

EXHIBIT 'A' **SCOPE OF SERVICES**

City of McKinney Parks, Recreation, Trails and Open Space, Visioning Master Plan

1.00 PROJECT MANAGEMENT

CLIENT – CONSULTANT INTERACTION

Interaction between HA and the PROS staff, will take place either by means of face-to-face meetings or by means of conference call meetings. The number of these meetings is defined per individual task.

1.01 PROJECT INITIATION MEETING

Half Associates (HA) staff will arrange a meeting in McKinney with appropriate City staff as designated by the City. Key Planning Team members from HA and participating firms will attend. This meeting will accomplish several pre-planning objectives:

- A. **Orientation.** The City of McKinney and the primary HA team will become familiar with the project team structure and organization and arrive at a complete understanding of the roles and responsibilities of all project participants.
- B. **Review of Key Issues.** Key issues to be addressed during the course of the work will be reviewed with staff and team members.
- C. **Schedule.** Review contract schedule and establish key milestone dates.
- D. **Information exchange.** Discuss documentation needs and receive information as available. HA will provide a list of required information in advance of this meeting.
- E. **Identify planning areas within the city.** Planning areas for use in the telephone survey will be based on available demographic information and previous citywide planning efforts. These areas will be mutually agreed upon by the City and HA.

Product - HA shall prepare meeting agenda, initial exhibits to aid discussion, a list of needed informational items and data, and meeting notes.

Total number of meetings: One (1) meeting

Items Provided by City of McKinney – City shall recommend staff to attend, place of meeting, and provide data as required to begin planning process.

1.02 PARK AND RECREATION FACILITY TOUR

As a follow-up to the kick-off meeting, but during a different visit, HA, together with PROS staff will tour the City in order to gain a thorough understanding of issues as identified by the City.

Product – HA shall apply information and understanding gained in follow-up tasks.

Total number of meetings: Two (2) full day tour of the city.

Items Provided by City of McKinney – The City shall arrange for a vehicle and serve as guide for the duration of the city tour. Prior to the tour, the City shall complete the inventory template (see Task 4.01) as prepared by HA.

1.03 MASTER PLAN VISIONING COMMITTEE INTRODUCTION/VISIONING AND UPDATE MEETINGS

HA will meet with the Master Plan Visioning Committee (the “Committee”) as follows:

- One (1) introduction meeting to introduce the team, describe the master planning process, and conduct a visioning work session,
- One (1) findings meeting
- One (1) review meeting.

Committee members are encouraged to attend all other scheduled meetings including public input meetings.

Product – HA shall attend a total of **three (3) Committee meetings** as part of this task.

Total number of meetings – Three (3) meetings

Items Provided by City of McKinney – The City shall invite Committee members to, and attend the meeting.

1.04 COMPREHENSIVE PLAN COODINATION MEETING

HA will meet with the Comprehensive Plan Team to introduce the HA team, describe the master planning process, solicit input, coordinate efforts, and conduct a visioning work session about parks, streets, and bike ways at:

- One (1) One joint Parks and Comp Plan Visioning Session
- One (1) review meeting to share recommendations.

Product – HA shall attend a total of **two (2) Comprehensive Planning meetings** as part of this task.

Total number of meetings – Two (2) meetings

Items Provided by City of McKinney – The City shall invite Comprehensive planning team members and attend the meeting.

1.05 INTERDEPARTMENTAL COORDINATION MEETINGS

A. HA will meet with key personnel of City departments that may impact or be impacted by the Parks Master Plan and from whom support for the implementation of the Parks Master Plan may be required.

B. HA will conduct two (2) meetings with department heads/staff collectively for their initial input and interim review of recommendations. Personnel/Departments may include, but are not limited to:

- City Management;
- Planning & Development Services;
- Economic Development;
- Engineering Services; and
- Public Works.

Product – HA shall prepare presentations and summaries of comments made in meetings.

Total number of meetings: Two (2) meetings

Items Provided by City of McKinney – The City shall set up meetings where necessary; and attend meetings as desired or appropriate. HA shall provide a schedule and suggested time frames for meetings.

1.06 PROJECT MANAGEMENT

The HA Project Manager will coordinate internal and sub-consultant team members; maintain the project schedule; and be available for phone or email discussions to address client needs. HA will provide monthly project update memos (including schedule revisions, status of deliverables, and outstanding needs) via e-mail to the client.

Product – Monthly project update memos delivered via e-mail.

Total number of meetings: None.

Items Provided by City of McKinney – Review of project update memos.

2.00 PRE-PLANNING

2.01 PREPARATION OF BASE MAPPING

A. HA shall prepare base mapping that is comprehensive and sufficiently detailed for the project. HA shall prepare the base mapping in a digital form for future use by the City (through incorporation and enhancement of existing City digital base mapping files). GIS data, digital aerial photographs, and/or PDF illustrations obtained from the City will be used as the base information for the regional, citywide and neighborhood level maps which shall include:

- **Regional level** – Including all areas in the City ETJ, as well as relationship to surrounding cities.
- **City-wide level** – Including study limits/sectors established by prior park master plans and other pertinent sectors as provided by the City of McKinney in digital format, and as determined in Task 1.01
- **Specific key areas** – Key neighborhoods/sectors as determined to be appropriate, e.g., NW Quadrant.

B. All mapping that is distributed in an illustrative format will be in PDF graphic file formats.

C. Specific information (as provided by the city) that HA will incorporate into the base mapping includes:

- Key public facilities;
- Developed and undeveloped park land;
- Major natural features and drainage corridors;
- Schools (by classification and type) and school districts;
- Major retail centers;
- Major employers;
- Key entertainment and civic areas;
- Major destinations within 1 mile of McKinney in adjacent cities (as readily available);

- Boundaries for city districts such as Downtown McKinney;
- NW Quadrant;
- Key regional destinations as applicable; and
- Any other pertinent, available GIS data.

Product – HA shall prepare base drawings for regional, city-wide, and neighborhood/sector maps with information readily available. HA will coordinate with the City GIS Department to understand and incorporate data standards and determine the necessary levels of accuracy and precision for data development. Except as stated herein, HA is not responsible for digitizing, increasing the accuracy and precision, or otherwise improving data received from the City.

Number of meetings: None.

Items Provided by City of McKinney – The City shall provide digital copies (as available), of most recent City mapping, including regional level maps, citywide maps illustrating zoning based upon Comprehensive plan update, and city maps illustrating existing and proposed land use. City limit boundaries will be provided in digital form. The City shall also provide data listed in Item C in GIS shapefile or geodatabase format and shall help facilitate the coordination of acquiring similar data from adjacent cities.

2.02 REVIEW RELEVANT STUDIES THAT MAY INFLUENCE THE PARKS MASTER PLAN

For background and information purposes, HA shall review other past or ongoing efforts that may influence the city's Parks Master Plan. This will include, but is not limited to:

- Previous Parks Master Plan;
- Comprehensive Plan;
- Trail/Bike Master Plan;
- Streetscape Plan;
- Thoroughfare Plan;
- Floodplain Management Plan and/or Ordinance;
- Individual Park Development Master Plans;
- Specific master plans previously prepared for key areas;
- Previous Facility Plans/Feasibility Studies;
- Regional plans; and
- Other specific studies.

Product – HA shall review past studies and reports, as provided by the City.

Number of meetings: None.

Items Provided by City of McKinney – City shall provide one electronic copy and/or hard copy of all relevant reports and documents.

2.03 DEMOGRAPHIC REVIEW & COMMUNITY PROFILE

HA will utilize demographic data as provided by the City, which may include Census, ESRI, and North Central Texas Council of Governments (NCTCOG) data. This data will

be used to develop a community profile that will include the demographic, economic, cultural, and lifestyle patterns and preferences of the community and segments of the community. This profile will serve as the basis for future phases of the project.

The community profile shall include:

- Current population;
- Future growth forecasts and build-out projections as provided by the City;
- Typical population profile, including sex, age, ethnicity, income and education; and
- Lifestyle segment review and summary.

Product – HA shall review information, as provided by the City, and prepare the community profile.

Number of meetings: Under leadership of PROS, one (1) conference call meeting with Planning Department, Comprehensive Planning Team and PROS to discuss the best available demographic data to be used.

Items provided by City of McKinney – PROS to initiate and facilitate conference call meeting with Planning Department and Comprehensive Planning Team. The City shall provide population information (in digital form if available), including existing population by Census tracts, population estimates and projections, and demographic characteristics. If data is not available, HA will use the most current Census Bureau and NCTCOG data.

2.04 TRENDS AND LIFESTYLE BENCHMARKING

HA will analyze up to four (4) benchmark communities similar to McKinney based on lifestyles, income, education, and other demographic and social factors. This task is comprised of two elements:

A. **Trend Identification and Application.** Compilation and interpretation of trends will be addressed in three different areas:

- People: Who we are now and who we will become;
- Patterns and Preferences: How we live, work, learn, and play and how we will do so in the future; and
- Organization and Management: Emerging directions in parks and recreation, researched on a national level considering communities similar to McKinney.
 - Trends will

This compilation of trend information will be developed into general and specific applications for the City.

B. **Benchmarking.** HA and City staff will collaboratively identify and select up to four (4) peer communities for benchmarking. This task will include:

- A profile of each community, including population, location, median income and economic benefit of a parks system;
- Lifestyle and Lifestage characteristics of each community; and
- Issue and Challenge identification.

Product – HA shall prepare summary text, tables, and graphics that compare and contrast up to four (4) benchmark cities with McKinney.

Number of meetings: One (1) conference call meeting with City staff to select benchmark communities.

Items provided by City of McKinney – The City shall provide input on the selection of benchmark communities.

3.00 VISIONING

3.01 MASTER PLAN VISIONING COMMITTEE MEETINGS

The Master Plan Visioning Committee (the “Committee”) is intended to guide the outcome of this project, provide intermediary reviews of concepts and broad recommendations, and help ensure the plan aligns with the goals of the community. This task includes up to three (3) meetings, as follows:

- **Kick-Off Meeting (1).** Initially, HA will meet with the Committee to introduce the team, describe the master planning process, and conduct a visioning work session.
- **Recommendations Review Meeting (1).** HA will meet with the Committee to present findings, recommendations, cost estimates, and other information. The Committee will be asked to provide input on priorities and goals.
- **Final Review Meeting (1).** HA will present the Final Draft of the Master Plan to the committee and receive comments.

Product – HA shall prepare presentation materials for meetings and summarize meeting comments.

Total number of meetings – Three (3) meetings. (See 1.03)

Items Provided by City of McKinney – The City shall assemble the Committee, invite Committee members to meetings, and ensure their attendance. City staff is also expected to attend meetings.

3.02 VISIONING MEETINGS WITH KEY ENTITIES

During a (3) three day visioning event HA will meet with key community representatives, present the process of the Master Plan, and facilitate visioning sessions. HA will conduct a maximum of three (3) focus group meetings (up to 1.5 hours in duration per each) with a combination of key stakeholder groups or organizations collectively for public input.

- A. HA will prepare a questionnaire to serve as a structure for the meetings.
- B. HA will meet with key community representatives who are familiar with recreational facilities in McKinney.
- C. HA will conduct a maximum of three (3) focus group meetings with a combination of key stakeholder groups or organizations collectively for public input. Key stakeholders may include:
 - * Mayor and/or Council members;

- * 4B Sales Tax Corporation;
 - * Comprehensive Plan Committee;
 - * Key community leaders or recreation providers as recommended by City Staff;
 - * Development Review Committee;
 - * Senior Center Advisory Committee;
 - * Arts/Historic/Culture/Beautification Committees;
 - * Chamber of Commerce;
 - * Sports Organizations;
 - * Business Owners and Developers;
 - * Home Owner Associations; and
 - * Youth Committee.
- D. The three (3) focus group meetings will take place consecutively during the (3) three-day visioning event.

Product – HA shall prepare a summary of findings and comments made during meetings.

Total number of meetings: Three (3) meetings conducted consecutively during the three-day visioning event.

Items Provided by City of McKinney – The City shall make recommendations for the stakeholders’ representatives and persons to be included in the meetings; set up meetings consecutively during the (3) three-day visioning event; and attend meetings as desired or appropriate.

3.03 VISIONING MEETING WITH ELECTED AND APPOINTED OFFICIALS

During the three day visioning event mentioned in 3.02 above, HA will meet in a joint meeting session with elected and appointed officials (Park Board; MISD; and MCDC).

- A. This meeting with elected and appointed officials will be in the format of visioning work session discussion.
- B. HA will prepare exhibits and presentation for the visioning session.
- C. HA will prepare written summary of key items discussed during workshops.

Product – HA shall prepare a summary of findings and comments made during the visioning meeting.

Total number of meetings: One (1) joint meeting.

Items Provided by City of McKinney – The City shall set up the meeting; and attend meeting.

3.04 ESTABLISH GOALS AND OBJECTIVES

- A. HA shall compile a preliminary list of key parks and recreation long term goals and objectives for the Parks system, to serve as a framework for modification by staff and the citizens of McKinney.
- B. These goals may be based on previous Parks Board policy statements, PROS mission statements and goals, Council visioning statements, and the result of visioning

meetings during the three-day visioning event attended by citizen, staff and elected officials.

- C. HA will review the goals and objective with City staff and modify as appropriate per comments received.

Product – HA shall prepare a preliminary written list of goals and objectives for staff review and discussion with HA during a conference call.

Number of meetings: One (1) conference call meeting

Items provided by City of McKinney – The City shall provide previous Council, Parks Board, MCDC, and PROS goals and objectives, policy statements, etc. The City shall review and comment on revised version of goals and objectives.

3.05 CITYWIDE PUBLIC MEETINGS

During the (3) three day visioning event described above, HA will conduct one (1) open public meeting to educate the public about the planning process, and to solicit input for the master plan. One (1) final public meeting will be held closer to the end of the planning process when recommendations will be shared with the citizens of McKinney.

- A. HA will prepare exhibits and presentation for the public meetings.
- B. Prepare written summary of key items discussed during meetings.

Product – HA shall prepare presentations, exhibits, and graphic boards for meetings. HA will also compile and summarize the input from each meeting.

Total number of meetings: Two (2) meetings.

Items Provided by City of McKinney – The City shall establish location and time for meetings; issue invitations and publicize meetings; and attend meetings as desired or appropriate.

3.06 COMMUNITY SURVEY

- A. HA will prepare a questionnaire for a community-wide survey (8-10 minute survey, generally 3 to 4 pages in length), to be administered EITHER by telephone AND/OR by Email.
- B. HA will review the questionnaire with City staff via conference call and modify as appropriate.
- C. HA will obtain City approval of survey prior to administering the survey.
- D. HA will obtain appropriate random list of phone numbers for telephone survey. HA will prepare a total of 300 completed responses. (*400 completed sessions as an alternate)
- E. HA will divide city into three to four sections for purposes of the survey, using previously identified plans as a basis for the survey.
- F. HA will analyze responses and prepare a summary of key responses in report format.
- G. HA will review the results of the survey during one (1) meeting with staff

Products – HA shall prepare documentation for community-wide survey and survey results.

Number of meetings: Two (2) total as follows: One (1) conference call meeting to discuss the survey questions; one (1) meeting with staff to discuss survey results.

Items Provided by City of McKinney – The City shall assist in the development of the survey questionnaire.

3.07 ONLINE COMMUNITY SURVEY

- A. HA will prepare a questionnaire for an on-line community-wide survey to be administered by web.
- B. The survey will be linked to the City of McKinney website by City IT staff. Halff will prepare send to the City an email “blast” announcement suitable for being transmitted to residents of the City using available email lists and databases provided and administered by the City.
- C. HA will modify the Community Telephone Survey and reformat based online survey requirements.
- D. Review the questionnaire with City staff via conference call and modify as appropriate.
- E. HA will divide city into three to four sections for purposes of the survey, using previously identified plans as a basis for the survey.
- F. HA will analyze responses and prepare a summary of key responses in report format.
- G. The City may choose to provide prizes or other incentives to promote completion of the survey.
- H. HA will review the results of the survey during one (1) meeting with staff.

Products – HA shall prepare documentation for community-wide survey and survey results.

Number of meetings: Meetings shall be held concurrently with 3.06 above.

Items Provided by City of McKinney – The City shall assist in the development of the survey questionnaire; assist in linking the survey instrument to the City website, and promote the survey to McKinney residents via city newsletters, announcements and email blasts.

4.00 PARKS & OPEN SPACE SYSTEM PLAN

4.01 ASSESSMENT OF EXISTING PARKS & OPEN SPACE FACILITIES

- A. **Map parks and open spaces by type.** Per data provided by the City (Section 2 above) HA will illustrate the general geographic location of all city owned park and open space facilities in McKinney. HA will incorporate base information previously compiled by the City. Facilities to be shown include:
 - Existing city owned parks, recreation facilities, open spaces, and trails;
 - Existing city owned recreation/civic facilities;
 - Private or quasi-private recreation facilities; and
 - City owned properties, including undeveloped properties.
- B. **Tabular summary of facilities.** An accurate inventory of all park and open space facilities in McKinney is essential; it will be used as the prime reference for all calculations, assessments and projections as it relates to facilities. This inventory includes both acreage and number of facilities per park category and the City is responsible for providing such information in tabular format based on a table template prepared by HA. Per the data provided in tabular format by the City, HA will prepare a table per park type (i.e. neighborhood parks, community parks, etc.) that summaries the number of facilities

- in each park.
- C. **Reconnaissance of parks and open space.** HA will conduct a reconnaissance of a maximum of ten (10) park facilities as identified by the City. This task will result in three (3) photographs and notes in bullet format regarding the character and condition of each location.
 - D. **Individual park review.** HA review the ten (10) parks identified in Item C, describe each park in terms of its positive and negative aspects, and make recommendations for improvement. HA shall note major deficiencies or readily apparent safety hazards, including potential ADA compliance issues. HA's effort excludes a comprehensive review/report of ADA compliance.

Product – HA shall, to the best of its ability and with information provided by the City, prepare a map that illustrates the geographic location of facilities in the city. HA shall develop an inventory template in table format for the City to complete the acreage and number of facilities in each park, classified by park type. HA will use this table as the prime reference during the entire planning process. HA shall prepare a short write-up with photographs of each of the ten (10) identified parks.

Number of meetings: Two (2) conference call meetings to discuss the inventory template and the completed form as provided by the City. One (1) reconnaissance site visit per each of the ten (10) parks.

Items provided by City of McKinney – The City shall provide a copy of site plans for each existing park in the city (as available). The City shall provide data for each existing park, including address, size, current classification, and inventory of existing facilities in each existing park. The City shall complete the inventory template as prepared by HA. The City shall provide a summary of known information on regional park facilities and other major area recreational attractions, including location, size, types of facilities, and annual or event attendance (known or estimated).

4.02 EVALUATE LEVEL OF SERVICE FOR PARKS AND OPEN SPACE

Review previously adopted McKinney Park and Open Space standards and recommend adjustments or new standards as appropriate. Use the following criteria to evaluate the standards:

- A. Calculate Current Level of Service (CLOS) for park acreage by category and for amenities and facilities on a per-capita basis.
- B. Assess spatial distribution of parks.
- C. Review McKinney's previous levels of service and former targets or standards.
- D. Compare standards with the four (4) cities identified as the benchmark cities (see Task 2.04), which will include geographic and demographic similarities with McKinney and assuming data is readily-available.
- E. Develop Target Levels of Service (TLOS) for park land, amenities, and facilities for current and future populations.
- F. Prepare comparison of recommended spatial facilities to actual number of facilities, and develop tables that illustrate deficiencies in each category.

Product – HA shall draft park facility standards in table and written format.

Number of meetings: Two (2) conference call meetings to discuss park acreage and facility standards.

Items Provided by City of McKinney – The City shall provide previous park facility standards; and review and comment on proposed Target Levels of Service.

4.03 PARKS & OPEN SPACE NEEDS ASSESSMENT

A. HA will prepare a written summary of needs, to include areas of significant deficiencies, in terms of land area and specific types of facilities. HA will compare recommended standards to actual conditions to determine deficiencies.

B. HA will prepare maps/illustrations as appropriate that demonstrate key needs.

C. The parks and open space needs assessment as prepared by HA will consider the current level of service, results of public and community input, and the natural and manmade resources with McKinney.

Products – HA shall prepare a summary of system needs in text, table and plan format. HA shall prepare a map illustrating key needs.

Number of meetings: One (1) meeting with City staff to discuss findings report.

Items Provided by City of McKinney – The City shall review needs assessment and comment as appropriate.

4.04 PARKS & OPEN SPACE RECOMMENDATIONS & STRATEGIES

Based on the current and anticipated growth in the City of McKinney, HA shall consider and provide recommendations to address the specific needs and goals identified during this phase of the Master Plan. These recommendations and strategies will generally be categorized as follows:

- Land Acquisition;
- Park & Facility Development;
- Recreational Facility Cost Recovery;
- Park Improvements; and
- Policy Related Recommendations.

Products – HA shall prepare a summary of recommendations in text, table and plan format. HA shall prepare a map illustrating land acquisition and park development recommendations.

Number of meetings: One (1) staff meeting and one (1) conference call to discuss recommendations.

Items Provided by City of McKinney – The City shall review recommendations.

4.05 ORDINANCE REVIEW AND RECOMMENDATIONS

HA to review the City Park Dedication ordinances to ensure and realize viable recreation and open space opportunities in the City of McKinney.

- A. Review existing City Park Dedication Ordinances related to the development of park facilities, open space, and trails.
- B. Compare City Park Dedication Ordinances with the benchmark cities identified in 2.04.
- C. Recommend improvements of the City Park Dedication Ordinances.
- D. Consider variance in dedication formula as needed to evaluate trails, community parks and neighborhood parks dedication requirements for urban centers

Product - HA shall provide recommendations to consider for the City's amendment of its Park Dedication ordinances.

Number of meetings: One (1) meeting and one (1) conference call to discuss ordinance recommendations.

Items Provided by City of McKinney – City shall provide a copy of the current Park Dedication Ordinance. Review proposed ordinance and comment

5.00 ATHLETICS PLAN - Alternate

5.01 COLLECT DATA ON LEAGUES, ASSOCIATIONS, AND EXISTING RECREATION PROGRAMS

During the three-day visioning event mentioned in 3.02 above, HA will meet with representatives of sports leagues and associations.

- A. HA shall prepare an information request form for distribution by the City to leagues and other facility users, prior to the meeting.
- B. HA/City shall conduct one (1) joint meeting with local athletic associations.
- C. HA shall summarize information on leagues, associations and other entities that use recreation facilities in table and text format including the number of teams, number and type of facility used by each team, number of participants, attendees in current and past years, as well as potential growth. This information shall be provided by the leagues and facility users.
- D. HA shall evaluate and consider athletic facility study results for incorporation into final master plan priorities.

Product – HA shall prepare meeting notes of meetings with the local athletic associations and leagues, and prepare a summary of league usage or recreation usage by sport type.

Total number of meetings: One (1) combined meeting shall include up to two members/representatives from each major association (baseball/softball, soccer, football, and lacrosse) and/or others, as identified by the City.

Items Provided by City of McKinney – The City shall provide a list of each active league or association, organize meetings with leagues, and distribute requests for information as necessary. City shall provide athletic facility study results from outside study to HA to incorporate into the final master plan.

5.02 EVALUATE LEVEL OF SERVICE FOR ATHLETIC FACILITIES

Level of Service (LOS) Standards will reflect the athletic facilities supply inventory and demand for facilities based on existing and projected participation,

Product – HA shall prepare text and tables depicting current supply and demand for athletic facilities.

Total number of meetings: One (1) conference call meeting.

Items Provided by City of McKinney – The City shall review deliverables and provide comments.

5.03 ATHLETIC RECOMMENDATIONS & STRATEGIES

Based on the current and anticipated immediate growth in the City of McKinney, HA shall consider and provide recommendations to address the specific athletic needs and goals identified during this phase of the Master Plan.

Products – HA shall prepare a summary of recommendations in text, table and plan format.

Number of meetings: One (1) conference call meeting.

Items Provided by City of McKinney – The City shall review recommendations and attend one conference call meeting.

6.00 AQUATICS AND INDOOR RECREATIONAL FACILITIES REVIEW

6.01 RECREATION FACILITIES REVIEW

A. HA shall assess current city owned and operated aquatic and indoor recreation facilities in terms of general condition, size, and location. A photo documentation of each facility will be provided to the City. Facilities include:

- Community Center;
- Old Settlers Recreation Center and Pool;
- Senior Center and Pool;
- North Park and Pool;
- PROS Office;
- *Service Center;
- *Towne Lake Public Restrooms; and

- *AR Parks

*Alternate Facilities for Consideration

B. HA shall develop benchmarks based on readily available and accessible data from comparison cities (maximum 3) selected by HA and approved by the City. This will enable the City to understand their facilities in comparison to other benchmark cities. The selection of these cities may or may not coincide with the cities identified for benchmarking in 2.04 above.

C. HA shall review existing facilities, (mentioned above) and confirm space allocations based upon current preferences. HA shall review the survey results that are part of the master planning effort and use both documents to support final recommendations.

D. HA shall develop comprehensive project budgets for the improvements agreed upon by the city staff for each of the facilities mentioned above.

Product – The findings report, draft report and final report will be incorporated and presented concurrently with the rest of the Parks Master Plan reports respectively.
Total number of meetings: One (1) tour of the recreation facilities; and two (2) staff meetings.
Items Provided by City of McKinney – The City shall review and comment on the Recreation Facilities Review.

7.00 TRAILS AND BIKEWAY MASTER PLAN

7.01 REVIEW OF EXISTING & PLANNED TRAILS AND REGIONAL INITIATIVES & STANDARDS

- A. Halff will analyze the City’s current Trails Master Plan, determine the suitability of currently-planned trail alignments, and build upon that plan’s conceptual alignments. Analyze regional trail benchmarks, determine level of service of McKinney’s existing trail system, and recommend target levels of service.
- B. Research and summarize current regional trail and on-street bicycle initiatives, including the Six Cities Trail Plan, 2012 On-Street Bicycle Transportation Master Plan, Regional NCTCOG Veloweb and the Collin County Regional Trails Master Plan. Analyze and summarize regional standards for application to the McKinney trail and bike route system.
- C. HA shall review and modify (as needed) the existing Trails and On-Street Master Plan as prepared as part of the Comprehensive Plan.

Product: Summary of benchmark / level of service analysis and applicable regional standards. Provide a written/graphic section as part of the Master Plan.

Number of meetings: One (1) conference call meeting to discuss interim findings report.

Items Provided by City: Copies of draft reports, maps, and other relevant information from various regional initiatives as available.

7.02 OPPORTUNITIES & CONSTRAINTS ANALYSIS

Conduct city-wide reconnaissance to identify potential opportunities and challenges for the trail and bikeway system. Prepare maps and illustrations as appropriate that demonstrate key opportunities and constraints in each sector of the city. Analyze bicycle compatibility along collector and arterial roadways (depending on available data). Maps will illustrate:

- Key destinations;
- Key trail corridors;
- Key potential future trail corridors;
- Key future areas to be served;
- Bicycle compatibility;
- Key opportunity areas for trails; and
- Key constraints.

Products: Summary of the trail system opportunities and constraints in plan format. Map illustrating key destinations and potential corridors by sector.

Number of meetings: One (1) one-day windshield tour of City.

Items Provided by City: Locations of known constraints or opportunity corridors. Classifications, pavement cross-sections, right-of-way conditions, and traffic volumes for all collector and arterial roadways. Review mapping and summary comment as applicable.

7.03 DEVELOP TRAIL FACILITY NETWORKS

Develop a toolbox of facility types that details facility character, corridor width, surfacing width and thickness, and relevant amenities for each trail type. Develop draft networks for each facility type detailing corridor location, length of segment, and implementation status. Field-review draft facility networks for feasibility and alternatives. Review with PROS staff and revise as needed. Facility types/networks include:

- Major off-street trails;
- Minor off-street trails;
- Bikeway facilities (bike lanes, shared lanes, shoulders, and signed-routes); and
- Enhanced sidewalks.

Product: A summary of the facility type toolbox and a series of maps detailing draft alignments for facility networks.

Number of meetings: One (1) conference call review meeting with staff.

Items Provided by City: Review and comment as appropriate.

7.04 DEVELOP & ANALYZE TRAIL ALIGNMENTS, CONNECTIVITY FOR MAJOR SPINE TRAIL CORRIDORS

Develop alignments for major trail spine corridors. Describe recommended facility type, and general constraints along major spine corridor segments. Analyze the connectivity of the existing trail and bikeway network and the network recommendations of the 2012 On-Street Bicycle Transportation Master Plan. HA will identify gaps in the citywide bikeway and trail system, physical barriers, missing links between origins and destinations, needed connections to schools, and other problem areas in the city. HA will produce a map illustrating primary gaps and barriers and a brief memo outlining key opportunities and issues in the city. Develop planning-level cost estimates for each major spine trail corridor segment.

Product: Draft alignment and evaluations for trail and bikeway corridors.

Number of meetings: One (1) review meeting with staff.

Items Provided by City: Review and comment as appropriate.

7.05 DEVELOP PLANNING LEVEL COST ESTIMATES & PRIORITIZE MAJOR TRAIL SPINE SEGMENTS

Using the analysis performed in Task 7.04, HA shall prepare estimates of probable cost for the major spine corridors in the city. Create criteria to rank and prioritize major trail segments based on ease of implementation, connectivity to destinations, and proximity to residences and prioritize major trail segments based on these criteria. Review with staff and modify as necessary.

HA shall develop planning level cost estimates for construction and maintenance overall trail system on a per-mile basis.

Key Corridors shall be approved by the City prior to finalizing the report.

Product: Preliminary cost estimates and prioritization criteria in table format.

Number of meetings: One (1) conference call review meeting with staff.

Items Provided by City: Review and comment as appropriate.

7.06 DEVELOP STANDARDS FOR TRAIL DESIGN & REVIEW STANDARD STREET SECTIONS

Develop general and aesthetic standards for McKinney's trail system.

- Develop design standards for each facility type;
- Develop design standards for amenities such as nodes, seating areas, bridge approaches, and mile markers;
- Develop maintenance standards for trails and bikeways;
- Develop design standards for on-grade traffic crossings, railroad crossings, low water crossings, and design considerations for vehicle bridges to accommodate trails; and
- Develop quick-reference standards for six to eight (6 to 8) primary bikeway facility types. Effort shall be coordinated with Comprehensive Plan team.

Product: Draft trail facility standards for McKinney in graphic and written format.

Number of meetings: One (1) review meeting with Parks, Planning, Engineering Departments and Comprehensive Plan Team.

Items Provided by City: Previous park, trail or facility standards (if any); review and comment on proposed trail standards.

7.07 PREPARE TRAILS MASTER PLAN CHAPTER & DEVELOP POLICY RECOMMENDATIONS

Prepare the trails master plan chapter of the overall Master Plan report and a summary to be included in the Comprehensive Plan. Include a detailed implementation schedule with costs and priorities and develop strategic policy recommendations to:

- Accelerate the implementation of trails and related facilities;
- Network continuity;
- Coordinate with other projects;
- Modify programs and practices;
- Develop a cutting-edge trail system; and
- Recommend short-term and long-term improvements.

Product: A written summary of the trails and bikeway master planning process and recommendations to be delivered as part of the overall Master Plan report and provide written/graphic summary as part of the Comprehensive Plan (see Task 9).

Number of meetings: One (1) review meeting with Parks, Planning, Engineering Departments and Comprehensive Plan Team.

Items Provided by City: Parks, Planning, Engineering Departments and Comprehensive Plan Team review and comment as appropriate.

8.00 STREETScape AND ENTRY FEATURE PLAN - Alternate

8.01 REVIEW EXISTING STREETScape PLAN

- A. HA shall review and modify (as needed) the existing Streetscape Plan as prepared as part of the Master Plan.
- B. HA shall prepare a summary of the review in terms of its vision, recommendations and deficiencies.
- C. HA shall conduct one (1) full-day long windshield tour of the City.
- D. HA shall participate in one (1) conference call meeting with staff

Product – HA shall prepare a summary findings report of existing conditions based on a windshield tour.

Total number of meetings: – One (1) full-day windshield tour and one (1) conference call review meeting with staff.

Items Provided by City of McKinney – The City shall review findings report; and attend meetings.

8.02 GATEWAY AND ENTRY MONUMENTS

- A. HA shall prepare a map of City showing primary points of entry for placement of monuments.
- B. Gateway concepts to include sketches, photos and list of conceptual materials.
- C. Monuments will be identified as major or minor and locations for each monument will be identified.

Product – HA shall prepare sketches, photos, and plans.

Total number of meetings: – One (1) review meeting with staff.

Items Provided by City of McKinney – The City shall review sketches, photos, and plans and engage in conference call meeting.

8.03 STREETScape COLORS, MATERIALS, AND FURNISHINGS

- A. HA shall develop a unique, yet unified architectural theme to be used throughout city. HA shall develop a palette consisting of but not limited to:
 - Stone, brick, concrete, metal, cast stone, glass, etc.;
 - Recommended accent color(s) to be a central theme used in all entry features;
 - Use of City logo to be incorporated onto entry signage; and
 - Site furnishings, including:
 - Pedestrian and street lights;
 - Benches and trash receptacles;
 - Bollards; and

- Entry signage/park identity signage

Product – HA shall prepare a palette of materials.

Total number of meetings: – One (1) conference call review meeting with staff.

Items Provided by City of McKinney – The City shall review palette and engage in conference call meeting.

8.04 STREETScape DESIGN AND DEVELOPMENT STANDARDS

A. HA shall develop and incorporate city standards for design based upon median and right of ways to incorporate existing and proposed conditions. HA shall develop typical sections and details incorporating:

- Widths of the design areas, such as median, nosing setbacks and turning lanes;
- Right of Way landscaping for residential areas vs. commercial areas; and
- Typical intersection treatments.

Product – HA shall prepare text-based standards and drawings.

Total number of meetings: – One (1) conference call review meeting with staff.

Items Provided by City of McKinney – The City shall review streetscape design and development standards and engage in conference call meeting.

8.05 PREPARE STREETScape AND ENTRY FEATURE CHAPTER & REVIEW WITH STAFF

A. HA shall deliver an electronic draft report chapter for the Master Plan for review by PROS.

B. HA shall deliver an electronic summary to be included in the Comprehensive Plan for review by the Parks, Planning, Engineering Departments and Comprehensive Plan Team.

C. HA shall participate in a one (1) review meeting with Parks, Planning, Engineering Departments and Comprehensive Plan Team.

Products – HA shall deliver an electronic draft report chapter for review by the Parks, Planning, Engineering Departments and Comprehensive Plan Team.

Total number of meetings: – One (1) review meeting.

Items Provided by City of McKinney – Parks, Planning, Engineering Departments and Comprehensive Plan Team to review draft report chapter and engage in meeting.

9.00 IMPLEMENTATION PLAN

9.01 COST ESTIMATES

HA shall:

- Prepare cost estimates for key components of the Parks, Recreation and Open Space Visioning Master Plan (Phase 4), Athletics Plan (Phase 5), Recreational Facilities Review (Phase 6), Hike and Bike Trails Plan (Phase 7); and Streetscape and Entry Feature Plan (Phase 8).
- Use previous bids, current contractor costs where available, or other locally based

estimates;

- Include maintenance costs for new facility improvements;
- Use an average dollar amount per acre for land acquisition; and
- Include cost ranges for proposed improvements, and identify key assumptions and items included in each estimate. Include contingencies that are appropriate for concept level estimates;

Product: HA will incorporate the results of the cost estimates in the Action Plan.

Number of meetings: One (1) conference call meeting.

Items Provided by City of McKinney: The City shall review estimates and comment as appropriate.

9.02 IMPLEMENTATION AND ACTION PLAN

A. HA shall prepare an **Implementation Plan** for the Parks, Recreation and Open Space Visioning Master Plan illustrating the components that are recommended. This plan will include five key elements:

1. **Short range improvements** to meet immediate needs.
2. **Long range improvements** to meet population growth, enhance the parks system, and meet the needs of City administrative staff.
3. **Prioritization of improvements**, to fund most critical projects first, based on demonstrated need, with less critical components being incorporated as funding allows.
4. **Funding strategies** to provide predictable funding resources for the proposed improvements.
5. **Recreation modifications** and improvements to address key recreation needs and deficiencies.

B. HA shall prepare a master plan that will describe the recommended improvements in the following main categories:

- Existing and New Aquatic and Indoor Recreational facilities;
- Existing parks;
- Land acquisition needs;
- New facility development;
- Trail development; and
- Streetscape and Entry Features.

C. HA shall prepare an **Action Plan Schedule** for the recommended plan components.

- * Develop a 5 year incremental funding level analysis to implement the Master Plan. (Action and Expenditure Plan).
- * Use a 5-year short-range time frame, and a 10-year long-range time frame.

Product: HA shall prepare prioritization of recommended improvements, an Action Plan in table format, and an implementation plan in written format.

Number of meetings: One (1) meeting.

Items Provided by City of McKinney: The City shall provide current and past citywide and Park and Department budgets (for past three years); provide records of past grants and other non-city funding sources; and review Implementation and Action Plan.

10.00 REPORT PREPARATION & FINAL PLAN ADOPTION

10.01 REPORT PREPARATION, REVIEW, AND APPROVAL

- A. HA shall combine the information compiled in each of the tasks above into a Final Report. HA will assist in reviewing the report with City staff, the Steering Committee, Boards, and City Council. Elements in this task will include:
- * Preparation of Report and Submittal of electronic (PDF format) draft to PROS staff for review.
 - * One (1) work session with PROS staff.
 - * Revisions based on comments received, and preparation of a revised draft report in electronic (PDF) format.
 - * One (1) briefing presentation and work session with department heads and Assistant City Manager.
 - * Briefing presentation and work session with the Visioning Committee (accounted for in Task 3.01).
 - * One (1) joint briefing presentation and work session with Parks and Recreation Board, and the MCDC Board.
 - * One (1) briefing presentation and work session with City Council.
 - * Revisions based on comments received, and preparation of a final report in electronic (PDF) format.
 - * One (1) public hearing for approval of the final master plan by the City Council.
 - * **Note** - Report will be in compliance with TPWD Master Plan document requirements.
- B. Upon City Council approval, HA shall deliver the approved report to Texas Parks and Wildlife Department for review and comment. HA shall address comments from TPWD staff as required.

Products: Report final product shall be in an Adobe format (InDesign/Illustrator) that can be edited by the City. HA shall prepare electronic (PDF format) draft reports. Total number of hard copies includes two (2) final reports.

Number of meetings: Halff will attend a total of five (5) meetings during the approval process, plus one (1) meeting with the Master Plan Visioning Committee (accounted for in Task 3.01).

Items Provided by City of McKinney: The City shall review draft reports, set up meetings and agenda items for review and approval of master plan, and distribute electronic or hard copies of the report to staff, the Master Plan Visioning Committee, Boards, and City Council, as outlined above.

10.02 MASTER PLAN EXECUTIVE SUMMARY

- A. HA will prepare a summary of the Parks, Recreation, and Open Space Visioning Master Plan (Master Plan), including key goals and objectives, key needs, recommendations,

- funding strategies and public statements. This summary will be crafted to serve as the primary document for communicating the goals and outcomes of the Master Plan to elected and appointed officials and the general public.
- B. HA will include key graphics from the Master Plan necessary to communicate the intent of the Master Plan.
 - C. HA will provide a digital original to the City of McKinney for review.
 - D. HA will review with City staff, and modify per comments received.

Product: HA shall prepare an Executive Summary for the Parks and Recreation Open Space Master Plan in electronic (PDF) format for review.

Number of meetings: One (1) meeting with staff.

Items Provided by City of McKinney: The City shall review the Executive Summary and comment, as well as participate in a meeting.

10.03 MASTER PLAN PUBLISHING

HA shall produce a high-resolution, full-color digital (PDF format) original of the Master Plan Report and Executive Summary for use in immediate printing as part of this contract, as well as future printing and digital publication by the City of McKinney. HA shall prepare up to One (1) color copy of the Master Plan (up to 200 pages) and up to One (1) color copy Executive Summary (8-12 pages).

Product: Halff shall provide a high and mid-level digital original of the Master Plan Report and Executive Summary (PDF format) on CD and print up to one (1) color copy.

Number of meetings: None.

Items Provided by City of McKinney: The City shall perform a final review of the document and approve final reproduction.



**EXHIBIT “B”
 FEE SCHEDULE**

**City of McKinney Parks, Recreation, and Open Space
 Visioning Master Plan**

Basic Services – Fee Summary

Planning services as described will be provided by Halff Associates Inc. on a lump sum basis, with an authorized maximum lump sum contract fee of **\$250,000** for the Parks, Recreation, and Open Space Visioning Master Plan. The fee includes a lump sum compensation for base report printing, presentation boards, graphic boards, printing and mileage expenses

Item #	Item	Meetings	Professional Fee	
			Base Proposal	Optional Services
1.00	Project Management	Three (3) staff meetings; Two (2) day city tour Two (2) Comp. Plan	\$31,100	
2.00	Pre-Planning	Two (2) staff conference calls	\$19,600	
3.00	Visioning	Up to Three (3) Master Plan Visioning Mtgs.; Three (3) visioning work sessions; Two (2) public meetings; Two (2) staff conference calls	\$52,000	\$2,000
4.00	Parks & Open Space System Plan	Two (2) staff meetings; Five (5) staff conference calls	\$31,900	
5.00	Athletics Plan	One (1) league/association work session; Two (2) staff conference calls		\$9,300
6.00	Recreational Facilities Review	One (1) facilities tour with City staff; Two (2) meetings with City staff;	\$26,500	\$2,000
7.00	Trails and Bikeway System Master Plan	Two (2) days of recon.; One (1) windshield tour with City staff; Three (3) meetings with City staff; Three (3) staff conference calls	\$39,900	
8.00	Streetscape and Entry Feature Master Plan	Two (2) days of recon.; One (1) windshield tour with City staff; Two (2) meetings with City staff; Three (3) staff conference calls		\$27,800
9.00	Implementation Plan	One (1) staff meeting; One (1) staff conference call	\$6,000	
10.00	Report Preparation and Final Plan Adoption	Five (5) meetings during approval process; One (1) Final Approval public hearing	\$39,000	
Reimbursable Expenses			\$4,000	
LUMP SUM TOTAL PARKS MASTER PLAN			\$250,000	\$41,100



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Additional Services and Meetings

Should the need arise for additional services, including meetings, Halff can provide such services on an hourly basis and/or agreed upon fee.

Hourly rates are as follows:

Principal:	\$250
Project Manager:	\$235
Sr. Park Planner Advisor:	\$190
Park Planner:	\$115
Planner:	\$100
Public Participation Specialist:	\$95
GIS/CAD Operator:	\$90
Secretarial/clerk:	\$60