

PROFESSIONAL SERVICES AGREEMENT

This Agreement, made and entered into this, the 12th day of Sept., 2017 and between the **City of Dripping Springs**, Texas (hereinafter referred to as the "City") and - **HDR Engineering, Inc**, (hereinafter referred to as "Contractor"), is understood and agreed to be as set forth herein:

1. **Description of Services:** Services will be provided through a series of Task Orders separately approved:
 - (a) Contractor shall deliver reports to the Dripping Springs Tax Increment Reinvestment Zone (TIRZ) Project Manager via mail, in person, facsimile, or other electronic means as appropriate and in the format described in the Scope of Services in **Attachment B**.
 - (b) If the TIRZ's assignment of duties for a specific project is declined by Contractor, then the City may assign said duties to another employee or Contractor at the City's discretion. Contractor does not have the authority to unilaterally select another contractor to perform the work the Contractor was assigned. Contractor shall assist the City in the selection of additional contractors when requested by the TIRZ. No minimum amount of work is guaranteed by this Agreement.
 - (c) Contractor may from time to time be called upon to perform the following services:
 - (1) Attend meetings of the TIRZ Board, City Council, when requested by the TIRZ Project Manager, Mayor, or City Administrator; and/or
 - (2) Attend other public or private meetings involving TIRZ and Town Center matters related to the duties performed under this Agreement.
 - (d) On a monthly basis, the Firm will provide the TIRZ Project Manager and City Administrator with a written report describing the progress on each of the TIRZ Engineering and Surveying Services Task Orders and the overall status of all work under this Agreement.
 - (e) Contractor shall conduct business in good faith displaying professionalism and a courteous manner in dealings with the staff, citizens, and customers of the City.

- (f) Contractor will report to the City Administrator and Chair of the TIRZ Boards, verbally or in writing, any conflicts between Contractor and any citizen or customer in the course of performing said duties and responsibilities.
 - (g) The Contractor shall assign to the City a minimum of one (1) staff person, as "Project Manager," who is a Professional Engineer licensed to practice in the State of Texas. The Project Manager will be the City's primary point of contact.
 - (h) Contractor shall maintain complete and accurate records of work performed for the City. Contractor shall manage both public and confidential records that Contractor obtains pursuant to this Agreement with the understanding that some records may be subject to state open records laws. Contractor shall comply with the City's public information policies.
 - (i) Performs other related duties as needed.
2. **Payment for Services:** The TIRZ shall compensate Contractor in accordance with the fee structure contained in Contractor's fee proposal attached as **Attachment "A"** and the series of Task Orders separately approved, but included in this Agreement for all purposes. Contractor shall invoice City in accordance with Contractor's attached proposal and approved Task Orders. The TIRZ shall compensate the Contractor within thirty (30) days of approving the Contractor's invoice.
 3. **Duration:** This Agreement shall be in effect for a period of two (2) years unless terminated as provided below.
 4. **Renewal:** This Agreement shall automatically renew after two (2) years unless: (a) terminated, as set out below, or (b) either party provides notice of intent not to renew to the other party thirty (30) days prior to the end of the current term.
 5. **Termination:** Either party may terminate this Agreement by a thirty (30) day written notice.
 6. **Relationship of Parties:** It is understood by the parties that Contractor is an independent contractor with respect to the City and not an employee of the City. City will not provide fringe benefits, including health insurance benefits, paid vacation, or any employee benefit, for the benefit of Contractor. The City may contract with other individuals for firms for engineering, surveying, and TIRZ services.
 7. **Limitations:** Pursuant to Section 2.02.002 of the City of Dripping Springs Code of Ordinances, if the Contractor has a substantial interest in a business entity, or represents a person or business entity that has any pending applications with the city,

shall file a notice with the city secretary stating such interest or representation at least two weeks prior to the date of any consideration of such application by the appropriate body of the city. If such body desires such city contractor to continue to advise such body regarding such application, a written acknowledgement and waiver shall be executed by the presiding officer of such body.

- 8. Employees:** Contractor employees, if any, who perform services for City under this Agreement shall also be bound by the provisions of this Agreement. At the request of City, Contractor shall provide adequate evidence that such persons are Contractor's employees.

- 9. Injuries/Insurance:** Contractor acknowledges his/her obligation to obtain appropriate insurance coverage for the benefit of Contractor's employees, if any. Contractor waives the rights to recovery from City for any injuries that Contractor and/or Contractor's employees may sustain while performing services under this Agreement. Contractor to provide a copy of proof of insurance coverage to City at least ten (10) days prior to end of any existing coverage period if Contractor uses the services of any of Contractor's employees for the provision of services to the City.

- 10. Indemnification:** Contractor agrees to indemnify and hold City harmless from all claims, losses, expenses, fees, including reasonable attorney's fees, costs, and judgments that may be asserted against City, Dripping Springs Tax Increment Reinvestment Zones, Dripping Springs Independent School District, Hays County, or Dripping Springs Library District that result from negligent acts or omissions of Contractor, Contractor's employees, if any, and Contractor's agents.

- 11. Assignment:** Contractor's obligation under this Agreement may not be assigned or transferred to any other person, firm, or corporation without the prior written consent of City. The City has given its consent for HDR Engineering to use Doucet Engineering for some services.

- 12. Notice:** All notice required or permitted under this Agreement shall be in writing and shall be delivered either in person or deposited in the United States mail, postage prepaid, addressed as follows:

For the City:

TIRZ Project Manager
City of Dripping Springs City
P.O. Box 384
Dripping Springs, TX 78620
512-858-4725

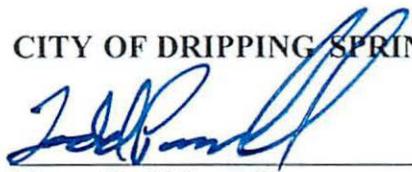
For the Contractor:

HDR Engineering, Inc.
504 Lavaca St. Suite 1175
Austin, TX 78701
c/o Rashed Islam, P.E. (512)
904-3700

Either party may change such address from time to time by providing written notice to the other in the manner set forth above. Notice is deemed to have been received three (3) days after deposit in U.S. mail.

13. **Entire Agreement:** This Agreement contains the entire Agreement of the parties and there are no other promises or conditions in any other Agreement whether oral or written other than separately approved Task Orders specifically referencing this Agreement and all exhibits attached to this Agreement. This Agreement supersedes and prior written agreements between the parties.
14. **Amendment:** This Agreement may be modified or amended only if the amendment is made in writing and is signed by both parties.
15. **Severability:** If any provision of this Agreement shall be held to be invalid or unenforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.
16. **Waiver of Contractual Right:** The failure of any party to enforce any provision of this Agreement shall not be construed as a waiver of that party's right to subsequently enforce and compel strict compliance with every provision of the Agreement.
17. **Applicable Law:** The laws of the State of Texas shall govern this Agreement.
18. **Venue:** The venue for any and all legal disputes arising under this Agreement shall be Hays County, Texas.

CITY OF DRIPPING SPRINGS:



Mayor Todd Purcell

Sept. 22, 2017
Date

CONTRACTOR:



Contractor

9/27/17
Date

ATTEST:

Andrea Cunningham
Andrea Cunningham, City Secretary



DRIPPING SPRINGS TIRZ PRIORITY PROJECTS
 TASK ORDER 1
 SUMMARY OF FEE PROPOSAL
 SEPTEMBER 6, 2017

Task Order #1
 Base Scope Fees:

BASE FEE		MAS	HDR	DOUCET	TOTAL
Task 1	Project Management and Coordination	\$18,360	\$13,820	\$17,220	\$49,400
Task 2	Regional Detention/Water Quality Strategy	\$0	\$0	\$7,810	\$7,810
Task 3	Old Fitzhugh Road	\$12,140	\$34,170	\$32,930	\$79,240
Task 4	Town Center Improvements	\$77,240	\$35,400	\$55,610	\$168,250
Task 5	Triangle	\$5,240	\$10,840	\$10,685	\$26,765
Expenses		\$1,400	\$2,242	\$700	\$4,342
TOTAL BASE FEE		\$114,380	\$96,472	\$124,955	\$335,807
ADDITIONAL TASKS		MAS	HDR	DOUCET	TOTAL
Task 1:	Meetings	\$0	\$1,590	\$0	\$1,590
Task 4.1	Survey	\$0	\$0	\$9,080	\$9,080
Task 4.7	Draft and Final Solicitation Document	\$24,500	\$0	\$0	\$24,500
Task 5:	Triangle	\$0	\$25,240	\$7,490	\$32,730
Task 6:	Downtown Parking	\$6,280	\$9,090	\$0	\$15,370
Expenses		\$400	\$324	\$0	\$724
TOTAL ADDITIONAL TASKS		\$31,180	\$36,244	\$16,570	\$83,994
TOTAL ALL TASKS		\$145,560	\$132,716	\$141,525	\$419,801

HDR/Doucet
Base Scope Fees:

		HDR	HDR ADD	DOUCET	DOUCET	TOTAL
1	Project Management and Project Coordination					
	Hours	80	12	90	0	182
	Fee	\$13,820	\$1,590	\$17,220	\$0	\$32,630
2	Regional Detention and Water Quality Strategy					
	Hours	0	0	50	0	50
	Fee	\$0	\$0	\$7,810	\$0	\$7,810
3	Old Fitzhugh					
	Hours	290	0	242	0	532
	Fee	34170	0	\$32,930	\$0	\$67,100
4	Town Center Improvements					
	Hours	249	0	422	74	745
	Fee	\$35,400	\$0	\$55,610	\$9,080	\$100,090
5	Triangle					
	Hours	80	227	79	50	436
	Fee	\$10,840	\$25,240	\$10,685	\$7,490	\$54,255
6	Downtown Parking					
	Hours	0	67	0	0	67
	Fee	\$0	\$9,090	\$0	\$0	\$9,090
6	Expenses					
	Hours	-	-	-	-	-
	Fee	\$2,242	\$324	\$700	\$0	\$3,265
TOTAL HOURS		699	239	883	124	1945
TOTAL FEE		\$96,472	\$36,244	\$124,955	\$16,570	\$274,240

Total HDR/Doucet
Base Scope Fees:
\$221,427



HDR Labor Schedule
Hourly Rates
City of Dripping Springs

Effective September 6, 2017

Project Principal	\$280.00
Senior Environmental Lead	\$220.00
Project Manager (Pollack)	\$190.00
QC Manager	\$200.00
Senior Real Estate Lead	\$275.00
Senior Utility Engineer	\$220.00
Senior Drainage Engineer	\$210.00
Senior Lighting Engineer	\$190.00
Senior Environmental Scientist	\$195.00
Senior Engineer	\$185.00
Project Engineer (Walker)	\$130.00
Senior Real Estate Specialist	\$150.00
Real Estate Specialist	\$120.00
EIT	\$115.00
Environmental Scientist	\$110.00
GIS Analyst	\$110.00
Graphic Design	\$150.00
CADD Technician	\$90.00
Archeology/Historian	\$85.00
Administrative Assistant	\$75.00
Expenses	100% of cost
Mileage	Current IRS Rate





7401B Highway 71 West, Suite 160
 Austin, TX 78735
 Office: 512.583.2600
 Fax: 512.583.2601

Doucetengineers.com

Schedule A

Doucet & Associates 2017 Fee Schedule (effective 01/01/2017)

<u>Personnel</u>	<u>Hourly Fee</u>	<u>Personnel</u>	<u>Hourly Fee</u>
Principal Engineer (PE)	\$225.00	Principal Surveyor (RPLS)	\$215.00
Senior Project Manager	\$200.00	Survey Project Manager (RPLS)	\$170.00
Project Manager	\$185.00	Project Surveyor (RPLS)	\$140.00
Senior Project Engineer (PE)	\$160.00	Sr. Survey Technician	\$110.00
Staff Engineer	\$120.00	Survey Technician	\$ 95.00
Engineer Associate II	\$115.00	GIS Specialist	\$ 90.00
Engineer Associate I	\$ 95.00	One-Person Field Crew	\$110.00
Sr. Construction Technician	\$139.00	Two-Person Field Crew	\$150.00
Sr. Civil Technician	\$130.00	Three-Person Field Crew	\$170.00
Civil Technician	\$115.00	Party Chief-Time Basis	\$ 95.00
Assistant Civil Technician	\$105.00	Lidar Scanner	\$100.00
CADD Operator II	\$ 90.00	Ground Targets	\$20/ea
CADD Operator I	\$ 80.00	Concrete Monuments	\$250/ea
		ATV/Boat/Sonar	\$100/day
Senior Planner (AICP)	\$155.00		
Project Planner	\$140.00	Sr. Operations Assistant	\$ 85.00
Staff Planner	\$110.00	Operations Assistant	\$ 65.00
Planning Technician	\$ 95.00	Administrative Assistant	\$ 65.00
Expert Witness (research, depositions, testimony, with a 4-hour minimum for court appearances)	\$430.00	Mileage	Current IRS Rate

Reimbursable Expenses

Direct non-salary expenses incurred and not applicable to general overhead are billed at cost plus fifteen percent (15%) for administrative and handling charges. Please note that physical backup for reimbursable expenses will not be included with invoices unless a written request to do so is submitted to D&A's accounting department.

Reimbursable Expenses include, but are not limited to, the following:

Travel and lodging, including out of town transportation by D&A's vehicles at standard rates; mail, delivery, courier and express charges; legal and accounting fees (including attorney's fees charged by D&A's attorney for review or negotiation of any certificates or similar documents requested by Client or a lender doing business with Client); in-house reproduction costs (to be charged at prevailing commercial rates); subconsultants; photographs; environmental fees; late fees caused by Client; charges incurred in stopping or resuming work in accordance with this

COMMITMENT YOU EXPECT.
 EXPERIENCE YOU NEED.
 PEOPLE YOU TRUST.



mccann adams studio

MEMORANDUM

TO: Keenan Smith, City of Dripping Springs TIRZ Program Manager

FROM: Jim Adams AIA, LEED AP, Principal, McCann Adams Studio

RE: Dripping Springs TIRZ Priority Projects Task Order 1 Scope of Work

CC: Leslie Pollack PE, HDR; Tom Hegemier PE, Doucet; Ed Prince RPLS, Doucet

DATE: September 6, 2017

Keenan,

Attached is the revised scope of work and schedule for the TIRZ Priority Projects, based upon our meeting on August 29th. The scope and schedule is based upon coordination with HDR and Doucet. A summary of our fee proposal and the breakdowns by firm are also attached. The following provides a summary of the changes that we've made since our original scope of work dated August 25th:

General: Labor rates were adjusted as per attached rate sheets.

Task 2: Regional Detention/Water Quality Study: We have accelerated Doucet's drainage analysis to the first ten weeks of the work so that they can help us identify opportunities for regional detention and water quality facilities that will reduce the on-site burden on individual properties within the historic districts and the planned Town Center area. This work will inform the conceptual plans being prepared for Old Fitzhugh Road, the Triangle and the Town Center.

Task 3: Old Fitzhugh Road: We have streamlined this task. Rather than two alternatives we will focus on one preferred solution based upon our walk-through in early September and the input we receive from a stakeholder workshop held in early October. McCann Adams Studio will prepare typical cross sections and a sketch concept of the alignment and provide it to HDR for delineation in CAD.

Task 4: Town Center Improvements: The only change made in this task is the potential designation of the Solicitation Document Task 4.9 as optional, allowing this

effort to be deferred to the next year. MAS will still prepare development standards that could be incorporated within a Planned Development District as part of Task 4.8 Final Development Plan.

Task 5: Triangle: This task has been streamlined. We are assuming that following preparation of the regional drainage strategy and property survey by Doucet and the traffic study by HDR, the design team will conduct a work session with the Program Manager and other stakeholders to develop a preliminary concept, taking into account: right-of-way needs along US290, RR12 and Mercer Street; and flooding parameters from the ongoing FEMA floodplain mapping process. Following this session, MAS will prepare a site plan concept for consideration by the TIRZ board. The preparation of engineering concept plans, on-site detention, on-site water quality, and technical memorandum for the Triangle is presented as an optional task for HDR and Doucet.

Task 6: Downtown Public Parking: We have made this an optional task, and reduced the level of effort, with the assumption that the site plans for new parking facilities will be focused solely on public rights-of-way and City-owned property within the Downtown.

Please feel free to call either myself, Leslie, Tom or Ed if you have any questions.

**DRIPPING SPRINGS TIRZ PRIORITY PROJECTS:
TASK ORDER 1
September 6, 2017**

SCOPE OF WORK

Task 1: Project Meetings and Work Sessions

1.1: Project Schedule and Invoicing

- Monthly progress reports with invoice
- Project coordination (telephone conferences) with TIRZ Project Manager

1.2: Team Work Sessions

- A total of nine monthly team meetings (TIRZ Program Manager, MAS, HDR, Doucet) in Dripping Springs
- TIRZ Project Manager and MAS will prepare agenda and meeting notes
- Invitees to meeting could include stakeholders (e.g., representatives from DSISD, Fire Department, Historic Preservation Board etc.)
- Meetings could include stakeholder workshops.
- Meetings will involve progress on one or more of the four project tasks per schedule

1.3: TIRZ Board/Stakeholder Meetings (5 total)

- Kick-Off meeting with TIRZ Board and other stakeholders in early September
- TIRZ Board will host a total of four additional work sessions (roughly on eight week intervals)
- MAS will prepare agenda and meeting notes
- Meetings will provide updates and describe work in progress
- Stakeholder meetings should be combined whenever feasible
- Board will provide direction and approvals as required

1.4: Additional Meetings and Presentations (up to 6)

- Three rounds of meetings/presentations at key milestone points (e.g. following completion of Town Center and Old Fitzhugh Concept Plans, at completion of Draft Town Center Development Plan and Triangle Concept Plan, and at completion of Draft Development Solicitation Document and Downtown Parking Strategy)
- Meetings could be with policy making boards and committees (e.g., Transportation Committee, Historic Preservation Board, DSISD Board, City Council)

Task 2: Regional Detention/Water Quality Strategy (Doucet)

2.1: Regional Detention Assessment

- In parallel with the conceptual design studies for Old Fitzhugh Road and the Town Center, Doucet in consultation with the City engineer will prepare a regional detention and water quality strategy aimed at reducing on-site requirements for detention and water quality within the historic districts of Dripping Springs and in the future Town Center. Doucet will evaluate existing

reports, studies, and development plans to **develop one potential regional detention improvement project** that can mitigate impervious cover increases at the Town Center, Old Fitzhugh Road, and the Triangle. We will also assess the potential of redevelopment projects on Old Fitzhugh Road to participate in a regional detention program. This will include the consideration of a participation fee. The advantage of a regional program is that redevelopment projects will not be encumbered with on-site detention and water quality improvements to maximize their economic potential.

2.2: Regional Water Quality Assessment

- Doucet will evaluate existing reports, studies, and development plans to **develop one potential regional water quality improvement project** that could mitigate impervious cover increase at the Town Center, Old Fitzhugh Road, and the Triangle. We will consider the TCEQ Edwards Aquifer Protection Program and City of Dripping Springs Water Quality Ordinance requirements. We will assess the potential of redevelopment projects on Old Fitzhugh Road to participate in a regional water quality program and will include the consideration of a participation fee. The City Water Quality Ordinance will be evaluated in this process.

2.3: Technical Memorandum

- Technical Memorandum to summarize findings and recommendations.

Task 3: Old Fitzhugh Road

3.1: Survey (Doucet)

- Doucet will perform a topographic survey for conceptual planning per the *TIRZ-Task1-SurveyLimits-D&A170824.pdf* exhibit. The survey will be based on NAD 83 (2011) using NAVD88 vertical datum with Geoid 12A. Doucet will establish geodetic control on site and contact Texas 811 to coordinate a utility locate. The survey will field locate found visible features, both horizontally and vertically, including existing on-site structures, drainage features, sidewalks, curb lines, pavement, protected trees in accordance with the current Municipal Code, visible above-ground utility appurtenances and utility locate designations. The topographic survey will obtain field elevations throughout the project site and will be utilized in developing a digital terrain model.
- Doucet will perform a ROW verification survey per the abovementioned exhibit to generally locate property lines for conceptual planning reference.

3.2: Preliminary Base Map

- Prior to completion of the survey, MAS will prepare a preliminary base map based on existing HCAD information and aerial photography.
- Doucet and HDR will add additional layers based on their initial files.
- As survey information is compiled, Doucet will provide it to the team to aid in conceptual planning.

3.3: Site Reconnaissance and Brainstorm Session

- Walk through with TIRZ Project Manager to map key opportunities and constraints including: property access and parking, heritage trees, pedestrian/bicycle connections, overhead electrical/communication lines etc.

3.4: Traffic Analysis (HDR)

- Obtain and review available data
- Collect traffic data:
 - 24-hour tube count on Old Fitzhugh Road
 - AM and PM peak turning movement counts at Mercer and Old Fitzhugh Road
- Operational Analysis and Recommendations

3.5: Preliminary Concept(s)

- Prepare one preliminary concept for Old Fitzhugh Road.
 - 3.5.1 *Preliminary Alignment: MAS to prepare sketch concept for HDR to finalize*
 - 3.5.2 *Typical Sections: MAS to prepare*
 - 3.5.3 *Streetscape Concepts: MAS to prepare.*
 - 3.5.4 *Intersection layout (two intersections): HDR to prepare*
 - 3.5.5 *Drainage Strategy: Doucet will use the findings from Task 2 and Tasks 3.7 and 3.8 to coordinate with the Design Team to align drainage, detention, water quality alternatives with the transportation and street concepts. Will identify the preferred conveyance system for one street section.*

3.6: Engineering Memorandum (HDR/Doucet)

Prepare a draft and final memorandum summarizing the following information:

- 3.6.1 *Existing Conditions (survey, utilities, drainage, traffic operations)*
- 3.6.2 *Proposed Improvements (design criteria, roadway cross-section, intersection treatments, drainage, traffic operations)*
- 3.6.3 *Right-of-Way requirements*
- 3.6.4 *Construction cost estimates*

3.7 Local Drainage/Detention Assessment

Localized detention for Old Fitzhugh Road will also be evaluated for two street sections. A brief technical memorandum will summarize findings and can be inserted into the Engineering Memorandum.

3.8 Local Water Quality Assessment

Localized water quality protection will be evaluated for two street sections and include potential LID measures such as rain gardens, filter strips, grassy swales, and permeable pavements/trails. A technical memorandum will summarize findings and can be inserted into the Engineering Memorandum.

Task 4: Town Center Improvements

4.1: Survey (Doucet)

- Doucet will perform a topographic survey for conceptual planning per the *TIRZ-Task 3-SurveyLimits-D&A170905.pdf* exhibit following the same guidelines from Task 3.1.
- Doucet will perform a boundary verification survey per the abovementioned exhibit to generally locate property lines for conceptual planning reference.
- Expanded survey limits to include Walnut Springs Elementary School **(Optional)**

4.2: Preliminary Base Map

- MAS will prepare preliminary base map based on existing HCAD information and aerial photography
- Doucet and HDR will add additional layers based on their internal files.
- As survey information is compiled, Doucet will provide it to the team to aid in conceptual planning.

4.3: Parking/Traffic Analysis (HDR)

- Trip Generation and Distribution
- School Parking Requirements and Drop Off Operations
- Shared Parking Analysis
- Site Circulation
- Roadway Alignment Recommendations
- On-Site/Off-site Transportation Improvements

4.4: Preliminary Work-Out of Vision Plan

- MAS will coordinate plan preparation with HDR and Doucet
- Plan will build on original TIRZ vision and concept diagram, and overlay proposed solutions to parking, drainage, school field, etc.
- Plan will be reiterated through successive team work sessions with TIRZ Project Manager and key stakeholders (see 1.2 above)
- Alternatives will be identified and depicted as appropriate
- TIRZ/stakeholder input will be solicited in November as a kick-off to preparation of refined development plan and developer solicitation.

4.4.1 Site Plan at 1"= 20'

4.4.2 Drainage Strategy (Doucet):

4.4.3 Site Circulation and Parking Diagram (HDR)

4.4.4 Parcelization Diagram and Development Program (MAS)

4.4.5 Preliminary 3D Model and Renderings (MAS)

4.5: Refined Development Plan (with Survey)

- MAS will coordinate plan preparation with HDR and Doucet

4.5.1 Site Plan at 1"= 20'

4.5.2 Drainage Detention and Water Quality Plan (Doucet): See Tasks 4.6 and 4.7 below

4.5.3 Site Circulation and Parking Plan (HDR)

4.5.4 Off-Site Transportation Improvements (HDR)

- 4.5.5 *Intersection layout and signal plans along US 290 (HDR)*
- 4.5.6 *Utility Plan (Doucet)*
- 4.5.7 *Parcelization Plan and Development Program (MAS)*
- 4.5.8 *3D Model and Renderings (MAS)*
- 4.5.9 *Cost Estimate (HDR)*

4.6: Drainage and Detention Assessment/Conceptual Designs

- Doucet will evaluate existing reports, studies, and development plans to **develop one localized drainage and detention alternative for the Town Center**. A conceptual drainage plan will be prepared to illustrate conveyance system options and the detention basin option. A brief technical memorandum will summarize findings and can be inserted into the Preliminary Engineering Report.

4.7: Water Quality Assessment Including LID Measures/Conceptual Designs

- Doucet will evaluate existing reports, studies, and development plans to **develop one localized water quality improvement alternative**. We will consider the TCEQ Edwards Aquifer Protection Program and City of Dripping Springs Water Quality Ordinance requirements. We will assess the potential of low impact development (LID) measures such as rain gardens, permeable pavements, rainwater collection, etc. to help meet water quality requirements. A technical memorandum will summarize findings and can be inserted into the Preliminary Engineering Report.

4.8: Preparation of Final Development Plan and Draft Development Standards

- MAS will coordinate preparation of final plan including all of the items described in 4.5 above, and the draft development standards that would be included in a PDD.

4.9: Preparation of Draft and Final Development Solicitation Document (**OPTIONAL**)

- MAS will coordinate with TIRZ Project Manager and TIRZ Board to prepare solicitation documents.
- MAS will rely on others to provide market, financial and legal inputs to the solicitation.
- MAS will prepare development standards and urban design guidelines for inclusion within the solicitation document.
- City will be responsible for distribution

- 4.9.1 *Market Overview (Others)*
- 4.9.2 *Financial Pro Forma (Others)*
- 4.9.3 *Legal Review (Others)*
- 4.9.4 *Draft Text and Design Standards (MAS)*
- 4.9.5 *Draft Document*
- 4.9.6 *Final Document*

Task 5: Triangle

5.1: Survey and Site Analysis (Doucet)

- Doucet will perform a topographic survey for conceptual planning per the *TIRZ-Task 4-SurveyLimits-D&A170824.pdf* exhibit following the same guidelines from Task 4.1.
- Doucet will perform a boundary & ROW verification survey per the abovementioned exhibit to generally locate property lines for conceptual planning reference.

5.2: Traffic Analysis (HDR)

- Obtain and review available data
- Trip Generation and Distribution (one base scenario)
- Traffic Circulation
- Operational Analysis and Recommendations
- On-Site/Off-site Transportation Improvements

5.3: Plan and Program Concept

- In one work session, the project team in consultation with the Program Manager will develop a preliminary concept for the Triangle site, taking into consideration the right-of-way needs established in Task 5.2, and the regional drainage strategy established in Task 2.
- MAS will prepare a site plan graphic depicting the preliminary design concept for consideration of the TIRZ board.

5.4: FEMA Floodplain Coordination

- Coordinate with the City Engineer and staff, attend meetings with FEMA, and provide an assessment of the proposed FEMA floodplain impacts to the site and the potential for map revisions to reduce the level of flooding. A brief technical memorandum will summarize findings.

5.5: Preliminary Concept(s) (Optional)

5.4.1. Preliminary Concept: HDR to finalize

5.4.2. Intersection layout (three intersections): HDR to prepare

5.4.3. Drainage, detention, and water quality design (one concept for each)

5.6: Engineering Memorandum (HDR/Doucet) (Optional)

Prepare a draft and final memorandum summarizing the following information:

5.5.1. Existing Conditions (survey, utilities, drainage, traffic operations)

5.5.2. Proposed Improvements (design criteria, roadway cross-section, intersection treatments, drainage, traffic operations)

5.5.3. Right-of-Way requirements

5.5.4. Construction cost estimates

Task 6: Downtown Public Parking (Optional)

6.1: Parking Analysis (HDR) (Optional)

- Existing Parking Inventory
- Existing Parking Demand Assessment

- Future Parking Demand Assessment (1 option)
- Shared Parking Analysis
- Parking lot/Garage location identification
- Parking Study Report

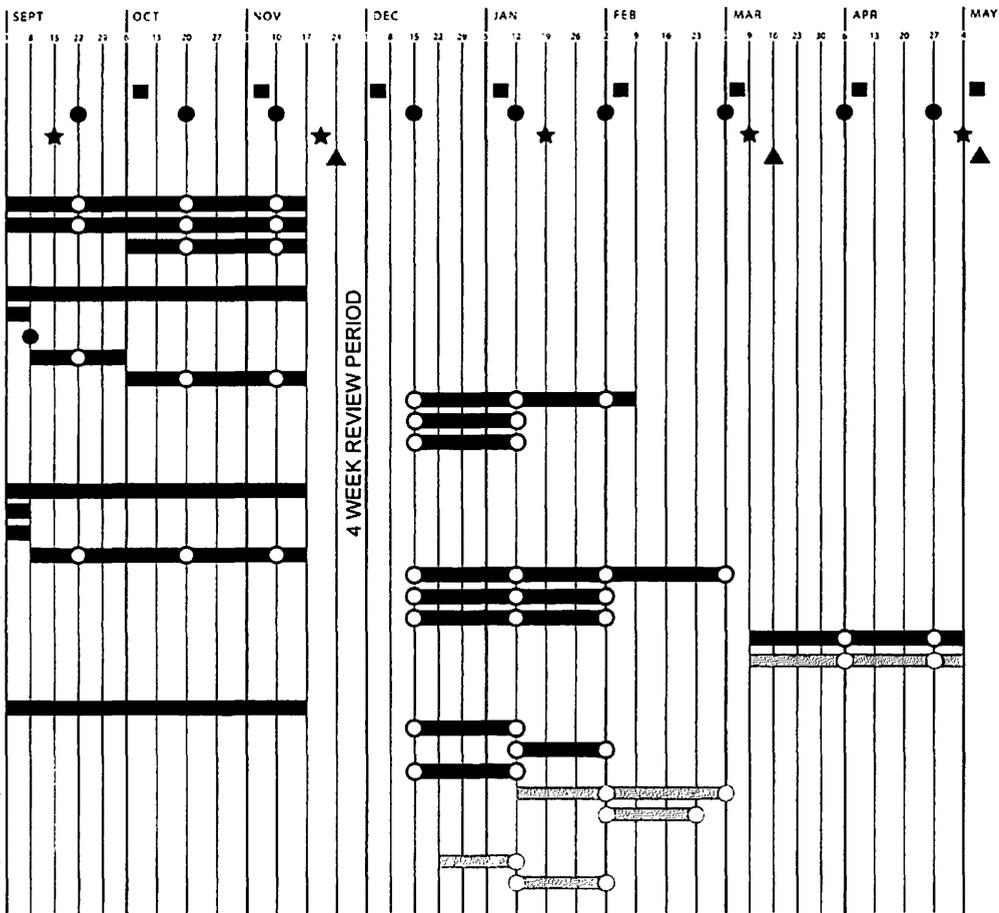
6.2: Preliminary Parking Site Plan (MAS) (Optional)

- Site Plan Layouts for Parking Facilities (MAS) (1 option assumed)
- Drainage analysis will not be performed for the Downtown Parking Strategy

Note that optional/additional services are for considerations by the City of Dripping Springs and are not included in the base budget. Additional services budgets are summarized separately.

TIRZ PRIORITY PROJECTS
TASK ORDER 1: September 6, 2017

- Task 1. Project Meetings and Work Sessions**
- 1.1 Project Schedule & Invoicing
- 1.2 Team Work Sessions (9)
- 1.3 TIRZ Board/Stakeholder Meetings (5)
- 1.4 Additional Meetings/Presentations (6)
- Task 2. Regional Detention/Water Quality Strategy**
- 2.1 Regional Detention Assessment
- 2.2 Regional Water Quality Assessment
- 2.3 Technical Memorandum
- Task 3. Old Fitzhugh Road**
- 3.1 Survey (Doucet)
- 3.2 Preliminary Base Map
- 3.3 Site Reconnaissance & Brainstorm Session
- 3.4 Traffic Analysis
- 3.5 Preliminary Concept
- 3.6 Engineering Memorandum
- 3.7 Local Drainage/Detention Assessment
- 3.8 Local Water Quality Assessment
- Task 4. Town Center Improvements**
- 4.1 Survey
- 4.2 Preliminary Base Map
- 4.3 Parking/Traffic Analysis
- 4.4 Preliminary Work-Out of Vision Plan
- 4.5 Refined Development Plan (with Survey)
- 4.6 Drainage & Detention Assessment/Conceptual Designs
- 4.7 Water Quality Assessment/Conceptual Designs
- 4.8 Final Development Plan
- 4.9 Preparation of Draft & Final Development Solicitation Document (Optional)
- Task 5. Triangle**
- 5.1 Survey & Site Analysis
- 5.2 Traffic Analysis
- 5.3 Plan and Program Concepts
- 5.4 FEMA Floodplain Coordination
- 5.5 Preliminary Concept(s) (Optional)
- 5.6 Engineering Memorandum (Optional)
- Task 6. Downtown Public Parking (Optional)**
- 6.1 Parking Analysis (Optional)
- 6.2 Preliminary Parking Strategy with Site Plans (Optional)



Survey Limits

Dripping Springs TIRZ
Task 1. Old Fitzhugh
HDR/Doucet - 8/24/2017



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1000 ft

Survey Limits
Dripping Springs TIRZ
Task 3, Triangle
HDR/Doucet - 8/24/2017



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500 ft

