

EXHIBIT ‘A’ – SCOPE OF SERVICES

TOMBALL WAYFINDING SIGNAGE

PROJECT DESCRIPTION:

It is our understanding this is a conceptual design project consisting of wayfinding signage in key areas of the city, along with the public engagement process for gathering input. (PROJECT).

BASIC SERVICES:

- A. **Conceptual Design**
Westwood will provide Conceptual Design services for the wayfinding sign package including a family of typical sizes and styles to be used in different applications.
1. Included in this item:
- Up to four (4) design coordination meetings, charrettes, or presentations for purposes of developing the design with City staff, Councilmembers and TxDOT.
 - Create a working base file from digital data provided by the City, TxDOT and aerial images.
 - Explore up to two (2) conceptual alternatives, for City review and selection.
 - Develop 2d and/or 3d renderings, to depict the conceptual alternatives in enough detail to demonstrate design intent to the City. These services may include, but are not limited to hand renderings, computer generated renderings, and precedent photo image boards.
 - After conceptual direction is determined, develop a family of typical signs to be used in various applications throughout the priority areas.
 - Establish a palette of materials, colors and fonts.
 - Engage with a sign fabricator/vendor to discuss fabrication costs and other design considerations.
 - Develop a rough order of magnitude cost estimate for the family of sign elements.
 - Establish an overall timeline for design/fabrication and assist the City in determining their priorities for installation.
- B. **Public Engagement**
Westwood will attend and lead the design presentations at milestone meetings with the public including the general public and/or specific stakeholders such

EXHIBIT A to Agreement between the City of Tomball, Texas (“Client”) and Westwood Professional Services, Inc., (“Westwood”) for Consulting Services

as adjacent property owners, the EDC, Chamber of Commerce, City Council, or other elected officials:

1. Included in this item:
 - Attend up to two (2) meetings at key milestones to engage the public and/or specific stakeholders for the purpose of presenting design updates and gathering input. It is the intent for these to coincide with the gateway signage meetings for efficiency and convenience.
 - Prepare exhibits for each of the meetings to communicate the design status and facilitate input from the attendees.
2. Not included in this item:
 - Additional meetings or exhibits beyond those described above.
 - Meetings logistics such as scheduling venues, sending invites, advertising, food/refreshments, or other hosting services. This can be provided as an additional service if needed.

Services not included in this contract:

- *Environmental investigation.*
- *Wetlands determination and permitting.*
- *Survey services. This service can be added after the conceptual design phase if needed.*
- *Tree survey, location, or identification.*
- *MEP, structural, and geotechnical design services. These subconsultants to be added after the conceptual design phase if needed.*
- *Subsurface utility engineering or utility relocation.*
- *TDLR registration or RAS review.*
- *Construction document packages for phased bidding/construction.*
- *Construction staking.*
- *Any additional items not specifically stated in scope.*

END OF EXHIBIT ‘A’

EXHIBIT ‘B’ – COMPENSATION AND METHOD OF PAYMENT

TOMBALL WAYFINDING SIGNAGE

COMPENSATION:

For all professional services included in EXHIBIT ‘A’, Scope of Services, Westwood shall be compensated a lump sum fee of \$32,000.00 as summarized below. The total lump sum fee shall be considered full compensation for the services described in EXHIBIT ‘A’, including all labor materials, supplies, and equipment necessary to deliver the services.

Basic & Special Services

A. Conceptual Design	\$26,000.00
B. Public Engagement	<u>\$6,000.00</u>
TOTAL	\$32,000.00

METHOD OF PAYMENT:

Westwood shall be paid monthly payments as described in Article 3 of the AGREEMENT. The cumulative sum of such monthly partial fee payments shall not exceed the total current project budget including all approved Amendments. Each invoice shall be verified as to its accuracy and compliance with the terms of this Agreement by an officer of Westwood.

Monthly statements for reimbursable services performed by sub consultants will be based upon the actual cost to Westwood plus ten percent (10%). Direct expenses for services such as printing, express mail, fees, mileage and other direct expenses that are incurred during the progress of the project will be billed at 1.1 times Westwood’s cost.

END OF EXHIBIT ‘B