

**CITY OF PEORIA, ARIZONA
COUNCIL COMMUNICATION**

CC: HC
Amend No. _____

Date Prepared: June 19, 2008

Council Meeting Date: July 1, 2008

TO: Carl Swenson, City Manager
FROM: Glen Van Nimwegen, AICP, Community Development Director *GN*
THROUGH: Chris Jacques, AICP, Acting Planning Manager *CJ*
PREPARED BY: Robert Gubser, AICP, Senior Planner *RG*
SUBJECT: Award a fixed price contract in the amount of \$124,895 to Pacific Municipal Consultants dba PMC for preparation of the update to the Central Peoria Revitalization Plan (Solicitation No. P08-0028).

RECOMMENDATION:

The Mayor and Council award a fixed price contract in the amount of \$124,895 to Pacific Municipal Consultants dba PMC for preparation of the update to the Central Peoria Revitalization Plan.

Funding is available and payments will be made from Account #1000-0610-520099 (Planning Contractual Services – Other Professional Services).

SUMMARY:

The overarching purpose of the proposed Central Peoria Revitalization Plan (CPRP) update is to establish a planning framework and strategy for revitalization of the historic old town area and surrounding area. The primary focus of the study is to assess and make recommendations regarding the following:

- Preservation of the historic context and elements of the old town area through the use of special historic area designations, educational programs, grants, special signage and other methods which enhance and respect the history of the study area.

CITY CLERK USE ONLY:

- o Consent Agenda
- o Carry Over to Date: _____
- o Approved
- o Unfinished Business (Date heard previous: _____)
- o New Business

ORD. # _____ RES. # _____
LCON# 15307 LIC. # _____
Action Date: _____

- Future land use and redevelopment opportunities within the study area which compliment the existing old town character and enhance the long term vitality of the area.
- Barriers to reinvestment in the study area resulting from regulatory standards and policies, land ownership, land use and other property constraints.
- A revised Infill Incentive Policy to support and foster private sector reinvestment in the study area.
- Aesthetic and functional modifications to Grand Avenue and other primary arterials to reduce the associated impacts on the old town area while maintaining the vital functions of these circulation elements.
- Examination of regional and local multi-modal opportunities presented by the existing rail corridor including light or commuter rail and associated transit oriented development opportunities.
- Exploration of opportunities to establish and enhance the identity of this area through the use of thematic elements including enhanced architectural design standards and façade enhancements programs, street improvement, landscaping, gateway identification, street furniture and other urban design elements.

This update will utilize a ten-year planning horizon and will be viewed as a comprehensive and new revitalization plan and implementation strategy rather than a limited update to the existing CPRP. Many of the original planning recommendations of the CPRP have been or are in the process of being implemented and therefore a new revitalization approach must be defined which will guide development and reinvestment within the historic heart of the community.

Attachments

1. Final Project Work Plan
2. Contract

CENTRAL PEORIA REVITALIZATION PLAN

FINAL PROJECT WORK PLAN/BUDGET/SCHEDULE

JUNE 20, 2008

PMC, PBS&J and ESI Corp. (the Consultant Team) are pleased to submit this Final Work Plan, Project Budget and Project Schedule for the Central Peoria Revitalization Plan to the City of Peoria. We guarantee that the Consultant Team is familiar with the Scope of Work as included in the City's Request for Proposal for Professional Services (RFPPS), are satisfied as to the conditions under which the work is to be performed, and have performed our own investigation as to the services required. This investigation included a Project Scoping Meeting conducted with City Staff on April 4, 2008 during which the Scope of Work contained within the RFPPS, as well as the City's goals and objectives for this study, were fully discussed.

A. STAKEHOLDER/CITIZEN PARTICIPATION PLAN

The secret to a successful public participation program is employing a number of different methods of gaining input from the public. PMC will employ four different methods in Peoria. These methods are articulated here.

- 1) **Project Advisory Committee (PAC) and Technical Advisory Committee.** PMC will coordinate with and will make presentations at **three** meetings with the PAC and **four** meetings with the TAC. The first meeting will generally be used to identify issues. The remaining meetings will be to review and test consultant ideas and conclusions. PMC will be responsible for providing meeting agendas one (1) week prior to each meeting and meeting minutes following the Committee meetings. (Cappel & Carter)
- 2) **Stakeholder Interviews.** City staff will be responsible for selecting 12-16 individuals (PAC members, Council members, property owners, etc.) or interest groups to meet in one on one confidential interviews with PMC over one day. PMC will provide two interviewers who will be available from 10am until 7pm. City staff will provide a location in City Hall as well as being responsible for soliciting and scheduling of the interviews. Some interviews may be conducted by telephone. PMC will provide a summary of all comments received. Individual meeting notes will not be divulged to the staff or public as they are confidential. Since the information gathered during Stakeholder interviews is confidential, the results are not published for public consumption. The comments PMC interviewers receive simply educates and informs the consultant team to opinions held by the members of the community. While random rants are disregarded by the consultant, particular attention will be paid to rants that are consistently heard time and time again. (Cappel & Carter)
- 3) **Project Workshops.** PMC will conduct **two** evening project workshops. PMC's project manager and the City's Project Manager will jointly decide on agendas as the project develops. The PM's shall also decide when to schedule the Workshops. PMC has several different tools that can be used. One tool is Turning Point technology which permits people to vote on issues or solutions using a hand held remote control. Since PMC will be actively involved in making the presentations, it will be City staff's responsibility to take notes. PMC envisions preparing the letters of invitation, the display ads/art for poster and newspaper publishing and providing the content (html language) for the City's website. The City would be responsible for the mailings, coordinating with the newspaper for publishing the ad and uploading the HTML to its website. The City would also be responsible for printing the invitations on City letterhead and mass producing the posters (50) and distributing them

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to local businesses. A web survey is not part of the scope of services. The City would be responsible for uploading survey questions onto its website utilizing Survey Monkey or some other means. It would cost the City an additional \$5,000 to perform this task and the City's webmaster could easily do it for a fraction of this cost. (Brodeur, Cappel, Carter)

- 4) **Four Public Meetings.** Upon completion of the final draft, PMC will make presentations to (1). The Planning and Zoning Commission, (2.) The Historic Preservation Commission, and (3) The City Council Study Session and (4) the City Council hearing. (Cappel and Carter)

PMC's Creative Services department will create the content for two project newsletters in a simple black and white "fact sheet" format for the City of Peoria that will reflect the current revitalization efforts in a succinct and positive way. The design for the newsletters will be created by PMC with information and input from the City. The two newsletters will be one page (8.5 x 11 newsletter) and will be submitted for review, including two rounds of edits. Please note that the content for the Web site is not included in this delineation of costs. The newsletters will be targeted to both City residents and business owners within the study area, with the City responsible for distribution. (Cappel/Elliot/Ayker)

Project newsletters:

- The design and content of two newsletter concepts
- Client review/selection (1 sheet - d/s 8.5 X 11 newsletter)
- Two rounds of edits, proofing and file prep/transfer per issue

The core text and any additional visual elements will be included as a page on the City's Web site for reference. This page could also serve as a meeting announcement for any public outreach that may occur.

Project Web site:

- Placement in the City Web site (4 pages maximum)
- Two concepts for client review/selection
- Includes updating site four times during the project (Elliot/Aker)

B. INVENTORY

The Consultant Team will review, analyze, and incorporate into the Plan, as appropriate, the following reports, as supplied by the City of Peoria:

- Peoria Zoning Map
- Peoria Design Review Manuals (Existing and Proposed)
- Peoria General Plan-all relevant Elements, Policies, Goals, and Objectives
- 1999 Central Peoria Revitalization Plan
- Peoria Economic Development Strategy

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- ADOT Grand Avenue Major Investment Study Phase I & II (including pre-Initial DCR)
- Infill Incentive Policy
- Façade Improvement Study
- Historic Square Master Plan
- Washington/83rd Avenue Streetscape and 84th Avenue Streetscape Plans
- Community Center Master Plan
- Old School Landscape Improvements Plan
- Peoria Place Zoning Case (Conceptual Site Plans)
- Municipal Office Park Plans
- Historic Preservation Plan
- 2008-09 Historic Commission Work Plan

PMC will complete this section of the Final Work Plan. It will be extremely important to find the necessary elements and components from these plans and studies so that a seamless path is created from all work done in the past to the Final Plan. (Rajagopalan/ Carter)

PMC will also complete the Existing Conditions Inventory. The area for this Inventory may be redefined and scaled back, and will include the following:

- Land Uses
- Building Locations
- Street Rights-of Way
- Sidewalks and Trails
- Existing Thematic Elements
- Parking Areas
- Other Pertinent Elements

PMC staff will utilize all existing City data and PMC's GIS capabilities to complete this work. This Inventory is extremely important since it will serve as the platform upon which the Revitalization Plan will be constructed.

PMCs experienced GIS staff will provide all necessary cartography and spatial analysis to complete the Central Peoria Revitalization Plan. The office is equipped with ESRI's ArcGIS 9.2, including Spatial and 3D Analyst extensions. PMC will utilize existing GIS files provided by the city, and create data as



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needed for the existing conditions inventory. Unless otherwise noted, all data will be maintained in an ESRI file geodatabase with a projection of Arizona State Plane Zone Central, NAD 83. Upon completion, PMC will deliver all data files and ArcMap documents (MXD) to the city. (DeMartino)

C. ECONOMIC MARKET ANALYSIS (SCALISE)

1. Background Research

Building on the existing conditions inventory (Task B), a GIS database and maps will be developed that identifies the location and mix of businesses, vacant parcels and vacant buildings within the redevelopment area. This information will be useful in understanding and identifying existing and possible sub-markets, as well as potential niche opportunities and synergy among business types. The City of Peoria will provide the consulting team with a database of existing tenants within the redevelopment district in an excel file format.

2. Market Trade Area Identification and Socio-economic Analysis.

Local residents

We will identify the market trade area for the Central Peoria Revitalization Plan through a drive time analysis using GIS software. The drive times will be 5 minutes (to reflect local neighborhood shopping patterns) and the average commute time for Maricopa County (to reflect the labor shed and the secondary trade area). A socio-economic analysis of the trade area and consumer buying power will be prepared that shows population, age distribution, the number of households, household income, and educational attainment.

Daytime Employee Population

Another key component to the market analysis is to assess the daytime employee population within the redevelopment area. In this regard, we will identify the number of people working within the area, their earnings and occupations.

The findings of this analysis will be helpful in identifying optimal uses within the study area.

3. Historical Development Trends

A market analysis will be conducted on the community and northwest valley to understand the potential future market for residential, office, and retail uses. The findings of this analysis will help to underpin the proposed mix of land uses and optimal densities for the redevelopment plan.

We will begin by providing an overview of historical supply and absorption for retail (regional, community, neighborhood and strip/specialty), office space, and residential for the local market and the northwest valley. Information we will analyze will be over a five-year time horizon and include:

- Total, occupied and vacant square feet of retail and office space
- Square feet of retail and office space planned and under construction
- Absorption of retail and office space
- Inventory and building permits for residential
- Sales activity for residential

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- Construction starts and completions for residential

4. Demand Analysis

Population estimates and projections from MAG will be utilized to determine future demand for housing units, office and retail space within the northwest valley. This information will be translated into supportable dwelling units and square feet of space for the redevelopment area.

5. Recommendations

Findings of the market analysis will help guide the update of the revitalization plan and recommendations for the optimal square footage of retail and office space as well as housing that could be supported.

D. FINANCIAL STRATEGIES FOR FUTURE DEVELOPMENT AND REDEVELOPMENT OPPORTUNITIES (BANDY)

The goal of this work effort is to prepare a detailed plan and approach regarding future development and redevelopment opportunities which compliment the existing old town character and enhance the long term vitality of the Plan Area. The detailed plan shall explore opportunities for public acquisition of properties to assist in revitalization of the area and will identify regulatory standards and policies that pose as barriers to new reinvestment in the Central Peoria area, land ownership, land use and other property constraints.

1. Identify and describe regulatory standards and policies, land ownership, land use and other property constraints.

Using information resulting from the work effort on other tasks as well as original research, PMC will identify and describe the economic factors and land use processes that govern and influence investment in properties within the Plan Area. This will include an historical review of property investment in key parcels. In addition, the Consultant will draft new standards and guidelines for inclusion in City policy documents.

2. Identify and describe funding and financing mechanisms available.

PMC will prepare a matrix of available funding mechanisms allowed by Arizona state law including a preference score for those techniques that would bring the greatest short and long term benefit to the Plan Area. The mechanisms will include and incorporate available revenue sources, redevelopment funding, impact fees, and other committed capital improvement funding.

3. Identify and describe project-specific funding and financing mechanisms.

PMC will prepare a project-by-project recommendation for funding specific capital projects in the Plan Area that will ensure their timely availability to meet Plan goals and objectives. Timing of construction will be adjusted to measure the impact of funding and cash flow.

4. Model Return on Investment (ROI) opportunities on key selected properties.

Using a Return-on-Investment software model, PMC will calculate the ROI on selected key properties in the Plan Area to determine the threshold investment needed to achieve Plan goals and objectives. Inputs to the ROI model will be adjusted in order to determine the marginal investment return against

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selected planning objectives. The results of the ROI modeling will be used to identify selected strategies for key parcels and property holdings.

5. Assist City staff to customize ROI strategies.

Using the results of the Return-on-Investment modeling, PMC will work with City staff to formulate a strategy for approaching key property owners and investors to “pitch” the benefits and opportunities of strategic investment.

E. CIRCULATION (MCCANTS)

Without proper planning up front, revitalization projects may not only place an additional burden on the surrounding transportation system, but will also complicate the balance between mobility, environment, and quality of life. By updating the Revitalization Plan now, the City enhances the ability to develop and implement a circulation plan that not just meets the anticipated mobility demands, but does so in a manner that enhances safety, livability/workability, aesthetics, neighborhood cohesion, historic character preservation, and other public- and private-sector goals.

Working in concert with the PMC team and the project stakeholders, PBS&J’s transportation professionals will apply proven methodologies toward the successful development of a consensus-driven circulation plan. Delivering the right solution requires a context-sensitive planning approach which balances the goals and concerns of the stakeholders with the requisite planning and engineering standards. In developing the circulation plan, this context-sensitive approach will allow PBS&J to adhere to several key principles:

- Balancing safety, mobility, community, and environmental goals
- Addressing all modes of travel
- Involving the stakeholders throughout the project
- Utilizing an interdisciplinary team with expertise in all aspects of transportation planning and engineering
- Applying the flexibility inherent in planning guidelines and design standards
- Incorporating aesthetics as an integral part of the recommended plan

Though recognizing the fluidity of the process and the inherent need for scope flexibility as the project progresses, PBS&J anticipates the following subtasks will be required for the development of the circulation plan:

- 1) Document the existing circulation system(s) and assemble all of the readily available existing data to provide a foundation for the ensuing planning and engineering analyses.
- 2) Development of a set of circulation plan goals via interaction with the stakeholders (City, public, property owners, TAC/PAC members, and/or others) early in the project schedule. A customized set of goals for this project provides a means by which alternative circulation concepts can be framed and evaluated.
- 3) Development and evaluation of alternative circulation plans, taking into account a wide variety of factors, possibly including:

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- Customized circulation plan goals from Subtask E.2
 - Roadway functional classifications, design speeds, and sight distances, and traffic calming needs or opportunities
 - Roadway capacities and levels of service
 - Ease of connectivity between multiple transportation modes
 - Accommodation of emergency access (police, fire, ambulance, etc.) and freight deliveries
 - Ease of circulation within the historic old town area
- 4) Selection and refinement of a preferred circulation plan via interaction with the project stakeholders.
 - 5) Document textually and/or graphically the findings, observations, assessments, and recommendations arising from Tasks E.1 through E.4.

The development of the circulation plan will rely on existing traffic count data available from the City or other public agencies. This scope does not include the collection of traffic count data by PBS&J.

F. MULTI-MODAL TRANSPORTATION PLAN (MCCANTS & TAYLOR)

To assess multimodal opportunities, particularly in the historic old town area, PBS&J will undertake a four-step approach:

- 1) Inventory of existing and programmed transit facilities and systems in the area (including local bus, neighborhood circulator, express bus, light rail, commuter rail, park-and-ride and other intermodal connections); review of recent and ongoing planning studies related to future transit service in the region (including the MAG Regional Commuter Rail Study, light rail planning studies, and others).
- 2) Identification of potential opportunities for transit services, intermodal connections, and joint-use station development; identification of potential areas or corridors of transit-oriented development; identification of currently deficient or potential avenues of connectivity between land uses and transit systems/facilities.
- 3) Planning-level assessment of the potential impacts (both positive and negative) of the opportunities identified in Task F.2; cursory examination of the incentives, strategies, zoning changes, etc. that may be necessary to achieve optimal benefit and success of existing and potential opportunities.
- 4) Document textually and/or graphically the findings, observations, assessments, and recommendations arising from Tasks F.1 through F.3.

G. PARKING PLAN (MCCANTS & TAYLOR)

- 1) Inventory of existing parking locations and capacities in the historic old town area; identification of peak vehicular attractors; estimation, to the extent possible, of existing parking demand.
- 2) Estimation, to the extent possible, of future parking demand based on anticipated land uses, new development, and other planned or programmed revitalization projects; identification of both existing and future locations, to the extent possible, of insufficient or excess supply.



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- 3) Identification and assessment of opportunities to improve the balance between supply and demand, including improvements or modifications to existing parking facilities, addition of new facilities, shared parking opportunities, park-once districting with enhanced intra-district transit/pedestrian connectivity, or other approaches.
- 4) Review and assessment of existing parking requirements in the Old Town area; assess the reasonableness of those requirements as they relate to revitalization goals; recommend, if appropriate, new parking requirements and strategies (such as shared parking, parking maximums, car-sharing incentives, and park-once districting) that both address parking demand and enhance the redevelopment or revitalization of the area.
- 5) Document textually and/or graphically the findings, assessments, and recommendations arising from Tasks G.1 through G.4.

H. PEDESTRIAN PLAN (MCCANTS & TAYLOR)

Pedestrian facilities and their connectivity with both development and other transportation modes are key elements in the "walkability" of a community. Through a four-task approach, PBS&J will develop a pedestrian plan:

- 1) Inventory of existing pedestrian facilities, particularly within the historic old town area, including sidewalks, pathways, crossings, and connectivity; identify physical, social, and other perceived barriers/constraints/deficiencies to the area's walkability; identify improvements or enhancements that have already been planned or programmed.
- 2) cursory identification of existing and potential future (to the extent possible) pedestrian generators and attractors; highlight major pedestrian routes.
- 3) With the findings in H.1 and H.2, development of a pedestrian route plan that enhances connectivity via such methods as removal of physical barriers, new or improved pedestrian facility construction, etc.; establish general guidelines for pedestrian accommodation and connectivity for future revitalization projects.
- 4) Document textually and/or graphically the findings, assessments, and recommendations arising from Tasks H.1 through H.3.

I. THE HISTORIC PRESERVATION PLAN (HOPPER, NADOLSKI & BRODEUR)

The Historic Preservation Plan effort will be done under the 2008-2009 Historic Preservation Commission's Work Plan and will include the following tasks:

1. Assess the Existing Condition of Historic Preservation

- From the Historic Sites Survey, prioritize historical structures, areas, and resources and/or determine those that are in the greatest danger of being destroyed.
- Evaluate the effectiveness of the current ordinances, policies, and programs that deal with historic preservation.
- PMC will utilize assessment criteria and existing conditions information contained in the City's Historic Preservation Master Plan and Historic Resources Survey. PMC will evaluate and

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update this information as part of the Inventory. This updated information will be included in and will provide the basis for the final plan.

2. Assess the Current and Future Needs of Historic Preservation

- Establish through the public participation process (outlined in this Proposal) the degree of preservation efforts that the community is willing to support.
- Determine key stakeholders and organizations and obtain input on their needs and ideas on necessary steps to protect identified historic resources.
- Evaluate possible land use practices and other activities that may conflict with the goals of the Plan.
- Evaluate various methods of historic preservation according to how they address Downtown Peoria's needs and how they affect property owners.

3. Articulate Goals and Needs Established in Tasks #1 and #2 in a Historic Preservation Plan

Produce a final product that compiles all materials and information gathered that will guide Peoria's Downtown in preserving its historic resources. Topics will include but are not limited to:

- Itemized list of goals and needs.
- A description of the historic preservation methods considered
- Recommendations on how to educate homeowners, residents, developers/builders, and other parties on both the importance of historic preservation and how to work in conjunction with the goals established by the plan.
- Possible methods to incorporate the new historic preservation goals into the Peoria's ordinances and policies and a timeline in which to do so.
- An action plan that orchestrates the implementation of historic preservation goals by multiple parties

J. INFILL INCENTIVES STRATEGIES (BRODEUR AND BANDY)

Infill sites present development opportunities for most cities and are "all we have left." To encourage developers to invest more in infill development projects, the PMC team recommends the Best Practices toolbox, all the good ideas that can be brought to the table to give infill development an edge when a developer decides not to develop in the greenland areas of the City. PMC will utilize the currently "suspended" Infill Policy for determining strategies.

We will provide a list of "small steps" and "big steps" that the City could take to promote infill projects. These "steps" will be both refined and localized in the final plan. Also included will be suggested implementation steps and criteria, if needed, for each step. Some ideas include:

Small Steps

- Fund Master Plans

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- More flexible redevelopment
- Zone for mixed-use development incentives
- Lot consolidation incentives
- Reduce lot sizes, setbacks, and parking requirements
- Parking waivers for family/sit down restaurants
- Water and sewer hookup fee reductions/eliminations
- Density bonuses/allowances for vertical mixed-use projects
- Senior housing density bonuses
- Fast Track and Streamlined Permitting
- Loans/grants to developers to encourage infill development

Big Steps

- Locals must define areas for growth/no growth
- As-of-right approval for certain infill projects
- Property tax rebates/abatement
- Address local fiscal incentives for sprawl
- Focused public investment strategy - Improve antiquated infrastructure and add public amenities such as parks, libraries and streetscapes
- Bond measures to fund improvements
- Extra levies within neighborhoods
- Creation of Business Improvement Districts
- TIF-like funding options
- Lower impact fees for infill projects – waive infrastructure hookup fees

K. ARCHITECTURAL DESIGN PLAN (BRODEUR & RAJAGOPALAN)

Our initial intent for the Architectural Design Plan is to utilize a public design process to establish a bold vision for the area. This vision should not evolve solely as a two-dimensional plan with land uses and regulatory heights, but instead should be a comprehensive three-dimensional design represented by a group of illustrative drawings, detailed area plans, and other images that will build consensus and excitement about the possibilities for downtown Peoria. This architectural design plan, of course, must

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be grounded in the economic reality of the site and its context to the City's finances. The Consultant will draft new design review standards for incorporation into the City's Design Review Manual. In addition, the final plan will include methods for establishing and funding options for the City's Façade Enhancement Program. The final plan will be illustrative in nature, and will include exhibits on architectural themes, way finding items and thematic elements.

PMC proposes a new way of expressing the "ideas" or "vision" in tangible terms via a simpler, clearer tool. **The Architectural Vision Poster** is a positive first step in downtown revitalization that average townsfolk can understand and all can use. People can physically see and get excited about the direction in which their downtown can progress.

The actual poster is formatted to include a map on the front and illustrated text on the back. The map includes the entire Peoria downtown area with enough detail to offer specific features outlined by the community, such as land use, architectural style, street typologies and individual building height and mass. Key areas can be called out with sketches, photos or drawings. The images seek to exhibit specific buildings, intersections or promenades designed to meet the community's vision. The back of the poster includes illustrated text (clearly laid out graphically on one sheet, yet equivalent to up to five or six pages) outlining the land use districts, architectural styles, circulation modifications and preservation targets.

L. IMPLEMENTATION PLAN AND PROGRAM (CAPPEL & BRODEUR & BANDY)

The goal of this work effort is to prepare a detailed implementation plan and program identifying recommended capital improvements and other study recommendations with the area. This Implementation Plan will synthesize all project elements and will be prepared to ensure that the project vision becomes a reality. As the final and most critical component of the project, this product will use the information developed in all previous tasks and organize it into a plan of action for the next 10 years. This Implementation Plan will be presented in a matrix format and will identify Policies, Programs, Additional Planning Efforts and Specific Projects which will be necessary to realize the Project Vision developed through the Outreach Effort. These four components will be organized by their priority (or where they best fit into the City's scheduled CIP), and will include information such as costs (if applicable), and the parties responsible for their implementation. Critical information from other project components (such as financing mechanisms and incentives) will be rolled into this matrix to best organize the Plan and to give the City "one-stop resource" for action.

The Consultant Team will work with City staff, stakeholders, and the guiding bodies to refine and finalize the Plan and usher it through the approval process. This task assumes one (1) round of staff revisions and one (1) round of revisions each from the PAC and the City Council. In each case, the consultant team will require one (1) digital copy of consolidated comments from City staff.

M. TECHNICAL SPECIFICATIONS AND FINAL PRODUCTS (CAPEL & CARTER)

1. Draft Reports, Working Papers, and Project Status Reports

The Consultant will provide twenty-five (25) unbound copies of all reports and maps submitted at project milestones established in the Final Work Plan. A digital copy of all drafts shall be submitted to the Project Manager with each submittal draft. The consultant will provide a minimum of six(6) progress reports during the conduct of this project. These reports will provide detailed information on task progress, and identify steps to be completed during the next reporting period.

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2. Final Drafts

The Consultant will provide forty (40) professionally bound copies and one (1) unbound copy of the Final Draft as recommended by the TAC and the PAC. A digital version of the Final Draft will be furnished to the Project Manager upon completion.

3. Final Document

The Consultant shall provide twenty five (25) Final Documents as adopted by the City Council. A digital version of the Final Document shall be submitted to the Project Manager upon completion.

4. Digital Format

All draft and final reports and documents shall be prepared in Microsoft Word. All graphics and mapping shall be formatted in ArcGIS and included within digital submittals outlined in paragraphs 1-3 above. All presentations shall be prepared utilizing Microsoft PowerPoint. Project management and status reports shall utilize Microsoft Project. The Consultant will utilize all GIS tools necessary to complete the final plan. This may include the use of 3-D modeling and Sketch-Up.

5. Modifications

Any changes to the specifications outlined in paragraphs 1-4 above shall be confirmed by the City through approval of the Final Work Plan. All reports, mapping, presentations, work products and digital copies shall be the sole ownership of the City of Peoria.

ASSUMPTIONS

The work program and cost provisions of this proposal are based upon several assumptions that are summarized below. PMC recognizes that these assumptions may be subject to change by the City during the course of the project. While such changes would not necessarily result in modification of scope or cost, PMC reserves the right to propose such modifications in the event of such changes.

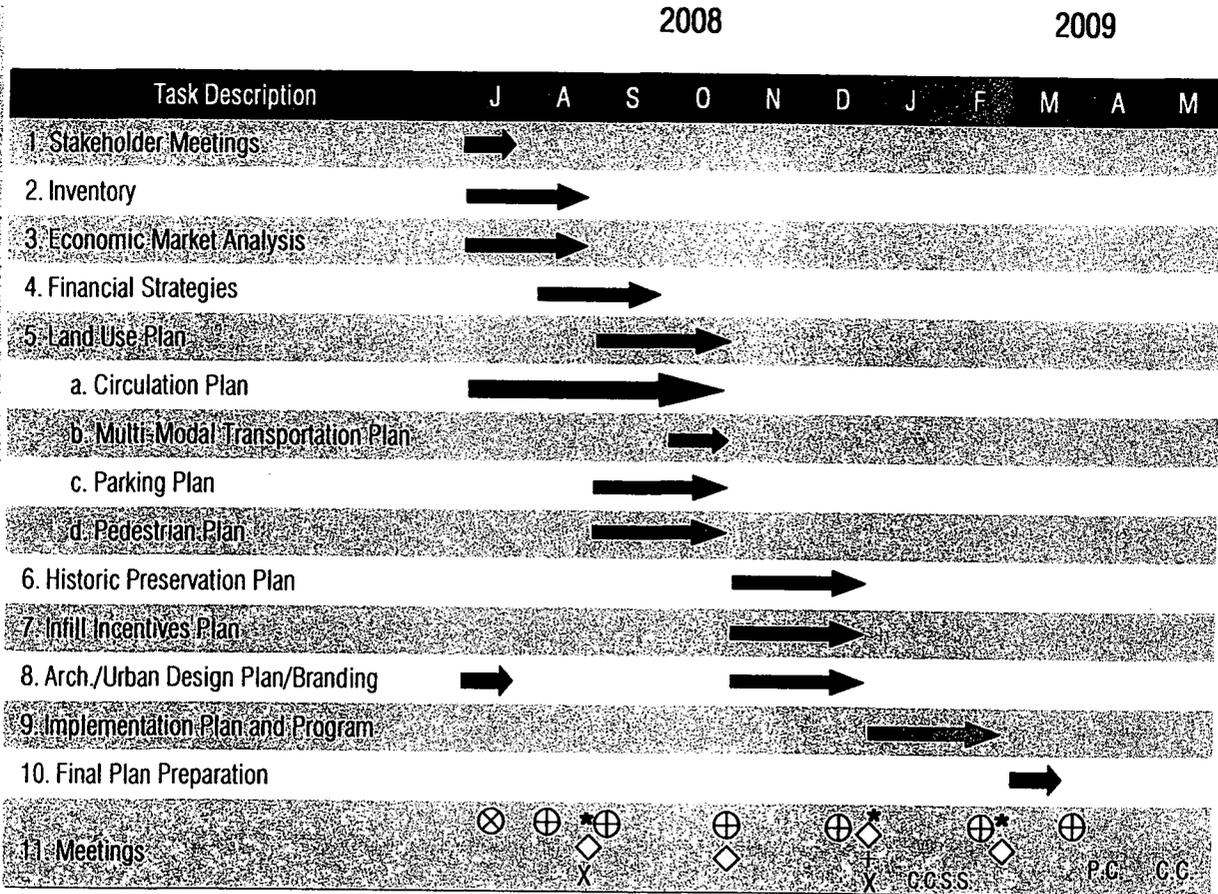
- The project description shall not be substantially changed once approved by the City.
- Additional meetings not called out in the scope, but requested by the City will be charged on a time-and-materials basis. The City has stated that the City Council has expressed an interest in having the final Revitalization Plan design concepts and objectives visually represented utilizing the ASU Decision Theatre. It is anticipated that this would occur near the end of the project and, since it is not part of this Scope of Services, will also be charged on a time-and-material basis.
- City staff will work with the PMC project team in a timely manner. Work will not be stopped or delayed by the City or others outside of the project team. Should work be so stopped or delayed for a period exceeding sixty (60) days, PMC will be reimbursed for costs to date. Should work be stopped or delayed by others, PMC shall have the right to renegotiate costs of work required.

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- There will be one round of review of the Administrative Draft and Final draft by the City. The City will provide PMC with consolidated comments on these documents.
- Response to comments estimate assumes a moderate level of effort as described in the work program. PMC reserves the right to renegotiate if comments received would require a level of effort beyond our estimate.
- The fee proposal will remain valid for a period of 60 days. All work will be performed at a not to exceed contract price.

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SCHEDULE



- | | |
|------------------------------------|---|
| ⊗ Kick-Off Meeting (1) | ⊕ Project Status Reports (6) |
| * PAC Meeting (3) | X Public Workshops (2) |
| ◇ TAC Meeting (4) | P.C. Planning Commission Hearing |
| + Historic Pres. Comm. Meeting (1) | C.C. City Council Hearing |
| | C.C.S.S. City Council Study Session (TBD) |

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BUDGET

BUDGET/STAFFING MATRIX

	TOTAL	PMC	PMC	PMC	PMC	PMC	PMC	PMC	PMC	PMC	PMC	PMC	PMC	PBS&J	PBS&J	ESI	ESI
	COST	CAPPEL	CARTER	BRODEUR	BANDY	ELLIOT	NADOLSKI	HOPPER	RAJAGOPALAN	AKER	GRAPHICS	DEMARTINO (GIS)	MCCANTS	TAYLOR	SCALESE	STAFF	
A. PUBLIC PARTICIPATION PLAN	\$17,000	X		X													
B. INVENTORY/GIS	\$7,000		X				X		X			X					
C. ECONOMIC MARKET ANALYSIS	\$24,400															X	X
D. FINANCIAL STRATEGIES	\$8,500				X												
E. CIRCULATION PLAN	\$12,970													X	X		
F. MULTI-MODAL TRANSPORTATION PLAN	\$3,075													X	X		
G. PARKING PLAN	\$5,375													X	X		
H. PEDESTRIAN PLAN	\$5,375			X										X	X		
I. HISTORIC PRESERVATION PLAN	\$4,500			X			X	X									
J. INFILL INCENTIVE STRATEGY	\$5,400			X	X												
K. ARCHITECTURAL DESIGN PLAN	\$9,000			X					X	X	X						X
L. IMPLEMENTATION PLAN AND PROGRAM	\$8,300	X		X	X					X							X
a. PROJECT MANAGEMENT & MEETING ATTENDANCE	\$9,000	X	X	X													
D. REIMBURSABLE EXPENSES:																	
TRAVEL, POSTAGE, REPORTS	\$5,000	X	X	X	X	X				X		X					
	\$124,895																

Bold X means Primary Responsibility

Regular Large X means Major Role

Small x means supporting role.

