

## Generic Corridor Specific Plan Scope of Work

	Tasks	Description
Phase I: Project Initiation & Scoping	<b>Task 1: Project Scoping &amp; Management Plan</b>	This task will account for general scoping and initial project management including development of the corridor study program, meeting and coordination with related Departments. This task will also allow for more detailed project scoping upon selection of a pilot program corridor. A budget and schedule will be developed. Consultant RFP's will be prepared as necessary. Roles and responsibilities by various staff will be established.
	1.0 Project Management Plan Preparation	
	1.1 Budget Preparation	
	1.2 Project Schedule	
	1.3 Definition of Roles & Responsibilities	
	<b>Task 2: Project Initiation</b>	
	2.0 Community & Board Meeting Notification	
	2.1 Prepare Presentation Materials	
	2.2 Prepare Staff Report for Board Initiation	
	2.3 Conduct Community & CPAC Meetings	
2.4 Board Hearing		
Phase II: Community Outreach & Visioning	<b>Task 3: Community Outreach</b>	Conduct community outreach including to nearby residents and business owners within the corridor. Strategies for outreach may include stakeholder interviews, working with an advisory committee, media outreach, and public workshops including visioning sessions or design charrettes. Materials may include web page development, brochures, and other outreach materials. Innovative methods for design charrettes and public outreach will be considered including setting up a corridor "office" location to allow drop-in visits by neighbors and business owners.
	3.0 Community Outreach Program Development	
	3.1 Establish Citizens Advisory Committee	
	3.2 Prepare Background Analysis & Meeting Materials	
	<b>Task 4: Vision Statement &amp; Project Objectives</b>	
	4.0 Conduct Community/CAC/Stakeholder Meetings	
	4.1 Identify Constraints, Opportunities, Goals and Objectives	
4.2 Prepare Vision Statement & Community Development Objectives		

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Phase III: Urban Design Assessment, Existing Conditions & Community Profile Development	<b>Task 5: Urban Design Assessment</b>		Prepare data base inventory and base mapping including property ownership, topographic information, and the location of area facilities and natural features. These may include: parks, schools, streams, arborist reports, power lines, roadways, building footprints, parking areas, sidewalks, transit stops, etc.
	5.0	Land Use Characteristics/Land Use Inventory	
	5.1	Prepare Base, Ownership, Topographic, Aerial Maps	
	5.2	Resource Identification – Parks, School, Trees, Creeks, etc.	
	<b>Task 6: Existing Roadway Assessment</b>		Conduct roadway assessment including right-of-way, lanes, medians, sidewalks, transit stops, and off-street parking. Utilize information from other available studies including the Mobility Strategies Study to inform the assessment. Assess multiple modes of travel including existing transit ridership availability and patterns, bicycle routes and patterns of usage, and pedestrian routes and patterns.
	6.0	Identify Roadway Features – Lanes, ROW's and Sidewalks	
	6.1	Area wide and Community Wide Circulation System	
	6.2	On-Street & Off-Street Parking	
	6.3	Transit Analysis – Ridership, Bus Routes, LRT connections	
	<b>Task 7: Infrastructure and Services Assessment</b>		Prepare an infrastructure assessment evaluating the capacity of the existing infrastructure system including key physical infrastructure of stormwater drainage, water supply, and sewer. Also, evaluate additional the capacity of other services such as: parks, schools, libraries, human service facilities, fire and public safety services.
7.0	Document Existing System, Volumes, Size & Capacity		
a.	Sewer		
b.	Drainage		
c.	Water Supply		
<b>Task 8: Area/Community Profile</b>		Using information from Tasks 5, 6, and 7, document in a usable format a community profile report summarizing existing opportunities and conditions and infrastructure assessment.	
8.0	Community Profile Report – Urban Design & Infrastructure		
PHASE IV: Market Analysis and Development Strategy	<b>Task 9: Market Analysis and Needs Assessment</b>		Analyze market factors including the potential demand for retail, employment and housing uses. Include information regarding current and projected population, household size and make-up, income characteristics, racial and ethnic composition, employment patterns and other demographic information. Evaluate the types of retail suitable for the corridor. Assess the demand for office uses. Analyze the potential for residential development including desirable housing types and income levels and demand for ownership versus rental products.
	9.0	Market Strength and Assets such as: Size of Existing Market – Customer Base, Density, etc.	
	9.1	Market Constraints such as: Physical Barriers; Competition	
	9.2	Document Drive Times, Spending and Community Patterns	
9.3	Identify Market Factors – Lease Rates; Land Costs; Buying Power; Economic Trends		

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PHASE IV: Market Analysis and Development Strategy (continued)	<b>Task 10: Development Strategy and Catalyst Site(s)</b>	Using the information from the assessment of market factors, make recommendations regarding the mix of retail, employment and housing within the corridor taking into account the community needs and demographics as well as future trends within the County and local area. Develop strategies for business recruitment and retention. Take into account the desire to implement mixed-use development and design concepts that enhance the sense of community and place while meeting the needs of the market.
	10.0 Development Strategy	
	10.1 Identify potential catalyst sites and mechanisms to initiate development of those sites	
PHASE V: Land Use Plans	<b>Task 11: Prepare Land Use Concept Plan(s)</b>	Prepare a land use concept plan and test that plan for community acceptance. Also, evaluate the concept plan against service and infrastructure provision and use that input to refine the plan into a final draft. Continue with community outreach during the plan preparation phase.
	11.0 Design & Implement Community Outreach Plan	
	11.1 Prepare Land Use Concept Plan(s)	
	11.2 Refine Concept Plans per Service Providers' Input	
	11.3 Finalize Land Use Concept Plans	
	<b>Task 12: Land Use Plan &amp; Text Preparation</b>	Finalize the land use concepts into a final land use diagram and prepare a written text summarizing existing conditions, setting forth the strategy and policies, and describing an action program. A key component will be the preparation of implementing ordinances and preparation of a corridor-specific design guideline program. The emphasis should be on implementing smart-growth concepts and will likely incorporate form-based zoning into any implementing ordinance. Other components could include developing sample infill home plans, sample accessory dwelling unit plans or other mixed-use templates as appropriate to the corridor.
	12.1 Conduct Board Workshop	
	12.2 Identify Preferred Land Use Alternative(s)	
	12.3 Prepare Plan Text & Action Program	
12.4 Develop Design Guidelines & Form Based Zoning Program		
PHASE VI: Technical & Review	<b>Task 13: Technical Analysis &amp; Master Plan Preparation</b>	Using the assessments prepared from Task 7, analyze the land use concept plan against infrastructure and service capacity identifying improvements that will be necessary to serve future development. Prepare infrastructure master plans including financing strategies as necessary to achieve sufficient capacity. Prepare analyses sufficient to be later used in the environmental document on the Plan.
	13.0 Scope Assumptions & Content of Analysis	
	13.1 Conduct Qualitative Infrastructure Analysis	
	13.2 Prepare Infrastructure Master Plans Based on Plan Alternatives	
	13.3 Review Infrastructure Impacts on Alternatives	
PHASE VIII: Environmental Documentation and Public Hearings	<b>Task 14: Environmental Document and Public Hearings</b>	Prepare appropriate environmental documentation and take the plan through public hearings including at the CPAC or Community Council, Planning Commission as appropriate and finally to the Board of Supervisors. Maintain communication and outreach methods as described in Task 3.
	14.1 Prepare Draft Environmental Document	
	14.2 Prepare Final Environmental Document	
	14.3 Public Hearings	