




COLLIN COUNTY PURCHASING
2300 BLOOMDALE RD
STE 3160
MCKINNEY, TX 75071

SIGNATURE REQUEST FORM

DESCRIPTION OF ITEM NEEDING SIGNATURE
Signature needed for Engineering Services Agreement
HOW WERE ITEMS/SERVICES OBTAINED? (COOP, BID, ETC.) WAS THERE ANY COURT ACTION? IF SO, PLEASE PROVIDE COURT ORDER NO. IF NO COURT ACTION, HOW MANY RESPONSES WERE RECEIVED?
Agreement 2024-405 Professional Service Engineering Service Collin County Regional Trails Master Plan
CO No. 2024-755-08-12
BREAKDOWN OF TOTAL COSTS (MAY INCLUDE MAINTENANCE, AND TRAVEL COSTS)
Please see attached Agreement document for detail
SUPERVISOR NOTES
NA

BUYER Eleven Ding Date 8/13/2024

SUPERVISOR  Date 8/15/24

ENGINEERING SERVICES AGREEMENT

THIS AGREEMENT is made and entered by and between COLLIN COUNTY, TEXAS, a political subdivision of the State of Texas, hereinafter referred to as "County", and, Half Associates, Inc., a Texas Corporation, hereinafter referred to as "Engineer", to be effective from and after the date as provided herein.

WITNESSETH:

WHEREAS, the County desires to engage the services of the Engineer for Collin County Regional Trails Master Plan "Project"; and

WHEREAS, the Engineer desires to render such engineering services for the County upon the terms and conditions provided herein.

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That for and in consideration of the covenants contained herein, and for the mutual benefits to be obtained hereby, the parties hereto agree as follows:

1. Retention of the Engineer

The County hereby agrees to retain the Engineer to perform professional engineering services in connection with the Project; Engineer agrees to perform such services in accordance with the terms and conditions of this Agreement, exercising the same degree of care, skill, and diligence as is ordinarily possessed and exercised by a member of the same profession, currently practicing, under similar circumstances.

II. Scope of Services

2.1 The parties agree that Engineer shall perform such services as are set forth herein and described in Exhibit "A", which is attached hereto and thereby made a part of this Agreement. Work for each phase shall be preceded by a Notice to Proceed issued by County. The parties understand and agree that deviations or modifications in the form of written change orders may be authorized from time to time by the County.

2.2 The Engineer will serve as County's professional engineering representative under this Agreement, providing professional engineering, consultation, advice and furnishing customary services incidental thereto. The Engineer agrees to cooperate and coordinate with other design professionals, the County and its contractors to help facilitate efficient construction of the Project and maintain the Project schedule.

2.3 The Engineer shall advise the County with regard to the necessity for subcontract work such as special surveys, tests, test borings, or other subsurface investigations in connection with design and engineering work to be performed hereunder. The Engineer shall also advise the County concerning the results of same. Such survey, test, and investigations shall be furnished to the County.

2.4 The presence or duties of the Engineer's personnel at a construction site, whether as on-site representatives or otherwise, do not make the Engineer or its personnel in any way responsible for those duties that belong to County's construction contractors or other entities, and do not relieve the construction contractors or any other entity of their obligations, duties, and

responsibilities, including but not limited to, all construction methods, means, techniques, sequences and procedures necessary for completing all portions of the construction work in accordance with the Contract Documents and any health or safety precautions required by such construction work. The Engineer and its personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions.

2.5 The Engineer will make periodic recommendations for periodic construction progress payments to the construction contractor. Recommendations by the Engineer to the County for periodic construction progress payments to the construction contractor will be based on the Engineer's knowledge, information, and belief from sampling and observation that the work has progressed to the point indicated. Such recommendations do not represent that there are not other matters at issue between the County and the construction contractor that affect the amount that should be paid.

2.6 The Engineer agrees to provide a complete and coordinated set of drawings and specifications for the construction of the Project, exercising the same degree of care, skill, and diligence as is ordinarily possessed and exercised by a member of the same profession, currently practicing, under similar circumstances. Construction drawings, specifications, and other construction documents prepared by the Engineer or its consultants and submitted to the County for approval or contractors for bidding or negotiation purposes shall be complete and capable of construction "as is". While the utility of communications between design professionals and construction contractors for the purpose of clarifying design intent is recognized, the Project should be capable of construction without the necessity of formal revisions or contract modifications to provide missing design information after construction contracts are awarded. Said documents shall comply with all applicable codes, ordinances, statutes, and regulations governing the design of the Project.

2.7 The Engineer shall assist the County in the preparation and filing of documents required for the approval of governmental authorities having jurisdiction over the Project.

III. Schedule of Services

3.1 The Engineer agrees to commence its services immediately upon execution of this Agreement, or as otherwise directed in writing by the County, and to proceed diligently with said services to completion as described in the Completion Schedule attached hereto as Exhibit "B" and thereby made a part of this Agreement. Engineer shall not be considered in default of this Agreement for delays in performance caused by circumstances beyond its reasonable control. Should such circumstances occur, the Engineer shall, within a reasonable time of being prevented from performing, give written notice to the County describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

3.2 In the event that the Engineer is delayed in the progress of the work on the Project by an act or neglect of the County, County's employees, or separate contractors employed by the County, or by changes ordered in the Project, fire, adverse weather conditions not reasonably anticipated, unavoidable casualties or other causes beyond the Engineer's control, or delay authorized by the County pending arbitration, or by other causes which the County and Engineer agree may justify delay, then the Contract Time shall be reasonably extended by Contract Amendment. The County shall have the right at any time to delay or

suspend the work or any part thereof for any reasonable time and if this happens, the Engineer's sole remedy for any delays or suspension shall be any extension of time. However, should the delay continue for more than one year past the original completion date in the completion schedule, the Engineer may request to renegotiate their professional fee provided that the fee is reasonable and substantiated by documents showing the need for the requested increase. Any

request for a fee increase shall be submitted to County for final approval. The County shall not be independently liable to the Engineer for any delay or interference caused by circumstances beyond the County's control or any delay caused by any other person or entity.

IV. Compensation and Method of Payment

The parties agree that Engineer shall be compensated for all services provided pursuant to this Agreement in the amount and manner described and set forth in the Payment Schedule attached hereto as Exhibit "C" and thereby made a part of this Agreement. Engineer further agrees that it will prepare and present such monthly progress reports and itemized statements as are described in said Exhibit "C". Payment will be made in accordance with The Texas Government Code, Title 10, Subtitle F, Chapter 2251. Engineer further agrees to the following terms prior to payment being due by County:

A. Invoice and Payment

- (1) The Engineer shall provide the County sufficient documentation to reasonably substantiate the invoices.
- (2) The Engineer will issue monthly invoices for all work performed under the Agreement.
- (3) In the event of disputed or contested billing, only that portion so contested will be withheld from payment, and the undisputed portion will be paid. The County will exercise reasonableness in contesting any portion thereof. NO interest will accrue on any contested portion of the billing until mutually resolved.
- (4) In the event of any conflict between Paragraph IV and Chapter 2251 of the Texas Government Code, The Texas Government Code shall prevail.

V. Information to be provided by the County

5.1 The County agrees to furnish to Engineer, prior to the Engineer's commencement of its services, all that information set forth and described on Exhibit "D", which is attached hereto and thereby made a part of this Agreement.

5.2 The County will make its facilities accessible to the Engineer as required for the Engineer's performance of its services. The Engineer represents that it understands the scope of this Agreement and has reviewed and inspected the Project sites, and can fully perform its obligations pursuant to this Agreement. Any failure of the Engineer to acquaint itself with the available information will not relieve the Engineer from its responsibilities pursuant to this Agreement.

5.3 The County shall disclose, to the extent known to the County, the results of prior tests, inspections or investigations conducted for the Project upon request by the Engineer.

VI. Progress Meetings

In addition to providing the monthly progress reports as required under Paragraph IV herein above, Engineer agrees to attend all monthly progress meetings scheduled by County,

and at such meetings to outline work accomplished and special problem or delays encountered in connection with the Project during the previous report period, as well as planned work activities and special problems and delays anticipated for the next report period. The Engineer agrees to cooperate and coordinate with other design professionals, the County and its contractors to help facilitate efficient construction of the Project and maintain the Project schedule.

VII. Insurance

Engineer agrees to meet all insurance requirements as set forth on Exhibit "E" which is attached hereto and thereby made a part of this Agreement.

VIII. Indemnity

Engineer agrees to indemnify the County to the fullest extent allowed by section 271.904 of the Texas Local Government Code, including payment of the County's reasonable attorneys' fees to the extent such is allowed under 271.904(b).

The Engineer must be in compliance with the provisions of Section 2254.0031 of the Texas Government Code, which incorporates by reference Section 271.904(d) of the Texas Local Government Code. The Engineer shall perform services (1) with professional skill and care ordinarily provided by competent Engineers practicing under the same or similar circumstances and professional license, and (2) as expeditiously as is prudent considering the ordinary professional skill and care of a competent Engineer.

IX. Independent Contractor

In the performance of services hereunder, the Engineer shall be deemed an independent contractor and shall not, with respect to its acts or omissions, be deemed an agent, subcontractor or employee of the County.

X. Assignment and Subletting

The Engineer agrees that neither this Agreement nor the services to be performed hereunder will be assigned or sublet without the prior written consent of the County. The Engineer further agrees that the assignment or subletting or any portion or feature of the services required in the performance of this Agreement shall not relieve the Engineer from its full obligations to the County as provided by this Agreement.

XI. Audits and Records/Prohibited Interest

11.1 The Engineer agrees that at any time during normal business hours, and as often as County may deem necessary, Engineer shall make available to representatives of the County for examination all of its records with respect to all matters covered by this Agreement, and will permit such representatives of the County to audit, examine, copy and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Agreement, all for a period of three (3) years from the date of final settlement of this Agreement or of such other or longer period, if any, as may be required by applicable statute or other lawful requirements.

11.2 The Engineer agrees that it is aware of the conflict of interest requirements of the state law which are applicable to persons entering into contracts with the County and will abide by the same. Engineer understands and agrees that the existence of a conflict of interest during the term of this Agreement will render the agreement voidable.

11.3 The Engineer acknowledges to the County that it has made full disclosure in writing of any existing conflicts of interest or potential conflicts of interest, including personal

financial interest, direct or indirect, in property abutting the proposed Project and business relationships with persons or entities with interest in abutting properties.

XII. Contract Termination

The parties agree that County shall have the right to terminate this Agreement without cause upon thirty (30) days written notice to Engineer. In the event of such termination without cause, Engineer shall deliver to County all final finished or unfinished documents, data, studies, surveys, drawings, maps, models, reports, photographs or other project related documents or items prepared by Engineer in connection with this Agreement. Engineer shall have the right to terminate this Agreement upon thirty (30) days written notice to County in the event of the County's breach of any material term of this Agreement, including but not limited to compensation and method of payment. Regardless of which party initiates termination, Engineer shall be entitled to compensation for any and all services completed to the satisfaction of County in accordance with the provisions of this Agreement prior to termination.

XIII. Cost Estimates

The parties recognize and agree that any and all Engineer's estimates of probable construction costs (estimates) prepared by Engineer in connection with the Project represent the best judgment of Engineer as a design professional familiar with the construction industry, but that the Engineer has no control over costs or the price of labor, equipment or materials or over the Contractor's methods of pricing and does not guarantee that any bids solicited or received in connection with the Project will not vary from estimates prepared by Engineer.

XIV. Ownership of Documents

Original drawings and specifications (Instruments of Service) created by Engineer are the property of the Engineer; however, the Project is the property of the County, and Engineer may not use the drawings and specifications for any purpose not relating to the Project without County's consent. County shall be furnished with such reproductions of drawings and specifications as County may reasonably require. Upon completion of the services or any earlier termination of this Agreement under Article XII, and payment in full of all monies due Engineer, Engineer will revise drawings to reflect significant changes made during construction as per the marked-up prints, drawings, and other data furnished to the Engineer by or through the County or Contractor. Engineer will promptly furnish the County with one (1) complete set of reproducible record prints. All such reproductions shall be the property of the County who may use them without the Engineer's permission for any proper purpose relating to the Project, including but not limited to, maintenance of the Project, additions to the Project, or completion of the Project. The aforementioned revisions will be based upon information supplied by the County's construction contractor and will be assumed by Engineer to be complete and accurate. As such, Engineer shall not be responsible for errors or omissions resulting therefrom. Prints shall be furnished, as an additional service, at any other time requested by County. The County may use such drawings in any manner it desires; provided, however, that the Engineer shall not be liable for the use of such drawings for any project other than the Project described herein.

XV. Complete Contract

15.1 This Agreement, including the exhibits hereto numbered "A" through "E", constitute the entire agreement by and between the parties regarding the subject matter hereof and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified or canceled by a duly executed written instrument, signed by the County and the Engineer.

15.2 Warranties contained in this Agreement are in addition to and not in lieu of, any and all other liability imposed upon the Engineer by law with respect to the Engineer's duties, obligations, and performance hereunder. The Engineer's liability hereunder shall survive the County's final acceptance and payment for the Project. All representations and warranties set forth in this Agreement, including without limitation, this paragraph, shall survive the final completion of the Work or earlier termination of this Agreement. The Engineer acknowledges that the County is relying upon the Engineer's skill and experience in performing the services pursuant to this Agreement.

XVI. Mailing of Notices

Unless instructed otherwise in writing, Engineer agrees that all notices or communications to the County permitted or required under this Agreement shall be addressed to the County at the following address:

Mr. Clarence Daugherty, P.E.
Director Collin County Engineering Department
4690 Community Ave. Ste. 200
McKinney, TX 75071

Collin County Purchasing
2300 Bloomdale #3160
McKinney, TX 75071

County agrees that all notices or communications to Engineer permitted or required under this Agreement shall be addressed to Engineer at the following address:

Kendall Howard
1201 N. Bowser Rd
Richardson, TX 75081

All notices or communications required to be given in writing by one party or the other shall be considered as having been given to the date such notice or communication is posted by the sending party.

XVII. Miscellaneous

A. Paragraph Headings

The paragraph headings contained herein are for convenience only and are not intended to define or limit the scope of any provision in this Agreement.

B. Interpret Contract Fairly

Although this Agreement is drafted by County, should any part be in dispute, the parties agree that the Agreement shall not be construed more favorable for either party.

C. Venue/Governing Law

The parties agree that the laws of the State of Texas shall govern this Agreement, and that it is performable in Collin County, Texas. The venue for any litigation related to this Agreement shall be in Collin County, Texas.

D. Parties Bound

County and Engineer, and their partners, successors, subcontractors, executors, legal representatives, and administrators are hereby bound to the terms and conditions of this Agreement.

E. Severability

In the event a term, condition, or provision of this Agreement is determined to be void, unenforceable, or unlawful by a court of competent jurisdiction, then that term, condition, or provision shall be deleted and the remainder of the Agreement shall remain in full force and effect.

F. Effective Date

This Agreement shall be effective from and after execution by both parties hereto.

G. Term of Agreement

The term of Agreement shall conform to the schedule as stipulated in Exhibit "B" attached herein. No other extension shall be authorized unless granted by written agreement between the County and Engineer.

H. Observe and Comply

Engineer shall at all times observe and comply with applicable federal and State laws and regulations and applicable City ordinances and regulations which in any way affect this Agreement and the work hereunder, and shall observe and comply with applicable orders (upon notification by the County), laws, ordinances and regulations which may exist or may be enacted later by governing bodies having jurisdiction or authority for such enactment. No plea of misunderstanding or ignorance thereof shall be considered. Engineer agrees to defend, indemnify and hold harmless County and all of its officers, agents, and employees from and against all claims or liability arising out of the violation or any such order (upon notification by the County), law, ordinance, or regulation, whether it be by itself or its employees.

I. Expenses for Enforcement

In the event either Party hereto is required to employ an attorney to enforce the provisions of this Agreement or is required to commence legal proceedings to enforce the provisions hereof, the prevailing Party shall be entitled to recover from the other, reasonable attorney's fees and court costs incurred in connection with such enforcement, including collection.

J. Force Majeure

No party shall be liable or responsible to the other party, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement, when and to the extent such failure or delay is caused by or results from acts beyond the affected party's reasonable control, including, without limitation: acts of God; flood, fire or explosion; war, invasion, riot or other civil unrest; actions, embargoes or blockades in effect on or after the date of this Agreement; or national or regional emergency (each of the foregoing, a "Force Majeure Event"). A party whose performance is affected by a Force Majeure Event shall give notice to the other party, stating the period of time the occurrence is expected to continue and shall use diligent efforts to end the failure or delay and minimize the effects of such Force Majeure Event.

WITNESS OUR HANDS AND SEALS on the date indicated below.

Date: 8/19/24

COLLIN COUNTY, TEXAS

By: Michelle Charnoski

Michelle Charnoski, NIGP-CPP, CPPB

Purchasing Agent

Court Order No. 2024-755-0842



Date: 8-2-2024

HALFF ASSOCIATES, INC.

By: Karley Huff

Title: Planning Team Leader

CO: 2024-755-0842

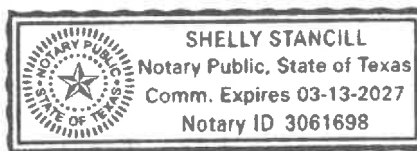
ACKNOWLEDGMENT

STATE OF TEXAS }
COUNTY OF COLLIN }

BEFORE ME, Shelly Stancill on this day personally appeared Kendall Howard of HALFF, a Texas Corporation, known to me (or proved to me on the oath of TX Drivers license or through (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same as the act and deed of the corporation, for the purposes and consideration therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this 2nd day of August, 2024

Shelly Stancill
Notary Public, State of Texas



Shelly Stancill
Printed Name

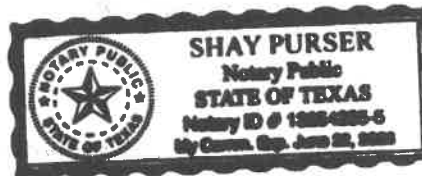
My Commission expires on the 13 day of March, 2027.

STATE OF TEXAS }
COUNTY OF COLLIN }

BEFORE ME, Shay Purser on this day personally appeared Michelle Charnoski, Purchasing Agent of COLLIN COUNTY, TEXAS, a political subdivision of the State of Texas, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same as the act and deed of COLLIN COUNTY, TEXAS, for the purposes and consideration therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this 19 day of August, 2024.

Shay Purser
Notary Public, State of Texas



Shay Purser
Printed Name

My Commission expires on the 22 day of June, 2028.

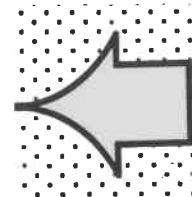


EXHIBIT "A"
SCOPE OF SERVICES

A scope of services was provided (attachment A by the end of this agreement) to Collin County for review and approval before the commencement of any work.

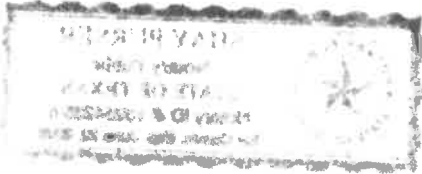


EXHIBIT "B"
PROJECT SCHEDULE

This agreement shall be effective upon execution by both parties and shall be in effect until the project is fully completed.

Refer to the attached schedule in attachment D by the end of this agreement, for deliverable/milestone dates. Actual deliverable/milestone dates may be subject to change based on delayed critical path task items that are outside of the control of the Engineer and/or the County. A revised project design schedule will be provided by the Engineer in the event that an adjustment is necessary.

EXHIBIT "C"
PAYMENT SCHEDULE

Invoices will be transmitted to the County on a monthly basis based on a percentage of work completed at that time, and payments to the Engineer will be made as follows:

A derivation of the total contract fee amount is attached as below:

BASIC SERVICES – FEE SUMMARY.

Planning services as described in Exhibit A will be provided by Halff on a lump sum basis, with an authorized lump sum contract fee of \$289,000 for the Collin County Regional Trails Master Plan. The lump sum fee includes compensation for document copying, printing, mileage and associated expenses necessary for the planning effort. Fees for services will be invoiced monthly, based on the percentage of work completed.

Phase Fee

1: Discover \$71,000
2: Assess \$72,500
3: Recommend \$85,000
4: Implement \$50,500
Subtotal \$279,000
Direct Expenses \$10,000
Grand Total \$289,000

EXHIBIT "D"
INFORMATION TO BE PROVIDED BY THE COUNTY

EXHIBIT "E"
INSURANCE REQUIREMENTS

1.1 Before commencing work, the vendor shall be required, at its own expense, to furnish the Collin County Purchasing Agent with certified copies of all insurance certificate(s) indicating the coverage to remain in force throughout the term of this contract.

1.1.1 **Commercial General Liability** insurance including but not limited to the coverage indicated below. Coverage shall not exclude or limit Products/Completed Operations, Contractual Liability, or Cross Liability.

- Each Occurrence: \$1,000,000
- Personal & Adv Injury: \$1,000,000
- Products/Completed Operation: \$2,000,000
- General Aggregate: \$2,000,000

1.1.2 **Workers Compensation** insurance as required by the laws of Texas, and Employers' Liability.

- Employers' Liability
- Liability, Each Accident: \$500,000
- Disease-Each Employee: \$500,000
- Disease – Policy Limit: \$500,000

1.1.3 **Commercial Automobile Liability** insurance including owned, non-owned, and hired vehicles used in connection with the contract.

- Combined Single Limit – Each Accident: \$1,000,000

1.1.4 **Professional/Errors & Omissions Liability** insurance with a two (2) year extended period of coverage, (i.e. tail coverage). If you choose to have project coverage endorsed onto your base policy, this would be acceptable.

- Each Occurrence/Aggregate: \$1,000,000

1.1.5 **Umbrella/Excess Liability** insurance.

- Each Occurrence/Aggregate: \$1,000,000

1.2 With reference to the foregoing insurance requirement, the vendor shall endorse applicable insurance policies as follows:

1.2.1 A waiver of subrogation in favor of Collin County, its officials, employees, volunteers and officers shall be for General Liability, Commercial Automobile Liability and Workers' Compensation.

1.2.2 The vendor's insurance coverage shall name Collin County as additional insured under the General Liability policy.

1.2.3 All insurance policies shall be endorsed to require the insurer to immediately notify Collin County of any decrease in the insurance coverage limits.

1.2.4 All insurance policies shall be endorsed to the effect that Collin County will receive at least thirty (30) days' notice prior to cancellation, non-renewal or termination of the policy.

1.2.5 All copies of Certificates of Insurance shall reference the project/contract number.

1.3 All insurance shall be purchased from an insurance company that meets the following requirements:

1.3.1 A financial rating of A+VII or better as assigned by the BEST Rating Company or equivalent.

1.4 Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent, and shall contain provisions representing and warranting the following:

1.4.1 Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.

1.4.2 Sets forth the notice of cancellation or termination to Collin County.

ATTACHMENT A

BASIC SCOPE OF SERVICES FOR COLLIN COUNTY REGIONAL TRAILS MASTER PLAN

PROJECT DESCRIPTION

Halff shall provide planning services to Collin County ("CLIENT") that result in a Regional Trails Master Plan (the "Project"). The resulting plan will guide the development of trail network recommendations and prioritization for implementation for a system of off-road trails and sidepaths that will connect users to key destinations within Collin County and provide connections to adjacent communities.

PLANNING PROCESS PARAMETERS

This Scope of Services (the "Scope of Services") is subject to the following parameters:

1. It is anticipated that the Plan will take 16 months to complete – including delivery of a draft report to the Commissioners Court. The subsequent timeframe and adoption of the final Plan will vary depending on the County's scheduling preferences.
2. The Project will begin from the date of contract execution and will follow a task-by-task schedule prepared as part of the Project initiation process outlined in this Scope of Services. Any adjustments made to the Project schedule during the Project term will be jointly agreed upon between the County and Halff.
3. The study area will include all property within the County limits. Other surrounding properties or facilities that may be utilized by the County with the goal of achieving an orderly long-term growth and development may be considered as mutually agreed upon between the Client and Halff.
4. Draft and final Plan reports will be prepared in electronic (e.g., Adobe In-Design) format. Reports will be provided to the County in In-Design and PDF format suitable for distribution electronically and for posting to the County website. Mapping files will be provided in ArcGIS format including shapefiles and layer packages for use by the County.
5. Tasks undertaken as part of this Project may occur concurrently where appropriate, or in some cases may vary from the sequence shown in the Scope of Services.
6. Where possible, committee and planning meetings will be scheduled by Halff and/or the County on concurrent days and evenings for greater project efficiency.
7. Any additional meetings or events beyond those shown in the Scope of Services will be considered an additional service and are not included in this Scope of Services.
8. Only minor revisions (e.g. minor text changes) will be made following approval or adoption to produce the final deliverables. Substantive revisions (e.g. new content, map changes, formatting adjustments) after approval or adoption may require additional services depending on their nature.

9. Halff anticipates that the GIS shapefiles and associated data represent an up-to-date depiction of the existing conditions. In the instance that the Client's and/or participating communities' data is out-of-date, inaccurate, or otherwise not usable for creating base maps, or to perform the identified analyses set out in this Scope of Services, Halff may request that the Client update the data so that it is accurate and usable, or may request an additional service to undertake the data creation/correction on behalf of the Client. Delays in receiving accurate data or creating new base map data (as may be needed to undertake the requisite tasks set out in this Scope of Services), may delay overall completion of the Project.
10. Halff will prepare data analysis of demographics, existing conditions, or other relevant environmental factors using the latest data provided by the Client or available publicly at the time of task compilation. Halff will request an additional service to update those analyses if existing conditions change during the Project.
11. Input and feedback derived from the public engagement process will be assessed and incorporated into the various plan elements rather than compiled as meeting notes and minutes.
12. Halff's project involvement and facilitation as described in this Scope of Services (Attachment A) is contingent upon Client's execution of this Scope of Services and the attached Standard Terms and Conditions as well as the Basis of Compensation (Attachment B), Client Support (Attachment C), and Project Schedule (Attachment D).

PHASE 1 – DISCOVER

TASK 1.1 - PROJECT INITIATION & KICK-OFF

Halff will coordinate a project kick-off conference call with the Client to discuss project logistics, establish key milestones, request information to be provided by Client, refine the planning process and calendar, coordinate site visits, provide an overview of the QA/QC process, establish project goals and schedule, and discuss composition of stakeholder groups and Technical Advisory Group.

TASK 1.2 – REQUEST FOR INFORMATION AND DATA COLLECTION

Halff will obtain key maps, GIS files, CAD data, and background data from the Client and participating communities, including digital copies of existing plans, studies, and other ongoing projects and plans from the Client that may impact this planning process. Halff will utilize publicly available data to the best of Halff's ability. Halff will prepare a Request for Information (RFI) for the Client to provide important background data, files, photos, plans, and other pertinent information to the Project. The RFI will also include information from Client staff documenting progress implementing prior plan actions to understand previous plan implementation progress and which plan goals and objectives remain community priorities.

TASK 1.3 – WINDSHIELD TOUR

Halff will coordinate with the Client to conduct a four (04) day windshield tour with County staff of key existing and potential trail and bikeway corridors, key destinations, and desired linkages to adjacent cities and counties. The intent of the tour is to get a first-hand perspective of the issues, challenges, and opportunities of the plan area.

TASK 1.4 – EXISTING STUDIES REVIEW

Halff will review and analyze previous studies/plans and other documentation identified by the Client 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. These studies will include:

- Current County Regional Trails Master Plan
- Current County Thoroughfare Plan
- City Trails, Bikeways, Parks, Active Transportation, and Comprehensive Plans
- Other regional studies such as the Collin County Parks and Open Space Strategic Plan, NCTCOG Regional Veloweb, and Dallas County Trails Plan

TASK 1.5 – BASE MAP

Halff will use relevant GIS data provided by the Client to prepare a project base map. Halff assumes that the data is already available through existing GIS inventories. The Client will work to assemble and provide Halff with the most current data in GIS shapefile format (for mapping items), PDF for reports or documents, and CAD for other applicable design elements. A data request form will be prepared at the beginning of the Project requesting specific datasets. Except as stated herein, Halff is not responsible for increasing the accuracy and precision or otherwise improving data received directly from the Client or other vendors.

TASK 1.6 – REVIEW DEMOGRAPHIC AND REGIONAL CHARACTERISTICS

Halff will assemble a brief demographic snapshot for the County including text, tables, and charts utilizing the most recent demographic data from various sources, including the U.S. Census Bureau, American Community Survey 5-Year Estimates, MPO, county, and other municipal sources. Demographic data will include population growth trends and other datasets relevant to the planning effort. For the purposes of

this master plan, a 'current' date will be established to represent the current demographics in Collin County.

TASK 1.7 – SYSTEM INVENTORY

Existing, Programmed, and Planned Trails: Halff will develop an inventory in map and summary table format of existing, programmed (funded), and planned trail facilities within Collin County and within adjacent counties within ½ mile of the Collin County boundary. Each municipality will be responsible for providing their trail data in digital format and confirming the resulting map and summary table data. At this stage, Halff will confirm trail typologies with the County for use in identifying existing and future trail types (e.g. Spine Trails, Paved Trails, Soft-Surface Trails, etc.).

Key Destinations: Halff will locate and map (with generic symbols) the general geographic location of key destinations within Collin County to include: key County and City/Town civic facilities, county parks and major regional/city/community parks, major natural features and drainage corridors, schools, major retail centers, major employers, and key entertainment centers.

TASK 1.8 – AGENCY COORDINATION MEETINGS

Halff will host agency coordination meetings to seek input from key governmental and community representatives. The first round of meetings will be to confirm the system inventory developed in Task 1.7 and discuss potential opportunities for future connections.

A total of four (04) agency coordination meetings are included in this task. County staff will select groups or individuals to meet and/or interview and arrange meetings. The proposed breakdown of groups should be as follows:

- **Governmental Agencies.** Attendees will be designated by County staff and should represent a broad cross-section of governmental entities such as other County departments, NCTCOG, TxDOT, NTTA, USACE, NTMWD, and Oncor.
- **Large Municipalities (50,000 and greater).** Attendees will be designated by County staff and invitees may include representatives from planning, transportation and/or park department staff.
- **Mid-sized Municipalities (10,000 to 49,999).** Attendees will be designated by County staff and invitees may include representatives from planning, transportation and/or park department staff.
- **Small or Rural Municipalities (Less than 10,000).** Attendees will be designated by County staff and invitees may include representatives from planning, transportation and/or park department staff.

TASK 1.9 – TECHNICAL ADVISORY GROUP MEETING #1

A Technical Advisory Group (TAG) made up of County, Agency and City representatives will be developed. This group will review key issues and opportunities and provide feedback on the feasibility of proposed recommendations. At the first meeting, Halff will meet with the TAG to introduce the team, describe the master planning process, and conduct a visioning work session.

TASK 1.10 – PARKS FOUNDATION ADVISORY BOARD BRIEFING #1

Halff will conduct an introductory briefing to the Collin County Parks Foundation Advisory Board during a regularly scheduled board meeting to hold a visioning work session.

TASK 1.11 – ONLINE SURVEY

Halff will prepare and administer one (01) online public survey during the planning process to gauge public input on how they use trails in the County today and what connections they would like to see in the future. This task will include drafting the survey and social media flyer and seeking approval from the Client. Halff will host the survey through Survey Monkey or similar third-party platform. The Client will be responsible for advertising the survey(s) through various channels, such as social media, the website, and other media outreach tools. The survey results will be tabulated by Halff and incorporated into the

plan as necessary. Additionally, if desired, the survey can be prepared in languages other than English for an extra fee.

TASK 1.12 – PREPARE PLAN CHAPTER 1: CONTEXT

Halff will produce a draft of the first master plan report chapter focused on the existing context of the trails system in Collin County. Halff will incorporate up to two (02) rounds of comment revisions.

TASK 1.13 – PROJECT MANAGEMENT AND QA/QC

Halff will conduct ongoing administrative tasks throughout the planning period. Halff will manage the Project so that it proceeds according to the Contract and this Scope of Services. This includes timely communication with the Client, coordination and scheduling of meetings and deliverables, preparing invoices and progress reports, and other project administration tasks. The Halff project manager and Client's Project Administrator may hold check-in calls every other week to coordinate, review action items, and maintain the Project schedule. Halff will also perform internal Quality Control and Quality Assurance (QA/QC) reviews of all deliverables.

Phase 1 Meeting Summary

- Phase 1 meetings include: A) Kick-Off Meeting (virtual); B) Windshield Tour (04 days total); C) Agency Coordination Meetings (04 total meetings); D) Technical Advisory Group Meeting #1; E) Parks Foundation Advisory Board Briefing #1; F) Project Coordination Meetings (virtual, every other week, ongoing)

Phase 1 Items Provided by Client

- County GIS data, plans, policies and procedures, maps, reports, capital expenditures, and other materials as described in the task descriptions and Exhibit C (Client Support). City/Town and Agency relevant plans and GIS data. Identification of attendees for agency coordination meetings and Technical Advisory Group. Coordinate stakeholder meeting invites and meeting space reservations. Review draft and final materials.

Phase 1 Deliverables:

- Request for Information spreadsheet, monthly progress report, project schedule, base map, review of existing studies to be incorporated into final plan, demographic snapshot to be incorporated into final plan, inventory map and summary table of existing, programmed, and planned trails, inventory map of key destinations, meeting presentation materials, online survey administration and summary, draft Chapter 1.

PHASE 2 – ASSESS

TASK 2.1 – EXISTING NETWORK EVALUATION

Halff will conduct five (05) full-day driving and walking field reconnaissance tours of existing trails, greenbelts, equestrian trails, drainage ways and utility corridors to better identify areas for improvement, opportunities for additional city connections, facility barriers, inter-jurisdictional connections, and under/over crossings. Halff will confirm reconnaissance locations with Client in advance. ADA issues will be assessed in a general sense but recommendations for specific facilities will not be part of the base scope of services. The intent of these tours is to understand key opportunities and constraints, existing features, and potential corridor linkages.

TASK 2.2 – NEEDS ASSESSMENT

The needs assessment will use a combination of quantitative and qualitative methods to assess opportunities and areas of concern for using trails within the County and extending to neighboring jurisdictions. The assessment will analyze bicycle/pedestrian crash data, trail counter data (where available), trail level of service (LOS), as well as identify major deficiencies, major gaps and barriers, and opportunities to connect to existing trails. A technical memo summarizing the methods and results of the needs assessment will be prepared and will be integrated into the final master plan report as a technical appendix.

TASK 2.3 – OPPORTUNITIES AND CONSTRAINTS MAPPING

Based on the findings from Tasks 2.1 and 2.2 and initial public outreach gathered in Phase 1, Halff will develop an opportunity and constraints map that identifies potential trail connections and areas for improvement. Halff will prepare a series of maps that demonstrate key opportunities and constraints in each quadrant of the county (four maps total). Maps will illustrate:

- Key trail corridors
- Key future areas to be served
- Key opportunity areas for trails
- Key constraints

TASK 2.4 – TECHNICAL ADVISORY GROUP MEETING #2

At the second meeting, Halff meet with the TAG to review the needs assessment findings and the opportunities and constraints map prior to presenting it at the Public Open House Meeting (Task 2.5).

TASK 2.5 – PUBLIC OPEN HOUSE MEETING #1

Halff will hold the first public open house meeting to introduce the project, confirm findings from the online survey (Task 1.11) and get feedback on the opportunities and constraints map (Task 2.3). Halff will prepare the necessary advertisements, materials, and activities, while the Client will assist with securing a location, advertising, and staffing the open houses. The Client will be responsible for advertising the meeting(s) through various channels, such as social media, the County website, and other media platforms.

TASK 2.6 – PLAN GOALS AND OBJECTIVES

Halff will prepare a preliminary list of trail system goals and objectives for the County to serve as an initial list subject to further modification by staff and other planning partners. Where applicable, initial goals and objectives will be based on previous policy statements included in existing County plans and studies to promote compatibility. Halff will review the goals and objectives with County staff and modify as appropriate per comments received.

TASK 2.7 – PREPARE PLAN CHAPTER 2: THE REGIONAL TRAIL SYSTEM

Halff will produce a draft of the second master plan report chapter focused on the assessment of the existing trail system within the County. Halff will incorporate up to two (02) rounds of comment revisions.

TASK 2.8 – PROJECT MANAGEMENT AND QA/QC

Halff will conduct ongoing administrative tasks throughout the planning period. Halff will manage the Project so that it proceeds according to the Contract and this Scope of Services. This includes timely communication with the Client, coordination and scheduling of meetings and deliverables, preparing invoices and progress reports, and other project administration tasks. The Halff project manager and Client's Project Administrator may hold check-in calls every other week to coordinate, review action items, and maintain the Project schedule. Halff will also perform internal Quality Control and Quality Assurance (QA/QC) reviews of all deliverables.

Phase 2 Meeting Summary

- Phase 2 meetings include: A) Existing trail reconnaissance visits (05 full days); B) Technical Advisory Group Meeting #2; C) Public Open House Meeting #1; D) Project Coordination Meetings (virtual, every other week, ongoing)

Phase 2 Items Provided by Client

- Review draft and final materials. Coordinate stakeholder and public meeting invites and meeting space reservations.

Phase 2 Deliverables:

- Monthly progress report, needs assessment technical memo, opportunities and constraints map by quadrant (04 total), meeting presentation materials, draft Chapter 2.

PHASE 3 – RECOMMEND

TASK 3.1 – FUTURE TRAIL SYSTEM NETWORK MAPPING

Halff will develop a draft future trail system network map based on information gathered and assessed in the two previous phases. The recommendations will provide for a community supported comprehensive network of off-road trails and sidepaths to connect users to key destinations within the County as well as to existing and planned systems in adjacent communities. The system shall incorporate potential linkages, as appropriate, such as existing and future roadways, pathways, trails, linear parks, open spaces, utility easements, drainage easements, and drainage corridors; and will consist of the following:

- Key linkages for trail connectivity
- High priority non-motorized transportation corridors, intersections or crossings
- Major bicycle and pedestrian facilities (including off road trails, greenways, etc.)
- Primary roadways that have or need bicycle and pedestrian accommodations

A comprehensive county-wide network of sidewalk on on-street bikeway facilities will not be included in the proposed trail network.

TASK 3.2 – AGENCY COORDINATION MEETINGS

Halff will host agency coordination meetings to seek input from key governmental and community representatives. The second round of meetings will be to review the draft network map developed in Task 3.1 and make refinements before presenting it to the public.

A total of four (04) agency coordination meetings are included in this task. County staff will select groups or individuals to meet and/or interview and arrange meetings. The proposed breakdown of groups should be as follows:

- **Governmental Agencies.** Attendees will be designated by County staff and should represent a broad cross-section of governmental entities such as other County departments, NCTCOG, TxDOT, NTTA, USACE, NTMWD, and Oncor.
- **Large Municipalities (50,000 and greater).** Attendees will be designated by County staff and invitees may include representatives from planning, transportation and/or park department staff.
- **Mid-sized Municipalities (10,000 to 49,999).** Attendees will be designated by County staff and invitees may include representatives from planning, transportation and/or park department staff.
- **Small or Rural Municipalities (Less than 10,000).** Attendees will be designated by County staff and invitees may include representatives from planning, transportation and/or park department staff.

TASK 3.3 – TECHNICAL ADVISORY GROUP MEETING #3

At the third meeting, Halff will meet with the TAG to review the draft network map and will use the feedback to make refinements.

TASK 3.4 – PARKS FOUNDATION ADVISORY BOARD BRIEFING #2

Halff will meet with the Collin County Parks Foundation Advisory Board during a regularly scheduled board meeting to review the draft network map and will use the feedback to make refinements.

TASK 3.5 – DRAFT CORRIDOR ALIGNMENTS

Halff will identify and evaluate up to 25 corridors in both existing and undeveloped portions of Collin County to determine their suitability for future trail corridors. Halff will develop a single corridor graphic with high-resolution aerial photography for each key corridor (up to 25) that illustrate key constraints and a draft conceptual alignment.

TASK 3.6 – POLICY AND PROGRAM RECOMMENDATIONS

Halff will coordinate with the County to develop an inventory of programs and policies that can be utilized by the County and local partners to develop a comprehensive trail program that supports the network and facility recommendations developed in accordance with Task 3.1. Key recommendations will be incorporated into the Master Plan's implementation program (Task 4.3).

TASK 3.7 – TRAIL DESIGN STANDARDS

Halff will develop a framework for design standards for trails, trailheads, maintenance, and security considerations, including trail width, signage, markings, lighting, location markers, and trailhead location and amenities. Preferred facility types shall conform to applicable AASHTO and/or NACTO standards unless local conditions dictate a design variation.

TASK 3.8 – PUBLIC OPEN HOUSE MEETING #2

Halff will conduct the second public meeting to review the draft network map prepared in Task 3.1. Halff will prepare the necessary advertisements, materials, and activities, while the Client will assist with securing a location, advertising, and staffing the open houses. The Client will be responsible for advertising the meeting(s) through various channels, such as social media, the County website, and other media platforms.

TASK 3.9 – PREPARE PLAN CHAPTER 3: RECOMMENDED TRAIL NETWORK

Halff will produce a draft of the third master plan report chapter focused on the recommended trail network. Halff will incorporate up to two (02) rounds of comment revisions.

TASK 3.10 – PROJECT MANAGEMENT AND QA/QC

Halff will conduct ongoing administrative tasks throughout the planning period. Halff will manage the Project so that it proceeds according to the Contract and this Scope of Services. This includes timely communication with the Client, coordination and scheduling of meetings and deliverables, preparing invoices and progress reports, and other project administration tasks. The Halff project manager and Client's Project Administrator may hold check-in calls every other week to coordinate, review action items, and maintain the Project schedule. Halff will also perform internal Quality Control and Quality Assurance (QA/QC) reviews of all deliverables.

Phase 3 Meeting Summary

- Phase 3 meetings include: A) Agency Coordination Meetings (04 total meetings); B) Technical Advisory Group Meeting #3; C) Parks Foundation Advisory Board Meeting #2; D) Public Open House Meeting #2; E) Project Coordination Meetings (virtual, every other week, ongoing)

Phase 3 Items Provided by Client

- Review draft and final materials. Coordinate stakeholder and public meeting invites and meeting space reservations.

Phase 3 Deliverables:

- Monthly progress report, Future Trails System Network Map, Draft Corridor Alignment Maps (up to 25 total), policy and program recommendations to be incorporated into final plan, trail design standard framework to be incorporated into final report, meeting presentation materials, draft Chapter 3.

PHASE 4 – IMPLEMENT

TASK 4.1 – EVALUATION CRITERIA FOR TRAILS

Halff will develop evaluation criteria for trail development. The criteria will be confirmed with the County, but may include:

- Potential availability for use as a trail corridor
- Locations with most critical need
- Potential for regional linkage or connectivity with existing trails or key destinations
- Potential to address safety and/or critical issues
- Potential for lake or river access
- Potential for ecotourism

TASK 4.2 – PRIORITY TRAIL CORRIDOR IDENTIFICATION

Halff will apply the evaluation criteria developed in Task 4.1 to the recommended corridors to determine a list of high, medium, and low priority projects. The final composite map will illustrate all recommended trail corridor alignments and distinguish them by priority.

TASK 4.3 – IMPLEMENTATION PROGRAM

Halff will consolidate the recommendations into a comprehensive work program, categorizing implementation actions based on types and responsible entities, including operational changes, capital investments, operational investments, regulations, and future studies. The actions will be organized into an implementation action plan that prioritizes actions in the near-, mid-, and long-term, specifying action types and responsible parties. Finally, an implementation strategy will be finalized, encompassing funding sources, timeframes, and partners.

TASK 4.4 – TECHNICAL ADVISORY GROUP MEETING #4

At the final meeting, Halff will meet with the TAG to review the final plan corridor prioritization and seek endorsement of the plan before plan adoption.

TASK 4.5 – PARKS FOUNDATION ADVISORY BOARD BRIEFING #3

Halff will meet with the Collin County Parks Foundation Advisory Board during a regularly scheduled board meeting to review the final plan corridor prioritization.

TASK 4.6 – FINAL PLAN PREPARATION

Halff will prepare a draft plan document that concisely describes the planning process, participants, methodology and recommendations. The plan shall rely on charts, graphs, tables, maps, and graphic exhibits to communicate ideas and information.

- Chapter 1: Context
- Chapter 2: The Regional Trail System
- Chapter 3: Recommended Trail Network
- Chapter 4: Implementation

TASK 4.7 – PLAN ADOPTION MEETINGS

Halff will present the draft plan in a public hearing for formal adoption to the following groups: Parks Foundation Advisory Board (01 total meeting) and the Collin County Commissioners Court (01 total meeting).

TASK 4.8 – FINAL PLAN PUBLISHING

Halff will produce a high-resolution, full-color digital (PDF format) original of the plan report for use in immediate printing as part of this contract, as well as future printing and digital publication by the Client. Halff shall prepare up to three (03) color copies of the plan.

TASK 4.9 – PROJECT CLOSE-OUT AND TRANSMITTAL

Halff will provide electronic versions of all original files prepared by Halff related to preparation of the plan, including photo inventory, presentations, GIS shapefiles, and other graphic and document original files.

TASK 4.10 – PROJECT MANAGEMENT AND QA/QC

Halff will conduct ongoing administrative tasks throughout the planning period. Halff will manage the Project so that it proceeds according to the Contract and this Scope of Services. This includes timely communication with the Client, coordination and scheduling of meetings and deliverables, preparing invoices and progress reports, and other project administration tasks. The Halff project manager and Client's Project Administrator may hold check-in calls every other week to coordinate, review action items, and maintain the Project schedule. Halff will also perform internal Quality Control and Quality Assurance (QA/QC) reviews of all deliverables.

Phase 4 Meeting Summary

- Phase 4 meetings include: A) Technical Advisory Group Meeting #4; B) Parks Foundation Advisory Board Meeting #3; C) Parks Foundation Advisory Board Adoption Meeting; D) Collin County Commissioners Court Adoption Meeting; E) Project Coordination Meetings (virtual, every other week, ongoing)

Phase 4 Items Provided by Client

- Review draft and final materials. Coordinate stakeholder and public meeting invites and meeting space reservations.

Phase 4 Deliverables:

- Monthly progress report, trail evaluation criteria, trail corridor identification map, implementation program to be incorporated into final report, draft and final master plan, meeting presentation materials, three printed color copies of final master plan, GIS shapefiles.

ATTACHMENT B

BASIS OF COMPENSATION

BASIC SERVICES – FEE SUMMARY.

Planning services as described in Exhibit A will be provided by Halff on a lump sum basis, with an authorized lump sum contract fee of **\$289,000** for the Collin County Regional Trails Master Plan. The lump sum fee includes compensation for document copying, printing, mileage and associated expenses necessary for the planning effort. Fees for services will be invoiced monthly, based on the percentage of work completed.

Phase	Fee
1: Discover	\$71,000
2: Assess	\$72,500
3: Recommend	\$85,000
4: Implement	\$50,500
Subtotal	\$279,000
Direct Expenses	\$10,000
Grand Total	\$289,000

ADDITIONAL SERVICES AND MEETINGS

During the course or at the conclusion of the Project, the Client 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 Attachment A, Scope of Services. Any such additional services shall be specifically authorized by the Commissioners Court, as appropriate, and documented through a written amendment to the Professional Services Agreement and this Attachment 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 Attachment B, Basis of Compensation, and, if necessary, the time of performance as set out in Attachment D, Project Schedule. Additional printing or publication expenses will be charged in accordance with Attachment B, *Basis of Compensation*. Expenses incurred by the consultant team, such as mileage, materials, food, etc., are integrated into the Base Plan cost in the Scope of Services. Should the need arise for additional services, including meetings, Halff can provide such services on an hourly basis and/or agreed upon fee.

ATTACHMENT C CLIENT SUPPORT

The Client will provide administrative and technical support to assist Halff in performing the Scope of Services described in Attachment A. The support to be provided by the County will include the following types of services and tasks:

- The Client will appoint a contact person, “Project Administrator,” to work with Halff to act as an intermediary between staff, elected and appointed officials, committees, non-project consultants and other governmental jurisdictions and agencies as required. Halff will take direction from the Client’s Project Administrator only.
- It is the responsibility of the Client’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 Client will provide information from all previous planning studies and master plans that may influence 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 Client 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 Client will provide Halff with the most recently updated digital base map of the planning area with County limits, 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.
 - Because of the graphic nature of the planning deliverables, draft and final reports will be prepared in GIS and Adobe InDesign format (INDD). Base mapping, graphics, and report documents will be prepared in GIS, INDD, and PDF formats suitable for distribution electronically.
 - Any conceptual design/development ideas generated as part of the planning process are understood to be at a pre-concept development stage and will require further refinement via plans and specifications developed through separate design and construction processes.
 - Cost projections prepared as part of this effort, if applicable, are understood to be at a planning (order-of-magnitude) level and are prepared prior to any detailed design for individual projects.
 - Such cost projections will vary as more detailed design occurs and as inflationary influences occur following plan adoption.
 - It is the intent that multiple meetings will be scheduled on concurrent days and evenings for greater project efficiency.
 - Any additional meetings beyond those shown in the Scope of Services will be considered an additional service and are not included in this Scope of Services.



ATTACHMENT D PROJECT SCHEDULE

Preparation and adoption of the Collin County Regional Trails Master Plan is projected to occur over **sixteen months**. The Project will begin from date of contract execution and will follow a flow of project tasks and benchmarks represented in the schedule in this exhibit. The schedule of services shown below is advisory; a final project schedule will be agreed upon by the Client and Halff during the execution of initial project tasks. All parties may agree to subsequent adjustments to the Project schedule.

Anticipated Project Schedule:

	MONTH															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Phase 1: Discover		Trip 1		Trip 2												
Phase 2: Assess						Trip 3			Trip 4							
Phase 3: Recommend												Trip 5	Trip 6			
Phase 7: Implement															Trip 7	Trip 8

- Trip 1 = Windshield Tour (Task 1.3)
- Trip 2 = Agency Coordination Mtgs, TAG Mtg #1, Parks Foundation Advisory Board Mtg #1 (Tasks 1.8, 1.9, 1.10)
- Trip 3 = Existing Network Evaluation (Task 2.1)
- Trip 4 = TAG Mtg #2, Public Open House Mtg #1 (Tasks 2.4, 2.5)
- Trip 5 = Agency Coordination Mtgs, TAG Mtg #3, Parks Foundation Advisory Board Mtg #2 (Tasks 3.2, 3.3, 3.4)
- Trip 6 = Public Open House Mtg #2 (Task 3.9)
- Trip 7 = TAG Mtg #4, Parks Foundation Advisory Board Mtg #3 (Tasks 4.4, 4.5)
- Trip 8 = Plan Adoption Meetings (Task 4.7)

