

RESOLUTION 26-R-002

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS AUTHORIZING AN AGREEMENT WITH HALFF ASSOCIATES, INC. FOR PROFESSIONAL SERVICES FOR THE WEST DIETZ CREEK TRAIL PROJECT.

WHEREAS, the City staff of the City of Schertz (the “City”) has determined that the City requires professional services relating to design, engineering and construction management services for the West Dietz Creek Trail project; and

WHEREAS, City staff has determined that Halff Associates, Inc. is uniquely qualified to provide such services for the City; and

WHEREAS, Halff Associates, Inc. is an approved On-Call Engineering Firm for the City of Schertz; and

WHEREAS, pursuant to Section 252.022(a)(4), the City is not required to seek bids or proposals with respect to a procurement for personal, professional, or planning purposes; and

WHEREAS, the City Council has determined that it is in the best interest of the City to contract with Halff Associates, Inc. pursuant to the On-Call Task Order Agreement attached hereto as Exhibit A (the “Agreement”) in an amount not to exceed \$331,319.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SCHERTZ, TEXAS THAT:

Section 1. The City Council hereby authorizes the City Manager to execute and deliver the Task Order Agreement with Halff Associates, Inc. in accordance with their approved Master Agreement in substantially the form set forth on Exhibit A for a not-to-exceed amount of \$331,319.

Section 2. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the City Council.

Section 3. All resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 4. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 5. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be

valid, and the City Council hereby declares that this Resolution would have been enacted without such invalid provision.

Section 6. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

Section 7. This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

PASSED AND APPROVED on the _____ day of _____, 2026.

CITY OF SCHERTZ, TEXAS

Ralph Rodriguez, Mayor

ATTEST:

Sheila Edmondson, TRMC
City Secretary

EXHIBIT A

TASK ORDER NO. 3 SERVICES AGREEMENT



December 19, 2025
57460.004

Lauren Shrum
Director
Parks, Recreation and Community Services
City of San Schertz
10 Commercial Place
Schertz, Texas 78154

RE: West Dietz Trail

Dear Ms. Shrum:

We are excited to submit this proposal to provide professional services for the West Dietz Trail. We value our relationship with the City of Schertz and appreciate the opportunity to work with you on this project.

Please let us know if you need any additional information. We look forward to working with you on this project!

Sincerely,
HALFF ASSOCIATES, INC.

A handwritten signature in blue ink that reads "Marc R. Zak".

Marc R. Zak, PLA, LI, RAS
Planning and Landscape Architecture Team Leader

This document has important legal consequences; consultation with an attorney is encouraged with respect to its use or modification. This document should be adapted to the particular circumstances of the specific Agreement between Owner and Engineer, and the controlling Laws and Regulations.

EJCDC® E-505, Agreement between Owner and Engineer for Professional Services—Task Order Edition, is published in four parts: (1) the Main Agreement (general provisions governing all Task Orders); (2) the Exhibits to Main Agreement; (3) the Task Order Form (see below); and (4) the Exhibits to Task Order. The Main Agreement contains a Guidelines for Use section that pertains to all four parts of E-505.

**AGREEMENT BETWEEN OWNER AND ENGINEER
FOR PROFESSIONAL SERVICES—
TASK ORDER EDITION**

PART 3 OF 4: TASK ORDER FORM

Prepared by



Copyright© 2020

National Society of Professional Engineers
1420 King Street, Alexandria, VA 22314-2794
(703) 684-2882
www.nspe.org

American Council of Engineering Companies
1015 15th Street N.W., Washington, DC 20005
(202) 347-7474
www.acec.org

American Society of Civil Engineers
1801 Alexander Bell Drive, Reston, VA 20191-4400
(800) 548-2723
www.asce.org

The copyright for this EJCDC document is owned jointly by the three sponsoring organizations listed above. The National Society of Professional Engineers is the Copyright Administrator for the EJCDC documents; please direct all inquiries regarding EJCDC copyrights to NSPE.

The use of this document is governed by the terms of the License Agreement for the 2020 EJCDC® Engineering Series Documents.

NOTE: EJCDC publications may be purchased at www.ejcdc.org, or from any of the sponsoring organizations above.

TASK ORDER NO. 3

This is Task Order No. [**3**],
consisting of 6 pages.

In accordance with Paragraph 1.01, Main Agreement, of the Agreement Between Owner and Engineer for Professional Services—Task Order Edition dated [January _____ 2026], Owner and Engineer agree as follows:

1. TASK ORDER DATA

a.	Effective Date of Task Order:	January ____, 2026
b.	Owner:	City of Schertz
c.	Engineer:	Halff Associates, Inc.
d.	Specific Project (title)	West Dietz Creek Trail
e.	Specific Project (description):	The West Dietz Creek Trail will be an approximately 1.76 mile long, 10-foot wide concrete trail along West Dietz Creek beginning just south of Wiederstein Road crossing Savannah Drive and Maske Road, and ending at Schertz Parkway where it will connect with the Campus Exercise Trail behind the Hal Baldwin Municipal Complex. The trail will include pedestrian crossing signals at each road crossing.
f.	Related Task Orders Supplemented by this Task Order: Superseded by this Task Order:	N/A

2. BASELINE INFORMATION

Baseline Information. Owner has furnished the following Specific Project information to Engineer as of the Effective Date of the Task Order. Engineer's scope of services has been developed based on this information. As the Specific Project moves forward, some of the information may change or be refined, and additional information will become known, resulting in the possible need to change, refine, or supplement the scope of services.

Specific Project Title:	West Dietz Creek Trail
Type and Size of Facility:	Concrete Trail, 10-ft wide
Description of Improvements:	Construction of a 10 ft-wide concrete trail w/ Trail nodes and Drinking Fountains
Expected Construction Start:	January 2027
Prior Studies, Reports, Plans:	N/A
Facility Location(s):	Along West Dietz Creek beginning just south of Wiederstein Road crossing Savannah Drive and Maske Road, and ending at Schertz Parkway where it will connect with the Campus Exercise Trail behind the Hal Baldwin Municipal Complex.
Current Specific Project Budget:	N/A
Funding Sources:	City of Schertz Parks and Recreation Department and Alamo Ranch Metropolitan Planning Organization (AAMPO).
Known Design Standards:	City of Schertz, City of San Antonio, and TxDOT Design Standards
Known Specific Project Limitations:	N/A
Specific Project Assumptions:	N/A
Other Pertinent Information:	N/A

3. SERVICES OF ENGINEER (“SCOPE”)

- A. The specific Basic Services to be provided or furnished by Engineer under this Task Order are:
- Exhibit A to Task Order, “Engineer's Services for Task Order,” as attached to this specific Task Order.
- B. All the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order, with the exception of Resident Project Representative Services, if any, which are compensated separately.

Task Order.

EJCDC® E-505, Agreement between Owner and Engineer for Professional Services—Task Order Edition.
 Copyright© 2020 National Society of Professional Engineers, American Council of Engineering Companies,
 and American Society of Civil Engineers. All rights reserved.

- C. Resident Project Representative (RPR) Services: **(Does not apply)**
 - 1. If the Scope established in Paragraph 2.A above includes RPR services, then Exhibit D to Task Order is expressly incorporated in this Task Order by reference.
- D. Additional Services: Services not expressly set forth as Basic Services in Paragraph 3.A above, and necessary services listed as not requiring Owner's written authorization, or requiring additional effort in an immediate, expeditious, or accelerated manner as a result of unanticipated construction events or Specific Project conditions, are Additional Services, and will be compensated by the method indicated for Additional Services in this Task Order. All other Additional Services require mutual agreement and may be authorized by amending the Task Order as set forth in Paragraph 8.05.B.2 of the Main Agreement, with compensation for such other Additional Services as set forth in the amending instrument.

4. DELIVERABLES SCHEDULE

- A. In submitting required Documents and taking other related actions, Engineer and Owner will comply with the schedule below. Preliminary Schedule is below:

Deliverables	Duration
30% Schematic Design	10 Weeks
90%/100% Construction Documents	14 Weeks
Bid Phase	8 Weeks
Construction Observations	30 Weeks
Project Close-Out and Record Documents	4 Weeks

5. ADDITIONS TO OWNER'S RESPONSIBILITIES

- A. Owner shall have those responsibilities set forth in Article 2 of the Main Agreement, and the following supplemental responsibilities that are specific to this Task Order:
 - 1. The Owner shall provide As-built drawings for public utilities within the ROW, adjacent development plats, and future project utility layouts.

6. TASK ORDER SCHEDULE

- A. In addition to any schedule provisions provided in Exhibit B or elsewhere, the parties shall meet the following schedule: **Not Applicable**

7. ENGINEER'S COMPENSATION

- A. The terms of payment are set forth in Article 4 of the Main Agreement.
- B. Owner shall pay Engineer for services rendered under this Task Order as follows:

Description of Service	Amount	Basis of Compensation
Basic Engineering Services	\$126,640.00	Lump Sum
1. 30% Schematic Design	\$45,840.00	Lump Sum
2. 90%/100% Construction Documents	\$80,800.00	Lump Sum
Bid Phase Services	\$10,400.00	Lump Sum
Construction Phase Services	\$66,120.00	Lump Sum
Project Close-Out and Record Documents	\$10,520.00	Lump Sum
TOTAL COMPENSATION (Basic Engineering Services, Bid Phase Services, Construction Phase Services and Project Close-Out and Record Documents)	\$213,680.00	Lump Sum
Supplemental Services	\$117,639.00	Lump Sum
1. Topographic Survey	\$63,440.00	Lump Sum
2. NEPA/TxDOT Environmental Clearance	\$29,679.00	Lump Sum
3. Karst Invertebrate Species Habitat Assessment	\$4,740.00	Lump Sum
4. TAS Registration, Plan Review and Site Inspection Fees	\$5,620.00	Lump Sum
5. Storm Water Management Plan	\$14,160.00	Lump Sum
6. Reimbursable Expenses	TBD	
TOTAL COMPENSATION (Supplemental Services)	\$117,639.00	Lump Sum
GRAND TOTAL	\$331,319.00	Lump Sum

C. Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Lump sum amounts and estimated totals included in the breakdown by

Task Order.

EJCDC® E-505, Agreement between Owner and Engineer for Professional Services—Task Order Edition.
 Copyright© 2020 National Society of Professional Engineers, American Council of Engineering Companies,
 and American Society of Civil Engineers. All rights reserved.

phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Subconsultants' charges, if any. For lump sum items, Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered but shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

8. ENGINEER'S PRIMARY SUBCONSULTANTS FOR TASK ORDER, AS OF THE EFFECTIVE DATE OF THE TASK ORDER:

- A. Adams Environmental, Inc (Environmental Services)

9. EXHIBITS AND ATTACHMENTS:

- A. Exhibit A Task Order—Engineer's Services Under Task Order
- B. Exhibit B to Task Order—Task Order Deliverables Schedule (**Schedule provided in Section 4 of this Task Order**)
- C. Exhibit C to Task Order – Basis of Compensation
- D. Exhibit D to Task Order—Duties, Responsibilities, and Limitations of Authority of Resident Project Representative Under Task Order (**Does not apply**)
- E. Exhibit E to Task Order-EJCDC® C-626, Notice of Acceptability of Work (Form) (**Does not apply**)
- F. Other:

Execution of this Task Order by Owner and Engineer makes it subject to the terms and conditions of the Main Agreement and its exhibits and appendices, which Main Agreement, exhibits, and appendices are incorporated by this reference.

OWNER:
By: _____

Print Name: _____

Title: _____

ENGINEER:
By: Lamberto J. Balli

Print Name: Lamberto J. Balli, PE

Title: Vice President/ Director of Public Works

Engineer's License or Firm's F-312

State of: Texas

DESIGNATED REPRESENTATIVE FOR TASK ORDER:
Name: _____

Title: _____

Address: _____

E-Mail Address: _____

Phone: _____

Date: _____

DESIGNATED REPRESENTATIVE FOR TASK ORDER:
Name: Marc Zak, PLA, LI, RAS

Title: Team Leader, Planning/Landscape Architecture

Address: 100 NE Loop 410, Suite 701, San Antonio, Texas 78216

E-Mail Address: mzak@half.com

Phone: 830-455-6209

Date: December 12, 2025

Exhibit 'A'
Scope of Work

WEST DIETZ CREEK TRAIL
Schertz, Texas

PURPOSE

The purpose of the services proposed herein is for Halff Associates, Inc. (Halff) to provide professional services for design of West Dietz Creek Trail. The trail is located along West Dietz Creek beginning just south of Wiederstein Road and ending at Schertz Parkway, approximately 1.76 miles, in Schertz, Texas. Halff will work with and for the City of Schertz Parks and Recreation Department, identified as the Owner in this scope of work.

PROJECT ASSUMPTIONS

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

1. Consultant will provide design services for general park and trail improvements within available funding that includes the following items:
 - a. Trail Segment; approximate 1.76-mile trail.
 - i. ADA/TDLR compliant.
 - ii. Trail; 10-foot-wide concrete trail, approximately 1.76-mile long.
 - iii. Savannah Drive Crossing; provide at street grade trail crossing to include warning signs, flashing lights/signage and crosswalk striping.
 - iv. Maske Road Crossing; provide at street grade trail crossing to include warning signs, flashing lights/signage and crosswalk striping. For the schematic design submittal, a below street grade trail crossing, through an existing box culvert, will be shown as an alternative street crossing. Only one of the two crossings, to be selected by the Owner, will move forward in design.
 - v. Drainage; drainage culverts along the trail alignment, as necessary and within the construction budget, to address off-site drainage that will cross the trail.
 - vi. Drinking Fountain; locate and incorporate up to two (2) drinking fountains within the trail route to include the water service design per City of Schertz development requirements.
 - vii. Signage; wayfinding and quarter-mile markers.
 - viii. Trail Nodes; trail nodes and off-trail rest areas at approximately 0.25-mile intervals.
 - ix. Construction Budget is \$1,100,000.00
2. The project area is established by the trail corridor, which is defined as a 60' wide swath the length of the total trail. The total project area is approximately 12.8 acres.
3. The Owner will provide any available data and supporting information that they have in their possession relevant to the work and necessary for use by Halff to develop the construction documents, including design standards, as-builts, proposed plans, water services and static pressures.
4. Public engagement is included in this scope of work. One (1) public meeting, scheduled as a 1-hour long meeting, with a summary report provided by Halff, is included in this scope of

work. The public meetings may either be a stand-alone meeting or in association with an HOA meeting. Halff will assist in the development of the presentation, provide trail plan and supporting graphics and assist in the presentation.

5. Building Permit submittal is included in this scope. All permitting fees to be paid by the Owner.
6. A Storm Water Management Plan will be required and is included in this scope of work.
7. Design and plans will be produced to meet the Local Government Project Development & Delivery Checklist, as appropriate for this type of project and as set by TxDOT.
8. Archeological and Environmental services are included in this scope and will meet the NEPA requirements as set by TxDOT.
9. Monthly meetings will be conducted throughout the design phases, Schematic Design through Bidding Assistance, approximately 11 meetings.
10. All meetings described in the scope of services will be one (1) hour in-person meetings during the work week with meeting minutes provided by Halff, unless otherwise noted.

SCOPE OF DESIGN SERVICES

A. Schematic Design

30% level design to include the following:

1. Attend a project meeting with the Owner to identify the general program and parameters for the design efforts and to establish a schedule of milestones for the project.
2. Coordinate with the Owner, utility companies and other stakeholder groups as needed for the design improvements.
3. Collect existing pertinent and applicable data, including LIDAR topography, aerial photography, previous plans, as-builts and utility information to develop the preliminary base map.
4. Develop schematic design plans to indicate the design concept and establish the trail route with enough detail to clarify the design.
5. Submit schematic design package. Submittal will be a pdf copy of the package of documents delivered via email to the project manager and three (3) 11"x17" hard copy sets.
6. Attend site meeting with the Owner to review the trail route. Halff will stake the trail alignment prior to this meeting. Four hours will be allowed for this meeting. Halff will provide meeting minutes.
7. Attend a design review meeting with the Owner and Parks Staff. Design review comments that define the scope of the project will be addressed to prepare for the public meeting. All other comments will be addressed in the next phase, Design Development.
8. Submit plans and specifications to TxDOT (30% and 60%).
9. Attend a design review meeting with TxDOT.
10. Develop opinion of probable construction cost (OPCC) within budget.
11. Coordinate with the Owner and maintain a comment and resolution log.
12. Assist in the facilitation of the Public Meeting to present schematic design. The meeting is to include the public and Owner/Parks Staff. Halff will prepare one (1) plan renderings of the entire trail route for the public meeting and provide a summary

of the meeting. The Owner is responsible for the public outreach and paying facility rental fees.

Deliverables: Digital Files (PDF) and Hard Copy Sets (3) of Schematic Design Submittal, OPCC, Public Meeting Notes and Comment Log

Meetings: Three (Kick-Off, Design Review and Public Meeting), 1-hour each

Duration: 10 Weeks

B. Construction Documents

90% level design and final construction documents to include the following:

1. Coordinate design for development of the construction documents (plans and specifications).
2. Submit 90% level design, construction documents package. Submittal will be a pdf copy of the package of documents delivered via email to the project manager and three (3) 11"x17" hard copy sets.
3. Develop and include the Environment Permits, Issues and Commitments (EPIC) and Storm Water Pollution Prevention Plan (SWPPP) sheets.
4. Update OPCC within budget.
5. Attend a design review meeting with the Owner and Parks Staff. Comments will be addressed and resubmitted as final construction documents.
6. Submit plans and specifications to TxDOT (90% and final PS&E).
7. Finalize and submit final construction documents, to include plans and specifications, for bidding purposes.
8. Submit plans to the Texas Department of Licensing and Regulation (TDLR) for Architectural Barriers Project Registration and plan review. TDLR fees will be paid by Halff.
9. Submit plans to the City of Schertz DSD for building permit and floodplain development permit. Halff will address review comments from DSD, correct plans and resubmit to DSD in a timely manner before bid advertisement. Permit fees to be paid by the Owner.
10. Submit construction documents to TxDOT.
11. Maintain the design review comment log.

Deliverables: Digital Files (PDF) and Hard Copy Sets (3) of 90% Construction Documents, OPCC, Construction Documents, Comment Log, Trail CAD and GIS Files and Sign Graphic Digital Files

Meetings: One (Design Review Meeting), 1-hour each

Duration: 14 Weeks

A. Bidding Assistance

Assist the Owner with bidding of the construction documents to include the following:

1. Assist with the bidding schedule to establish Pre-Bid Meeting and Bid Opening with Parks Staff.
2. Verify permits are clear and ready.
3. Provide construction documents to Parks Staff for online bid solicitation.
4. Provide project narrative for bid solicitation.
5. Attend the Pre-Bid Meeting.

6. Prepare and provide Parks Staff addenda, as necessary, to address questions from potential bidders throughout the bid period and clarifications to the construction documents.
7. Review contractor bid proposals.
8. Prepare and provide Parks Staff a detailed bid tabulation and letter of recommendation for contractor selection.

Deliverables: Digital PDF of Bid Tabulation and Letter of Recommendation

Meetings: Two (Pre-Bid Meeting and Bid Opening), 1-hour each

Duration: 8 Weeks

B. Construction Observation

Construction observation to include the following:

1. Review Contractor monthly pay estimates for correct completion of work and sign for approval. Provide documentation of filed measurements and installed work items for TxDOT coordination.
2. Review/negotiate change orders.
3. Review shop drawings and request for information (RFI's) and provide responses in a timely manner.
4. Attend biweekly construction meetings and provide meeting minutes.
5. Construction site visits for general construction observation up to one (1) visit per week on average throughout the construction period. Halfff will provide the Owner and Contractor a written summary of each visit. These site visits are in addition to the biweekly construction meetings.
6. Develop and maintain Daily Project Diary of work performed and project activities. Daily Project Diary will be developed from daily site visits that will include daily site visits, notes, photos and documentation. Each daily site visit with documentation will be 2 hours per day.
7. Coordinate TDLR inspection.
8. Attend substantial completion inspection and prepare the Substantial Completion Inspection letter with punch list.
9. Attend final completion inspection and punch list and prepare Final Completion letter.
10. This fee is for the duration of the Contractor's contractual construction days, up to 180 calendar days. A calendar day is defined as Monday through Saturday (Sunday is not a calendar day). Construction observation services beyond this time will require additional services to be negotiated.

Deliverables: Digital PDF of Construction Meeting Minutes, Construction Site Visit Reports, Daily Project Diary, TDLR Inspection Report, Substantial and Final Completion Letters

Meetings: Fifteen (13 Biweekly Meetings, Substantial and Final Completion Meetings)

Duration: 30 Weeks

C. Project Close-Out and Record Documents

Project close-out and record documents to include the following:

1. Assist with the assembly and coordination of warranty and product manuals from the Contractor.

2. Prepare and submit as-built drawings to PW Staff. As-built drawings will be developed from contractor's field notes and changes made during construction. A pdf copy and a CAD file will be provided.
3. Attend final warranty inspection and provide PW Staff notes.

Deliverables: Digital PDF of As-Built Drawings and Warranty Inspection Report and CAD File of the As-Built

Meetings: One (Warranty Inspection), 1-hour each

Duration: 4 Weeks

SCOPE OF SUPPLEMENTAL SERVICES

A. Topographic Survey

Perform topographic survey of the project area in accordance with the requirements of a Category 6 – Topographic Survey, as stipulated in the Manual of Practice promulgated by the Texas Society of Professional Surveys (TSPS). This includes establishing the elevations of the project site, locating visible improvements within the project area, the location of visible utilities within the project area, locating trees (6" and greater) within the project area and the establishing of temporary benchmarks at the project area.

B. Environmental Services, TxDOT Environmental Coordination and Cultural Resources Services

Provide services for the City of Schertz West Dietz Creek Trail project by coordinating Texas Department of Transportation (TxDOT) Environmental Clearance and conducting other required environmental and cultural resources services for compliance with applicable laws and regulations.

The project is Federally funded through the Transportation Improvement Program (TIP) FY 25-28 (AAMPO). These TIP projects are an 80/20 match program with the local government providing 20% of the \$1,250,00 project cost. The project includes construction a 1.76-mile long, 10-foot wide concrete trail along West Dietz Creek beginning just south of Wiederstein Road and Crossing Savannah Drive, Maske Road and ending at Schertz parkway where it will connect with Campus Exercise Trail behind the Hal Baldwin Municipal Complex.

As the project will occur on City owned land, compliance with the Antiquities Code of Texas will be required. In addition, the partial federal funding source for the project will require compliance with Section 106 of the National Historic Preservation Act. The scope below will ensure that environmental clearance is coordinated through TxDOT for compliance with the National Environmental Policy Act (NEPA) along with the Endangered Species Act and Clean Water Act.

Please note that his cost proposal assumes that the project will be categorically excluded. If TxDOT determines that an environmental assessment (EA) is required, an additional scope and fee will be prepared detailing the additional documents needed.

Task 1: Work Plan Development (WPD) I – Project Definition

Half will review project details and gather information for input into WPD I within TxDOT's Environmental Compliance Oversight System (ECOS). Details will include:

- Project Definition
- Project Association(s)
- Project Funding and Location
- Letting Dates
- Project Description

Task 2: WPD II – Work Plan Development

Information gathered in Task 1, above, will be used to complete WPD II in ECOS. During this phase, it will be determined what technical reports will need to be completed in Task 3 of this proposal. Half will travel to the site during this task to conduct a field assessment. Documents created during this task include:

- Project Location Map
- Plan Views (existing and proposed)
- Environmental Constraints Map
- Photo Log

Task 3: Technical Document Preparation

Half will complete technical reports based on the outcome of the input of information into WPD II. Anticipated items prepared during this task include:

- Species Analysis Spreadsheet
- Species Analysis Form
- Species Analysis Discrepancies
- Tier I Assessment
- Texas Parks and Wildlife Department (TPWD) State Listed Threatened and Endangered (T&E) Species List
- United States Fish and Wildlife Service (USFWS) Information for Planning and Consultation (IPaC) List (Federally Listed T&E Species)
- Hazardous Materials Initial Site Assessment (ISA) Report
- Surface Waters Analysis
- Biological Report Attachments:
 - o Aerial Location Map
 - o Ecological Mapping Systems of Texas (EMST) exhibit
 - o EMST Summary
 - o Field-Verified EMST Vegetation Types Exhibit
 - o Karst Zones Map
 - o Critical Habitat Zones Map
 - o Texas Natural Diversity Database (TXNDD) Report
 - o TPWD Species of Greatest Conservation Need (SGCN) Report
 - o Photo Log

Include with this scope and fee is a field visit to the project site to walk the trail alignment one (1) time and collect field data and photos associated with the above referenced technical reports. Half will travel to the project area to perform a formal determination and delineation of on-site potential surface waters of the U.S.. Stream channels will be assessed and delineated

using U.S. Army Corps of Engineers (USACE) criteria for the presence of an ordinary high water mark (OHWM), which includes wetland fringes, in-channel wetlands, bed scour and shelving, bed and banks and areas devoid of vegetation due to the scouring action of flowing water. Wetlands, if present, will be delineated using the Routine Wetland Determination Method and Guidance provided in the USACE March 1992 Technical Memorandum Regarding Clarification of the 1987 Wetland Delineation Manual and Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Great Plains Region (March 2010). At the time of the filed determination study, stream OHWMs and wetland boundaries will be mapped using a GPS unit with sub-meter accuracy, which is a method of mapping acceptable to the USACE – Fort Worth District. The Site will also be assessed for the presence of habitat conducive to federally listed endangered or threatened species.

Task 4: TxDOT PCR and TxDOT Archaeological Background Study

Halff will conduct cultural resources NEPA compliance and technical studies services. As the project will receive federal through TxDOT, compliance with Section 106 of the National Historic Preservation Act (NHPA) will be required. In addition, the project will take place, partially, within TxDOT-owned and City-owned right-of-way (ROW), which will necessitate compliance with the Antiquities Code of Texas.

Task 4a: Desktop TxDOT Archaeological Background Study

An archaeologist will consult the Texas Historical Commission's (THC) online Texas Archeological Sites Atlas to identify previously recorded archaeological sites, survey and designated historic properties within 1 kilometer of the project area. In addition, they will consult historic aerial photographs and topographic maps available online to learn more about previous impacts to the landscape within the project area. TxDOT's H-PALM will also be consulted. Along with a review of soils and geology, this data will be used to assess the potential for intact archaeological deposits to be present within the proposed project area. Halff will prepare a background study according to TxDOT-ENV's template, for submission to TxDOT and THC. Halff will incorporate this information along with proposed methods into a research design that will accompany an Antiquities Permit Application, if required.

Task 5: Meetings, project Management and Accounting

This task includes project management, teleconferences for coordination, accounting, preparation of monthly reports and invoicing tasks.

C. Karst Invertebrate Species Habitat Assessment

The project is located in Karst Zone 3B according to the U.S. Fish and Wildlife Service (USFWS) San Antonio Region Karst Map, defined as an area in which federally listed karst invertebrate species are known to occur. In accordance with USFWS recommendations, Halff will conduct a karst terrain feature survey and accompanying habitat assessment for any encountered features to evaluate potential for suitable habitat for listed karst invertebrate species to ensure Endangered Species Act compliance. The karst terrain feature survey will follow the Texas Commission on Environmental Quality (TCEQ) methodology for determining the presence of karst features and that all subsequent habitat assessments will adhere to USFWS protocols, as necessary. Habitat assessments may be accompanied by hand and/or mechanical excavation and all features will be restored following such activities.

This scope of work anticipates one deployment by an environmental scientist and supervising Section 10(a)(1)(A) Scientific Permit holder for karst invertebrates, as required by USFWS. Halff will provide a report summarizing the methods employed, findings of our field investigations and recommendations for additional investigations, if warranted.

D. TAS Registration, Plan Review and Site Inspection Fees

Provide compensation for the Texas Accessibility Standards (TAS) Plan Review and Site Inspection fees. Additionally, Halff will coordinate the submittal, plan review and site inspection with the Texas Department of Licensing and Regulation (TDLR) and the Registered Accessibility Specialist (RAS) in accordance with our scope of basic services.

E. Storm Water Management Plan (SWMP)

A drainage study/downstream assessment will be prepared to demonstrate that the downstream system has capacity for the proposed development or that the proposed development does not result in adverse impacts to adjacent properties. The analysis will extend 2,000 linear feet from the proposed development. We do not anticipate any off-site drainage improvements, so the scope does not include off-site drainage infrastructure development.

1. Prepare pre-development hydrology for the existing site (on-site and off-site basins) within 2,000 linear feet of the proposed development.
2. Prepare post-development hydrology based on the proposed site improvements.
3. Compare the pre-project and post project runoff from the site outfall within 2,000 linear feet of the proposed development.
4. If there is an increase in runoff, analyze the capacity of the downstream system to determine any potential adverse impacts to water surface elevations and velocities within 2,000 linear feet of the proposed development.
5. If the downstream system does not have capacity or if the proposed development results in adverse impacts to adjacent properties, determine the approximate detention volume required to detain post-development storm water runoff to either pre-development storm water runoff conditions or the capacity of the receiving system.
6. Prepare a brief Storm Water Management Plan (SWMP) report and checklist.
7. Coordinate with the City of Schertz during the preliminary drainage study review process.

F. Reimbursable Expenses

Reimbursable expenses are as defined in the Professional Services Agreement. Reimbursable expenses and fees are to be approved by the City of Schertz Project Manager prior to use.

ADDITIONAL SERVICES

The following services are not included in the proposed basic services. Halff can provide services listed at the request of the Owner. Compensation will be based on a mutually agreed lump sum fee or an hourly rate as needed. Items that are considered additional services, but not limited to, include:

1. Graphics and marketing materials other than specifically described in the scope services.
2. Cultural resources review and clearances beyond that indicated in the scope of services.
3. Environmental analysis and permitting beyond that indicated in the scope of services.
4. Topographic survey beyond that indicated in the scope of services.
5. Geotechnical engineering services beyond that indicated in the scope of services.

6. Subsurface utility engineering services beyond that indicated in the scope of services.
7. Utility coordination services beyond that indicated in the scope of services.
8. Public meeting(s) beyond that indicated in the scope of services.
9. Hydraulic and hydrology study and analysis and/or report beyond that indicated in the scope of services.
10. Design of areas outside the limits of the project site.
11. Additions to the project scope or budget that causes additional work.
12. Additional meetings or workshops beyond that indicated in the scope of services.
13. Revisions to the concepts by the Owner after the final concept plans and graphics are prepared.
14. Permit fees, filing fees, pro-rated fees, impact fees, taxes, federal and/or state regulatory agency review fees.
15. Design of gas, telephone, electrical, water or other utility services/improvements beyond that indicated in the scope of services.
16. Printing of drawings, specifications and contract documents except as noted herein.
17. Traffic engineering reports or studies.
18. Assistance in property acquisition.
19. Negotiations/agreements with adjacent property owners beyond that indicated in the scope of services.
20. Condemnation support.
21. Temporary construction easements.
22. Plat preparation.
23. Traffic control plan.
24. Obtaining right of entry from public or private landowners to allow for the completion of environmental services.
25. Preparation of a USACE Section 404 standard individual permit.
26. Preparation of a USACE Section 404 permittee-responsible mitigation plan.
27. Preparation of a USACE Section 404 Pre-Construction Notification.
28. Threatened or endangered species presence/absence surveys (e.g., golden-cheeked warbler surveys).
29. Subsurface evaluations of karst features.
30. Informal or formal USFWS Section 7 consultation.
31. Formal NRHP/SAL eligibility testing of archeological sites encountered during the field investigations.
32. Intensive archaeological survey.
33. Archeological backhoe trenching.
34. Documentation of removal of human burials if encountered during the field investigation or inadvertent discovery during construction.
35. Historic architectural assessment.
36. Phase I Environmental Site Assessments.
37. Phase II Environmental Site Assessments.
38. Sampling and laboratory analysis for hazardous or toxic substances.
39. Water sampling and analysis.
40. Testing of building materials.
41. Testing for asbestos-containing materials.
42. Testing for lead-based paint.
43. Soil borings and hydrogeological analysis.

44. Ambient air sampling and dispersion modeling.
45. High-volume air sampling for various contaminants.
46. Storm water sampling and analysis.
47. Underground storage tank testing and remediation.
48. Researching title records for environmental liens or activity and use limitations (Please note these activities are identified in the ASTM Standard as the responsibility of the User of the Phase I and if available should be provided to the Environmental Professional).
49. Federal and state regulatory agency file review.
50. Site clean-up and remediation.
51. Preparation of an Environmental Impact Statement, Environmental Assessment, or Categorical Exclusion and Texas Department of Transportation National Environmental Policy Act documentation.
52. Preparation of an Environmental Assessment or Environmental Impact Statement, including necessary analyses, technical documentation, and agency coordination to comply with the National Environmental Policy Act (NEPA), should the project be awarded federal funding
53. Technical reports or applicable documentation for the following items are excluded from the scope of services for this task: air quality, community impacts, indirect impacts, cumulative impacts, Section 4(f) and 6(f) impacts, noise impacts, and Chapter 26 impacts.
54. Public involvement for cultural and environmental services (e.g., virtual or in-person meetings with property owners, stakeholders, or the general public or project notice mailouts).
55. Low water crossing design for trail crossing creek/drainage area.
56. Any additional work not specifically included in the basic services of this proposal.

Exhibit 'C'
Basis of Compensation

WEST DIETZ TRAIL
Schertz, Texas

COMPENSATION

Basic Services as described in Attachment 'A' will be provided for a total lump sum fee. The overall total fee shown will not be exceeded without prior written authorization by the Owner. Out-of-pocket expenses related to printing and graphic reproduction (reimbursable expenses) shall be reimbursed at cost by the Owner.

Payment for total services as described in Attachment 'A' will be invoiced to the Owner monthly, based upon a percentage of completed tasks. Below is a cost breakdown of the Basic Services:

PHASE FEES

Design Services

Schematic Design	\$45,840.00
Construction Documents	\$80,800.00
Bidding Assistance	\$10,400.00
Construction Observation	\$66,120.00
Project Close-Out and Record Documents	\$10,520.00

Sub-Total Design Services \$213,680.00

Supplemental Services

Topographic Survey	\$63,440.00
National Environmental Policy Act/TxDOT Environmental Clearance	\$29,679.00
Karst Invertebrate Species Habitat Assessment	\$4,740.00
TAS Registration, Plan Review and Site Inspection Fees	\$5,620.00
Storm Water Management Plan	\$14,160.00
Reimbursable Expenses	TBD

Sub-Total Supplemental Services \$117,639.00

GRAND TOTAL **\$331,319.00**

PROJECT WORK PLAN AND FEE PROPOSAL BREAKDOWN

Project: West Dietz Creek Trail
 Project Number: 57460.004
 Prime Consultant: Half Associates
 Subconsultant: NA
 Proposal Date: 9/29/2025
 Prepared By: Marc Zak

TASK CODE AND DESCRIPTION	Senior Project Manager	Mid Landscape Architect/Planner	Senior CADD Designer/GIS Technician	Designer/GIS Technician	Admin/Accounting	Engineer V (Senior Project Manager)	Engineer IV (Senior PE)	Engineer II (EIT)	Construction Inspector	Project Engineer	Senior RPLS/Survey Manager	RPLS	Surveyor in Training (SIT)	Survey Two Man Field Crew	Consultant Fee Environmental Clearances (Adams)	Consultant Fee Karst Assessment (Bowman)	Consultant Fee RAS and TDLR	Reimbursable Expenses	TASK HOURS	TASK / PHASE FEE
	\$290.00	\$240.00	\$140.00	\$115.00	\$95.00	\$240.00	\$225.00	\$145.00	\$150.00	\$175.00	\$245.00	\$190.00	\$145.00	\$200.00	\$22,719.00	\$3,000.00	\$4,000.00	\$0.00		
SCOPE OF BASIC SERVICES																				
A. Schematic Design	64	4	44	0	8	36	4	68	0	0	0	0	0	0	0.00	0	0	0	228.00	\$45,840.00
Schematic Design																				
Kick Off Meeting	4	4				4	4												16	\$3,980.00
Project Administration					8														8	\$760.00
TxDOT Coordination	12					12													24	\$6,360.00
Data Collection and Site Analysis								16											16	\$2,320.00
Design (plans and details)	40	0	24			16	0	48											128.00	\$25,760.00
Cost Estimate	4		16																20	\$3,400.00
Site Meeting (review alignment in field)	4		4			4		4											16	\$3,260.00
B. Design Development	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0.00	\$0.00
Design Development																				
Project Administration																			0	\$0.00
TxDOT Coordination																			0	\$0.00
Design (plans and details)																			0.00	\$0.00
Cost Estimate																			0	\$0.00
C. Construction Documents	72	0	144	0	0	16	72	136	0	0	0	0	0	0	0.00	0	0	0	440.00	\$80,800.00
Construction Documents																				
Design (plans and details)	48		128				64	120											360.00	\$63,640.00
Cost Estimate	8		16				8	16											48	\$8,680.00
Specifications	16					16													32	\$8,480.00
D. Bidding Assistance	8	0	16	0	8	4	8	16	0	0	0	0	0	0	0.00	0	0	0	0	\$10,400.00
Bidding																				
Project Coordination/Management	8		16		8	4	8	16											60	\$10,400.00
TDLR Submittal (including preparation)																			0	\$0.00
Building Permit Submittal (including preparation)																			0	\$0.00
Pre-Bid Meeting																			0	\$0.00
Respond to Contractor Questions and Addenda																			0	\$0.00
Bid Tab and Recommendation Letter																			0	\$0.00
E. Construction Observation	0	45	0	0	0	23	0	0	332	0	0	0	0	0	0.00	0	0	0	400	\$66,120.00
Construction Observation (180 Calendar Days)																				
Construction Administration (RFI, submittals, etc.)																			0	\$0.00
Bi-Weekly Construction Meetings and Minutes		15				8			8										31	\$6,720.00
Construction Site Visits and Reports		30				15			24										69	\$14,400.00
Daily Project Diary									300										300	\$45,000.00
Substantial Review, Punch List and Final Review																			0	\$0.00
TDLR Inspection																			0	\$0.00
F. Project Close-Out and Record Documents	0	8	32	0	0	0	8	16	0	0	0	0	0	0	0.00	0	0	0	64	\$10,520.00
Project Close-Out and Record Documents																				
Project Coordination/Management		8	16				8	16											48	\$8,280.00
As-Built Drawings			16																16	\$2,240.00
TOTAL BASE FEE WITH HOUR BREAKDOWN	144	57	236	0	16	79	92	236	332	0	0	0	0	0	0	0	0	0	1132	\$213,680.00
SCOPE OF SUPPLEMENTAL SERVICES																				
A. Topographic Survey	24	0	12	0	0	0	0	24	0	0	4	52	108	124	0	0	0	0	348	\$63,440.00
Topographic Survey																				
Topographic Survey	24		12					24			4	52	108	124					348	\$63,440.00
B. Environmental Services, TxDOT Environmental Coordination and Cultural Resources Services	24	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	25	\$29,679.00
Environmental Service, TxDOT Environmental Coordination and Cultural Resources Services																				

PROJECT WORK PLAN AND FEE PROPOSAL BREAKDOWN

Project: West Dietz Creek Trail
 Project Number: 57460.004
 Prime Consultant: Half Associates
 Subconsultant: NA
 Proposal Date: 9/29/2025
 Prepared By: Marc Zak

TASK CODE AND DESCRIPTION	Senior Project Manager	Mid Landscape Architect/Planner	Senior CADD Designer/GIS Technician	Designer/GIS Technician	Admin/Accounting	Engineer V (Senior Project Manager)	Engineer IV (Senior PE)	Engineer II (EIT)	Construction Inspector	Project Engineer	Senior RPLS/Survey Manager	RPLS	Surveyor in Training (SIT)	Survey Two Man Field Crew	Consultant Fee Environmental Clearances (Adams)	Consultant Fee Karst Assessment (Bowman)	Consultant Fee RAS and TDLR	Reimbursable Expenses	TASK HOURS	TASK / PHASE FEE
	\$290.00	\$240.00	\$140.00	\$115.00	\$95.00	\$240.00	\$225.00	\$145.00	\$150.00	\$175.00	\$245.00	\$190.00	\$145.00	\$200.00	\$22,719.00	\$3,000.00	\$4,000.00	\$0.00		
SCOPE OF BASIC SERVICES																				
Environmental Service, TxDOT Environmental Coordination and Cultural Resources Services	24														1				25	\$29,679.00
C. Karst Invertebrate Species Habitat Assessment	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	7	\$4,740.00
Karst Invertebrate Species Habitat Assessment	6															1			7	\$4,740.00
D. TAS Registration, Plan Review and Site Inspection Fees	4	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	1	0	9	\$5,620.00
TAS Registration, Plan Review and Site Inspection Fees	4			4													1		9	\$5,620.00
E. Storm Water Management Plan (SWMP)	6	0	0	0	0	8	0	0	0	60	0	0	0	0	0	0	0	0	74	\$14,160.00
SWMP	6					8				60									74	\$14,160.00
F. Reimbursable Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00
Reimbursable Expenses	0																		0	\$0.00