



TO: Michael Blackford, AICP, Deputy Director, Planning & Development

FROM: Sean Suder, Lead Principal, Calfee Zoning

DATE: January 17, 2020

RE: **City of Gahanna, OH – Design Review Districts Project Scope and Budget**

Following up on the City’s desire to repeal and replace Zoning Code Title Seven, Chapter 1197, “Design Review,” to establish more specific more easily administered and defensible design review standards, you have asked us to provide a scope and budget for a proposed scope and budget for this work. We plan to team with OHM Advisors for certain services specified below.

We typically divide projects into modules and tasks. Assuming a start date in February 2020, we propose the following for a scope of services and budget for your review and consideration:

Module I: Evaluate and Calibrate

Commencement: February 2020
Completion: March 2020
Deliverable: New Chapter 1197 outline; new standards calibration table
Total Cost: \$15,000

Module I Tasks:

- 1.1 Gather Information and Review Land Use Plan and Existing Zoning Ordinance Section 1197
 - 1.2 Trip #1 – Project kick-off meeting and tour of design review districts (2-3 hours)
 - 1.3 Draft and deliver new Chapter 1197 outline
 - 1.4 Draft and deliver new standards calibration table
 - 1.5 Teleconference – Review and discuss calibration table
 - 1.6 Revise and deliver final Chapter 1197 outline and calibration table
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Module II: Engage

Commencement: April 2020
Completion: April-May 2020
Deliverable: Visual preference survey; public engagement event; visual preference survey results report – OHM to lead
Total Cost: \$10,000

Module II Tasks:

- 2.1 Draft and deliver visual preference survey
- 2.2 Prepare for and lead public engagement event (2-hour event) – Trip #2
- 2.3 Compile results of visual preference survey and engagement event and deliver post-event report
- 2.4 Teleconference – Discuss post-event report

Module III: Codify

Commencement: May 2020
Completion: August 2020
Deliverable: New Chapter 1197 – Design Review Districts
Total Cost: \$30,000

Module III Tasks:

- 3.1 Create and Deliver Administrative Review Draft Chapter 1197 – Design Review Districts (including up to 20 graphics)
- 3.2 Teleconference – Review Administrative Draft with client
- 3.3 Deliver revised Administrative Draft based on client's comments
- 3.4 Create and Deliver Public Review Draft
- 3.5 Teleconference – Review Public Review Draft with client
- 3.6 Teleconference - Open House Follow Up
- 3.7 Finalize and Deliver Planning Commission Review Draft
- 3.8 Planning Commission Hearing Presentation – Trip #3
- 3.9 Teleconference – Planning Commission Follow Up
- 3.10 Create and Deliver Adoption Draft
- 3.11 City Council Hearing - Adoption – Trip #4
- 3.12 Final Delivery of Chapter 1197 and all electronic files
- 3.13 Teleconference - Project Wrap Up



ESTIMATED PROJECT TOTAL FEE: \$55,000

Optional Add: Public Hearing Attendance and Presentation (\$6,750 each)

Optional Add: Final Work Product in InDesign (as opposed to Word) (\$5,000)

Optional Deduct: Public Hearing Attendance and Presentation (\$6,750 each)

Optional Deduct: Remove Code Graphics (\$6,500)

All fees are on a guaranteed maximum price basis and are inclusive of Consultant's costs and expenses. Additional scope items will require additional discussion and a separate proposal. This is a proposal only and is not an offer to provide services or a binding agreement. If acceptable, the terms of this proposal will be memorialized in an amendment to the existing professional services agreement between the City and us to be agreed upon and executed prior to the commencement of work.

We look forward to the opportunity to assist the City of Gahanna with this important project. Please let me know if there is any additional information that we can provide or any questions that we can answer as you consider this proposal.

***Thank you,
Sean***

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