

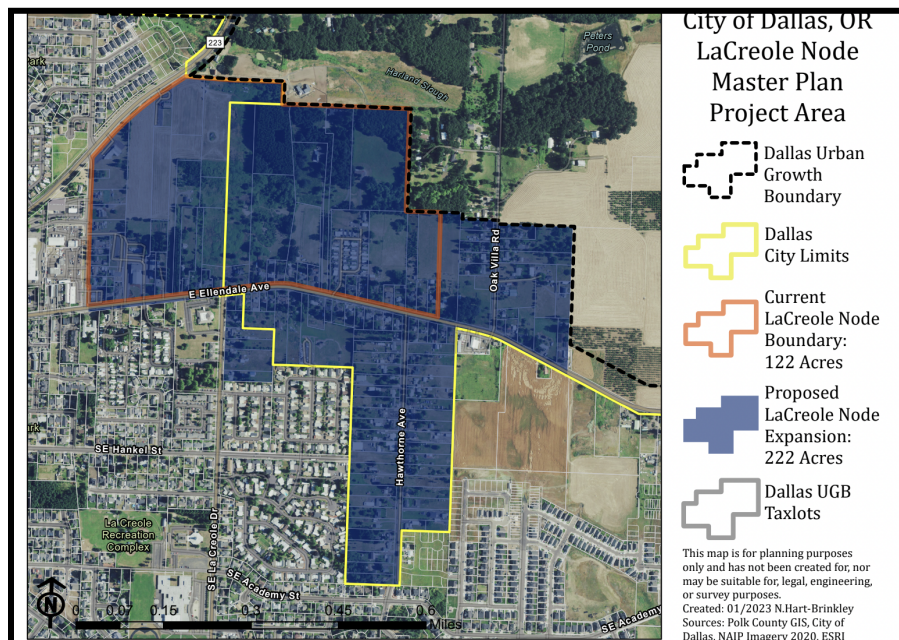
January 25th, 2023

Charlie Mitchell, Economic & Community Development Director,
The City of Dallas
187 SE Court St.
Dallas, Oregon 97301

RE: City of Dallas La Creole Node Master Plan-Revised Scope of Work

Dear Charlie Mitchell,

This proposed revised scope of work for the La Creole Node master plan in the City of Dallas includes expansion of the previous four tasks, increasing the total project study area to 222 acres and 152 tax



lots from the original 121.98 acres and 60 tax lots. The City is seeking to hire a civil engineer to study the sewer infrastructure within the wider area, and the City's engagement with the civil engineer will align with the timing of our original contract to study the La Creole Node area, enabling us to also study these areas outside of the existing La Creole Node,

with the ultimate aim to attract additional commercial and residential development within the wider geography. Below are the revised scope of work tasks and updated hours for the expanded 101 acres and 92 tax lots.



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- Task 1: Reconnaissance Phase - The consultant team will review and assemble data and prepare a base GIS map of the site's relevant conditions, including the increased acreage and tax lots, and will work closely with the civil engineer to ensure that the sewer infrastructure is taken into account in the study. Our team has visited the area to gain familiarity and will conduct meetings with city staff and key participants, and hold a public meeting to introduce the project.
- Task 2: Concept Planning - The consultant team will prepare three concept plans, conduct an analysis and presentation, and prepare a financial analysis to compare the different concepts. Our team will also create a revised concept based on feedback and prepare a report identifying needed amendments to city plans and codes, including changes that may be required as a result of the increased acreage and tax lots, and sewer infrastructure considerations.
- Task 3: Implementation Planning - The consultant team will conduct meetings with TAC and other city staff to establish implementation measures and coordinate deliverables, including those required for the increased acreage and tax lots and sewer infrastructure considerations. Our team will also work with a traffic consultant to provide input on traffic consideration impacts.
- Task 4: Report Preparation - The consultant team will prepare a report detailing the suggested amendments to city plans and codes and cost estimates required as a result of the increased acreage and tax lots and sewer infrastructure considerations. The report will also provide recommendations on how to attract commercial and residential development to the areas outside of the existing La Creole node.

In conclusion, our proposed revised scope of work for the La Creole Node planning study in the City of Dallas includes the expanded area of 216.42 acres and 146 tax lots, an increase from the original 121.98 acres and 60 tax lots. Our proposal fee tables have been updated to include the expanded area with our revised estimated hours. The original contract was for a total of **\$95,765**, and if the City would like to move forward with the expanded study area, the new total amount for the increase in the scope of work is **\$147,425**.



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If the City staff would like to move forward, we can prepare a change order to the contract. We believe this is a unique moment and opportunity for the City of Dallas to study the wider area in coordination with its ongoing work –bolstering future opportunities to meet its commercial and housing needs.

Revised Scope of Work

1. Task 1: Reconnaissance Phase

During Task 1, Reconnaissance Phase, the Consultant team shall review and assemble the data and prepare a base (existing conditions) in a GIS map depicting the site's relevant conditions for use in later tasks. The base map will include streets, property boundaries, buildings, and natural features. Project area GIS data build, online ESRI Arch HUB deployment. The following table outlines the anticipated hours and hourly rate for the development of the base GIS map:

Team Member	Contracted Hours	Revised Estimated Hours	/Unit Cost	Current Contract Total	Revised Contracted Total
HSC (J)	10	20	\$225	\$2,250	\$4,500
GTP (M)	20	40	\$185	\$3,700	\$7,400
GTP (N)	20	28	\$100	\$2,000	\$2,800
GTP (MN)	0	6	\$235	\$0	\$1,410

In addition, within the first phase, the consultant team will visit the area to gain familiarity and to take photographs of the site, adjacent areas, and other relevant items. We will conduct at least three meetings (virtual or in person) with city staff and key participants to establish project bounds and expectations. And importantly, the consultant team will conduct one public meeting (e.g., Open House) to introduce the project to the public. The city is responsible for arranging and publicizing the meeting. The fees for these tasks are included in the table below:



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Team Member	Contracted Hours	Revised Estimated Hours	/Unit Cost	Current Contract Total	Revised Contracted Total
HSC	14	14	\$225	\$3,150	\$3,150
GTP (MN)	20	20	\$235	\$4,700	\$4,700
Graphic Designer	LS	LS	\$500	\$500	\$1,000

In addition to the tasks outlined above, the Consultant will work to coordinate with a Technical Advisory Committee (TAC) that will meet with the consultant for five meetings. The TAC will be comprised of City Planning staff, Public Works staff, the City Engineer, and a representative of both the Planning Commission and City Council.

Team Member	Contracted Hours	Revised Contract Hours	/Unit Cost	Current Contract Total	Revised Contract Total
HSC (J) Preparation TAC-5 meeting	15	15	\$225	\$3,375	\$3,375
HSC (J) Attend/Present-5 meetings	15	15	\$225	\$3,375	\$3,375
HSC (J) Update Findings TAC-5 meetings	15	15	\$225	\$3,375	\$3,375

In total, the revised estimated costs associated with Task 1 of the RFP is **\$35,075**

2. Task 2: Conceptual Plan Phase

The preparation of three concept plans as outlined in Task 2 a-i, analysis, and presentation (create tables and other data visualization products) for deployment to the HUB site. Within this task, the consultants will provide an updated HUB site and data in Excel or other formats as requested by the client. The



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concept plan will include the creation of 3D conceptual plans in Sketchup format, a set of 2d plans view plans in PDF format, and the integration of plans into the GIS Platform.

Team Member	Contracted Hours	Revised Contracted Hours	/Unit Cost	Current Contract Total	Revised Contract Total
HSC(J)	5	10	\$225	\$1,125	\$2,250
GTP (N)	21	28	\$100	\$2,100	\$2,800
GTP (M)	8	19	\$185	\$1,480	\$3,515
Graphic Design Contract	LS	LS	\$1,000	\$1,000	\$2,000
Materials/Poster Boards	LS	LS	\$500	\$500	\$500

The team will also prepare a financial analysis that compares for the different concepts, identifying needed public investment and expected land-value productivity (e.g., tax revenue return-on-investment) sufficient to highlight the expected net subsidy/profit over the lifecycle of the development.

Team Member	Contracted Hours	Revised Contracted Hours	/Unit Costs	Current Contract Total	Revised Contract Total
HSC (J)	80	120	\$225	\$18,000	\$27,000
Public Infrastructure Cost/Finance Research Consultant	LS	LS	\$5,000	\$5,000	\$10,000

Following the tasks above, the team will help facilitate the public review and comment on the potential master plan visions, facilitating community input from feedback during an interactive workshop.



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Team Member	Contracted Hours	Revised Contract Hours	/Unit Costs	Current Contract Total	Revised Contract Total
HSC (J)	4	8	\$225	\$900	\$1,800

Following the workshop, the Consultant team will also host one public meeting (Open House) to introduce the concepts and solicit feedback from Community Members and key stakeholders

Team Member	Contracted Hours	Revised Contract Hours	/Unit Costs	Current Contract Total	Revised Contract Total
HSC (J)	5	5	\$225	\$1,125	\$1,125
GTP	10	10	\$235	\$2,350	\$2,350
Materials/Poster Boards	LS	LS	\$500	\$500	\$500

In total, the revised estimated costs associated with Task 2 of the RFP is **\$53,840.00**

3. Task 3: Preferred Concept Phase

Within this phase, the consultant team will prepare a revised concept using elements from the three concepts in Task 2 and based on feedback in Task 2. The consultant team shall prepare one perspective or axonometric drawing to capture the essence of the revised concept. The consultant shall prepare a revised concept plan for display for the public, the city is responsible for publicizing, and the consultant team will attend and present the preferred concept.

Team Member	Contracted Hours	Revised Contract Hours	/Unit Costs	Current Contract Total	Revised Contract Total
HSC (J)	10	14	\$225	\$2,250	\$3,150



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GTP (M)	4	6	\$185	\$740	\$1,110
GTP (N)	4	6	\$100	\$400	\$600
GTP (Comb)	10	20	\$235	\$2,350	\$4,700
Materials/Poster	LS	LS	\$500	\$500	\$500

In total, the revised estimated costs associated with Task 3 of the RFP is **\$10,060.00**.

4. Task 4: Implementation Measures Phase

Within this phase of the project, the consultant will conduct up to three meetings (virtual or in person) with TAC and other applicable city staff and key participants to establish implementation measures and coordinate Task 4 deliverables. The consultant shall work with city staff to identify a traffic consultant to update the analysis to satisfy transportation planning rules. The consultant team has budgeted an allowance for this work until the scope is refined from the concepts and discussed with City staff.

Within our original proposal, we included a line item allowance for an updated letter regarding the potential traffic analysis impact of the proposed plan. When we originally authored the proposal, we talked to three traffic civil firms during the RFP process, and all firms were hesitant to submit it due to uncertainty in the design. Our firm aims to help solve this issue by working through the final concept and meeting with City staff to work together to have the information necessary for an updated traffic letter that could provide input on the new concept design. However, because the expanded node has two new major connections with the highway and additional commercial property access points, we have increased this allowance.

Team Member	Contracted Hours	Revised Contracted Hours	/Unit Costs	Current Contract Total	Revised Contract Total
HSC (J)	40	60	\$225	\$9,000	\$13,500
Traffic Analysis Update letter	LS	LS	LS	\$5,000	\$5,000



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Allowance					
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In addition to the tasks listed above, this phase includes the preparation of a report identifying needed amendments to the Dallas Comprehensive Plan, Dallas Transportation System Plan, Dallas Parks Master Plan, and the Dallas Development Code to reflect and facilitate the new concept master plan. Preliminary cost estimates to where new public facilities are proposed (streets, water/sewer lines, open trail space) are sufficient to update tables 8-3, 8-4, 8-5 of the TSP, and similar tables in other plans. Tables shall be prepared for City staff for hearings format. The consultant team also plans to join the joint meeting with the Planning Commission and City Council.

Team Member	Contracted Hours	Revised Contracted Hours	/Unit Costs	Current Contract Total	Revised Contract Total
HSC (J)	40	60	\$225	\$9,000	\$13,500
GTP (M)	15	20	\$185	\$2,775	\$3,700
GTP (N)	6	9	\$100	\$600	\$900
GTP (Combo)	10	10	\$235	\$2,350	\$2,350
Cost Estimator Allowance	LS	LS	\$5,000	\$5,000	\$10,000
Materials/Poster Boards/Final Concept Plan Printing	LS	LS	\$1,500	\$1,500	\$1,500

In total, the revised estimated costs associated with Task 4 of the RFP is **\$50,450.00**