

### ***Task 1 – Kick-Off and Information Gathering***

In this task, we will build an understanding of existing conditions in the John S. Park and Beverly Green Historic Districts. and of property types within each district. We will conduct a in-person kick-off meeting (zoom call for out of town consultants) with staff to address administrative matters and to identify issues and concerns in each district including commonly proposed alterations.

- 1.1 Refine administrative matters.
  - a. Meet with staff to refine the project schedule, coordinate logistics, and finalize details of the community outreach meetings/workshops.
- 1.2 Review the existing policy and regulatory framework.
  - a. Review the National Register and local designations for each district, maps, 2009 John S. Park and Beverly Green Historic District Design Guidelines, additional historic documentation, and regulatory documents (to be provided by City).
- 1.3 Summarize key findings of background review.

### ***Task 2 – Community Engagement (Scoping for Design Guidelines)***

In this task, we will hold a community-wide meeting to engage as many residents as possible in the process.

- 2.1 Develop outreach plan.
- 2.2 Prepare for community outreach meetings.
  - a. Develop handout materials and presentation.
- 2.3 Conduct community workshop #1.
  - a. This will provide an overview of the design standards process, identify goals and issues, and explain the timetable for this project.
  - b. Prepare workshop summaries.

### ***Task 3 – Prepare Design Guidelines***

In this task, we will develop the design guidelines outline, a preliminary draft and a public review draft of the John S. Park Design Guidelines and Beverly Green Design Guidelines combined.

- 3.1 Develop the design guidelines outline and mock-up.
  - a. Develop the design guidelines outline and mock-up.
  - b. Review with staff in an in-person / zoom conference call.
- 3.2 Develop Preliminary Draft #1a of the Design Guidelines (for staff review).
  - a. This will be a Microsoft Word document to ease editing between the consultant, community and client. Images will be provided in a companion document.
- 3.3 Review Preliminary Draft #1a of the Design Guidelines with staff.
  - a. Conduct in-person meeting / zoom conference call with staff to review design standards document.
  - b. Staff submits consolidated comments.
- 3.4 Develop Public Review Draft #1b of the Design Guidelines.
  - a. Edit Preliminary Draft design guidelines #1a based on staff comments.

### ***Task 4 – Final Design Standards and Adoption***

In this task, we will edit Draft #1 based on public comments received and submit the combined final Design Standards for the John S. Park and Beverly Green Historic Districts.

- 4.1 Develop Draft #2a of the Design Guidelines
  - a. Based on comments gathered on site, we will develop Draft #2a.
- 4.2 Review Draft #2a with staff.
  - a. Conduct meeting with staff to review design guidelines document.
  - b. Staff submits consolidated comments.
- 4.3 Develop Draft #2b of the Design Guidelines.
  - a. Edit draft design standards based on staff comments.
- 4.4 Review Draft #2b with staff.
  - a. Staff submits consolidated comments.
- 4.5 Develop Final Draft #2c.
  - a. Consultant edits document per comments.
  - b. Submit Final Design Guidelines documents.
- 4.6 Assist with Adoption Hearings.
  - a. Provide materials for presentations.

- b. Assist in HPC hearing. (4 hours max, Additional Services Request will be required for additional hours at Time and Material)
- c. Assist in City Council hearing, if any. (4 hours max, Additional Services Request will be required for additional hours at Time and Material)
- d. Make final minor edits, based on adoption hearings (Draft #2d - Final).

Proposed Timeline for Design Guidelines Projector November 1, 2022

\* All dates are subject to change until final contract is signed

Dates in red cannot change

Milestone or Deliverable	Anticipated Date	Task	Amount Allowed
M-1	November 1, 2022	Task 1.1 Attend Kick-off meeting with HPO	\$7,000
M-2	November 1-December 30, 2022	Task 1.2 Review the existing policy and regulatory framework	
M-3		Task 1.3 Summarize key findings of background review	
M-4	January 1-30, 2022	Task 2.1 Create background historic context	\$7,000
M-5		Task 2.2 Prepare for community outreach meetings	
D-1	February Date TBD	Task 2.3 Conduct Community meeting	\$7,000
M-6	February 1-March 26, 2023	Task 3.1 Develop the design guidelines outline and mock-up	
M-7		Task 3.2 Develop Draft Number 1 of the Design Guidelines	
D-2	March 27, 2023	Task 3.3 Submit Draft Number 1	
M-8	April 12, 2023	Task 3.4 Attend HPC Meeting to Review Draft Number 1 of the Design Guidelines (Public will be able provide input)	\$7,000
M-9	April 13-May 24, 2023	Task 4.1 Make edits from HPC/HPO/Public feedback	
D-3	May 25, 2023	Task 4.2 Submit Draft Number 2	
M-10	June 28, 2023	Task 4.3 Attend HPC Meeting to Review Draft Number 2	\$7,000
M-11	June 29-July 23, 2023	Task 5.1 Make final edits if necessary	
D-4	July 24, 2023	Task 5.2 Submit Final Document	
M-12	September Date TBD	Task 6.1 Assist with Adoption Hearings	

## 2022 (Fee Schedule) STANDARD HOURLY RATES

<i>Classification</i>	<i>Hourly Rate</i>
Principal	\$285
Project Architect	\$255
Project Manager	\$225
Architectural Job Captain.....	\$175
Architectural Designer / Coordinator .....	\$165
Project Coordinator	\$145
REVIT / CAD Technician/Draftsperson	\$135
Administrative	\$110

### ***BILLABLE PRINTING/PLOTTING CHARGES***

<u>Sheet Size</u>	<u>Black &amp; White Printing/Plotting</u>	<u>Color Printing/Plotting</u>
11" x 17"	\$1.35	\$3.25
17" x 22"	\$2.75	\$5.50
24" x 36"	\$5.50	\$36.50
30" x 42"	\$6.75	\$42 Matte / \$95 Glossy