

City of Port Lavaca, Texas
COMPREHENSIVE PLAN

EXHIBIT B: SUPPORT SERVICES PROVIDED BY THE CITY

The City of Port Lavaca (hereafter, the City) will provide administrative and technical support to assist Baxter & Woodman, Inc. (hereafter, the Consultant) in performing the services described in Exhibit A, *Scope of Services*. The support services provided by the City will include the following tasks:

1. Identify a single individual as the City's Program Administrator, who will serve as the principal point of contact and source of day-to-day program direction.
2. All existing information, data; maps (GIS geodatabase files); aerial imagery; relevant previous reports, plans, and studies; engineering standards, and ordinances; and any information required from third-party sources which is deemed useful for carrying out the work on this project, including the Calhoun County Independent School District (ISD), Calhoun County Appraisal District, Golden Crescent Regional Planning Commission (GCRPC), Calhoun County Economic Development Corporation (CCEDC), and other governmental and quasi-governmental agencies; and which is reasonably accessible to the City, shall be furnished to the Consultant at their request, in the preferred format (digital and/or printed), in a timely manner. The completion of the services to be performed by the Consultant under this Professional Services Agreement is contingent upon the timely receipt of information from the City, at no cost to the Consultant. The Consultant will provide a formal Request for Information (RFI) and a SharePoint link for the City to upload information.
3. Assist the Consultant in organizing and setting-up the Comp Plan Advisory Committee (CPAC) and Technical Advisory Committee (TAC), including sending invitations (a template of which will be provided by the Consultant), scheduling meetings, arranging meeting venues, and sending meetings reminders.
4. In coordination with the Consultant, establish contacts and schedule meetings with departmental officials, Planning Board and individual members, Mayor and City Council members, joint workshops (City Council and Planning Board) and others. Ensure that key City personnel will participate in the planning program as needed, including community open houses and other events.
5. In coordination with the Consultant, send departmental questionnaires to department officials; and deliver responses to the Consultant.
6. The City will provide all audio-visual (AV) equipment for public meetings, as requested by the Consultant, including high-lumen LCD projector, extension cords, screen, and laser pointer.
7. In coordination with the Consultant, establish contacts, schedule and arrange meeting venues, and coordinate all one-on-one meetings (up to 8), small group listening sessions (up to 8), and provide furniture (e.g., tables, chairs, audio-visual equipment as needed); and refreshments and snacks, as appropriate.
8. Conduct all public information activities in conjunction with the project, including press releases and social media posts; advertising the online community survey, community open houses, and any other public events.
9. Work with the City's Webmaster to coordinate links from the City's official website to the project webpage.
10. Review all deliverables produced by the Consultant in a timely manner (within five to seven business days) and provide written comments. The Consultant will immediately respond to the City's comments and within one week will resubmit revised products and deliverables to the City for final review. The Consultant will respond to no more than two rounds of comments from the City (preliminary draft and final draft).
11. Reproduce and forward draft project deliverables submitted by the Consultant to City staff and officials as deemed appropriate. The City will be responsible for internally distributing all project information.
12. Attend all Consultant-initiated meetings and teleconferences related to the project, as identified within Exhibit A, *Scope of Services*; including kick-off teleconference and meeting; capital partnership meetings; meetings with other City departments; joint workshops; and other meetings, as deemed appropriate.
13. Coordinate introductions with the consultants preparing the City's *Parks and Recreation Master Plan*, which is currently under development; after which, the Consultant will coordinate correspondence.

14. *Option 1, Storefront.* If developing a project "storefront" is something the City is interested in pursuing, the City will be responsible for negotiating with the building owner for use of the property, including utilities and Internet access.