

## **Task 2: Comprehensive Plan Update**

### **Scope of Work**

### **Revised May 28, 2018**

**Scope Overview:** This Scope of Work provides for the preparation of an update to the City's Comprehensive Plan with updates to Goals, Objectives and Policies. The content and magnitude of this update will be largely based on the findings of the Community Engagement process that was completed up to April 30, 2018 as well as the engagement of City Staff proposed herein.

This portion of the work will also provide for site visits to Valdez, close coordination with City Staff, additional community workshops and discussions with various City Boards and Commissions, the Planning and Zoning Commission, and the City Council as described below.

In addition, Kimley-Horn will work with a Comprehensive Plan Advisory Committee (CPAC), appointed by the City Council, based on guidelines already provided by Kimley-Horn. The CPAC will be engaged throughout the term of this agreement as a sounding board and input source for the Plan.

The Comprehensive Plan is anticipated to have several topical Chapters, or Elements. They are listed here in the proposed order in which they will be drafted and reviewed.

- Community Vision Overview (using information gathered during Task One, Community Engagement)
  1. Land Use
  2. Housing
  3. Transportation/Streets
  4. Tourism and Visitor Services
  5. Community Facilities and Infrastructure
  6. Public Safety and Emergency Services
  7. Parks and Recreation
  8. Ports and Harbor (in conjunction with the Waterfront Master Plan currently being prepared by City staff)
  9. Economic Development
- Implementation (for all elements)

Each element will include background data, applicable mapping and exhibits, policies and recommended implementation actions. The conclusions from previously completed plans and studies which are found by the City to still be valid will be incorporated into the applicable elements. It is understood that detailed studies will not be prepared for these element under this contract. As an example, the Housing Element will provide applicable goals, objectives, policies and recommended implementation actions relative to community housing resources but this Task does not include the preparation of a detailed Housing Study for the City.

We anticipate the process for the Comprehensive Plan update to include a series of individual tasks. These are generally outlined below, however, the order of the preparation of the various elements, and the review process is subject to change based on the establishment of priorities between the City and Kimley-Horn.

## **Task 2.1 – Site Visit 1 (Summer 2018), Establishment of Existing Conditions, Goals, and Objectives of City Departments**

The Comprehensive Planning process begins with completing the establishment of existing baseline conditions as they relate to the specific elements of the Plan. During Site Visit 1, Kimley-Horn will conduct individual workshops with each of the City Departments (including Department heads and appropriate staff) to discuss existing conditions, the vision for the Department, ongoing work and planning efforts. In addition, we will gather available mapping and data that may be relevant to this effort, and reach consensus on those items that need to be addressed in the Plan. We anticipate conducting workshops with the following City Departments:

- Community Development
- Capital Facilities
- Building Maintenance
- Finance
- Fire/EMS/Police
- Port
- Public Works
- Economic Development
- Park & Recreation
- Community Facilities (Civic Center and Library)

*Note: it is our desire to conduct workshops with all relevant City Departments during Site Visit 1. However, since the Plan is being prepared two elements at a time over the course of 9-12 months, it may be necessary to conduct some Department workshops on subsequent site visits or via teleconference depending on time allotted for other activities that need to take place during site visits.*

During Site Visit 1, we will conduct the following additional activities:

- City Council Workshop/Discussion of the Overall Plan
- Planning and Zoning Commission workshop
- Community-wide workshop

If the Comprehensive Plan Advisory Committee (CPAC) has been established and appointed by the time of Site Visit 1, we will conduct a workshop meeting with them. If a workshop is not possible due to scheduling constraints, then we will reach out to those proposed Committee members separately in person or by phone to provide an orientation to the committee and to set expectations.

Subsequent to Site Visit 1, we will begin the preparation of a draft document which would include Land Use and Development and Housing.

### **Task 2.1 Deliverables**

- *Summaries of workshops conducted during Site Visit 1 (within 10 days of the end of the visit)*
- *Draft of Land Use and Housing Elements (delivered during site visit 2)*

### **Task 2.2 – Site Visit 2 (Late Summer 2018), Review Draft Elements from Site Visit 1 and Workshop Additional Elements**

Site visit 2 will be conducted approximately 2 months after site visit 1 and will include the following general scope of work:

1. Review the initial drafts of the Land Use and Housing elements begun in Subtask 2.1 first with City Staff and then with the CPAC.
2. Presentation to City Council of these initial drafts for additional input
3. Follow-Up discussion with City Departments for the next two elements (Transportation/Streets, and Tourism and Visitor Services)
4. Community-wide workshop to review the first two draft elements (Land Use and Housing) and get initial input on the next two elements (Transportation/Streets, and Tourism and Visitor Services)

#### **Task 2.2 Deliverables**

- *Summaries of workshops conducted during Site Visit 2 (within 10 days of the end of the visit)*
- *Draft of Transportation/Streets, and Tourism and Visitor Services Elements (delivered during site visit 3)*

### **Subtask 2.3 – Site Visit 3 (Fall/Winter 2018), Review Draft Elements from Site Visit 2 and Workshop Additional Elements**

Site visit 3 will be conducted approximately 2 months after site visit 2 and will include the following general scope of work:

1. Review the initial drafts of the Transportation/Streets and Tourism and Visitor Services elements begun in Subtask 2.2 first with City Staff and then with the CPAC.
2. Presentation to City Council of these initial drafts for additional input
3. Follow-Up discussion with City Departments for the next two elements (Tourism and Visitor Services and Community Facilities)
4. Community-wide workshop to review the Transportation/Streets, and Utilities elements and get initial input on the next two elements (Community Infrastructure and Utilities, and Public Safety and Emergency Services)

#### **Task 2.3 Deliverables**

- *Summaries of workshops conducted during Site Visit 3 (within 10 days of the end of the visit)*
- *Draft of Community Infrastructure and Utilities, and Public Safety and Emergency Services Elements (delivered during site visit 4)*

### **Task 2.4 – Site Visit 4 (Winter 2019), Review Draft Elements from Site Visit 3 and Workshop Additional Elements**

Site visit 4 will be conducted approximately 2 months after site visit 3 and will include the following general scope of work:

1. Review the initial drafts of the Community Infrastructure and Utilities, and Public Safety and Emergency Services elements begun in Subtask 2.3 first with City Staff and then with the CPAC.
2. Presentation to City Council of these initial drafts for additional input
3. Follow-Up discussion with City Departments for the next two elements (Parks and Recreation, and Ports and Harbor)
4. Community-wide workshop to review the Community Infrastructure and Utilities, and Public Safety elements and get initial input on the next two elements (Parks and Recreation, and Ports and Harbor)

**Task 2.4 Deliverables**

- *Summaries of workshops conducted during Site Visit 4 (within 10 days of the end of the visit)*
- *Draft of Parks and Recreation, and Ports and Harbor Elements (delivered during site visit 5)*

**Task 2.5 – Site Visit 5 (Spring 2019), Review Draft Elements from Site Visit 4 and Workshop Additional Elements**

Site visit 5 will be conducted approximately 2 months after site visit 4 and will include the following general scope of work:

1. Review the initial drafts of the Parks and Recreation, and Ports and Harbor elements begun in Subtask 2.4 first with City Staff and then with the CPAC.
2. Presentation to City Council of these initial drafts for additional input
3. Follow-Up discussion with City Departments for the next two elements (Economic Development and Implementation)
4. Community-wide workshop to review the Parks and Recreation, and Ports and Harbor elements and get initial input on the next two elements (Economic Development and Implementation)

**Task 2.5 Deliverables**

- *Summaries of workshops conducted during Site Visit 5 (within 10 days of the end of the visit)*
- *Draft of Economic Development and Implementation (delivered during site visit 6)*

**Task 2.6 – Site Visit 6 (late Spring 2019), Review Draft Elements from Site Visit 5 and Workshop Additional Elements**

Site visit 6 will be conducted approximately 2 months after site visit 5 and will include the following general scope of work:

5. Review the initial drafts of the Economic Development and Implementation elements begun in Subtask 2.5 first with City Staff and then with the CPAC.
6. Presentation to City Council of these initial drafts for additional input
7. Follow-Up discussion with City Departments for the Capital Improvement and Implementation section
8. Community-wide workshop to review the overall draft of the Plan and the Economic Development and Implementation elements.

**Task 2.6 Deliverables**

- *Summaries of workshops conducted during Site Visit 6 (within 10 days of the end of the visit)*

### **Task 2.7: Comprehensive Plan Update Draft**

Based on the results of Tasks 2.1 through 2.6 above, Kimley-Horn will begin the preparation of a draft of the updated Comprehensive Plan document. It is anticipated that each element will be updated multiple times throughout the process as additional information is gathered during the various site visits outlined above. The first draft of the Comprehensive Plan update will be delivered within sixty (60) days of the conclusion of Task 2.6. Ten (10) printed copies of the draft document will be delivered along with an electronic copy. The Client may distribute these copies as they like for final input and comment. The Client will provide Kimley-Horn with written comments on the document, as gathered from all reviewers, no more than 45 days from date of delivery of the first draft. Kimley-Horn does not anticipate a site visit during the review of the draft document., however, will be available to attend by phone up to three (3) total meetings with the City Council, CPAC, Planning and Zoning Commission, or other groups the City may identify.

### **Task 2.7 Deliverables**

- Ten (10) printed copies of the Draft Comprehensive Plan Update
- Electronic copy of the Draft Comprehensive Plan Update

### **Task 2.8: Comprehensive Plan Final Draft Review Meetings (on-site)**

This task will include a 2-3 day site visit with 1 or 2 members of the Kimley-Horn team to conduct a final review of the Comprehensive Plan draft with the following groups:

- City Staff/Department Heads
- City Council
- CPAC
- Planning and Zoning Commission

Additional input received during this final site visit will be incorporated into the plan document. Within 30-days of this final site visit, Kimley-Horn will deliver to the Client twenty (20) printed copies of the final Comprehensive Plan document, along with an electronic PDF copy in CD format.

### **Task 2.9: Meetings and Coordination**

This task will provide for project management meetings, reporting, or coordination with the city. Due to the increased participation by departments and the anticipated hands on approach with elected officials, this task is intended to cover necessary meeting and coordination activities as they occur during the course of the effort.

### Estimated Budget Per Task

<i>Task 2.1</i>	<i>Site Visit 1, Workshop of Elements</i>	<i>\$ 50,000</i>
<i>Task 2.2</i>	<i>Site Visit 2, Comprehensive Plan - Land Use and Housing</i>	<i>\$ 60,000</i>
<i>Task 2.3</i>	<i>Site Visit 3, Comprehensive Plan - Transportation/Streets, and Utilities</i>	<i>\$ 40,000</i>
<i>Task 2.4</i>	<i>Site Visit 4, Comprehensive Plan - Tourism and Visitor Services, and Community Facilities</i>	<i>\$ 40,000</i>
<i>Task 2.5</i>	<i>Site Visit 5, Comprehensive Plan - Public Safety and Emergency Services, and Parks and Recreation</i>	<i>\$ 40,000</i>
<i>Task 2.6</i>	<i>Site Visit 6, Comprehensive Plan - Ports and Harbor, and Economic Development</i>	<i>\$ 40,000</i>
<i>Task 2.7</i>	<i>Comprehensive Plan Update Draft Document</i>	<i>\$ 75,000</i>
<i>Task 2.8</i>	<i>Comprehensive Plan Final Draft Review meetings</i>	<i>\$ 45,000</i>
<i>Task 2.9</i>	<i>Meetings, Management and Coordination</i>	<i>\$25,000</i>
	<i>TOTAL</i>	<i>\$415,000</i>
<i>Contingency</i>	<i>Recommended Contingency</i>	<i>\$40,000</i>

*Note: Task budgets are general estimates of work effort and may differ among tasks. Kimley-Horn reserves the right to move budget amongst tasks to accommodate work efforts as necessary. Contingency amounts shall not be expended unless previously approved by the City.*

#### **Additional Meetings**

Should additional 'in person' meetings be requested within the above scope, they will be provided on an hourly plus expense basis. We estimate the following for additional meetings:

Option 1: One person for 1 day in Valdez for meetings plus travel time: Budget: \$12,000

Option 2: Two people for 1 day in Valdez for meetings plus travel time: Budget: \$21,000

Additional cost per person per extra day in Valdez (labor and expense): Budget: \$3,500

#### **End of Task 2 Scope**