

CITY OF ROLLINGWOOD
STANDARD PROFESSIONAL SERVICES AGREEMENT

THE STATE OF TEXAS §
 §
TRAVIS COUNTY §

This Professional Services Agreement (“Agreement”) is made and entered by and between the City of Rollingwood, Texas, (the “City”) a general law municipality organized and existing under the laws of the State of Texas, and Sean Garretson of Pegasus Planning.

Section 1. Duration. This Agreement shall become effective upon execution by the City and shall remain in effect until satisfactory completion of the Scope of Work unless terminated as provided for in this Agreement.

Section 2. Scope of Work.

(A) Professional shall perform the Services as more particularly described in the Scope of Work attached hereto as Exhibit “A”. The work as described in the Scope of Work constitutes the “Project”. Unless otherwise provided in the Scope of Work, the anticipated submittal of all Project deliverables is immediately upon completion of the Project.

(B) The Quality of Services provided under this Agreement shall be performed with the professional skill and care ordinarily provided by competent Professionals practicing in the same or similar locality and under the same or similar circumstances and professional license, and as expeditiously as is prudent considering the ordinary professional skill and care of a competent Professional holding the same professional license.

(C) The Professional shall perform its Services for the Project in compliance with all statutory, regulatory and contractual requirements now or hereafter in effect as may be applicable to the rights and obligations set forth in the Agreement.

(D) The Professional may rely upon the accuracy of reports and surveys provided to it by the City except when defects should have been apparent to a reasonably competent professional or when it has actual notice of any defects in the reports and surveys.

Section 3. Compensation.

(A) The Professional shall be paid in the manner set forth in Exhibit “B” and as provided herein.

(B) *Billing Period:* The Professional may submit monthly, or less frequently, an invoice for payment based on the estimated completion of the described tasks and approved work schedule. Subject to Chapter 2251, Texas Government Code (the “Prompt Payment Act”), payment is due

within thirty (30) days of the City's receipt of the Professional's invoice. Interest on overdue payments shall be calculated in accordance with the Prompt Payment Act.

(C) *Reimbursable Expenses*: Any and all reimbursable expenses related to the Project shall be included in the scope of services (Exhibit A) and accounted for in the total contract amount in Exhibit "B". If these items are not specifically accounted for in Exhibit A they shall be considered subsidiary to the total contract amount.

Section 4. Changes to the Project Work; Additional Work.

(A) *Changes to Work*: Professional shall make such revisions to any work that has been completed as are necessary to correct any errors or omissions as may appear in such work. If the City finds it necessary to make changes to previously satisfactorily completed work or parts thereof, the Professional shall make such revisions if requested and as directed by the City and such services will be considered as additional work and paid for as specified under following paragraph.

(B) *Additional Work*: The City retains the right to make changes to the Scope of Work at any time by a written order. Work that is clearly not within the general description of the Scope of Work and does not otherwise constitute special services under this Agreement must be approved in writing by the City by supplemental agreement before the additional work is undertaken by the Professional. If the Professional is of the opinion that any work is beyond that contemplated in this Agreement and the Scope of Work governing the project and therefore constitutes additional work, the Professional shall promptly notify the City of that opinion, in writing. If the City agrees that such work does constitute additional work, then the City and the Professional shall execute a supplemental agreement for the additional work and the City shall compensate the Professional for the additional work on the basis of the rates contained in the Scope of Work. If the changes deduct from the extent of the Scope of Work, the contract sum shall be adjusted accordingly. All such changes shall be executed under the conditions of the original Agreement. Any work undertaken by Professional not previously approved as additional work shall be at risk of the Professional.

Section 5. Time of Completion.

The prompt completion of the services under the Scope of Work is critical to the City. Unnecessary delays in providing services under a Scope of Work shall be grounds for dismissal of the Professional and termination of this Agreement without any or further liability to the City other than a prorated payment for necessary, timely, and conforming work done by Professional prior to the time of termination. The Scope of Work shall provide, in either calendar days or by providing a final date, a time of completion prior to which the Professional shall have completed all tasks and services described in the Scope of Work.

Section 6. Insurance.

Before commencing work under this Agreement, Professional shall obtain and maintain the liability insurance provided for in attached Exhibit C throughout the term of this Agreement and thereafter as required herein.

In addition to the insurance provided for in Exhibit C, Professional shall maintain the following limits and types of insurance:

Professional Liability Insurance: professional errors and omissions liability insurance with limits of liability not less than \$1,000,000 per occurrence covering all work performed by the Professional, its employees, sub-contractors, or independent contractors. If this coverage can only be obtained on a “claims made” basis, the certificate of insurance must clearly state coverage is on a “claims made” basis and coverage must remain in effect for at least two years after final payment with the Professional continuing to furnish the City certificates of insurance.

Workers Compensation Insurance: The Professional shall carry and maintain during the term of this Agreement, workers compensation and employers liability insurance meeting the requirements of the State of Texas on all the Professional’s employees carrying out the work involved in this contract.

General Liability Insurance: The Professional shall carry and maintain during the term of this Agreement, general liability insurance on a per occurrence basis with limits of liability not less than \$1,000,000 for each occurrence and for fire damage. For Bodily Injury and Property Damage, coverage shall be no less than \$1,000,000. As a minimum, coverage for Premises, Operations, Products and Completed Operations shall be \$1,000,000. This coverage shall protect the public or any person from injury or property damages sustained by reason of the Professional or its employees carrying out the work involved in this Agreement. The general aggregate shall be no less than \$1,000,000.

Automobile Liability Insurance: Professional shall carry and maintain during the term of this Agreement, automobile liability insurance with either a combined limit of at least \$1,000,000 per occurrence for bodily injury and property damage or split limits of at least \$1,000,000 for bodily injury per person per occurrence and \$1,000,000 for property damage per occurrence. Coverage shall include all owned, hired, and non-owned motor vehicles used in the performance of this contract by the Professional or its employees.

Subcontractor: In the case of any work sublet, the Professional shall require subcontractor and independent contractors working under the direction of either the Professional or a subcontractor to carry and maintain the same workers compensation and liability insurance required of the Professional.

Qualifying Insurance: The insurance required by this Agreement shall be written by non-assessable insurance company licensed to do business in the State of Texas and currently rated "B+" or better by the A.M. Best Companies. All policies shall be written on a “per occurrence basis” and not a “claims made” form. Evidence of such insurance shall be attached as Exhibit “C”.

Section 7. Miscellaneous Provisions.

(A) *Subletting.* The Professional shall not sublet or transfer any portion of the work under this Agreement or any Scope of Work issued pursuant to this Agreement unless specifically approved in writing by the City, which approval shall not be unreasonably withheld. Subcontractors shall comply with all provisions of this Agreement and the applicable Scope of Work. The approval or acquiescence of the City in the subletting of any work shall not relieve the Professional of any responsibility for work done by such subcontractor.

(B) *Ownership of Documents.* Upon completion or termination of this Agreement, all documents prepared by the Professional or furnished to the Professional by the City shall be delivered to and become the property of the City. All drawings, charts, calculations, plans, specifications and other data, including electronic files and raw data, prepared under or pursuant to this Agreement shall be made available, upon request, to the City without restriction or limitation on the further use of such materials PROVIDED, HOWEVER, THAT SUCH MATERIALS ARE NOT INTENDED OR REPRESENTED TO BE SUITABLE FOR REUSE BY THE CITY OR OTHERS. ANY REUSE WITHOUT PRIOR VERIFICATION OR ADAPTATION BY THE PROFESSIONAL FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT THE CITY'S SOLE RISK AND WITHOUT LIABILITY TO THE PROFESSIONAL. Where applicable, Professional shall retain all pre-existing proprietary rights in the materials provided to the City but shall grant to the City a non-exclusive, perpetual, royalty-free license to use such proprietary information solely for the purposes for which the information was provided. The Professional may, at Professional's expense, have copies made of the documents or any other data furnished to the City under or pursuant to this Agreement. The Professional may utilize all of its work product and deliverables for archival, marketing and promotional purposes.

(C) *Professional's Seal.* To the extent that the Professional has a professional seal it shall be placed on all documents and data furnished by the Professional to the City and shall remain as placed in all iterations and uses of the documents and data. All work and services provided under this Agreement will be performed in a good and workmanlike fashion and shall conform to the accepted standards and practices of the Professional's industry. The plans, specifications and data provided by Professional shall be adequate and sufficient to enable those performing the actual work to perform the work as and within the time contemplated by the City and Professional. The City acknowledges that Professional has no control over the methods or means of work nor the costs of labor, materials or equipment. Unless otherwise agreed in writing, any estimates of costs by the Professional are for informational purposes only and are not guarantees.

(D) *Compliance with Laws.* The Professional shall comply with all federal, state and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts, administrative, or regulatory bodies in any matter affecting the performance of this Agreement, including, without limitation, worker's compensation laws, minimum and maximum salary and wage statutes and regulations, and licensing laws and regulations. When required, the Professional shall furnish the

City with satisfactory proof of compliance.

(E) *Independent Contractor.* Professional acknowledges that Professional is an independent contractor of the City and is not an employee, agent, official or representative of the City. Professional shall not represent, either expressly or through implication, that Professional is an employee, agent, official or representative of the City. Income taxes, self-employment taxes, social security taxes and the like are the sole responsibility of the Professional.

(F) *Non-Collusion.* Professional represents and warrants that Professional has not given, made, promised or paid, nor offered to give, make, promise or pay any gift, bonus, commission, money or other consideration to any person as an inducement to or in order to obtain the work to be provided to the City under this Agreement. Professional further agrees that Professional shall not accept any gift, bonus, commission, money, or other consideration from any person (other than from the City pursuant to this Agreement) for any of the services performed by Professional under or related to this Agreement. If any such gift, bonus, commission, money, or other consideration is received by or offered to Professional, Professional shall immediately report that fact to the City and, at the sole option of the City, the City may elect to accept the consideration for itself or to take the value of such consideration as a credit against the compensation otherwise owing to Professional under or pursuant to this Agreement.

(G) *Force Majeure.* If the performance of any covenant or obligation to be performed hereunder by any party is delayed as a result of circumstances which are beyond the reasonable control of such party (which circumstances may include, without limitation, pending litigation, acts of God, war, acts of civil disobedience, fire or other casualty, shortage of materials, adverse weather conditions [such as, by way of illustration and not of limitation, severe rain storms or below freezing temperatures, or tornados] labor action, strikes or similar acts, moratoriums or regulations or actions by governmental authorities), the time for such performance shall be extended by the amount of time of such delay, but no longer than the amount of time reasonably occasioned by the delay. The party claiming delay of performance as a result of any of the foregoing force majeure events shall deliver written notice of the commencement of any such delay resulting from such force majeure event not later than seven (7) days after the claiming party becomes aware of the same, and if the claiming party fails to so notify the other party of the occurrence of a force majeure event causing such delay and the other party shall not otherwise be aware of such force majeure event, the claiming party shall not be entitled to avail itself of the provisions for the extension of performance contained in this subsection.

(H) In the case of any conflicts between the terms of this Agreement and wording contained within the Scope of Services, this Agreement shall govern. The Scope of Services is intended to detail the technical scope of services, fee schedule, and contract time only and shall not dictate Agreement terms.

Section 8. Termination.

(A) This Agreement may be terminated:

(1) By the mutual agreement and consent of both Professional and City;

(2) By either party, upon the failure of the other party to fulfill its obligations as set forth in either this Agreement or a Scope of Work issued under this Agreement;

(3) By the City, immediately upon notice in writing to the Professional, as consequence of the failure of Professional to perform the services contemplated by this Agreement in a timely or satisfactory manner;

(4) By the City, at will and without cause upon not less than thirty (30) days written notice to the Professional.

(B) If the City terminates this Agreement pursuant to Section 5 or subsection 8(A)(2) or (3), above, the Professional shall not be entitled to any fees or reimbursable expenses other than the fees and reimbursable expenses then due and payable as of the time of termination and only then for those services that have been timely and adequately performed by the Professional considering the actual costs incurred by the Professional in performing work to date of termination, the value of the work that is nonetheless usable to the City, the cost to the City of employing another Professional to complete the work required and the time required to do so, and other factors that affect the value to the City of the work performed at time of termination. In the event of termination that is not the fault of the Professional, the Professional shall be compensated for all basic, special, and additional services actually performed prior to termination, together with any reimbursable expenses then due.

Section 9. Indemnification. Professional shall indemnify, defend and hold harmless the City of Rollingwood, Texas and its officials, employees and agents (collectively referred to as “Indemnitees”) and each of them from and against all loss, costs, penalties, fines, damages, claims, expenses (including reasonable attorney’s fees) or liabilities (collectively referred to as “Liabilities”) by reason of any injury to or death of any person or damage to or destruction or loss of any property arising out of, resulting from, or in connection with (i) the performance or non-performance of Services contemplated by this Agreement but only to the extent caused by the negligent acts, errors or omissions, intentional torts, intellectual property infringement, or a failure to pay a sub-contractor or supplier committed by Professional or Professional’s agent, consultant under contract, or another entity over which Professional exercises control (whether active or passive) of Professional or its employees, agents or sub-contractors (collectively referred to as “Professional”) (ii) the failure of Professional to comply with any of the paragraphs herein or the failure of Professional to conform to statutes, ordinances, or other regulations or requirements of any governmental authority, federal, state or local, in connection with the performance of this Agreement. Professional expressly agrees to indemnify and hold harmless the Indemnitees, or any one of them, from and against all liabilities which may be asserted by an employee or former employee of Professional, or any of its sub-contractors, as provided above, for which Professional’s liability to such employee or former employee would otherwise be limited to payments under State Workers’ Compensation or similar laws. Nothing herein shall require Professional to indemnify, defend, or hold

harmless any Indemnitee for the Indemnitee's own negligence or willful misconduct. Any and all indemnity provided for in this Agreement shall survive the expiration of this Agreement and the discharge of all other obligations owed by the parties to each other hereunder and shall apply prospectively not only during the term of this Agreement but thereafter so long as any liability could be asserted in regard to any acts or omissions of Professional in performing Services under this Agreement.

For Professional Liability Claims, Professional shall be liable for reasonable defense costs incurred by Indemnitees but only after final adjudication and to the extent and percent that Professional or Professional's agents are found negligent or otherwise at fault. As used in this Agreement, final adjudication includes any negotiated settlement and release of claims, without limitation as to when a negotiated settlement and release of claims occurs.

Section 10. Notices. Any notice required or desired to be given from one party to the other party to this Agreement shall be in writing and shall be given and shall be deemed to have been served and received (whether actually received or not) if (i) delivered in person to the address set forth below; (ii) deposited in an official depository under the regular care and custody of the United States Postal Service located within the confines of the United States of America and sent by certified mail, return receipt requested, and addressed to such party at the address hereinafter specified; or (iii) delivered to such party by courier receipted delivery. Either party may designate another address within the confines of the continental United States of America for notice, but until written notice of such change is actually received by the other party, the last address of such party designated for notice shall remain such party's address for notice.

Section 11. No Assignment. Neither party shall have the right to assign that party's interest in this Agreement without the prior written consent of the other party.

Section 12. Severability. If any term or provision of this Agreement is held to be illegal, invalid or unenforceable, the legality, validity or enforceability of the remaining terms or provisions of this Agreement shall not be affected thereby, and in lieu of each such illegal, invalid or unenforceable term or provision, there shall be added automatically to this Agreement a legal, valid or enforceable term or provision as similar as possible to the term or provision declared illegal, invalid or unenforceable.

Section 13. Waiver. Either City or the Professional shall have the right to waive any requirement contained in this Agreement that is intended for the waiving party's benefit, but, except as otherwise provided herein, such waiver shall be effective only if in writing executed by the party for whose benefit such requirement is intended. No waiver of any breach or violation of any term of this Agreement shall be deemed or construed to constitute a waiver of any other breach or violation, whether concurrent or subsequent, and whether of the same or of a different type of breach or violation.

Section 14. Governing Law; Venue. This Agreement and all of the transactions contemplated

herein shall be governed by and construed in accordance with the laws of the State of Texas. The provisions and obligations of this Agreement are performable in Travis County, Texas such that exclusive venue for any action arising out of this Agreement shall be in Travis County, Texas.

Section 15. Paragraph Headings; Construction. The paragraph headings contained in this Agreement are for convenience only and shall in no way enlarge or limit the scope or meaning of the various and several paragraphs hereof. Both parties have participated in the negotiation and preparation of this Agreement and this Agreement shall not be construed either more or less strongly against or for either party.

Section 16. Binding Effect. Except as limited herein, the terms and provisions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, devisees, personal and legal representatives, successors and assigns.

Section 17. Gender. Within this Agreement, words of any gender shall be held and construed to include any other gender, and words in the singular number shall be held and construed to include the plural, unless the context otherwise requires.

Section 18. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, and all of which shall constitute but one and the same instrument.

Section 19. Exhibits. All exhibits to this Agreement are incorporated herein by reference for all purposes wherever reference is made to the same.

Section 20. Entire Agreement. It is understood and agreed that this Agreement contains the entire agreement between the parties and supersedes any and all prior agreements, arrangements or understandings between the parties relating to the subject matter. No oral understandings, statements, promises or inducements contrary to the terms of this Agreement exist. This Agreement cannot be changed or terminated orally.

Section 21. Relationship of Parties. Nothing contained in this Agreement shall be deemed or construed by the parties hereto or by any third party to create the relationship of principal and agent or of partnership or of joint venture or of any association whatsoever between the parties, it being expressly understood and agreed that no provision contained in this Agreement nor any act or acts of the parties hereto shall be deemed to create any relationship between the parties other than the relationship of independent parties contracting with each other solely for the purpose of effecting the provisions of this Agreement.

Section 22. Right To Audit. City shall have the right to examine and audit the books and records of Professional with regards to the work described in Exhibit A, or any subsequent changes, at any reasonable time upon reasonable notice. Such books and records will be maintained in accordance with generally accepted principles of accounting and will be adequate to enable determination of: (1) the substantiation and accuracy of any payments required to be made under this Agreement; and (2)

compliance with the provisions of this Agreement.

23. Dispute Resolution. In accordance with the provisions of Subchapter I, Chapter 271, TEX. LOCAL GOV'T CODE, the parties agree that, prior to instituting any lawsuit or other proceeding arising from a dispute under this agreement, the parties will first attempt to resolve the dispute by taking the following steps: (1) A written notice substantially describing the nature of the dispute shall be delivered by the dissatisfied party to the other party, which notice shall request a written response to be delivered to the dissatisfied party not less than 5 days after receipt of the notice of dispute. (2) If the response does not reasonably resolve the dispute, in the opinion of the dissatisfied party, the dissatisfied party shall give notice to that effect to the other party whereupon each party shall appoint a person having authority over the activities of the respective parties who shall promptly meet, in person, in an effort to resolve the dispute. (3) If those persons cannot or do not resolve the dispute, then the parties shall each appoint a person from the highest tier of managerial responsibility within each respective party, who shall then promptly meet, in person, in an effort to resolve the dispute.

24. Disclosure of Business Relationships/Affiliations; Conflict of Interest Questionnaire. Professional represents that it is in compliance with the applicable filing and disclosure requirements of Chapter 176 of the Texas Local Government Code and Chapter 2252 of the Texas Government Code.


25. Certificate of Interested Parties (TEC Form 1295). For contracts needing City Council approval, or any subsequent changes thereto requiring City Council approval, the City may not accept or enter into a contract until it has received from the Consultant a completed, signed, and notarized TEC Form 1295 complete with a certificate number assigned by the Texas Ethics Commission (“TEC”), pursuant to Texas Government Code § 2252.908 and the rules promulgated thereunder by the TEC. The Consultant understands that failure to provide said form complete with a certificate number assigned by the TEC may prohibit the City from entering into this Agreement. Pursuant to the rules prescribed by the TEC, the TEC Form 1295 must be completed online through the TEC’s website, assigned a certificate number, printed, signed and notarized, and provided to the City. The TEC Form 1295 must be provided to the City prior to the award of the contract. The City does not have the ability to verify the information included in a TEC Form 1295, and does not have an obligation or undertake responsibility for advising Consultant with respect to the proper completion of the TEC Form 1295.

EXECUTED, by the City on this the 8th day of June, 2020.

CITY:

By: Michael R. Dyson
Name: Michael R. Dyson
Title: Mayor, City of Rollingwood

PROFESSIONAL:

By: 
Name: Sean Garretson
Title: President, Pegasus

ADDRESS FOR NOTICE:

CITY

City of Rollingwood
Attn: City Administrator
403 Nixon Drive
Rollingwood, TX 78746

PROFESSIONAL

Pegasus Planning and Development
Attn: Sean Garretson
5501a Balcones Blvd, #222
Austin, TX 78731

with a copy to:

Denton Navarro Rocha Bernal & Zech, P.C.
Attn: Rollingwood City Attorney
2500 W. William Cannon Dr., Suite 609
Austin, Texas 78745-5320

Exhibit "A"

Scope of Services

Exhibit A: Scope of Work

The project will be carried out over five phases and six months (24 weeks) which are detailed below and on the preliminary project schedule:

- Phase One - Discovery: Work Planning (2 weeks)
- Phase Two - Learning: Listening and Input (6 weeks)
- Phase Three - Synthesis: Findings, Implications, Planning (6 weeks)
- Phase Four - Consensus: Strategy and Implementation (4 weeks)
- Phase Five - Land Development Code Modification (6 weeks)

The primary area for proposed modifications of the Future Land Use Map within Rollingwood will be along the main commercial corridor – FM 2244 or Bee Caves Road. This will be where Pegasus will prepare various scenarios of redevelopment potential and demonstrate the fiscal impacts of these changes. Pegasus will examine other areas where the community seeks minor code modifications, and solicit feedback.

Phase One - Discovery: Work Planning (2 weeks)

This short two-week phase is primarily focused on finalizing contracts between Pegasus and the City of Rollingwood, including finalizing the scope of work, project schedule, and community input opportunities.

Deliverables: Final contract, Scope of Work, and Project Schedule

Phase Two - Learning: Listening and Input (6 weeks)

This six-week phase is focused on obtaining community and stakeholder input. Pegasus shall prepare initial presentations which will include (among other items), the Fiscal Analysis of the current Zoning Map/Code. This phase will include a heavy focus on educating stakeholders on the current fiscal health, having conversations about what this means, and how the City will grow to a point of full build out. At this time, we do not know what type of “social distancing” is going to be in place during this phase of the project. Pegasus is therefore prepared to do all community input sessions via tele-conferencing and through online polling/surveying.

Deliverables: PowerPoint Presentation, memo to Council summarizing community input, Fiscal Analysis and areas of concern/consideration

Phase Three - Synthesis: Findings, Implications, Planning (6 weeks)

This six-week phase of the project consists of creating the draft Comprehensive Plan including the creation of the Future Land Use Map and analyzing the fiscal impacts of the FLUM.

Pegasus will prepare two scenarios and then do one final scenario of the FLUM. Pegasus will hold a work session with the Planning Commission and then another with Council.

Deliverables: PowerPoint Presentation to Planning Commission, draft of the Comprehensive Plan presented to Council and Planning Commission

Phase Four - Consensus: Strategy and Implementation (4 weeks)

This four-week phase is about getting the Comprehensive Plan and FLUM adopted. Pegasus will have one final presentation to Planning Commission who can recommend to Council for approval. We will hold the 1st reading with Council and solicit any further community feedback. We will edit the Comprehensive Plan before presenting it for a 2nd reading and adoption by City Council.

Deliverables: PowerPoint Presentation, final Comprehensive Plan and FLUM adopted

Phase Five - Land Development Code Modification (6 weeks)

The six-week phase of the project will focus on modifying Rollingwood's land development code (specifically the Zoning Map and Code). Pegasus will prepare an initial Zoning Map and Code that reflects the Comprehensive Plan. This will be presented to City staff and then the Planning Commission for their review and recommendation to Council. Pegasus will present the Code to Council for 1st reading, make any adjustments, then prepare the final Zoning Code for adoption at 2nd reading.

Deliverables: PowerPoint Presentation, memo to Council summarizing community input, Fiscal Analysis and areas of concern/consideration



Project Schedule

The scope of work described above will be accomplished over a 6-month period, including the final presentation and the acceptance of the Comprehensive Plan and Zoning Code Update by the City of Rollingwood. The following table illustrates the overall project schedule, which assumes a June 1st 2020 start date.

| Rollingwood Comprehensive Plan | | <i>Preliminary -- Subject to change based on Phase ONE Scoping</i> | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|
| PHASE | WEEKS | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| ONE - Discovery: Work Planning | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Notification of selection | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Contract negotiation | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Identification of data + document needs | | | | | | | | | | | | | | | | | | | | | | | | | |
| | "Notice to Proceed" | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Organizing teleconference to prepare for Trip 1 | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Preliminary upload of data + documents from RW | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Trip 1: Kick-off sessions with RW staff | | | | X | | | | | | | | | | | | | | | | | | | | | |
| | Assessment / review of documents + data | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Phase ONE "Memo to Management" Report | | | | X | | | | | | | | | | | | | | | | | | | | | |
| | Adjust / finalize Scope, Timelines, Budget, Contract as warranted (based on defined Stakeholder plan) | | | | | | | | | | | | | | | | | | | | | | | | | |
| TWO - Learning: Listening and Input | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Collaborate with RW on Stakeholder schedule | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Prepare Fiscal Analysis of Current Zoning Code | | | | | X | | | | | | | | | | | | | | | | | | | | |
| | Trip 2: Planning Commission Workshop and additional staff meetings | | | | | | X | | | | | | | | | | | | | | | | | | | |
| | Mobilize for, conduct electronic survey | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Community-wide discussions (In-Person or Virtual, depending on social distancing) | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Supplemental T=telephone interviews as needed | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Phase TWO "Memo to Client" Report | | | | | | | | X | | | | | | | | | | | | | | | | | |
| THREE - Synthesis: Findings, Implications, Options | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Organize / synthesize Stakeholder input | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Prepare Preliminary Future Land Use Map (FLUM) & Plan | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Review Fiscal Analysis of FLUM | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Deliver Draft Plan & FLUM w/Fiscal Analysis | | | | | | | | | X | | | | | | | | | | | | | | | | |
| | Trip 3: Work session with RW staff / Plan Commission | | | | | | | | | | X | | | | | | | | | | | | | | | |
| | Trip 4: Workshop with RW Council | | | | | | | | | | | | X | | | | | | | | | | | | | |
| | Phase THREE "DRAFT Comprehensive Plan" | | | | | | | | | | | | | X | | | | | | | | | | | | |
| FOUR - Consensus: Strategy & Implementation | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Prepare Final Comprehensive Plan | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Delivery Final Comprehensive Plan Draft for Client Internal Review | | | | | | | | | | | | | | | | X | | | | | | | | | |
| | Work session / (Recommend to Council) with Planning Commission on Final Comprehensive Plan | | | | | | | | | | | | | | | | X | | | | | | | | | |
| | Prepare initial draft of full plan document | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Deliver Final Comprehensive Plan to City Council - 1st reading | | | | | | | | | | | | | | | | | X | | | | | | | | |
| | Final editing of Comprehensive Plan | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Deliver Final Comprehensive Plan to City Council - 2nd reading / Adoption | | | | | | | | | | | | | | | | | | X | | | | | | | |
| | Plan Adoption by RW Council | | | | | | | | | | | | | | | | | | | X | | | | | | |
| FIVE - Land Development Code Modification | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Review Zoning Map and Code | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Delivery Proposed Recommendations for Modifying Zoning Map and Ordinance to Reflect the FLUM (for Client Internal Review) | | | | | | | | | | | | | | | | | | | | X | | | | | |
| | Work session / (Recommend to Council) with Planning Commission on Final Zoning Code | | | | | | | | | | | | | | | | | | | | X | | | | | |
| | Prepare initial draft of Revised Zoning Code document | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Deliver Final Zoning Map to City Council - 1st reading | | | | | | | | | | | | | | | | | | | | | | X | | | |
| | Final editing of Comprehensive Plan | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Deliver Final Map and Code to City Council - 2nd reading / Adoption | | | | | | | | | | | | | | | | | | | | | | | | X | |
| | Zoning Code and Map Adopted by RW Council | | | | | | | | | | | | | | | | | | | | | | | | | X |
| Legend | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | RW = City of Rollingwood | | | | | | | | | | | | | | | | | | | | | | | | | |
| | X = Deliverables | | | | | | | | | | | | | | | | | | | | | | | | | |
| | X = Trips/Meetings | | | | | | | | | | | | | | | | | | | | | | | | | |

Exhibit "B"

Compensation

Compensation shall be \$60,000.00 including expenses. Further requested iterations of the FLUM (Future Land Use Map) by the City shall not exceed \$5000.00 per iteration.

Exhibit "C"

Evidence of Insurance