



Town of Frederick Board of Trustees Agenda

Frederick Town Hall
Board Chambers
401 Locust Street
Tuesday, September 26, 2023

7:00 PM

Livestreaming of the Board of Trustees regular meetings have been transitioned to the Town of Frederick website. Work Sessions are not livestreamed. The livestream for the regular meeting can be accessed at www.frederickco.gov/civicmedia

Public Comment will only be taken in person unless an accommodation is requested through the Town Clerk's Office. If you require an accommodation or have questions about making public comment please contact the Town Clerk's Office:

Meghan Martinez, Town Clerk
mmartinez@frederickco.gov
720-382-5500

Or

Kelly Green, Deputy Town Clerk
kgreen@frederickco.gov
720-382-5500

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Town of Frederick Board of Trustees Agenda

Frederick Town Hall
Board Chambers
401 Locust Street
Tuesday, September 26, 2023

6:00 P.M.

Economic Development Industry Cluster Study

7:00 P.M.

Regular Meeting

Call to Order – Roll Call:

Pledge of Allegiance:

Approval of Agenda:

Special Presentations:

Public Comment: This portion of the agenda is provided to allow members of the audience to provide comments to the Town Board. Please sign in and the Mayor will call you. If your comments or concerns require an action, that item(s) will need to be placed on a later Agenda. Please limit the time of your comments to three (3) minutes.

Staff Reports:

A. Administrative Report – Bryan Ostler, Town Manager

Action Agenda:

B. Resolution 23-R-40 Authorizing the Town Manager to Execute Amendments to the Comprehensive Plan Contract for the Purpose of Creating a Site Plan for Crist Park and a Subarea Plan for the WCR 19 Area – Ali vanDeutekom, Planning Manager

Mayor and Trustee Reports:

Executive Session:

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For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators, under C.R.S. Section 24-6-402(4)(e)(I); regarding economic development opportunities.

For discussion of a personnel matter under C.R.S. Section 24-6-402(2)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees; regarding the Town Clerk Six Month Check-In.

Adjournment:



TOWN OF FREDERICK

Board of Trustees

Information Memorandum

Tracie Crites, Mayor

Dan March, Trustee
Mark Lamach, Trustee
Kevin Brown, Trustee

Adam Mahan, Trustee
Windi Padia, Trustee
Chad teVelde, Trustee

Results of Town of Frederick Economic Development Industry Cluster Study

Agenda Date: Town Work Session – September 26, 2023

Attachments:
1. DADCO Consulting Presentation

Submitted by: Maxwell Daffron
Economic Development Manager

Approved for Presentation: Bryan Ostler
Town Manager

Strategic Plan Alignment:



Community and Economic Vitality - Frederick is a community that fosters economic, recreational, cultural, and environmental vitality and builds upon and enhances a variety of economic opportunities.

Detail of Issue/Request:

In the spring of 2023, Economic Development Staff issued a Request for Proposals (RFP) for a consultant to perform a Target Industry Cluster Study; with the intent of leveraging the analysis to better inform Town business attraction efforts. An industry cluster is defined as the examination of, “groups of similar and related firms in a specific geographic area that share common markets, technologies, worker skill needs, and which are often linked by buyer/seller relationships.” At the Conclusion of the RFP process, DADCO Consulting was selected to carry out the study.

DADCO Consulting, Inc. (David Dodd), in conjunction with Economic Growth Strategies (Paul Saldana) and Competitive Solutions, LLC (Jay Moon) developed a practical approach to target industry analysis that is unique to the community while building off the work of regional partner organizations. The work was developed in a series of tasks that helped the team to not only confirm existing and identify new targeted industries, but also develop a specific list of target businesses that can be used as part of the Town’s business recruitment process. The tasks included in the report are as follows:

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- Baseline Economic Assessment
- Supply Chain Analysis
- Industry Forecast & Profile
- Site Selection Factors
- Fiscal and Economic Impact
- Finding Next Economic Migration Opportunity
- Recommendations

The DADCO team utilized a number of public and proprietary data sources to conduct analysis of the Town of Frederick and the surrounding region where applicable or when data prevented a Town level analysis. The team also conducted two (2) field visits in June and in August and met with a number of local business representatives and economic development partners within the region. The visits also included tours of the available properties and the community overall.

The DADCO team has worked closely with a large number of communities on the development of economic development strategies and implementation throughout the U.S. Likewise, the team has worked at the local economic development level, in competitive rural and suburban regions. The team has found that Frederick presents a very competitive environment for businesses and has much potential for creating new jobs through business attraction and expansion. The opportunities to improve competitiveness are minimal compared to the overall advantages the community presents.

Following the completion of the final report, the Economic Development Division will utilize the recommendations provided by DADCO to update current economic development programs as well as inform future decision making regarding economic development incentives, attraction efforts, and priorities.

Alternatives/Options:

The Board of Trustees could choose not to receive the report and direct staff to continue work in line with the status quo. This is not recommended as the consultant has already concluded their work, and the final report will provide important information on ways the Town can improve its business attraction efforts by utilizing data and best practices to reinforce our decision making.

Financial Considerations:

Economic Development Staff has requested funding in the 2024 Budget for specific follow up to the Cluster Study that are aligned with the findings of the final report. This includes but is not limited to obtaining memberships with strategic trade associations, attending strategically significant trade shows, and other pertinent activities that advance the economic position of the Town of Frederick.

Staff Recommendation:

Staff recommends that the Board of Trustees receive the report from DADCO and provide feedback to Town Economic Development Staff regarding next steps.



Town of Frederick Memorandum

TO: Honorable Mayor and Board of Trustees

FROM: Bryan Ostler, Town Manager

DATE: September 15, 2023

CC: Town Staff
Local Media

SUBJECT: Departmental Report

Upcoming Board of Trustees Work Sessions – If there are topics that the Board would like staff to schedule for discussion, please let me know. The following topics are scheduled for upcoming meetings. These topics may be changed or rescheduled from time to time.

- September 19, 2023 – No Meeting
- September 26, 2023 – Regular Meeting
- October 3, 2023 – Telephone Town Hall
- October 10, 2023 – Regular Meeting

Communications and Engagement Department:



Dynamic, Inclusive & Connected Community

- Town Event Preparation
 - Recruitment and Sponsors as of 9/12/2023
 - Sponsor commitments totaling \$68,750
 - 56 food truck applications
 - 115 market vendor applications
 - 21 Miners Day parade applications
 - 44 Miners Day burro race applications
 - Prep for Miner's Day event, meeting with CV Emergency Management and Police Department for Incident Action Plan
 - Prep for Community Tour and Talk at FRA
 - Prep for volunteer recruitment Landfill Voucher Program
 - Prep for volunteer recruitment for FRA Refresh Day on Oct 14
 - Decorate Admin Services to support FHS Homecoming Parade
- Community Partnerships
 - Attend CV Emergency Management Coordination Group meeting
 - Attend 3CMA Annual Conference in Florida
 - Participate in Empty Bowls Project event

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- Website Updates
 - Waste Connections webpage update
- Town App
 - Explore additional analytics for monthly reporting to BOT
 - Create SOP's for APP operations
- Interdepartmental Collaboration
 - Tricaster training with Municipal court
 - Departmental project support
 - FRED Thread
 - Road Work updates
 - Continue work on Strategic Plan and updates, Dashboard
 - Met with PW for Snow and Ice Control updates, FAQ's and prep for "Paint a Plow" at Community Tour and Talk
- Board Meeting
 - Attendance at Board meetings to ensure Town communications align with Board's vision and work in progress



Effective, Efficient & Strategic Government Operations

- Telephone Town Hall prep, social media



Community and Economic Vitality

- Agilent Expansion Project Communications



Safe and Secure

- Lexipol Policy Review

Police Department:



Safe and Secure

- Shine Prom – On Friday, September 8th, Cmdr. Glantz, Cmdr. Egan, Sgt. Armstrong, and Sgt. Bakes had the privilege of attending Shine Prom hosted by Rocky Mountain Christian Church. Shine Prom is a fantastic event held annually for special needs community members age 14 and older. The event provides VIP treatment for all guests including carriage rides, dining, dancing, and karaoke in addition to each and every attendee being crowned Prom King or Queen. The night wouldn't be possible without hundreds of volunteers being paired as one-on-one buddies with guests, and the police department is honored to be included and proud to participate in this awesome community event!
- Hiring Update – Hiring is in full swing at the police department. Oral board interviews took place last week for a new Records & Evidence Technician with the top two candidates returning for second interviews this week. Community Service Officer interviews are set to take place early

next week to fill Officer Paul Shine's vacancy as he officially started the police academy and is well on his way to joining patrol. To accommodate the personnel growth of the department, construction is also underway in the PD Training Room which will soon become additional office spaces as well as a small conference room leaving the officers without a dedicated training space.

Public Works Department:



Strategic, Reliable and Sustainable Infrastructure

- Streets and Stormwater:
 - Gravel road maintenance continued on CR 5, CR 16.5, CR 20, CR 14, and CR 17
 - Street sweeping operations continue in The Farm, No Name Creek, Moore Farms, Fox Run, Morningside, Wildflower, Wyndham Hills, Rinn Valley, Parkview, Maple Ridge, Coal Ridge, Countryside, Westview and Downtown areas.
 - 34 Residents participated in the tree limb drop offs on 8/26, plus one request dropped off on 8/19/23.
 - Trees were trimmed out of the Right of way along Bella Rosa parkway between W I 25 frontage rd. and aggregate blvd.
 - Trees were trimmed in different areas where branches were obstructing traffic signs.
 - Potholes were filled in all residential subdivisions.
 - Weed control in downtown area and along ROW and sidewalks.
 - Assisted Frederick PD in homecoming parade.
 - Began refreshing pavement markings along 5th St. and downtown Frederick.
 - Excavated and cleaned out multiple drainage areas including Colorado blvd. and centennial outlets, FRA box culvert crossings and ditch.
 - Miners day prepping has begun
- Water
 - Crews are still in process of replacing old water meters in old town area.
 - Painting of fire hydrants in the Bear Industrial area.
 - 14 water shut offs for non payment
 - 60 locates were completed
 - 75 rereads were completed.
 - 10 residents calling for leak concerns.
 - 2 meter installs at Silver Stone subdivision
 - 1 in Hidden Creek subdivision
 - 54 meter change outs between Old town, Savannah, Angelview, Countryside, Raspberry, Eagle, Summit View, Fox Run, No Name creek.
 - Located valves to shut off water for new line on 8177 Raspberry Way



Effective, Efficient & Strategic Government Operations

- Facilities
 - Closed (5) work orders
 - 2 tasks
 - 2 calls for repair
 - 1 immediate need completed
- Fleet Services
 - 4 scheduled services for PW were completed
 - 4 unscheduled services between PW and PD were completed
 - Working close with Body shops locally with repairs beginning on all the hail damaged vehicles from May 9th hail storm
 - PW is in the process of interviewing candidates for the fleet manager position

Parks and Open Space Department:



Effective, Efficient & Strategic Government Operations

- The Department welcomed Uriel Antunez, new Parks and Open Space Maintenance Technician.
- The Parks, Open Space and Trails Commission held their Regular Meeting on September 13th. Discussions focused on the Community Parks Master Plan, 2023 Capital Projects Update, Open Space Sales Tax Initiative and the Bylaws Update.



Community and Economic Vitality

- Staff have asked for approval at this Board Meeting to proceed with a site plan for Crist Park and surrounding greenways, which will begin in September and end in Q2 2024.
- The Community Parks Master Plan started the second round of public engagement. This will take place through early November and will include stakeholder and public input on initial conceptual designs for FRA and Centennial Parks. We'll have an online portal, attend Miner's Day, Community Tour & Talk and Tiny Terror Town and solicit input from key stakeholders such as POST, CVPRD, Town Staff and the Board.
- Bella Rosa staff hosted the last Couples Night Out on Friday, September 8th with 40 participants.



Strategic, Reliable and Sustainable Infrastructure

- With limited fall staffing, the Parks and Golf maintenance teams have focused on basic vegetative maintenance and fall aeration. Golf has also been focused on capitalizing on great weather to interseed weak turf areas and Parks has found some time to prepare FRA and Centennial for major fall events.



TOWN OF FREDERICK

Board of Trustees

Action Memorandum

Tracie Crites, Mayor

Dan March, Trustee
Mark Lamach, Trustee
Kevin Brown, Trustee

Adam Mahan, Trustee
Windi Padia, Trustee
Chad teVelde, Trustee

Crist Park Plan and WRC 19 Subarea Plan – Amendments to the Comprehensive Plan Contract

Agenda Date: Town Board Meeting – September 26th, 2023

Attachments:

- a. Resolution
- b. Independent Consultant Agreement Amendments

Finance Review: Jason Leslie
Administrative Services

Submitted by: Colby Johnson and Ali van Deutekom
Parks and Open Space Director and Planning Manager

Approved for Presentation: Bryan Ostler
Town Manager

☐ Quasi-Judicial

☐ Legislative

☒ Administrative

Strategic Plan Alignment:

- **Community and Economic Vitality**
 - 2.3 – *Complete analysis on revitalization strategies for 5th Street.*
 - This process will create a conceptual site plan for Crist Park and surrounding greenways thru a community-driven planning initiative and will become part of the overall Downtown Plan.
 - 2.4/5 – *Update of the Comprehensive and Downtown Plans and Land Use Code.*
 - This process will create a subarea plan for the WCR 19 region to ensure effective and efficient land-use with neighboring entities.
- **Dynamic, Inclusive & Connected Community**
 - 3.1 – *Implement new ways to increase accessibility for public engagement.*
 - This is a publically driven process and has already provided for considerable public engagement with additional opportunities scheduled in the future.

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Summary Statement:

This resolution will authorize the Town Manager to enter into contract amendments with RICK Engineering Company to create a conceptual site plan for Crist Park and surrounding greenways and a subarea plan for the area surrounding WCR 19 and SH 52 in partnership with Weld County, Firestone and Fort Lupton.

Detail of Issue/Request:

Crist Park is strategically located as a gateway to Downtown Frederick from Colorado Boulevard on Fifth Street and is a beloved neighborhood park for the Downtown community. A conceptual site plan will allow Town staff and our consultant to engage the community on the future improvements to this jewel of the Town's park system.

A conceptual site plan for a park includes phases for public and stakeholder engagement, initial concept development, staff reviews and a final concept with an estimate of probable cost. While our current scope of service does not include any refinement past a concept level, we expect to add that in 2024, if additional funds are approved in the 2024 Budget. This resolution allows the Town Manager to enter into the Amendments for 2023 work and any subsequent amendments that might be needed in early 2024.

Additionally, The Weld County Planning Department approached the Town of Frederick, Town of Firestone, and City of Fort Lupton in July of 2023 to garner interest on a possible collaborative effort to examine land use patterns at the intersection of SH 52 running north on WCR 19 to WCR 26 (Firestone Blvd.). WCR 19 is a major north-south arterial between I-25 and US 85 and will only see traffic volumes go up in the future. The WCR 19 right-of-way has been annexed to Firestone between WCR 18 and SH 66, but most of the adjacent land is still unincorporated. The Weld County Comprehensive Plan completed in 2020, identified areas of opportunity for commercial and industrial development. These "Opportunity Zones," are "potentially logical areas for rezoning Ag (Agricultural) land to C (Commercial), I (Industrial), and Planned Unit Development (PUD) containing C and I uses based on transportation infrastructure of roads and railroads. The intersections of an arterial with SH 52 and the collector roads at WCR 18 and WCR 20 resulted in "Opportunity Zones." The County is experiencing a lot of activity in these areas and have noticed conflicts between our respective comprehensive/master plans in these "opportunity zones." All 3 municipalities have showed interest in partnering in this effort with Weld County. We have received support from Commissioner Scott James and Commissioner Lori Saine on the effort to create a regional vision for the corridor.

Legal Comments:

The Town Attorney has reviewed and approved the agreement and drafted resolution.

Alternatives/Options:

- 1. Authorize the Town Manager** – Authorize the Town Manager to enter into contract amendments with RICK Engineering Company in an aggregate amount not to exceed \$65,000.
- 2. Deny the Award of Contract** - Do not proceed with using a consultant to create plans for these areas.

3. Provide alternative staff direction for future Board consideration

Financial Considerations:

For the Crist Park planning effort, \$25,000 was budgeted in 2023 and we have requested an additional \$20,000 in 2024. The increase is due to an unsuccessful grant application attempt in early 2023 and has been requested from the Conservation Trust Fund.

For the WCR 19 and SH 52 Subarea Plan, Firestone, Fort Lupton, and Weld County have all agreed to contribute funds to the planning effort. Currently both Frederick and Firestone are updating our comprehensive plans, so we are recommending contract amendments with our comprehensive plan consulting firms to cover the additional scope needed for the area. We are requesting an additional \$20,000 in 2024 to be added to the Comprehensive Plan contract.

Staff Recommendation:

Staff recommends the Board authorize the Town Manager to enter into amendments for these Town planning initiatives.

**TOWN OF FREDERICK, COLORADO
RESOLUTION NO. 23-R-40**

**A RESOLUTION OF THE TOWN OF FREDERICK, COLORADO,
AUTHORIZING THE TOWN MANAGER TO EXECUTE AMENDMENTS TO
THE COMPREHENSIVE PLAN CONTRACT FOR THE PURPOSE OF
CREATING A SITE PLAN FOR CRIST PARK AND A SUBAREA PLAN FOR
THE WCR 19 AREA**

WHEREAS, the Town of Frederick established Downtown revitalization strategies including improvements to Crist Park, as a Strategic Plan objective in 2022-2023; and,

WHEREAS, the Town of Frederick selected RICK Engineering Company as the preferred consultant for the creation of a updated Comprehensive and Downtown Plan through a competitive bidding process; and,

WHEREAS, the Town's staff has determined that any planned improvements to Crist Park should be incorporated into the broader Downtown planning effort to ensure aesthetic cohesiveness and efficient and effective installation ; and,

WHEREAS, the Town's staff has determined that a partnership with the Town of Firestone, Fort Lupton and Weld County to engage in a subarea plan is a good opportunity to evaluate future land uses along this corridor and establish a vision for the area; and,

WHEREAS, the Board of Trustees recognizes preferred consultant for this contract award is RICK Engineering Company.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE
TOWN OF FREDERICK, COLORADO, AS FOLLOWS:**

1. The Board of Trustees authorizes the Town Manager to execute contract amendments, subject to finalization and review by the Town Attorney that are substantively the same as the attached Exhibits A & B, in an aggregate amount not to exceed \$65,000.

INTRODUCED, READ, PASSED AND SIGNED THIS 26th DAY OF SEPTEMBER, 2023.

TOWN OF FREDERICK

By: _____
Tracie Crites, Mayor

ATTEST:

By: _____
Meghan C. Martinez, MMC, Town Clerk

Town of Frederick, Colorado

**FIRST AMENDMENT TO PROPOSAL TO PROVIDE A NEW COMPREHENSIVE
PLAN AND DOWNTOWN PLAN FOR THE TOWN OF FREDERICK, COLORADO**

This FIRST AMENDMENT TO THE PROPOSAL TO PROVIDE A NEW COMPREHENSIVE PLAN AND DOWNTOWN PLAN FOR THE TOWN OF FREDERICK, COLORADO ("First Amendment") is made and entered into on the date upon which it is mutually executed by the Parties (the "Effective Date"), by and between the TOWN OF FREDERICK, COLORADO, a municipal nonprofit corporation of the State of Colorado, with offices at 401 Locust Street, Frederick, Colorado 80530 (the "Town"), and RICK ENGINEERING COMPANY with offices at 8678 Concord Center Drive, Unit 200, Englewood, CO 80112 (the "Contractor"). The Town and the Contractor may be referred to collectively as the "Parties" and each individually as "Party".

WITNESSETH

WHEREAS, pursuant to Resolution [REDACTED], the Town and the Contractor entered into that certain Professional Services Agreement, , dated September 16, 2022 ("Original Agreement"), attached hereto as **Exhibit B**, for Contractor to perform the Work as specified in the Contract Documents, for a cost of **Three Hundred Ninety-five Thousand Four Hundred Seventy-five Dollars (\$395,475.00)** (the "Project"); and

WHEREAS, the Town has identified additional project scope items that would be efficient for Contractor to complete on behalf of the Town; and

WHEREAS, the Contractor submitted an additional Scope of Work with an updated Project Fee as outlined in **Exhibit A** with an increase of **Twenty-four Thousand Four Hundred Eighty Dollars (\$24,480.00)** for a total contract amount of **Four Hundred Twenty Thousand Nine Hundred Fifty-five Dollars (\$419,955)**; and

WHEREAS, the Parties desire to enter into this First Amendment to facilitate the completion of the Crist Park Redesign Project.

NOW, THEREFORE, it is agreed by and between the Town and the Contractor that the Agreement shall be amended as follows:

1. **Recitals.** The foregoing recitals are true and correct and are incorporated herein by this reference as though set forth in full.
2. **Original Terms and Conditions.** Except as amended herein, the original terms and conditions of the Agreement remain in full force and effect.
3. **Term.** The additional work contemplated in this First Amendment shall run concurrent with the Original Agreement's term.
4. **Scope of Work.** The Original Agreement is hereby amended by adding the documents that indicate the correct tasks and costs for the Project as set forth specifically in **Exhibit A**, a copy of which are attached to this First Amendment and incorporated herein by reference.

5. **Contract Sum and Payment.** The Section of the Original Agreement entitled “Schedule of Fees (for Labor) Authorized with this Work Order” is hereby amended to read in full as follows:
Our ("Consultant") fee for the Scope of Work be on a lump sum basis per our current Schedule of Hourly Rates (enclosed) for a sum (for labor) of \$419,955, which is inclusive of the Comprehensive Plan, Downtown Plan, and Crist Park Redesign as reflected in this Agreement and the First Amendment to this Agreement.
6. **Force and Effect of Amendment.** Notwithstanding anything in the Original Agreement to the contrary, the Original Agreement shall be amended such that all references in the Original Agreement to “Agreement” shall refer to the Original Agreement as amended by this First Amendment.
7. **Conflict.** This First Amendment is and shall be construed as part of the Original Agreement. In case of any inconsistency between this First Amendment and the Original Agreement, the provisions containing such inconsistency shall be reconciled with one another to the maximum extent possible, and then to the extent of any remaining inconsistency, the terms of this First Amendment shall control.
8. **Counterparts; Facsimile or Electronic Signature; Authority.** The Parties hereto agree that this First Amendment may be executed in multiple counterparts which, when signed by all parties, shall constitute a binding agreement. The Parties further agree that this First Amendment may be executed by facsimile or electronic signature, and that any facsimile or electronic signature shall be binding upon the Party providing such signature as if it were the Party’s original signature.

IN WITNESS WHEREOF, the Parties have executed this First Amendment to PROPOSAL TO PROVIDE A NEW COMPREHENSIVE PLAN AND DOWNTOWN PLAN FOR THE TOWN OF FREDERICK, COLORADO, to be effective as of the date of mutual execution by the Parties. By the signature of its representatives below, each Party affirms that it has taken all necessary action to authorize said representative to execute this First Amendment.

THIS FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT is executed and made effective as provided above.

TOWN OF FREDERICK, COLORADO:

ATTEST:

Approval by:

Meghan Martinez - Town Clerk

By: Bryan Ostler, Town Manager

_____, 2023
Date of execution (Town)

COMPANY.:

By: _____

Printed name: _____

Its: _____

Date (Contractor): _____, 2023

STATE OF _____)

COUNTY OF _____) ss.

The foregoing Amendment was acknowledged before me this ____ day of _____, 20____, by _____ as _____ of _____, a _____.

Witness my hand and official seal. My
commission expires: _____.

Notary Public

**Required for all contracts pursuant to C.R.S. § 8-40-202(2)(b)(I)*



September 16, 2022

Town of Frederick
Attn: Ali van Deutekom
401 Locust Street
Frederick, Colorado 80530

SUBJECT: PROPOSAL TO PROVIDE A NEW COMPREHENSIVE PLAN AND DOWNTOWN PLAN FOR THE TOWN OF FREDERICK, COLORADO

Dear Ms. Van Deutekom:

Thank you for giving Rick Planning + Design (RICK) the opportunity to propose on this project. The following proposal is based on our recent discussions. We have made our best attempt to monument our discussions and project understanding in the following proposal. Upon your review, if you have any questions or revisions to the project scope that should be incorporated, we would welcome discussing those changes with you so that we can better define the scope of work and associated fee.

PROJECT UNDERSTANDING AND ASSUMPTIONS

1. The Town of Frederick seeks to complete a new Comprehensive Plan document and a new Downtown Plan document to serve the community over the next 10 to 20 years

SCOPE OF WORK

See Exhibit A

Schedule of Fees (for Labor) Authorized with this Work Order:

Our ("Consultant") fee for the Scope of Work be on a lump sum basis per our current Schedule of Hourly Rates (enclosed) for a sum (for labor) of \$385,150.

Reimbursable Expenses

Non-labor expenses including printing, deliveries, mileage, airfare, travel, food/lodging, phone, parking, postage and other miscellaneous expenses will be billed at cost. All sub-consultants or exterior printing will be billed at cost. Any permit or review fees paid by Rick Engineering Company will be billed at cost.

Mileage	\$725
Plotting and Printing	\$3,750
Food and Drink for Community Meetings and Events	\$2,350
Incentives for Community Outreach	\$2,800
Other Supplies	\$700
Total Reimbursable Expenses --->	\$10,325

Fees and expenses will be billed monthly as the work progresses and the net amount shall be due upon receipt of the invoice.

Contingency

As outlined in Exhibit B, this proposal also includes a Contingency amount, above and beyond the budget amounts outlined above, with a limit of **\$39,500**, to cover additional services, including, but not limited to: Additional community outreach at open houses and community events, briefings with boards and commissions, and other project meetings.

Exclusions

The following services are either not anticipated to be required at this time, or are being provided by other consultants outside of this contract:

1. Any services not specifically described in the scope of work above.
2. Application, permit or review fees.
3. Architectural drawings of any kind.
4. Preparation of code language to be used for land use code updates.

Standard Provisions of Agreement

The enclosed Standard Consulting Agreement (Exhibit C) is incorporated herein and made a part of this agreement.

Ms. Ali van Deutekom
September 21, 2022
Page 3

Contract Execution

If notice is delayed for any reason beyond sixty (60) days, it is understood by the parties that the terms and conditions contained herein are subject to revision.

If you would like us to proceed on this work as outline above, we ask that you please sign and return this agreement as our written authorization.

If you have any questions regarding this agreement, please contact me directly at 303-537-8020 or 720-985-9807. Thank you for requesting Rick to provide these services.

Sincerely,

RICK ENGINEERING COMPANY



Robert K Fitch, P.E., LEED AP
Associate Principal



Britt Palmberg, AICP
Principal Planner

Enclosures

APPROVED:

TOWN OF FREDERICK

By: 

Tracie Crites, Mayor

ATTEST:

By: 

Meghan C. Martinez, CMC, Town Clerk

DRAFT Work Plan – Frederick Comprehensive Plan and Downtown Plan

September 21, 2022

Rick Planning + Design

Task 1 – Project Kickoff and Initiation

Task 1.1: Ongoing Project Management: Our team will work with the Town staff to organize a Steering Committee to guide the planning efforts. Members of the Committee may include representatives from community organizations; representatives from the business community (including Downtown merchants); local developers and property owners; representatives from local schools and representatives from the Town staff; select representatives from the Planning Commission and the Board of Trustees; and other stakeholders identified in the initial stages of the project. The Steering Committee could potentially include 10 to 15 people, in order to provide the broadest representation while maintaining efficiency in decision-making.

Our team will implement a regular and efficient communication strategy. Conference calls involving the Town staff and members of our team will facilitate communication on a regular basis. We anticipate conducting weekly coordination conference calls between the Project Manager from the Town and the Project Manager from the Rick team. In addition, we will communicate with the Steering Committee on a regular basis via emails and periodic in-person or virtual (Zoom) meetings.

Deliverables:

- Notes from coordination calls / meetings with Town staff
- Agendas for Steering Committee meetings
- Powerpoint and graphics, as needed, for Steering Committee meetings
- Notes / minutes from Steering Committee meetings

Task 1.2: Project Kick-off Meetings: The Rick Planning + Design team will conduct an initial meeting with Town staff to discuss and determine parameters and objectives for the Comprehensive Plan and Downtown Plan. Our team will then meet with the Steering Committee and the Town Staff in a formal Kick-Off Meeting to finalize the schedule for the project, schedule initial meetings, and begin the process of data acquisition. Our team and the Steering Committee will establish goals and expectations for the planning effort and finalize plans and strategies for community engagement.

Deliverables:

- Agendas for initial staff meeting and for Kickoff meeting with Steering Committee
- Powerpoint presentation, for Kickoff meeting with Steering Committee
- Minutes / notes from kickoff meetings

Task 2: Public Outreach Plan

Subtasks – Public Outreach Plan:

We anticipate the following sub-tasks as part of the Public Input Process and will refine and finalize the content and execution of these subtasks with the Steering Committee and Town staff at the outset of the project.

Task 2.1: Public Outreach Materials and Project Contact Database: We will work with Town staff to develop language to include on emails, press releases, informational flyers, banners, and community signage, communicating the goals of the project as well as the purpose for particular community engagement efforts. Our team will work with Town staff to develop a database of contact names from throughout the Frederick area, for use throughout the project. We will include

sign-in sheets at community events and at community workshops held during the project to gather additional names for inclusion in the database. We will use the database to create email messaging that can be sent to the community to publicize community workshops and to direct community members to the project website to view information (including exhibits and graphics) concerning the Comprehensive Plan and Downtown Plan. We will work with Town staff to develop information to share with local media to promote the Comprehensive Plan and Downtown Plan.

Deliverables:

- Content for press releases throughout the project
- Informational flyers at various stages of the project
- Database of contacts for use throughout the project
- Sign in sheets at meetings and events

Task 2.2: Project Webpage: Our team will create and maintain a website for the Comprehensive Plan and Downtown Plan, using Social Pinpoint as its functionality allows us to incorporate a wide variety of information and outreach efforts. Our team will ensure that the website contains sufficient and appropriate information concerning the planning effort. We suggest that the webpage should include online versions of survey questions developed for the community workshops, as well as pdf versions of key concepts, alternatives, and information presented at the community workshops and at mobile outreach at community events.

Deliverable:

- Written content and graphics to be included on the project website

Task 2.3: Social Media Engagement: Our team will provide content necessary to publicize the Comprehensive Plan and Downtown Plan effort on the Town's Facebook and Instagram pages and the social media accounts of other organizations in Town. In addition to in-person meetings throughout the Comprehensive Plan and Downtown Plan process, we anticipate including the functionality to attend community meetings through Zoom and similar social media platforms, in order to provide options for those who wish to participate in the meetings from home so that we can reach everyone in Frederick.

Deliverables:

- Written content and graphics, as necessary, for staff to include in social media engagement, to promote the overall project, upcoming community meetings and events, and other key information at various stages of the project
- Content for use in Zoom community meetings, at various stages of the project.

Task 2.4: Connecting with Community Organizations: While strong promotion and support of the planning effort from the Town will be important, we also recommend an effort be spearheaded to engage local community organizations, religious organizations, schools, and other groups to assist in creating public awareness of and engagement with the planning process. We would anticipate that members of the Steering Committee would be able to assist with this effort, in reaching out to various community organizations and working with them to help spread the word about the Comprehensive Plan and Downtown Plan.

Deliverable:

- Matrix of potential community organizations and contact names, for ongoing outreach during the project (for discussion with Town staff and Steering Committee)

Task 2.5: Stakeholder Meetings: Our team will work with Town staff and the Steering Committee to identify key stakeholders for engagement as part of stakeholder meetings. Potential key stakeholders may include members of the Town staff, the Carbon Valley Chamber of Commerce, the Planning Commission, representatives from local neighborhoods or HOAs, and other social and civic organizations. We anticipate convening stakeholder meetings focused on the Downtown area in particular, including merchants, property owners, and residents within the Downtown area. In addition,

we will engage individual property owners and developers, and other agencies as needed. Specifically, the stakeholder meetings would be organized in the following fashion:

1st Round Stakeholder Meetings: Introduce the project and gain input concerning the overall goals and vision for the creation of the new Comprehensive Plan and Downtown Plan. Review information collected by the project team concerning existing conditions in Frederick and key findings from this information. Discussion at each meeting concerning how these key takeaways may affect the creation of the new Comprehensive Plan and Downtown Plan.

2nd Round Stakeholder Meetings: Review of and input concerning key alternatives pertaining to key planning topics (land use and development, housing, Downtown concepts, etc.).

3rd Round Stakeholder Meetings: Review of and input concerning the preferred direction for the Comprehensive Plan and Downtown Plan, pertaining to key planning topics, as well as the draft implementation strategies.

In total, we anticipate conducting up to eight stakeholder meetings during each of the three rounds identified above. In order to maximize the efficiency of the project budget, we anticipate conducting some of the stakeholder meetings via Zoom or similar online meeting channels, in order to reduce travel costs and maximize the value of everyone's time.

Deliverables:

- Presentation materials as needed, including handouts and/or powerpoints, for stakeholder meetings
- Summaries of discussions from stakeholder meetings

Task 2.6: Community Events and "Pop-Up" Activities: As mentioned previously, the project team will gain input and reach out to the broader community by conducting outreach at selected community events. For example, we anticipate that a small informational booth could be set up at community events in Frederick. We could also provide outreach at more focused community events such as school carnivals, or other events led by local schools, religious organizations, and other community groups. We will select community events and opportunities that will allow the project team to reach a full range of community members, including seniors, parents of young children, youth, students, and people with disabilities. We will design our booths at community events to include a "fun factor" and will brainstorm with the Steering Committee and Town staff outreach tools that will make people excited about contributing their input regarding the Comprehensive Plan.

The outreach booth materials used at community events could also be used to conduct "pop up" outreach at places where most people go in their daily lives, including local stores and other key gathering places. We will work with the Steering Committee and the Town staff to identify the community events where members of our consultant team would be best suited to join members of the Town staff, the Steering Committee, and community organizations, in conducting outreach in person. Our work plan assumes participation by two members of our consultant team in up to six community events during the course of the project (two events for each of the three rounds of community outreach). We will work with the members of the Steering Committee to explore the option for members of the committee to use the materials we develop for outreach at community events, to conduct outreach on their own. For example, representatives on the Steering Committee could use materials produced by our team to conduct additional outreach sessions at local schools, in local parks, or with local civic groups.

Our outreach materials at community events will include mobile exhibits and exercises to gain input from the community at key stages of the planning process. We will include various maps, game exercises, visual preference surveys, and related interactive tools to gain input from the community as the plan moves through the creation of alternative concepts and arrives at the preferred and final versions of the Comprehensive Plan and Downtown Plan.

Deliverables:

- Materials, including graphics, interactive exercises, handouts, sign in sheets, flyers, etc. for engagement at community events

Task 3 – Community Assessment (Comprehensive Plan)

Our team will conduct an analysis of existing conditions within Frederick. The content outlined below will be included in draft and final versions of the plan document and will help to inform the development of town-wide goals, policies and strategies of the Comprehensive Plan. We will summarize our findings of each of the following sub-tasks in memorandums to Town staff and the Steering Committee.

Task 3.1: Review of Existing Plans: Members of our consultant team will conduct a thorough review of existing plans and studies, such as the recently completed Transportation Plan and Parks and Open Space Plan. We will document the takeaways from the various plans as they relate to the Comprehensive Plan. We will document the areas in which the Town has achieved success and met the goals and action items from the previous 2016 Comprehensive Plan, and areas in which additional actions are needed to fulfill the goals established in the prior Comprehensive Plan.

Task 3.2: Demographic Analysis and Growth Buildout Projections: We will prepare a population analysis of Frederick, including a composite demographic analysis including key trends and projections for future growth in and around the Town, including growth buildout projections. We will complete projections for future population, households, and employment in Frederick, using information from the Town as well as from ESRI, the State of Colorado, and other sources. We will identify how the trends in the regional economy may impact prospects for economic development and the growth of population and employment in Frederick.

Task 3.3: Housing Needs and Jobs / Housing Assessment: We will examine data and issues pertaining to the age, mixture, and affordability of housing in Frederick and identify gaps in the local housing market. We will document the ratio of jobs to housing in Frederick and identify potential strategies to improve the jobs to housing balance in the community.

Task 3.4: Retail / Commercial Assessment: We will draw from the demographic analysis and growth buildout projections, as well as the housing needs assessment and research of the local and regional market, to complete a retail / commercial assessment for Frederick. This assessment will document areas of leakage and supply in different retail categories and identify the projected demand for retail and commercial space in the community over the next 5, 10, and 20 year time horizons. The assessment will examine the retail and commercial position of Frederick relative to other communities along the I-25 corridor and identify strategies to enhance this position in the local and regional market.

Task 3.5: Updating of Existing Conditions and Trends: Our team will compile the remaining components of Existing Conditions and Trends for Frederick, including information concerning:

- The Regional Context; Existing Land Use Patterns in Frederick;
- Existing Zoning;
- Existing conditions related to Transportation;
- Existing conditions related to parks and open space;
- Existing conditions related to recreation and tourism;
- Existing Land Uses and recent and potential changes in growth patterns;
- School District facilities;
- Community and public facilities and services, and identification of future needs;
- Water and Sewer infrastructure and identification of future needs;
- Geohazards, natural resources / habitat, soils, and wildfire hazards

These analyses will document the overall picture of where Frederick is today and outline key trends that suggest where Frederick is heading. The analyses will identify key needs of the community in the various frameworks identified above.

Task 3.6: Creation of Base Maps: Our team will create base maps for Frederick that will include the key data from the Existing Conditions and Trends analysis, for use in creating preliminary and final versions of the plan.

Deliverables of Task 3:

- Community Assessment document, summarizing the technical analyses outlined in Task 3, along with maps and graphics
- Housing Assessment document (to be integrated into the overall Community Assessment document)
- Relevant graphics and diagrams, included within the Community Assessment document

Task 4 – Existing Conditions (Downtown Plan)

Separate from the Community Assessment process outlined for Task 3, focusing on the entire Frederick community, we will complete a separate Existing Conditions report as a component of the Downtown Plan. This Existing Conditions report will document the current conditions and context of the Downtown area, pertaining to the following:

- Economic and market conditions (including vacancy and tenant information for the Downtown district, and the economic context of residential, retail, commercial, and other land uses in the Downtown district)
- Traffic and multimodal transportation conditions and context, including existing conditions and inventory of parking serving Downtown
- Infrastructure serving the Downtown district (water, sewer, dry utilities)
- Streetscape and Public Spaces, including parks and plazas (inventory of existing amenities and their condition in the Downtown area)
- Existing land uses and zoning in the Downtown area

Deliverables of Task 4:

- Existing Conditions chapter (to be included in the final Downtown Plan document), in draft and final versions

Task 5: Round One Community Engagement – Visioning and Idea Generation

During the first of the three major “rounds” of community engagement, our team will introduce the Comprehensive Plan and Downtown Plan process, gain input from community members on their vision for Frederick (including their vision for the overall community, and for Downtown) and explore and gather ideas for how to guide the growth and evolution of Frederick over the next few decades. As outlined in Task 2, we anticipate organizing the first round of community engagement into the following components:

- Conducting a series of booths and stations at community events or gathering places, to introduce the Comprehensive Plan and Downtown Plan process
- Online community surveys conducted to gain input concerning the vision for Frederick (overall) and for Downtown Frederick, what people like and don’t like in Frederick and the Downtown area, and ideas for how Frederick (and Downtown Frederick) should evolve over the next ten to twenty years
- Community workshop (conducted in-person and also provided virtually through Zoom) to introduce the project and how to get involved
- Pop-up outreach at local community gathering places (such as shopping centers school events, etc.)
- Meetings conducted with the youth of Frederick (with classes or student clubs)

Deliverables:

- Maps, graphics, and presentation boards for outreach at community events
- Presentations, including Powerpoint slides as needed, for community workshop (held in-person and online)
- Publicity materials to advertise the first round of community engagement (including flyers, banners, and related materials, for distribution around Frederick)

Task 6: Conceptual Alternatives and Approaches

Building from what was learned through the process to date, members of the RICK team will develop a series of diagrams and exhibits to outline potential key alternatives and approaches to address key issues in the Comprehensive Plan and the Downtown Plan. While the exact nature of alternatives presented will naturally evolve as the planning effort moves forward, we anticipate that our team would create key alternatives addressing the following topics:

- Alternatives for future land uses and development in Frederick and the surrounding area
- Alternative concepts or ideas for overall economic development
- Alternative concepts for housing opportunities, including discussion regarding potential housing policies and providing for attainable housing
- Alternative concepts for growth management
- Alternative concepts for Downtown Frederick, including potential options for Town-owned properties
- Alternatives related to any other key topics, based upon discussions with the Town and the Steering Committee

Deliverables:

- Maps, graphics, and diagrams illustrating alternative concepts, for presentation to Town staff, the Steering Committee, and the community

Task 7: Round Two Community Engagement: Review of Key Alternatives

During the second of the three major “rounds” of community engagement, our team will gather input from the community concerning a series of alternatives and concepts associated with the various elements to be included in the Comprehensive Plan and Downtown Plan. As outlined in Task 2, we anticipate organizing this second round of community engagement into the following components:

- Conducting a series of booths and stations at community events, to review the various alternatives and concepts
- Online community surveys conducted to gain input concerning the alternatives and concepts
- Community workshop (conducted in-person and virtually through Zoom) to review the alternatives and concepts and gain input from participants
- Pop-up outreach at local community gathering places (such as stores, restaurants, and other gathering places)
- Meetings conducted with the youth of Frederick (with classes or student clubs)

Deliverables:

- Maps, graphics, and presentation boards for outreach at community events
- Presentations, including Powerpoint slides as needed, for community workshop
- Publicity materials to advertise the first round of community engagement (including flyers, banners, and related materials, for distribution around Frederick)

Task 8: Creation of Preferred Plan Elements

Task 8.1: Creation of Preferred Concepts for the Comprehensive Plan: The Rick Planning + Design team will create preferred versions of the various elements of the Comprehensive Plan for Frederick, drawing from input to date from the public and the various stakeholders. The Preferred Plan will include the following components:

- Outline of projected future public facility and utility needs serving Frederick;
- Preferred Future Land Use Plan for Frederick and areas identified for future growth and potential expansion.
- Preferred strategies for enhancing the housing stock in Frederick to serve all sectors of the housing market, and to provide for attainable housing, using housing types that are appropriate for the area.

- Preferred strategy for transportation (drawing from the current transportation master plan)
- Preferred strategy for other infrastructure (schools, capital facilities, utilities)
- Additional elements of the preferred plan, based upon discussions with the Steering Committee and Town staff

Deliverables:

- Maps, graphics, and diagrams illustrating the preferred concepts, for presentation to Town staff, Steering Committee, and the community
- Written summary of the key elements of the preferred concepts (in memorandum format) for discussion with Town staff and Steering Committee

Task 8.2: Creation of Preferred Concepts for the Downtown Plan: The Rick Planning + Design team will create preferred versions of the various elements of the Downtown Plan for Frederick, drawing from input to date from the public and the various stakeholders. This effort will include the following components:

- Outline of future land uses and zoning for the Downtown area
- Outline of recommended enhancements to the streetscape and public realm in the Downtown district
- Recommended economic development strategies for the Downtown area
- Illustrative plan of the overall Downtown area, highlighting future development / redevelopment and key features envisioned for the Downtown area in the future;
- Recommended multimodal transportation improvements and features for the Downtown area
- Additional elements of the Downtown Plan, based upon discussions with the Steering Committee and Town staff

Deliverables:

- Maps, graphics, and diagrams illustrating the preferred concepts for Downtown Frederick, for presentation to Town staff, Steering Committee, and the community
- Written summary of the key elements of the preferred concepts for Downtown Frederick (in memorandum format) for discussion with Town staff and Steering Committee

Task 8.3: Creation of Draft Implementation Strategies: Our team will work with the Steering Committee and Town staff to create draft versions of Implementation Strategies, for both the Comprehensive Plan and the Downtown Plan. A summary of Implementation Strategies will be included within the Comprehensive Plan document and the Downtown Plan document, to organize action items by plan themes into a matrix.

Deliverable:

- Table outlining implementation strategy elements (for review by Town staff and Steering Committee). This content will later be integrated into the draft and final versions of the Comprehensive Plan document and the Downtown Plan document.

Task 9: Round Three Community Workshop: Review of Preferred Plan Elements

During the third and final round of community engagement, our team will gather input from the community concerning the various “preferred” elements of the Comprehensive Plan and Downtown Plan. This outreach will gather input from the community regarding the prioritization of the various elements in the two plans to create a final version of the Implementation sections of the Comprehensive Plan document and the Downtown Plan document that align with community preferences. We again anticipate organizing the final round of community engagement into the following components:

- Conducting a series of booths and stations at community events, to gather input on the preferred elements of the Comprehensive Plan and Downtown Plan

- Online community surveys conducted to gain input concerning the preferred elements of the Comprehensive Plan and Downtown Plan
- Community workshop (conducted online and through Zoom) to review the preferred elements and gather input on the elements of the Preferred Plan (for the Comprehensive Plan and Downtown Plan) and their prioritization.
- Pop-up outreach at local community gathering places (such as at shops, restaurants, etc.)
- Meetings conducted with the youth of Frederick (with classes or student clubs)

Deliverables:

- Maps, graphics, and presentation boards for outreach at community events
- Presentations, including Powerpoint slides as needed, and other graphic materials for community workshop (to be held in-person and also online through Zoom)
- Publicity materials to advertise the third round of community engagement (including flyers, banners, and related materials, for distribution around Frederick)

Task 10: Draft Version of Comprehensive Plan

Drawing from the information created and presented in preceding tasks, our team will create a draft version of the updated Comprehensive Plan document for Frederick. The draft document will include the following components:

- Summary of community and stakeholder engagement conducted during the planning effort
- Summary of findings from the Community Assessment
- The various sections of the Comprehensive Plan, including graphics, to address all components outlined in C.R.S. Section 31-23-206, including:
 - Future land uses
 - Existing conditions and growth projections
 - Transportation (drawing from the current transportation master plan)
 - Infrastructure (including schools, capital facilities, utilities, etc.)
 - Location and extent of an adequate and suitable supply of water (representing a water supply element with conservation policies)
 - Location of commercial mineral deposits
 - Geohazards, natural resources / habitat, soils, wildfire hazards
 - Recreation and tourism element
- Implementation strategies and actions for each element of the Comprehensive Plan
- An appendix will include the results of in-person and online community surveys
- All of the elements of the final plan will include various renderings, graphics, and other illustrative tools to convey the vision and intent of each plan

Deliverable:

- Draft copy of the Comprehensive Plan document

Task 11: Draft Version of Downtown Plan

Drawing from the information created and presented in preceding tasks, our team will create a draft version of the Downtown Plan document for Frederick. The draft document will include the following components:

- Summary of community and stakeholder engagement conducted during the planning effort
- The Existing Conditions chapter (previously completed, and updated as needed for the draft of the Downtown Plan)
- Vision chapter (outlining the vision for Downtown Frederick)

- Future Land Use, Development and Zoning chapter (including recommended zoning classifications for different portions of Downtown)
- Public Improvements, Design Standards, and Recommendations, including streetscape recommendations and diagrams, graphics, and exhibits outlining locations for civic gathering places and other key community facilities in Downtown
- Multimodal Transportation, including recommendations for parking improvements as well as improvements for bicycle and pedestrian movement in the Downtown district
- Infrastructure and Related Improvements
- Implementation strategies and actions for the Downtown Plan, including economic development strategies that align with the economic development recommendations included in the overall Comprehensive Plan
- An appendix will include the results of in-person and online community surveys
- An overall “illustrative” master plan graphic that captures the key takeaways from the Downtown Plan. This graphic, and the accompanying document, can be used to market Downtown Frederick to the broader region
- All of the elements of the final plan will include various renderings, graphics, and other illustrative tools to convey the vision and intent of the various sections of the Downtown Plan.

Deliverable:

- Draft copy of the Downtown Plan document

Task 12: Finalizing the Comprehensive Plan and Downtown Plan Documents

Task 12.1: Work session with Planning Commission and Board of Trustees to Review Draft Comprehensive Plan Document and Draft Downtown Plan Document

We will work with Town staff to conduct a worksession (or study session) with the Board of Trustees and Planning Commission (assembled together) to review the various components of the draft version of the Comprehensive Plan and the draft version of the Downtown Plan and to obtain detailed input and edits from these bodies, prior to finalizing the plan documents.

Deliverable:

- Powerpoint presentation and supporting materials (including copies of the Draft Comprehensive Plan and Draft Downtown Plan) to facilitate worksession with Planning Commission and Board of Trustees

Task 12.2: Final Versions of Comprehensive Plan and Downtown Plan

Drawing from input from the Board of Trustees and the Planning Commission, as well as input from Town staff, we will produce a final version of the Comprehensive Plan document and a final version of the Downtown Plan document.

Deliverables:

- Final Comprehensive Plan document (pdf, and copy of Indesign file)
- Final Downtown Plan document (pdf, and copy of Indesign file)
- One-page infographic that explains the high-level tenets of each plan. This deliverable should serve as a quick, graphically rich reference page that explains the “why” of this project without having to read entire plan.
- CAD and GIS data pertaining to the Comprehensive Plan and Downtown Plan will be provided to the Town of Frederick for all maps created, using the Town of Frederick’s CAD / GIS standards document (which currently follow ArcMap 10.8.1).

Frederick Comprehensive Plan and Downtown Plan		
Budget with Contingencies - Exhibit B		
Total Budget (inclusive of Reimbursable Expenses)		\$395,475
Contingency Amount (Above Total Budget Amount)		\$39,500
Breakdown of Potential Items for Contingency		
Item	Description	
Additional Community Event	Participation by two RICK team members in a community event, length of 3 hours, plus set up and tear down time. Include one half of travel time, prep time, and summarizing input from the event. Assumes a booth (a 10 x 10 tent with tables and exhibits), along with collateral used to facilitate outreach. Assumes the use of existing diagrams and drawings / exhibits from a round of community outreach, at an additional community event for outreach. Expenses to include printing, use of incentives, mileage.	\$3,200 labor plus \$600 expenses
Additional Online Open House	Participation by three RICK team members in an online, facilitated open house of 1.5 hours in length. Includes time setting up online meeting, debriefing and summarizing notes from online meeting. Assumes this will not involve the production of new content for presentation at the online open house. Instead, assumes the use of existing materials at a bonus online open house meeting.	\$3,900 labor
Briefing with a Board or Commission	Participation by RICK project manager at a briefing of up to 1.5 hour with a Board or Commission in Frederick, to update them on the plan progress. Includes time preparing powerpoint for presentation, coordination with Town staff, debrief from the meeting, and one half of travel time. Assumes mileage expense.	\$1,100 labor plus \$35.00 mileage
Additional Renderings or Graphics		TBD

