

**EXHIBIT 2**

**AUTHORIZATION OF CHANGE IN SERVICES  
CITY OF SAN MARCOS, TEXAS**


**AGREEMENT/ SERVICES:** Blanco Riverine Mitigation Project  
**CITY REPRESENTATIVE:** Laurie Moyer  
**CONTRACTOR:** Half Associates, Inc.  
**AUTHORIZATION NO.:** 2  
**CONTRACT EFFECTIVE DATE:** March 22, 2018  
**THIS AUTHORIZATION DATE:** May 9, 2019

**WORK TO BE ADDED TO OR DELETED FROM SCOPE OF SERVICES**

Add: Evaluation of 40 acre site on River Road

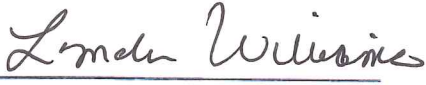
Previous contract amount: \$693,518.00 (NTE fee)  
Net increase/decrease in contract amount: \$ 28,500.00  
Revised annual Agreement amount: \$722,018.00 (NTE fee)

Contractor Name

By:   
Eric J. Ratzman, Project Manager  
Printed Name, Title

Date: 4/26/2019

Approved by:

City of San Marcos:  
By:   
Purchasing Manager  
Printed Name, Title

Date: 5/9/19

***City Department (PM, etc.) only below this line.***

Account Number(s): \_\_\_\_\_  
Previous Changes in Service:  
# \_\_\_\_\_; date; amount  
# \_\_\_\_\_; date; amount  
# \_\_\_\_\_; date; amount

**City of San Marcos**  
**Land Use Study for 40-acre site at 750 River Road**

**SCOPE OF SERVICES**

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The following scope of services includes three main components, as described below.

- Meetings with departments and project management
- Consultant analysis and concepting
- Review and presentation to key staff

**Task -1: Meetings with City Departments and Project Management**

Consultant team (3 staff) will conduct a Site Tour and up to five (5) meetings in San Marcos. Meetings shall include Kick-off meeting with City Manager's Office and representation by Key Staff (those responsible for decision-making regarding the site) and then various City departments (including Public Services, Community Services, and Neighborhood Services, Engineering and Planning & Development Services). Additional meetings will be considered as Additional Service.

The intent of these meetings is to listen to the needs and desires of each department regarding this site (and in general) and understand alternatives where they exist. Understand further constraints of the site and assess what has worked well and what hasn't to date, including conflicts and hazards. A follow-up call with the Key Staff in the days following the day of meetings will occur to discuss the takeaways. Key Staff (or others) will provide maps, photos, approved site plans, and other pertinent information at any time prior to the Analysis and Concept Plan phase.

*Consultant Deliverable:* Prepare draft meeting schedule for City review and edit

*City Task:* Edit meeting schedule and coordinate timing and invitations of appropriate staff to meetings and site tour

**Task -2: Consultant Analysis and Concept Plans**

Consultant will take information from staff, both verbal and other information provided, and prepare a 1-2 page summary of existing conditions and needs analysis, as understood from staff input. An existing conditions land exhibit will also be created. Consultant will prepare three concept plans for the site at a high-level of detail, with various conceptual divisions of use and circulation. A 1-2 page summary of the three plans will be provided to Key Staff for context.

*Consultant Deliverable:*

- Existing conditions/Needs Analysis summary with plan view exhibit, to be emailed to staff prior to commencing concept plans. City will provide any comments or additional information within two weeks of receipt. (2 weeks from Task 1)
- Three concept plans with alternative considerations along with 1-2 page summary of the options and explanations, to be emailed to staff upon completion while scheduling the Task 4 Presentation Meeting. (4 weeks from existing conditions analysis)

*City Task:* Provide comments within two weeks of receipt of existing conditions analysis.

**Task – 3: Analysis for Raising Site Out of the Floodplain**

Consultant will perform hydraulic analysis to determine required elevation and volume of embankment to raise the site out of the floodplain so that additional buildings could be permitted on the site.

Consultant will evaluate floodplain impacts and potential mitigation measures under existing conditions and assuming the Blanco Gardens and Blanco Riverine projects are in-place.

*Consultant Deliverable:* Finished floor elevations and embankment volume calculations.

*City Task:* None

**Task -4: Presentation Meeting with Key Staff**

Follow-up meeting (1) in San Marcos with Key Staff and others (as desired) to review the options prepared in the three concept plans. At or following this discussion, if additional Consultant effort is desired to continue the evolution of the concept plans, additional services will be necessary.

*Consultant Deliverable:* Prepare concept plans in digital format for email and large-format prints for visual display in discussion with Key Staff. Prepare summary report in digital format.

*City Deliverable:* Determine best use based on presentation, and/or additional steps/study required.