

## **EXHIBIT 'A'**

### **SCOPE OF SERVICES**

#### **The Leander City Plan**

##### **Leander, Texas**

The primary purpose of planning effort is to prepare a new comprehensive plan for the City of Leander. This plan will provide guidance for the physical development, redevelopment, and future direction of growth and governance within Leander's planning area. This planning process and the resulting policies will be critical to the City's ability to promote and manage growth, protect and enhance key areas of importance while accommodating future trends. This includes identifying what makes the City of Leander unique, establishing the vision of what Leander wants to become in the future, and determining how Leander achieves that vision through ongoing execution of the implementation action plan.

The primary deliverable will be a new City of Leander Comprehensive Plan containing specific objectives and policies with an attainable and prioritized implementation action plan. Chapters or sections of the plan document will be periodically completed during phases of work so that City staff and residents can keep informed and play an active role in the planning process.

In the following phase and task descriptions, Halff deliverables and City staff roles are defined. There are five overall phases over a targeted 12-month timeframe. All public engagement, meetings, and visits are detailed in the Community Engagement section of the scope, not within each individual phase.

### **SCOPE OF SERVICES**

The planning effort Scope of Services is based on the Halff Associates, Inc. approach detailed in the Statement of Qualifications for #S19-019. This detailed scope of services includes the following:

#### **PHASE ONE: PROJECT INITIATION & MANAGEMENT**

##### **Task 1.1 Project Initiation and Management**

- Halff will coordinate a project kick-off conference call with City staff to discuss project logistics, establish key milestones, request needed information, refine the planning process and calendar, set QA/QC standards, establish project goals, discuss advisory committee, and finalize the public engagement strategy.
- Obtain key maps and background data (from City staff and other entities) including digital copies of existing plans, studies, and other information that may impact this planning process.
- Manage the project to ensure that it proceeds according to the professional services agreement and this scope of services. This includes timely communication with the City, coordination and scheduling of meetings and deliverables, preparing invoices and progress reports, etc.

### **Task 1.2 Pre-Planning and Background Information**

- Prepare associated base maps/ (GIS) files to serve as the foundation of this planning effort.
- Review and analyze previous studies/plans and other documentation that may influence, affect, or impact this planning effort and identify existing recommendations from other sources that may support this planning effort or its post-adoption implementation actions.
- Distribute questionnaires to City departments to understand existing conditions and near- and long-term needs.
- Begin preparation of key engagement activities, including project website development, online survey preparation, and development of media outreach.

### **Task 1.3 Plan Design/Branding**

- Prepare a plan design package to be used throughout the planning process. Brand development will include plan logo, color scheme, font and graphic style guide to be used as needed for public printed materials, advertisements, website and other documents, including final plans and publications.

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**Phase 1 Key deliverables:** Department questionnaire, outreach guidance. Other information collected will be incorporated at a later date into an introductory Chapter and in the existing conditions of other chapters as may be applicable.

**Role of City staff:** Confirm plan branding package, coordinate meetings, provide much of the background information such as plans, maps, GIS, etc. and establish schedule.

## **PHASE TWO: COMMUNITY ASSESSMENT**

### **Task 2.1 Background Analysis**

- Review and incorporate baseline demographic and socioeconomic data from the U.S. Census Bureau and other sources as may be necessary and/or applicable. Potentially use existing data sources if available.
- Incorporate population projections from the City, MPO, ISDs, County, and/or Texas Water Development Board or local source to establish forecasts for population growth in 5-year increments through at least 2040.
- Collect information from City staff documenting progress implementing prior plan actions to understand which previous plan goals and objectives remain community priorities.

### **Task 2.2 Existing Conditions Inventory and Analysis**

- Incorporate previously collected information, as applicable.
- Prepare a community assessment report which includes updated demographic tables and charts, baseline inventory in text, map, and table format. The report will broadly cover topics such as land use and growth management; transportation and mobility; housing and neighborhoods; infrastructure and utilities; community facilities and services; natural resources and

environmental constraints; parks, recreation, open space and trails; and community character, in a manner that corresponds with the ultimate thematic elements and chapters of the plan. The summary overview will be incorporated into the final plan as a chapter or with other related chapters or appendix and will be used as part of the analysis to help determine appropriate recommendations for moving forward.

### **Task 2.3 Growth Opportunities and Constraints Exercise**

- Work with the Technical Advisory Committee (City-staff appointees) to delineate and map anticipated future growth areas within the Planning Area, likely land uses and timeframe, constraints and opportunity areas.

### **Task 2.4 Vision Plan and Strategic Perspectives**

- Prepare tentative project goals to direct formulation of scenarios.
- Summarize early public engagement efforts to help develop plan vision and goals.
- Prepare draft Vision statement and list of guiding principles and present to the Comprehensive Plan Advisory Committee (CPAC).

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**Phase 2 Key deliverables:** Introductory Chapter and community assessment/existing conditions Chapter. Growth opportunities exercise with staff. Demographic projections and land use area requirements. Vision statement and guiding principles.

**Role of City staff:** Provide information on existing conditions and SWOT analysis, provide progress report as coordinate transfer of information or contact with outside entities.

## **PHASE THREE: PLAN COMPONENTS**

### **Task 3.1 Proposed Plan Components**

The following plan elements are proposed based on the plan elements identified in the RFP. Although all City priorities will be covered in the plan document, various plan elements may be combined into consolidated chapters for ease of use. Final chapter titles and arrangements may vary based on public input and desired strategic directions. The proposed plan element framework may include:

1. **Land Use Character and Placemaking.** Update the future land use map to better reflect differing areas of character. Based on the preferred growth scenario, the new map should reflect recent development and economic trends. Provide policy recommendations on housing, open and public spaces, gateways, urban design and the relationship between streets and the built environment.
2. **Growth and Development Strategy.** Analyze the city's directions of growth, opportunities and limitations and capacity of infrastructure (e.g., water, wastewater, and drainage) and public services (e.g., fire and police protection, etc.). Inventory of the city's natural resources against current development policies and practices. Analyze public safety efforts, utility systems and infrastructure

master planning efforts in conjunction with CIP and services needed for future population. Prepare a growth and annexation strategy consistent with state annexation laws and processes.

3. **Mobility and Transportation.** Incorporate necessary information from the city's thoroughfare plan and make recommendations as to its implications on the future of Leander and other plan elements. This involves an assessment of the city's thoroughfare network to include recommendations which could feed into a future transportation plan update. This element would also establish policies for street sections that address all modes of transportation including pedestrian, bicycle, auto, bus, etc.
4. **Economic Prosperity.** Incorporate recommendations from existing economic development studies that may have been undertaken in the City. Focus intently on 183A and 2243 opportunities and effects of new construction, as well as new downtown potential. Identify opportunities for attracting businesses in conjunction with and in support of other plan elements. Target ways to leverage initial public investment as catalyst projects to spur subsequent private investment. Identify ways to use the Chamber, EDC, and other resources to support efforts.

### **Task 3.2 Implementation Program Development**

- Prepare a work program of recommended implementation actions that categorizes actions by implementation types and responsible entities. Action types may include: operational change, capital project, financial investment, regulation, future planning, etc. Both short-term and long-range actions will be considered.
- Using the recommendations from each plan element, draft an implementation action plan that details near-, mid-, and long-term prioritization; type of action; and person, group, or entity responsible for implementation.
- Conduct a prioritization (ranking) exercises in a joint workshop setting with P&Z commission and City Council.
- Draft a plan implementation and administration program that verifies plan administration and oversight roles and establishes plan monitoring and amendment processes.

### **Task 3.3 Final Draft Plan**

The physical framework of the Leander City Plan may be comprised of the following components:

- *Community Assessment.* The first part of the comprehensive plan includes the assessment of existing conditions, research and findings, demographics, overview of community input. The assessment report is the record of the process and supports the city plan document.
- *City Plan.* The remainder of the comprehensive plan document includes the vision and goals, recommended actions and implementation. The final city plan will contain the thematic elements that staff and Halff feel is the most appropriate to convey desired outcomes. This component is the City's declaration of future directions that lays out the community work plan.

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**Phase 3 Key deliverable:** Information will be incorporated into a Final Draft Plan, particularly including an update to the Chapter containing recommended actions and strategies.

**Role of City staff:** Provide background, contextual information, and other feedback. Review Draft Plan elements, action prioritization, and work program and provide timely and comprehensive feedback.

## PHASE FOUR: PLAN ADOPTION

### Task 4.1 Adoption

- Prepare the Public Hearing Draft plan for review at public meetings.
- During visits 8-10, review final draft plan and implementation program with CPAC, Planning and Zoning Commission and City Council for formal consideration and approval. Participate in and present at public hearings as deemed necessary by City staff.

### Task 4.2 Adopted Plan Transmittal and Project Closeout

Post-adoption, Halff will transmit to the City document originals and published plans, as described below:

- *Document originals.* Halff will provide a consolidated PDF of the adopted Comprehensive Plan for posting on the City's website. Halff will a single full-color copy of the plan. Halff will also provide electronic versions of all original files related to the Comprehensive Plan.
- *Additional copies.* Printing of additional copies beyond those listed above will be considered an Additional Service per Exhibit "B" of this scope of services.

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**Phase 4 Key deliverables:** Public Hearing Draft and adopted plan originals. Note that Halff uses the latest versions of Adobe InDesign, Photoshop, and ArcGIS. Originals will be provided in these formats as well as a consolidated and printable Adobe PDF. The report submitted to the City will incorporate a single set of revisions reflecting any final amendments required by Council as conditions of approval.

**Role of City staff:** Coordinate meetings, final comments, and documents for public hearing process.

## PHASE FIVE: COMMUNITY ENGAGEMENT (ONGOING TASKS)

Public involvement in the planning process is an ongoing function and will occur within each Phase of the schedule. This section of the scope summarizes both the types of public involvement (listed in Task format) and a summary of consultant visits.

### TASK 5.1 COMPREHENSIVE PLAN ADVISORY COMMITTEE (CPAC)

Utilize a broadly-representative Comprehensive Plan Advisory Committee (CPAC) to provide key input and oversight of the development of the Leander Comprehensive Plan. The CPAC should be comprised of 10-15 individuals and should include, at minimum, active and forward-thinking members of several of the boards and commissions within the City. The purpose of the CPAC will be to provide a balanced

opinion on important City issues, provide comprehensive input on the vision for the future, and respond to draft deliverables and plan chapters.

There will be five posted meetings of the CPAC at key intervals throughout the comprehensive planning process. The two public open house events will be posted for the CPAC to contribute and help facilitate the public input. The CPAC will also be invited to attend each of the three joint workshops along with the City Council and Planning and Zoning Commission. Key City staff are anticipated to attend and participate in the meetings with the CPAC.

The CPAC meetings and tasks include the following:

- *Introductory Joint Workshop* – Invited to be a part of the introductory workshop (Visit No. 1)
- *Visioning and Future Directions* – First CPAC meetings to discuss existing conditions, trends, vision for the future and strategic directions (Visit No. 2)
- *Open House Public Meeting #1* - Invited to help facilitate the open house. (Visit No. 3)
- *Existing Conditions/Early Public Engagement Results* - Overview demographic and socioeconomic trends, issues and opportunities identified during the public kick-off, survey, and open house activities. Finalize vision statement and goals/objectives. (Visit No. 4)
- *Plan Elements # 1* – Review first recommendations for a subset of plan elements. (Visit No. 5)
- *Plan Elements # 2* - Review of recommendations for the remaining subset of plan elements. (Visit No. 6)
- *Open House Public Meeting #2* - Invited to help facilitate the second open house public meeting to review final recommendations and receive feedback. (Visit No. 7)
- *Plan Overview and Prioritization* - Joint workshop with Planning and Zoning, City Council, and CPAC to overview draft plan and do a prioritization exercise. (Visit No. 7)
- *Final plan* - Overview of final plan and prioritization. Formal recommendation to P&Z and Council. (Visit No. 8)

## **TASK 5.2 STAKEHOLDER FOCUS GROUPS**

Halff will conduct six-to-eight focus group meetings (60-75 minutes) with key stakeholders, generally in one day's time or part of a two-day kick-off. These small-group listening sessions should be comprised of 15-20 people per meeting and are intended to identify issues and recommendations for the future of Leander. Meetings with the following potential stakeholders are suggested but may be altered based on suggestions by the City's Project Administrator. Staff and representatives from various elected and appointed boards and commissions should be interspersed throughout each meeting depending on the topic of that particular meeting.

- The Chamber of Commerce; Leander Economic Development Corporation;
- Local realtors, developers, and builders;
- Leander Independent School District;
- Other governmental agencies and planning groups such as Williamson County, TxDOT, etc.;

- Large employers (non-Downtown) / industry owners;
- Neighborhood organizations, Homeowner associations and neighborhood watch groups;
- Local non-governmental organizations (social services, environmental, community, arts, historical, religious)
- Civic, downtown land and business owners, and those interested in historic preservation;
- Those interested in mobility, including local and regional transportation officials and bicycle/pedestrian interest groups;
- Those interested in quality of life (e.g., concerning parks, recreation, and trails; environment; beautification; civic spaces, tourism, etc.).

### **TASK 5.3 CITY COUNCIL / PLANNING AND ZONING COMMISSION MEETINGS**

Halff will meet with the Planning and Zoning Commission and City Council at several key points:

- *Project Kick-off Workshop* - Special Meeting of City Council, Planning and Zoning Commission, and CPAC to present introduction to planning process. (Visit No. 1)
- *Stakeholder Focus Groups* - Invite the Planning and Zoning Commission and City Council to participate in the stakeholder focus groups (along with all other boards and commissions). (Visit No. 1)
- *Mid-point Briefing* - Facilitate a joint meeting with the Planning and Zoning Commission and City Council for a mid-point briefing. (Visit No. 5)
- *Plan Overview and Prioritization* - Facilitate a meeting with the Planning and Zoning Commission, City Council, and CPAC to overview draft plan and do a prioritization exercise. (Visit No. 7)
- *Planning and Zoning Commission Public Hearing* - Conduct a public hearing with the Planning and Zoning Commission and receive formal recommendation of final plan. (Visit No. 9)
- *City Council Public Hearing and Consideration of Adoption* - Present the final recommended plan for approval to the City Council for their consideration of adoption. (Visit No. 10)

### **TASK 5.4 OPEN HOUSE PUBLIC MEETINGS**

Prepare and facilitate two open house public meeting events to get citizen input and feedback regarding key issues and concerns for the community.. Exact times and formats to be confirmed during discussions with staff.

- *Open House #1* - The community-wide public kick-off event to receive general input, generate enthusiasm for the plan process, start the survey and help identify the vision for moving forward. (Visit No. 3)
- *Open House #2* – The second open house event is to review plan element recommendations, vision statement and goals and strategies. Receive community-wide input of draft plan components before finalizing for public hearings. (Visit No. 7)

### **TASK 6.5 ONLINE PUBLIC SURVEY AND SOCIAL MEDIA OUTREACH**

Prepare and administer a comprehensive online public survey to be conducted early in the planning process. This includes preparing a draft survey and flyer and vetting with City staff. The City will be responsible for widely advertising the survey through social media and other media outreach tools. It is recommended that the City consider offering participation incentive(s), as appropriate, to take the survey. Halff will tabulate the survey results and incorporate, as appropriate, into the plan.

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**Phase 4 Key deliverable:** Meeting materials in advance of meetings. Incorporation of key meeting information into plan deliverables.

**Role of City staff:** Confirm public engagement strategy. Provide information on key stakeholders and other groups who may provide valuable information to the plan. Schedule, provide locations, and advertise all key public meetings and workshops. RSVP attendees to stakeholder and other meetings. Provide meeting refreshments as necessary.

## SUMMARY OF CONSULTANT VISITS

Visits refer to the time when Halff will be present in Leander to conduct staff discussions, meetings with stakeholders and CPAC, site reconnaissance and presentations. Stakeholder, CPAC and/or board meetings, proposed for each of those visits will be scheduled on the same days and evenings for greater project efficiency. Items that occur during each visit are preliminary and will be confirmed with City staff during confirmation of schedule and timeframe. Each visit includes a meeting or discussions with City Staff, as necessary, to update, coordinate and prepare for tasks and/or public meetings associated with the trip.

The preliminary sequence of visits is set out as follows:

### **Visit No. 1 – Project Kick-Off**

- Driving Tour
- Stakeholder Interview Meetings #1
- Joint workshop with City Council, Planning and Zoning, and CPAC #1

### **Visit No. 2 – Community Assessment**

- Stakeholder Interview Meetings #2
- CPAC Meeting #2

### **Visit No. 3 – Open House**

- Open House #1
- Initiate online public survey

### **Visit No. 4 – CPAC Direction**

- CPAC Meeting #3

### **Visit No. 5 – Mid-Point**

- CPAC Meeting #4
- Joint mid-point workshop with City Council and Planning and Zoning

### **Visit No. 6 – Plan Elements**

- CPAC Meeting #5

#### **Visit No. 7 – Open House**

- Open House #2
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- Joint workshop with City Council, Planning and Zoning, and CPAC #6

#### **Visit No. 8 – CPAC Recommendation**

- CPAC meeting #7 - formal recommendation of the plan

#### **Visit No. 9 – P&Z Recommendation**

- Public Hearing with Planning and Zoning Commission for formal recommendation of the plan

#### **Visit No. 10 – Council Adoption**

- Final meeting at Leander City Council for adoption of the plan

### **PLANNING PROCESS ASSUMPTIONS**

The scope of services for this proposal has been prepared using the following assumptions as a basis for its preparation:

- The project planning area will encompass the existing Leander City Limits and the City's statutory extraterritorial jurisdiction (ETJ)
- The City will appoint a contact person [Project Administrator] to work with Halff to act as an intermediary between City staff, City Council, Planning and Zoning Commission, the CPAC, outside consultants, and other City, county and state government staff persons as required. Halff will take direction from the City's Project Administrator or City Manager only.
- Halff deliverables include one consolidated round of revisions from the City.
- The City of Leander will coordinate facilities, refreshments, and advertising for all stakeholder group and public meetings.
- The City will be responsible for advertising for all meetings and announcements. This includes outreach via the City's existing social media channels (e.g., Facebook, Twitter, Next Door, etc.).
- The City will provide information from all previous planning studies and master plans that may have an effect on the outcome of this planning effort. This information will be provided in digital format when possible and available. If no digital information is available, the City will create a reproduction, wherever possible, that will not have to be returned at the conclusion of the project. This information may include, but not be limited to, existing land-use plans and GIS data; existing transportation and street master plans; existing water or sanitary sewer planning documents; economic and demographic studies; park, trail, and open space plans; or other pertinent planning or policy documents. Prompt compilation and delivery of these documents to Halff is an essential prerequisite for the initiation of work and timely forward progress on individual tasks and deliverables.
- The City will provide Halff with the most recently updated digital base map of the planning area with City limit and extraterritorial jurisdiction (ETJ) lines, school district lines, municipal utility district boundaries, roadway centerlines and rights-of-way (if available), water and sewer

facilities; dry utilities; public facilities (including police, fire, hospital, library and other major public facilities); park and open space facilities; sidewalks and trails; rivers, lakes and floodplain information; and other GIS available that may be pertinent to this planning process. These files will be in the form of GIS shapefiles.

- Input and feedback derived from the public engagement process will be assessed and incorporated into the various plan elements rather than compiled as stand-alone documents.
- Additional printing or publication expenses will be charged in accordance with Exhibit B. Expenses incurred by the consultant team, such as mileage, materials, food, etc., are integrated into the Base Plan cost in the scope of services.
- Tasks prepared as part of this planning effort may occur concurrently where appropriate, or in some cases may deviate from the sequence shown in this Scope of Services document.

#### APPROACH TO DELIVERABLES

Halff will provide draft/interim deliverables as prepared for each phase/task of the project. These deliverables will be used for public outreach and input, to facilitate meetings and receive feedback, and to complete the project. All draft/interim deliverables will be provided to the City in an electronic format (e.g., Adobe PDF) for ease of file transfer, reproduction, and distribution.

It is the responsibility of the City's Project Administrator to coordinate, compile, and forward in a consolidated manner all review comments, feedback, and/or requested/suggested revisions to such draft/interim deliverables. The project budget assumes original drafting of each deliverable and one consolidated revision upon receipt of compiled comments from the City's Project Administrator. Only minor revisions will be made following adoption of the plan to produce a final plan document. Substantive revisions after adoption may require additional services depending on their nature and the current budget status.

#### **End of Attachment 'A' – Scope of Services**

**EXHIBIT 'B'**  
**BASIS OF COMPENSATION**

**The Leander City Plan**  
**Leander, Texas**

**Base Scope of Work** – Halff Associates will provide labor and personnel to perform the base services outlined in Exhibit ‘A’ on a lump sum basis. Fees for services will be billed on a monthly basis, based on the percentage of work completed.

**Base Plan**

**Total: \$198,860**

**ADDITIONAL OR CONTINUING SERVICES**

During the course or at the conclusion of the project, the City may deem it necessary to schedule more meetings, request further research, or otherwise engage Halff in additional work efforts or subsequent phases not anticipated at project initiation or as set out in Exhibit A, *Scope of Services*. Any such additional services shall be specifically authorized by the City Council, as appropriate, and documented through a written amendment to Exhibit A, *Scope of Services*, or set out as follow up additional phase services. This will include a corresponding modification to the maximum not-to-exceed amount set out in Exhibit B, *Basis of Compensation*, and, if necessary, the time of performance as set out in Exhibit C, *Anticipated Schedule for Completion*.

Halff also offers several potential additional scopes of work which may be considered concurrent or following the comprehensive planning process. These are included in the following pages.

**Additional Meetings**

Each additional meeting or visit beyond those described in the scope will require additional fees to accommodate the request. These meetings range from \$1,500 for additional stakeholder meetings that require new visits, \$2,500 for additional public meetings with elected or appointed officials, and \$7,500 for additional open house public meetings (includes pre-meeting preparation and post-meeting follow-up). Open house meetings described in this scope of services that the City desires to schedule on an additional alternative date will cost \$2,000 each.

**CIP/Comprehensive Plan Integration**

As a follow up to the Comprehensive Plan, Halff Associates can prepare an updated capital improvements program to coordinate the location, timing, and financing of capital projects over at least a five (5) year period beginning with the fiscal year following Comprehensive Plan adoption. An updated capital improvements program will identify specific utility, facility, transportation and other capital

projects to be undertaken by the City; and, more closely tie capital project prioritization to Comprehensive Plan goals and objectives. This task will generate the following two (2) products:

- *Capital Improvements Program.* A report that documents the process used to generate the Five-year Capital Improvement Plan (CIP). Serves as a procedural template for preparing capital improvement plan updates in subsequent fiscal years. Will include program parameters, project categories, ranking criteria, project prioritization steps, annual CIP timeline, CIP oversight, project nomination, funding options, etc.
- *Five-year Capital Improvement Plan (CIP).* A list of prioritized capital projects to be included in the City's capital budget for the next five-year period. CIP materials will include project lists (including a supplementary list of unfunded projects not incorporated into the final five-year CIP), project forms, and ranking criteria and matrices in a database format for use by the City during subsequent fiscal years.

In partnership with the City, development of these products may include the following task activities:

- 1) Establish program parameters and project categories.
- 2) Update project ranking criteria, decision-making considerations, scores, and weights.
- 3) Prepare an updated project form template and project ranking database.
- 4) Facilitate a project prioritization process.
- 5) Develop a realistic financial plan that includes both the anticipated available funding resources and the anticipated project cost for all prioritized projects.
- 6) Meetings with a Capital Improvement Advisory Committee at key points during the process.

### **Comprehensive Plan How-to Guide (for development community)**

A new comprehensive plan often takes some adjustment for the development community to understand the new plan and effects on development process and approvals. The Comprehensive Plan How-to Guide is an easy-to-digest summary of the City's growth and character vision and strategic direction written specifically for those interested in developing in Leander. The intent of this document is to help provide clarity to interested parties regarding desired growth patterns, to be used to assist staff and elected officials in the development process and future land-use decisions.

### **Code Assessment and Report**

Concurrent with, or as a follow up to the Comprehensive Plan, Halff Associates could prepare a report which analyzes the consistency between the newly adopted Comprehensive Plan and the City's existing development codes. This task would include the following two (2) products:

- *Code Assessment.* Analyze and recommend modifications to the City's codified and uncoded zoning, subdivision, and development-related ordinances, paying particular attention to those recommendations that further implement the City's revised community vision.
- *Memorandum.* Prepare a separate memorandum which examines the relationships between the recommendations and policy directions of the Comprehensive Plan to the City's existing zoning, subdivision, and other development-related ordinances. The memorandum will identify gaps and improve consistency between plan and regulations, identify inconsistencies between regulatory

procedures and actual practice, and recommend modifications to improve usability and readability. This memorandum will set the stage for effective implementation of the regulatory improvements identified in the Comprehensive Plan.

### Development Code Amendments

As a follow up to the Comprehensive Plan, Halff Associates can draft amendments or re-writing of the development code as part of the Implementation Action Plan of the Comprehensive Plan. This task includes the Code Assessment Report (identified above), followed by the drafting of the actual regulatory text and zoning map amendments (as set out below). In many cases, the adoption of a Comprehensive Plan (and a new or revised community vision for the future) provides the right momentum and opportunity to update the City's regulations. Moreover, while the state does not require a Comprehensive Plan, it does require a municipality's zoning regulations to be adopted in accordance with the Comprehensive Plan (§ 211.004, *Compliance with Comprehensive Plan*, of the Tex. Local Gov't. Code). Halff's staff include a long history of developing zoning, subdivision, and other development-related regulations from simple ordinance modifications to preparation of entire unified development codes (UDCs). In addition to the Code Assessment Report described in the previous task, this task would result in the following:

- *Code Amendments.* Halff will undertake the drafting and presenting of the code text amendments in manageable pieces, typically with the same advisory committee used for the Comprehensive Plan, or with a new Zoning Advisory Committee. The actual drafting of the code text amendments will be in accordance with what was endorsed by the City Council as part of the review and approval of the *Memorandum*, and other local, state, and federal laws. Halff represents that is technically competent as any other planning firm to prepare the draft regulatory amendments but will rely on the City Attorney to ensure compliance with the legal requirements of the state.
- *Map Amendments.* Halff will provide strategic recommendations and general framework regarding the mapping of proposed zoning districts (if applicable). Changes to the zoning map are intended to implement the vision set out in adopted changes of the City's future land use plan. As part of this task, Halff will prepare a complete GIS and aerial mapping review of the City to analyze the closeness of fit between the proposed future land use plan, existing development character, and the existing and proposed zoning districts. Halff will prepare the strategic recommendations and general framework so that the actual zoning map layer can be prepared and vetted by the City using the City's conventions and standards, and so that the layer can be maintained and consistently applied for ongoing code and zoning map administration.

### Sub-Area, Neighborhood and Corridor Planning

Like many cities, Leander has a series of more refined sub-area plans which further refine how the City moves forward with improvements, such as in the TOD. During the comprehensive planning process, there may be additional small areas or corridors will be identified for future consideration that would provide detailed guidance to protect character, encourage investment, etc.

### Printing Expenses

Printing expenses of additional plan copies are not included in base fee in this scope of services. Additional plan copies can be provided at the following rates:

Final Plan Printing Expenses (if applicable):

Prints - Letter and Legal/Color	\$0.20/sheet
Prints - Letter and Legal/B&W	\$0.10/sheet
Prints - 11x17/Color	\$1.50/sheet
Prints - 11x17/B&W	\$0.75/sheet

**End of Attachment 'B' – Basis of Compensation**

**EXHIBIT “C”  
ANTICIPATED SCHEDULE FOR COMPLETION**

**The Leander City Plan  
Leander, Texas**

**Schedule for Completion of the Planning Effort** – Halff Associates expects to perform the base services outlined in Exhibit ‘A’ within twelve (12) calendar months from the date of the notice to proceed, pending further discussion with staff regarding appropriate timing and pace. Following staff confirmation of schedule during the Project Initiation Phase, schedule adjustments to meet specific City needs can be developed in conjunction with City staff if deemed necessary.

**End of Attachment ‘C’ – Anticipated Schedule for Completion**