

ATTACHMENT A TO CONTRACT FOR PROFESSIONAL SERVICES

SCOPE OF WORK

Jacob & Martin, LLC will provide the following project-related engineering services to the City of Willow Park, including but not limited to engineering services to update the City's Comprehensive Plan to include population, land use, housing, thoroughfares, and development strategies and to update the City's Capital Improvement Plan to include water, sewer, streets, and drainage systems.

It is the intent of this project to update specific aspects of the City's current Comprehensive Plan and Capital Improvement Plan including the above stated items. The City does not intend to revise the currently stated Community Vision or Objectives stated in the Visions, Goals, and Objectives section of the current Comprehensive Plan.

The scope for this project has been developed so that individual components may be accomplished on a time and expense basis with a total not-to-exceed amount for the completion of the entire scope. Expanded scope may be performed, upon request by the City, for a fee negotiated at the time of the request.

A. Description of Comprehensive Plan Scope

The Comprehensive Plan scope includes specific plan updates as follows:

1. Project Initiation and Scoping:
 - Kickoff meeting with JM, staff and/or Comp Plan Committee members
 - Review of current comprehensive plan and accomplishments
 - Verify scope and timeline
 - Gather baseline data and mapping resources
2. Existing Conditions and Needs Assessment
 - Analyze demographics, housing, economy, and land use
 - Review infrastructure, environment, and city services
 - Identify challenges, opportunities, and policy gaps
 - Summarize findings in a Needs Assessment Report
3. Plan Framework and Development
 - Update City Boundary Maps and supporting maps
 - Update Planning Area Maps and supporting maps
 - Update Existing and Future Land Use Plans and supporting maps

- Update Transportation Plan and supporting maps
 - Update Bike & Pedestrian Plan for current infrastructure and completed projects
 - Update the City's Development Strategies
4. Draft Plan Preparation and Review
 - Incorporate updates into plan – Assemble draft plan and maps
 - Refine content based on community and staff feedback
 5. Adoption and Implementation
 - Present at public hearings with Planning & Zoning and City Council
 - Prepare final plan

B. Description of Capital Improvement Plan Scope

The Water Capital Improvement Plan scope includes specific plan updates as follows:

1. Prepare Updated Water Connection Projections
 - Review historical water connection data
 - Create water connection projections based on population projections, historical patterns, and land use assumptions
2. Prepare Updated Water Use Projections
 - Review historical per capita water demands, water use, and water loss
 - Create water use projections for average day, peak day, and peak hour
3. Prepare an Inventory of the Water System
 - Update inventory of all water system infrastructure
 - Evaluate the condition of the existing infrastructure
 - Evaluate current water loss
 - Update existing water system maps as necessary
 - Update water system steady state hydraulic model
4. Evaluate Existing and Potential Water Supplies
 - Review existing sources/contracts and quantity allocations
 - Identify potential new sources
 - Evaluate adequacy of existing sources and feasibility of new sources

5. Evaluate Existing Water System Facilities
 - Evaluate existing infrastructure using data from Section 2 and 3
 - Evaluate impact of increased demand using hydraulic model
 - Discuss relevant, current and anticipated regulatory requirements
6. Prepare Recommendations for Proposed Improvements
 - Prepare recommendations for proposed water supply improvements including increasing current supplies/allocations, implementing new water supply strategies, and conservation
 - Prepare recommendations for proposed distribution improvements including line replacement, looping, upsizing, and extensions, etc.
7. Prepare Cost Estimates and Schedule for Proposed Improvements
 - Prepare cost estimates for the recommendations from Section 6 with consideration for inflation
 - Discuss the projected schedule of implementation based on demand and operation and maintenance cost impact, and regulatory impacts

The Wastewater Capital Improvement Plan scope includes specific plan updates as follows:

1. Prepare Updated Wastewater Flow Projections
 - Review historical per capita wastewater flows, dry and wet weather flow, and average and peak day flows
 - Create wastewater flow projections for average day, peak day, and peak hour
2. Prepare an Inventory of the Wastewater System
 - Prepare and inventory of all wastewater system infrastructure
 - Evaluate the condition of the existing infrastructure
 - Update existing wastewater system maps as necessary
 - Create/update wastewater collection system model
3. Evaluate Existing and Potential Treatment Options
 - Evaluate historical and projected wastewater plant influent quality
 - Review historical wastewater treatment effluent parameters
 - Evaluate the condition and effectiveness of the existing treatment system
 - Discuss relevant, current and anticipated regulatory requirements
 - Evaluate the capacity of the existing wastewater treatment plant
 - Explore options for achieving future treatment needs
4. Evaluate Existing Wastewater Collection System Facilities
 - Evaluate the condition of the existing wastewater collection infrastructure using information from Sections 1 & 2

- Evaluate impact of increased flow on the system
 - Discuss relevant, current and anticipated regulatory requirements
5. Prepare Recommendations for Proposed Improvements
 - Prepare recommendations for proposed wastewater treatment improvements
 - Prepare recommendations for proposed wastewater collection system improvements
 6. Prepare Cost Estimates and Schedule for Proposed Improvements
 - Prepare cost estimates for the recommendations from Section 5 with consideration for inflation
 - Discuss the projected schedule of implementation based on growth, operation and maintenance cost impact, and regulatory impacts

The Drainage Capital Improvement Plan scope includes specific plan updates as follows:

1. Prepare an Inventory of the Drainage System
 - Prepare and inventory of all drainage infrastructure
 - Update existing drainage system maps as necessary
2. Evaluate Existing Drainage System Facilities
 - Evaluate the condition of the existing drainage infrastructure
 - Evaluate impact of future development on the system
 - Prepare drainage area maps
3. Prepare Recommendations for Proposed Improvements
 - Prepare recommendations for proposed drainage improvements
4. Prepare Cost Estimates and Schedule for Proposed Improvements
 - Prepare cost estimates for the recommendations from Section 3 with consideration for inflation
 - Discuss the projected schedule of implementation based on growth, operation and maintenance cost impact, and regulatory impacts

The Street Capital Improvement Plan scope includes specific plan updates as follows:

1. Prepare an Inventory of the Street System
 - Prepare and inventory of all street infrastructure
2. Evaluate Existing Street System Facilities
 - Evaluate the condition of the existing street infrastructure
 - Evaluate impact of future development on the system
 - Prepare street maps

3. Prepare Recommendations for Proposed Improvements
 - Prepare recommendations for proposed street improvements
4. Prepare Cost Estimates and Schedule for Proposed Improvements
 - Prepare cost estimates for the recommendations from Section 3 with consideration for inflation
 - Discuss the projected schedule of implementation based on growth, operation and maintenance cost impact, and regulatory impacts

C. Compensation Payment Schedule

Compensation for Basic Engineering Services for the Comprehensive Plan as described in the Scope of Services shall be at a lump sum price not to exceed \$75,000.00. The fees will be invoiced monthly on a time and expense basis up to the total amount of \$75,000. Items requested by the City that are not included in the stated scope will be performed based on a negotiated fee. Compensation for Basic Engineering Services for the Capital Improvement Plan as described in the Scope of Services shall be at a lump sum price not to exceed \$30,000.00. The fees will be invoiced monthly on a time and expense basis up to the total amount of \$30,000. Items requested by the City that are not included in the stated scope will be performed based on a negotiated fee.

Time and expense items including mileage, vehicle, lodging, meal and other incidentals will be charged at the standard rates attached.