

SCOPE OF WORK

The successful firm(s) shall provide professional services including, but not limited to, the following:

3.1 Zoning, Development Plans, and Special Use Permits (SUP)

Provide services necessary to obtain zoning approvals, zoning amendments, development plan approvals, special use permits, and related entitlements.

Services shall include:

- Preparation and submission of applications.
- Coordination and acquisition of supporting documents and exhibits.
- Development and coordination of zoning documents including Conditions and Site/Development Plans with Architects, Engineers, Surveyors, and District Staff.
- Posting of required zoning signs and notices.
- Meetings with municipal staff.
- Representation before Planning and Zoning Commissions, City Councils, and other governing bodies.
- Attendance at public hearings.
- Attendance and facilitation of neighborhood and community meetings.
- Negotiation of zoning conditions and development requirements.

Deliverables

- Complete application packages.
- Public meeting materials.
- Status reports.
- Approval documentation.
- Final entitlement approvals.

3.2 Subdivision Applications and Platting

Provide services associated with subdivision plats, replats, amending plats, and other land division requirements.

Services include:

- Preparation and submission of plat applications.
- Coordination of surveys and legal descriptions.
- Coordination with public agencies.
- Attendance at staff review meetings.
- Representation at required hearings.
- Resolution of review comments.

Deliverables

- Application packages.
- Plat documents.
- Agency correspondence.
- Approved plats.

3.3 Permit Expediting and Permit Negotiation

Provide permitting management services for District projects.

Services include:

- Permit strategy development.
- Pre-submission reviews.
- Coordination with project teams.
- Permit application preparation and submission.
- Review of jurisdictional requirements.
- Expediting permit reviews.
- Tracking permit status.
- Coordination of responses to review comments.
- Facilitation of meetings with regulatory agencies.
- Resolution of permit-related issues.

Deliverables

- Permit tracking reports.
- Comment response logs.
- Permit approval documentation.

3.4 Final Inspections and Certificates of Occupancy

Coordinate all activities necessary to achieve project occupancy approvals.

Services include:

- Coordination with municipal inspectors.
- Inspection scheduling.
- Resolution of inspection comments.
- Facilitation of Temporary Certificates of Occupancy (TCO).
- Facilitation of Partial Certificates of Occupancy.
- Facilitation of Final Certificates of Occupancy.
- Assistance with final inspections.

Deliverables

- Inspection reports.
- TCO documentation.
- Final CO documentation.

3.5 Traffic Impact Analysis (TIA)

When required by the applicable jurisdiction, provide Traffic Impact Analysis services.

Services include:

- Coordination with municipalities.
- Traffic studies.
- Data collection and analysis.

- Recommendations for roadway improvements.
- Preparation of reports.
- Presentation to municipal staff and governing bodies.

Deliverables

- Traffic Impact Analysis Report.
 - Supporting exhibits and calculations.
 - Agency approval documentation.
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3.6 Traffic Management Plans

Prepare traffic management plans required for school development projects.

Services include:

- Site traffic circulation analysis.
- Vehicle stacking and queue analysis.
- Parent drop-off and pick-up circulation planning.
- Staff and visitor circulation planning.
- Pedestrian safety evaluation.
- School bus circulation planning.
- Development of traffic control recommendations.

Deliverables

- Traffic Management Plan.
 - Traffic circulation exhibits.
 - Agency-approved plans.
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3.7 Easements and Easement Abandonments

Provide services related to easement creation, relocation, dedication, and abandonment.

Services include:

- Preparation of abandonment applications.
- Coordination with utility providers.
- Acquisition of required supporting documents.
- Meetings with municipal officials.
- Attendance at hearings.
- Negotiation of conditions required for approval.

Deliverables

- Application packages.
 - Supporting exhibits.
 - Approved abandonment ordinances or instruments.
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3.8 Traffic Signage and School Zones

Provide services concerning traffic-control improvements associated with District facilities.

Services include:

- School zone modifications.
- Crossing locations.
- Student loading zones.
- Transportation-related signage.
- Speed limit review requests.
- Coordination with transportation and public works departments.

Deliverables

- Traffic signage plans.
 - School zone modification requests.
 - Approval documentation.
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3.9 Additional Services

The District may request additional professional services including but not limited to:

- Land use studies.
- Development feasibility studies.
- Site due diligence.
- Board of Adjustment cases.
- Variances.
- Special exceptions.
- Development consultations.
- Governmental relations.
- Public outreach.
- Political representation and advocacy, when specifically authorized by Dallas ISD.
- Expert witness services.
- Other planning, entitlement, and permitting-related services.

Work shall be performed only upon issuance of a purchase order by the District.