



July 27, 2012

Mr. Jonathan Reiner, AICP  
Director of Planning  
Town Hall Annex  
55 Brown Street  
North Kingstown, RI 02852

Re: Services for Developing a Vision for the Route 2/102 Area

Dear Mr. Reiner:

The following proposal is based upon the Proposed Stakeholder Process (draft for review) developed by the Consensus Building Institute (CBI) and described in their July 23, 2012 memorandum. The memorandum is attached to this proposal as a supplement. The Horsley Witten Group (HW) is prepared to adjust this proposal in accordance with direction from Town Council. Dodson & Flinker (Dodson) is also a member of the consultant team and will provide facilitation and design services as described below.

### **Task 1. Interviews, Findings and Process Development**

This task is essentially complete and was funded through the money allocated as part of the original consensus building process. The remaining budget from that original approval was \$5,402.72 and is not part of this change order/proposal. The attached budget matrix will show where this remaining budget was used to fund current efforts.

### **Task 2. Development of Stakeholder Group**

Under this task, CBI will solicit membership in the stakeholder group as described in the July 23 memorandum and will review the basic expectation and logistics of the process. Membership of the stakeholder group will be announced via the Town's website.

CBI Labor Fee:	\$920
Dodson Labor Fee:	\$0
HW Labor Fee:	\$0

### **Task 3. Stakeholder Group Meetings**

At the outset of the project, three (3) stakeholder group meetings are anticipated including a site visit with the stakeholder group. As described in the CBI memorandum, this group will talk through concerns and ideas, and will develop options to share in the public workshop setting. This group will also guide the format of the two public workshops and review the results of those sessions at a final stakeholder meeting. All group meetings will be facilitated by CBI. HW and Dodson will provide support in the form of facilitation, map development, zoning analysis, or other necessary technical support. Written summaries of each meeting will be provided by CBI. CBI will also work with the committee between meetings, track action items, coordinate materials development, and plan meeting agendas.

CBI Labor Fee:	\$7,590
Dodson Labor Fee:	\$4,680
HW Labor Fee:	\$2,600

#### **Task 4. Public Workshops and Neighborhood Group Meetings**

Two public workshops will be conducted during the course of the project. As mentioned under Task 3, the development of workshop materials and procedures will be performed in coordination with the stakeholder group. Milestones under this task will likely include:

- Prepare revised site analysis and assessment and preliminary buildout of project site.
- Develop and deploy web-based medium for public feedback (e.g., Survey Monkey, etc.)
- Revise site analysis and buildout in preparation for public workshops.
- Assist in planning and facilitating public workshop on problems and opportunities.
- Prepare preliminary site development alternatives and Sketchup models based on the first workshop.
- Keypad polling.
- Revise preliminary site development alternatives and models based on discussions with the stakeholder group.
- Prepare plans and PowerPoint for presentation at second public workshop.
- Assist with facilitation of group discussion and breakout groups.
- Convene and facilitate two neighborhood focus group meetings.

CBI Labor Fee:	\$11,790
Dodson Labor Fee:	\$9,000
HW Labor Fee:	\$5,200

#### **Task 5. Development of Final Concepts**

Under this final Task, the consultant team will finalize the results of the outreach process as follows:

- Meet with stakeholder group up to three times to coordinate the development of workshops and review results.
- Meeting with the Planning Commission to present the results of the public workshops.
- Prepare final concept plan drawing; scan and color render.
- Prepare annotated overlays and format for distribution and/or display.
- Prepare final perspective illustrations; scan and color render.
- Work with stakeholder group to draft and finalize their common understanding.
- Develop amendments to Comprehensive Plan.
- Present results of the process to Town Council.

CBI Labor Fee:	\$2,515
Dodson Labor Fee:	\$2,880
HW Labor Fee:	\$3,120

**Total fees (including direct costs)**

Total CBI Fee:	\$24,815
Total Dodson Fee:	\$18,000
Total HW Fee:	<u>\$11,320</u>

**Total Consultant Team fee: \$54,135**

**Assumptions**

The scope and budget developed above is based on the following assumptions. Should any of these assumptions prove to be false due to changing conditions within the project, the consultant team may require the opportunity to revise our scope and subsequent fee.

- 1) The number of meetings associated with the stakeholder group is assumed to be up to six (6) for the full duration of the process.
- 2) The number of public workshops shall be two (2).
- 3) The number of neighborhood focus groups is assumed to be up to two (2).
- 4) Work with individual members of the stakeholder group between initial stakeholder group and/or public meetings shall not require more than eight (8) hours of CBI's time per meeting.
- 5) CBI will attend one (1) meeting with the Planning Commission to present the results of the public workshops.
- 6) Development of sketches and models from Dodson will not require the use of software or rendering techniques beyond those specified in the proposal.
- 7) Meeting logistics, refreshments and audio/visual equipment shall be provided by the Town.
- 8) Comprehensive Plan language will be delivered to the Town in draft format and revised as part of the adoption process. HW will attend two (2) Planning Commission meetings and one (1) Town Council meeting as part of the adoption process.

The HW team is prepared to begin work on this contract as soon as we have approval from the Town. Please do not hesitate to call me with any questions regarding this proposal at (401) 272-1717.

Sincerely,  
HORSLEY WITTEN GROUP, INC.



Nathan E. Kelly, AICP

Approved by,

---

Michael Embury  
Town Manager  
Date: