

**From:** [Maddox, Jordan](#)  
**To:** [Joy Simonton](#); [David Carroll](#); [Robin Griffin](#); [Gordon Pierce](#)  
**Cc:** [Bucchin, Matt](#); [Bargainer, Tim](#)  
**Subject:** RE: Leander Comprehensive Plan updated scope and fee  
**Date:** Tuesday, September 10, 2019 4:47:02 PM  
**Attachments:** [image005.png](#)  
[image006.png](#)  
[image001.png](#)  
[Leander Comprehensive Plan Scope of Service Draft v.3 9.10.2019 blackline.pdf](#)  
[Leander Comprehensive Plan Scope of Service Draft v.3 9.10.2019 redline.pdf](#)

Joy,

Below is the new fee and scope of work framework, as adjusted, per our conversation just now. Both blackline and redline versions are attached. The Option 3 total is now **\$198,860**. The Old Town tiers (1-4) are included for Council's option to consider now or down the road. The email with all four chronological options remain below. Let me know if you have any questions.

**Option #1** – Halff's original scope and fee August 13, 2019 - **\$238,560**

The original scope and fee was drafted based on what we heard from City Council prior to the RFQ, the information provided in our Statement of Qualifications, and our discussion in the interview. We felt that this scope was in line with Council's desires for a detailed plan with full public engagement in a reasonable timeframe. It did not include City branding or a more detailed planning effort in Old Town. This fee anticipated the full public engagement, full Catalyst Commercial (economic sub-consultant) scope, a 12-month schedule, and recommendations with additional depth. If still desired, the 12-month schedule from the Notice to Proceed could stretch into the following fiscal year to account for the differences in budget.

**Option #2** – Halff's revised scope and fee August 22, 2019 after staff meeting - **\$217,960**

The revised fee the following week reduced a little over \$26,000 to remove certain components that would still provide the desired outcome. It included an additional \$5,500 for an expedited 10-month schedule instead of 12. With this proposal, Halff also provided a four-tiered option for Old Town that ranged from the information that would be included with the base fee up to an independent Old Town Master Plan separate document for \$65,000.

Options	Description	Fee
Tier 1	<b>Subset of Other Plan Element:</b> Goal(s) & action strategies included as part of another plan element or elements.	Included in base fee
Tier 2	<b>Individual Plan Element:</b> Old Town receives its own plan element with introduction; history; analysis of existing conditions and context; and development of goals, strategies, and a detailed action plan. This includes an additional stakeholder focus group and additional focus within the online survey and open house.	<b>\$9,800</b>
Tier 3	<b>Independent Action Plan – Policy &amp; Conceptual Master Planning:</b> Complete independent action plan that includes the same components as Tier 2 plus a downtown specific maps & markers stakeholder workshop, development of a conceptual master plan and up to two graphic renderings. A summary of the action plan will be synthesized into the overall comprehensive plan.	<b>\$26,600</b>
Tier 4	<b>Independent Action Plan – Full Old Town Master Plan:</b> Complete independent Old Town Master Plan that includes the same components as Tier 3 plus an infrastructure assessment; and land use, market, historic resources, and parking strategies. This also includes a more intensive visioning workshop and additional supporting graphic renderings. A summary of the action plan will be synthesized into the overall comprehensive plan.	<b>\$65,000</b>

**Option #3** – Halff's revised scope and fee September 9, 2019 after staff call - **\$198,860**

The updated scope (attached) and fee is based on the information that Halff heard from the staff on the September 6<sup>th</sup> call, in order to meet the Council agenda deadline for next week's meeting. This option adds back the cost of a second open house to the process, reduces Catalyst's scope further and removes the land-use charrette/scenario planning exercise. Option 3 does not include Old Town options, as we discussed on September 10<sup>th</sup>, but the four tiers

listed above can still be included as add-on options to meet the Council’s desires regarding Old Town consideration in the comprehensive plan. Option 3 assumes a 12-month timeframe and, while a reduced scope and price from the original Option #1, still retains our economic sub-consultant for a reduced role.

Additions	Open House #2 - restored	+	\$ 8,800.00
Omissions	Chet Garner	-	\$ (4,100.00)
	Summary Plan	-	\$ (4,700.00)
	Half-hosted Website	-	\$ (6,800.00)
	TRC Implementation Steps	-	\$ (1,900.00)
	Catalyst further reduced scope	-	\$ (15,000.00)
	Land-Use Charrette / Scenario Planning	-	\$ (7,200.00)
	12 month		\$198,860.00

Option #4 – Option 4 is our determination, essentially, more conversation is needed to determine a different path forward that involves conversation with the Mayor and/or Council. We think it may be a good idea to have this discussion regardless of which option is pursued.

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