTING STUDIES REVIEW

Halff will review and analyze previous studies/plans and other documentation identified by the City that may influence the plan development and create alignment across the planning efforts for implementation. This will include but is not limited to:

- Previous park master plan;
- Previous trails master plan;
- Previous comprehensive plan;
- Master Drainage Plan
- Water and Wastewater Master Plan;
- Transportation Master Plan;
- Current land development regulations;
- Current city zoning and Future Land Use Plan;
- Development trends and maps.

### TASK 2.02 – RECORD OF ACCOMPLISHMENTS

Halff will prepare a record of accomplishments from the current comprehensive plan for the City to complete related to what initiatives/actions from previous planning efforts have been completed and what initiatives/actions are still outstanding and still warranted.

#### **Phase 2 Meeting Summary**

- Phase 2 meetings include regular project check-in meetings, or as determined in the PEP.

#### **Phase 2 Items Provided by City**

- Record of Accomplishments Form; Department Questionnaire; Provide material to Halff as baseline understanding of staff needs and changes from 2016. Will not be used as sole guidance for edits to plan but is critical information to Halff to understand progress and present status.

#### **Phase 2 Deliverables:**

- Review of existing studies to be incorporated into final plan and record of accomplishments to be incorporated into final plan.

## PHASE 3 – COMMUNITY ENGAGEMENT

Community outreach activities will occur throughout the Project term. Subtasks include those activities that will be administered on a recurring or ongoing basis. Where applicable, many of the subtasks listed herein are also cross-referenced in subsequent tasks to illustrate their relationship to other project activities.

### TASK 3.01 – COUNCIL VISIONING WORKSHOP

Halff will lead one (1) 60-75 minute workshop with City Council prior to or as part of the public kick-off. This visioning session is viewed as an opportunity to identify their general goals and desired outcomes for this process and visioning Q&A related to recent and future development of the community. This discussion of core values and desires will help foster specific goals and priorities to achieve those community objectives through various future planning efforts.

### TASK 3.02 – ONLINE SURVEY

Halff will prepare and administer one online public survey during the planning process, including drafting the survey and social media flyer, and seeking approval from the City. Halff will host the survey through third-party platform. The City will be responsible for advertising the survey through various channels, such as social media, the website, and other media outreach tools. The survey results will be tabulated by Halff and incorporated into the plan as necessary.

### TASK 3.03 – PUBLIC MEETING

Halff will hold one (1) public meeting as a Community Open House during this Project. Halff will conduct a community open house towards the end of the outreach phase of the planning process. This open house will follow Council, P&Z, Stakeholder, Technical Committee inputs and exercises. The purpose of the open house is to present some preliminary plan themes, collect community preferences and big ideas, and glean a clear understanding of the citizen desires for future growth and development. The exact date and format will be determined in the Public Engagement Plan. Halff will prepare the necessary materials and activities, while the City will assist with securing a location, advertising, and staffing the open houses. The City will be responsible for advertising the meeting(s) through various channels, such as social media, the website, and other media outreach tools.

### TASK 3.04 – TECHNICAL COMMITTEE

Halff will utilize a Technical Committee comprised of key staff from different departments in the City. This group will be convened for two (2) total meetings during this process. The primary role of the group is to review key issues and opportunities and provide feedback on the feasibility of proposed recommendations. The intent is that this group becomes the foundation for leading post-adoption plan implementation.

### TASK 3.05 – STAKEHOLDER LISTENING SESSIONS

Halff will facilitate three (3) small group listening sessions (45 minutes) with key stakeholders identified by the City. Each group should be comprised of five to eight people and are intended to identify important issues as it relates to the planning Project in Bastrop. Halff may offer to send a stakeholder invite letter template to help the City. Meeting with the following potential stakeholders is suggested, but may be altered based on suggestions by the City:

- Developers
- Utility providers
- Neighborhood Associations
- Businesses

- Bastrop ISD
- County Representatives
- EDC

### **TASK 3.06 – ELECTED AND APPOINTED OFFICIALS BRIEFINGS**

Halff will provide a total of three (3) in-person meetings with the Planning and Zoning Commission throughout the planning process. The three meetings will generally account for the following:

- Issue identification and land use workshop
- Midpoint check-in and review of public input and findings
- Presentation of the complete draft plan for feedback and final direction

#### **Phase 3 Meetings Summary**

- A total of 11 meetings including 2 Technical Committee meetings, 3 Stakeholders Listening Sessions, 1 Public Meeting, 1 Workshop, 3 P&Z briefings, and 1 City Council Meeting, or as determined in the PEP.

#### **Phase 3 Items Provided by City**

- Facilitation of meeting, participation in presentations.

#### **Phase 3 Deliverables:**

- Meeting presentations and summaries, advertisements, public meeting presentation boards, draft and final survey questions, survey summary, and a stakeholder invite letter.

## PHASE 4 – ANALYSIS

Following the receipt of data and documentation provided as part of prior phases, the City and Halff will affirm baseline assumptions regarding the City’s conditions, assets and organizational structure. Baseline analysis activities will take place concurrent to initial community outreach activities and results will be affirmed by the City prior to Halff’s initiation of subsequent needs assessment activities (unless otherwise stated).

### TASK 4.01 – POPULATION PROJECTIONS

Halff will develop population projections based on past population trends and review of existing forecasts from the County, MPO, ISDs, and regional water planning areas. The population projections will be confirmed by the City.

### TASK 4.02 – GROWTH PATTERN ANALYSIS

Halff will examine the City’s growth patterns and analyze changes since the adoption of the previous comprehensive plan with a focus on updates to Chapter 2.

Data analysis for Task 4.01 Population Projections and 4.02 Growth Pattern Analysis will include:

- Current population, past growth patterns;
- Future growth forecasts;
- Typical population profile, based on sex, age, ethnicity, income and education;
- Regional population characteristics;
- Key population needs based on demographics.

### TASK 4.03 – GAP ANALYSIS

Halff will prepare a summary of challenges and gaps between the B3 Code and the relevant comprehensive plan update chapters (2 and 5) to identify opportunities to improve alignment. Halff will analyze the consistency between this plan and the City’s existing regulations.

### TASK 4.04 – LAND USE OBJECTIVES & ALIGNMENT

Halff will work with the Technical Committee to set objectives for the Future Land Use Plan and associated growth plans in order to complete the draft maps. These objectives will also set the stage for Chapter 2 and Chapter 5 edits following the public and Council inputs.

#### **Phase 4 Meeting Summary**

- Technical Committee, P&Z meeting; and regular check in meetings, or as determined in the PEP.

#### **Phase 4 Items Provided by City**

- Provide comments, facilitate discussion with committees or stakeholders, as determined in the PEP.

#### **Phase 4 Deliverables:**

- Population projections and updated growth patterns, B3 Code gap analysis, primary targets for land use plan objectives and recommendations for plan alignments.



## PHASE 5 – DRAFT RECOMMENDATIONS

The following elements will build off phases 3 and 4 to affirm direction and develop objectives to align plans and strategies. Halff will provide initial draft of Chapters 2 and 5 for City staff review and discussion.

### **TASK 5.01 – VISION AND GOALS**

Halff will confirm the community vision and craft a set of overarching plan goals based on community engagement. This includes summarizing early public engagement efforts to help develop broad aspirational statements that serve as a fundamental baseline for more specific plan concepts and recommendations.

### **TASK 5.02 – FUTURE LAND USE PLAN**

Halff will develop a future land use map and associated descriptions and create new land use recommendations. The updates will utilize the character framework to provide more guidance for specific areas of the community. The recommendations will align with community input, recent development trends, and industry trends, as well as, take into consideration current and future climate conditions relating to rainfall, flooding and extreme heat.

### **TASK 5.03 – DRAFT PLAN CHAPTERS 2 & 5**

Halff shall provide a draft of Chapters 2 and 5 for staff and committee review and comment.

#### **Phase 5 Meeting Summary**

- 1 Technical Committee meeting; 1 P&Z Meeting; check in meetings, or as determined in the PEP.

#### **Phase 5 Items Provided by City**

- Review and edits, as appropriate. Quick solicitation of comments from other staff members to move forward to final resolution.

#### **Phase 5 Deliverables:**

- Vision and goals, future land use map, and draft Chapters 2 and 5.

## PHASE 6 – FINAL PLAN

Activities to compile all Plan products into a report and present to the City for adoption or approval.

### **TASK 6.01 – IMPLEMENTATION PLAN**

Halff will consolidate the recommendations for Chapter 2 and 5 into a work program, categorizing implementation actions based on types and responsible entities, including operational changes, capital investments, operational investments, regulations, and future studies. The actions will be organized into an implementation action plan that prioritizes actions in the near-, mid-, and long-term, specifying action types and responsible parties.

### **TASK 6.02 – FINAL PLAN CHAPTERS 2 & 5**

Halff shall consolidate all staff and committee comments into a final draft of Chapters 2 and 5.

### **TASK 6.03 – PROJECT CLOSE-OUT AND TRANSMITTAL**

Halff will provide electronic versions of all original files prepared by Halff related to preparation of the plan, including photo inventory, presentations, GIS shapefiles, and other graphic and document original files.

#### **Phase 6 Meeting Summary**

- 1 City Council Meeting; check in meetings, or as determined in the PEP.

#### **Phase 6 Items Provided by City**

- Review and edits, as appropriate.

#### **Phase 6 Deliverables:**

- Final Chapters 2 and 5, meeting presentations, and project close-out items.

**ATTACHMENT B**  
**BASIS OF COMPENSATION**

**BASIC SERVICES – FEE SUMMARY.**

Planning services as described in Exhibit A will be provided by Halff on a lump sum basis, with an authorized lump sum contract fee of \$156,520 for the Bastrop Comprehensive Plan Land Update. The lump sum fee includes compensation for document copying, printing, mileage and associated expenses necessary for the planning effort. Fees for services will be invoiced monthly, based on the percentage of work completed.

	<b>FEES</b>
Phase 1: Initiation and Administration	\$19,130.00
Phase 2: Existing Conditions	\$23,030.00
Phase 3: Community Engagement	\$41,010.00
Phase 4: Analysis	\$27,970.00
Phase 5 Draft Recommendations	\$20,220.00
Phase 6 Final Plan	\$17,710.00
Base Services	\$156,270.00
Supplies, materials	\$1,500.00
Travel	\$750.00
<b>TOTAL SERVICES</b>	<b>\$158,520.00</b>

**ADDITIONAL SERVICES AND MEETINGS**

During the course or at the conclusion of the Project, the City may deem it necessary to schedule more meetings, request further research, or otherwise engage Halff in additional work efforts or subsequent phases not anticipated at project initiation or as set out in Attachment A, Scope of Services. Any such additional services shall be specifically authorized by the City Council, as appropriate, and documented through a written amendment to the Professional Services Agreement and this Attachment A, Scope of Services, or set out as follow up additional phase services. This will include a corresponding modification to the maximum not-to-exceed amount set out in Attachment B, Basis of Compensation, and, if necessary, the time of performance as set out in Attachment D, Project Schedule. Additional printing or publication expenses will be charged in accordance with Attachment B, *Basis of Compensation*. Expenses incurred by the consultant team, such as mileage, materials, food, etc., are integrated into the Base Plan cost in the Scope of Services. Should the need arise for additional services, including meetings, Halff can provide such services on an hourly basis and/or agreed upon fee.

## ATTACHMENT C CITY SUPPORT

The City will provide administrative and technical support to assist Halff in performing the Scope of Services described in Attachment A. The support to be provided by the City will include the following types of services and tasks:

- The City will appoint a contact person, “Project Administrator,” to work with Halff to act as an intermediary between staff, elected and appointed officials, committees, non-project consultants and other governmental jurisdictions and agencies as required. Halff will take direction from the City’s Project Administrator or City Manager only.
- It is the responsibility of the City’s Project Administrator to coordinate, compile, and forward in a consolidated manner all review comments, feedback, and/or requested/suggested revisions to such draft/interim deliverables.
- The City will provide information from all previous planning studies and master plans that may influence the outcome of this planning effort. This information will be provided in digital format when possible and available. If no digital information is available, the City will create a reproduction, wherever possible, that will not have to be returned at the conclusion of the Project. This information may include, but not be limited to, existing land-use plans and GIS data; existing transportation and street master plans; existing water or sanitary sewer planning documents; economic and demographic studies; park, trail, and open space plans; or other pertinent planning or policy documents. Prompt compilation and delivery of these documents to Halff is an essential prerequisite for the initiation of work and timely forward progress on individual tasks and deliverables. Documents identified include:
  - B3 Code;
  - Previous park master plan;
  - Previous trails master plan;
  - Previous comprehensive plan;
  - Master Drainage Plan
  - Water and Wastewater Master Plan;
  - Transportation Master Plan;
  - Current land development regulations;
  - Current city zoning and Future Land Use Plan;
  - Development trends and maps;
- The City will provide Halff with the most recently updated digital base map of the planning area with City limits and extraterritorial jurisdiction (ETJ) lines, school district lines, municipal utility district boundaries, roadway centerlines and rights-of-way (if available), water and sewer facilities; dry utilities; public facilities (including police, fire, hospital, library and other major public facilities); park and open space facilities; sidewalks and trails; rivers, lakes and floodplain information; and other GIS available that may be pertinent to this planning process. These files will be in the form of GIS shapefiles.
  - Because of the graphic nature of the planning deliverables, draft and final reports will be prepared in GIS and Adobe InDesign format (INDD). Base mapping, graphics, and report documents will be prepared in GIS, INDD, and PDF formats suitable for distribution electronically.
  - Any conceptual design/development ideas generated as part of the planning process are understood to be at a pre-concept development stage and will require further refinement via plans and specifications developed through separate design and construction processes.
  - Cost projections prepared as part of this effort, if applicable, are understood to be at a planning (order-of-magnitude) level and are prepared prior to any detailed design for individual projects.

- Such cost projections will vary as more detailed design occurs and as inflationary influences occur following plan adoption.
- It is the intent that multiple meetings will be scheduled on concurrent days and evenings for greater project efficiency.
- Any additional meetings beyond those shown in the Scope of Services will be considered an additional service and are not included in this Scope of Services.

## ATTACHMENT D PROJECT SCHEDULE

Preparation and adoption of the Bastrop 5-year Land Use Update is projected to occur over a 9-month period. The Project will begin from date of contract execution and will follow a flow of project tasks and benchmarks represented in the schedule in this exhibit. The schedule of services shown below is advisory; a final project schedule will be agreed upon by the City and Halff during the execution of initial project tasks. All parties may agree to subsequent adjustments to the Project schedule.

(insert basic schedule by phase)

<i>Month</i>	1	2	3	4	5	6	7	8	9
Phase 1: Initiation and Administration									
Phase 2: Existing Conditions									
Phase 3: Community Engagement									
Phase 4: Analysis									
Phase 5 Draft Recommendations									
Phase 6 Final Plan									