

RESOLUTION R-30-12

**A RESOLUTION AUTHORIZING EXECUTION OF A PROFESSIONAL SERVICES
AGREEMENT FOR A PLANNING CONSULTANT
DESIGN WORKSHOP – DOWNTOWN STRATEGIC PLAN / STREETSCAPE PLAN**

WHEREAS, the City of Wheaton, Illinois (“City”) is an Illinois Home Rule Municipality pursuant to provisions of Article VII, Section 6, of the Illinois Constitution of 1970, and as such the City may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, the subject matter of this resolution pertains to the government and affairs of the City and its residents; and

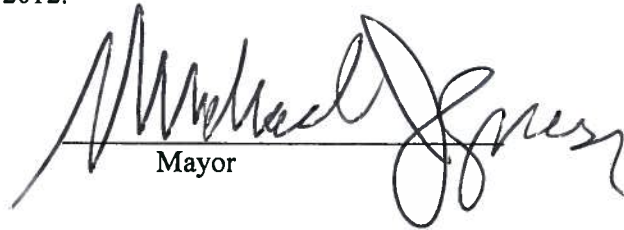
WHEREAS, the City has solicited proposals and received over a dozen proposals from professional planning consultants to prepare a Downtown Strategic Plan and Streetscape Plan; and

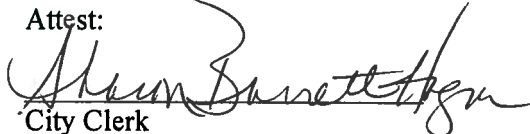
WHEREAS, upon review of the proposals by a committee comprised of City staff, the committee forwarded a recommendation of three consultants for a final interview before the City Council; and

WHEREAS, following said final interview, the City has determined the proposal provided by Design Workshop meets the City’s needs for professional services for the Downtown Strategic Plan / Streetscape Plan project.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Wheaton, Illinois, that the Mayor is authorized to sign and the City Clerk is authorized to attest to an agreement between the City of Wheaton and Design Workshop, as attached hereto and made a part thereof.

ADOPTED this 16th day of April, 2012.


Mayor

Attest:

City Clerk

Roll Call Vote:

Ayes: Councilman Suess
Councilwoman Ives
Councilman Mouhelis
Councilman Rutledge
Mayor Gresk
Councilwoman Pacino Sanguinetti
Councilman Scalzo

Nays: None

Absent: None

Motion Carried Unanimously

**Agreement Between the City of Wheaton, Illinois
and Design Workshop for Planning Consulting Services
(Downtown Strategic Plan and Streetscape Plan)**

This Agreement is entered into between Design Workshop ("Consultant"), 1390 Lawrence Street, Suite 200 Denver, Colorado 80204 and the City of Wheaton, an Illinois municipal corporation ("City"), 303 West Wesley Street, Wheaton, IL 60187.

WITNESSETH:

WHEREAS, the City has determined that it is necessary to retain the services of a real estate and development consultant for those purposes set forth in Design Workshop's proposal letter of April 10, 2012.

NOW THEREFORE, for and in consideration of the mutual promises, terms, covenants, considerations and conditions recited in this Agreement, the City and the Consultant hereby agree as follows:

1. *Scope of Services.* The Consultants shall furnish all labor, consulting services, and documentation to the City of Wheaton as described in this Agreement and that certain engagement letter dated April 10, 2012 (hereinafter the "Project") between Design Workshop and the City of Wheaton. The engagement letter is attached hereto and incorporated herein by reference and is fully set forth as Group Exhibit A. Where this Agreement and Exhibit A are inconsistent this Agreement shall control to the extent of such inconsistency. The Consultant represents and warrants that it shall perform the services in a manner consistent with the level of care and skill customarily exercised by other professional Consultants of like kind acting under similar circumstances.

2. *Compensation.* The City shall compensate the Consultant according to the terms of the Consultant's proposal which is attached hereto as Exhibit A.

3. *Additional Services.* The Consultant shall provide only the labor, services and documentation for the Project specified in this Agreement and Exhibit A. In the event the Consultant or the City determines that additional services are required to complete the Project, such shall not be provided and/or such additional services shall not be performed unless directed in writing by the City. The terms, frequency, and prices for additional services shall be as mutually agreed upon in writing by the City and the Consultant.

4. *Hold Harmless and Indemnification.* Each of the parties (the "Indemnitor") shall defend, hold harmless, and indemnify the other party its directors, officers, employees, and agents, from and against any and all liabilities, losses, claims, demands, damages, fines, penalties, costs, and expenses, including, but not limited to, reasonable attorneys' fees and costs of litigation, and all causes of action of any kind or character, except as otherwise provided herein, to the extent that such matter arises from either of the following:

- a) The Indemnitor's breach of any term, provision, warranty, standard or requirement of this Agreement including, but not limited to, those provisions of this Agreement pertaining to the Consultant's services; or
- b) The negligence or willful misconduct of the Indemnitor, its employees, agents, representatives, and subcontractors. The City's duty under this subsection shall be limited to liabilities and casualties for which the City would have liability after application of statutory and common law privileges and immunities.

In the event that any claim for indemnification hereunder arises from the negligence or willful misconduct of both the Consultant and the City, the parties agree that any and all liabilities, losses, claims, demands, damages, fines, penalties, costs, and expenses shall be apportioned between the parties on the basis of their comparative degrees of fault, except as otherwise herein provided. Nothing in this paragraph shall be interpreted to waive any statutory or common law minutes of the City which shall remain in full force and effect. Nothing in this Section 4 shall constitute or be interpreted to constitute a waiver of the City's statutory or common law privileges and immunities which are wholly reserved by the City in every respect.

There are no third party beneficiaries of this Agreement.

5. *Insurance.* The Consultant and each of its agents, subcontractors, and consultants hired to perform any services provided for herein shall purchase and maintain during the term of this contract insurance coverage which will satisfactorily insure the Consultant and, where appropriate, the City against claims and liabilities which may arise out of the services referred to in this Agreement. Such insurance shall be issued by companies authorized to do business in the State of Illinois and approved by the City. The insurance coverage's shall include, but not necessarily be limited to, the following:

- a) Worker's compensation insurance with limits as required by the applicable statutes of the State of Illinois. The employer's liability coverage under the worker's compensation policy shall have limits of not less than FIVE HUNDRED THOUSAND DOLLARS (\$500,000.00) each accident/injury and FIVE HUNDRED THOUSAND DOLLARS (\$500,000.00) each employee/disease.
- b) Commercial general liability insurance protecting the Consultant against any and all public liability claims which may arise in the course of performance of this contract. The limits of liability shall be not less than ONE MILLION DOLLARS (\$1,000,000.00) each occurrence bodily injury/property damage combined single limit and ONE MILLION DOLLARS (\$1,000,000.00) aggregate bodily injury/property damage combined single limit. The policy of commercial liability insurance shall include contractual liability coverage and an endorsement naming the City as an additional insured.
- c) Commercial automobile liability insurance covering the Consultant's owned, non-owned, and leased vehicles which protects the Consultant against automobile liability claims whether on or off of the City's premises with coverage limits of not less than ONE MILLION DOLLARS (\$1,000,000.00) per accident bodily injury/property damage combined single limit.

d) Professional liability insurance with limits of not less than ONE MILLION DOLLARS (\$1,000,000.00) per claim covering the Consultant against all sums which the Consultant may become obligated to pay on account of any liability arising out of the performance of the professional services for the City under this contract when caused by any negligence act, error, or omission of the Consultant or of any person employed by the Consultant or any others for whose actions the Consultant is legally liable. The professional liability insurance shall remain in force for a period for not less than four (4) years after the completion of the services to be performed by the Consultant under this contract.

6. *Compliance with Laws.* The Consultant shall comply with all applicable federal, state and local laws, rules, and regulations, and all City ordinances, rules and regulations now in force or hereafter enacted, with respect to its work on the Project.

7. *Termination of Contract.* If the Consultant fails to perform according to the terms of this Agreement, then the City may terminate this Agreement on seven (7) days written notice to the Consultant. The Agreement may be terminated by the City at will and without cause upon twenty-one (21) days of notice to Consultant. In the event of termination for cause or without cause the City shall pay the Consultant for services performed up to the effective date that the City provides in its notice of termination, less any sums attributable, directly or indirectly to the Consultants breach of this Agreement. Notice served personally and by facsimile data transmission shall be effective upon receipt, and notice served by United States mail shall be effective three (3) business days after mailing.

8. *Discrimination Prohibited.* The Consultant shall comply with the provisions of the Illinois Human Rights Act, as amended, 775 ILCS 5/1-101 et seq., and with all rules and regulations established by the Department of Human Rights. The Consultant agrees that it will not deny employment to any person or refuse to enter into any contract for services provided for in this Agreement to be performed on its behalf on the basis of unlawful discrimination as defined in the Illinois Human Rights Act.

9. *Status of Consultant.* Both City and Consultant agree that Consultant will act as an Independent contractor in the performance of its duties under this Agreement. Accordingly, Consultants shall be responsible for payment all taxes including federal, state, and local taxes arising out of the Consultant's activities in accordance with this Agreement, including by way of illustration but not limitation, federal and state income tax, social security tax, and any other taxes or license fees as may be required under the law. Consultant further acknowledges under the terms of this Agreement, that it is not an agent, employee, or servant for the City for any purpose, and that it shall not hold itself out as an agent, employee, or servant of the City under any circumstance for any reason. Consultant is not in any way authorized to make any contract, agreement, or promise on behalf of City, or to create any implied obligation on behalf of City, and Consultant specifically agrees that it shall not do so. City shall have no obligation to provide any compensation or benefits to Consultant, except those specifically identified in this Agreement. City shall not have the authority to control the means method or manner by which Consultant complies with the terms of this Agreement.

10. *Assignment; Successors and Assigns.* This Agreement may not be assigned by either party.

11. *Recovery of Costs.* In the event the that either party is required to file any action, whether legal or equitable, to enforce any provision of this Agreement, the prevailing party shall be entitled to recover all costs and expenses incurred as a result of the action or proceeding, including expert witness and attorney's fees.

12. *Notification.* All notification under this Agreement shall be made as follows:

If to the Consultant:

Design Workshop
1390 Lawrence Street, Suite 200
Denver, Colorado 80204

If to the City:

City of Wheaton
Attn: City Clerk
303 W. Wesley Street, Box 727
Wheaton, IL 60189-727

13. *Waiver.* Any failure of either the City or the Consultant to strictly enforce any term, right, or condition of this Agreement shall not be construed as a waiver of such term, right, or condition.

14. *Integration.* The provisions set forth in this Agreement represent the entire agreement between the parties and supersede all prior agreements, contracts, promises, and representations, as it is the intent of the parties to provide for a complete integration within the terms of this Agreement. This Agreement may be modified only by a further written agreement between the parties, and no modification shall be effective unless properly approved and signed by each party.

15. *Non-disclosure.* During the course of the work specified in this Agreement, Consultant may have access to proprietary and confidential information including, but not limited to, methods, processes, formulae, compositions, systems, techniques, computer programs, databases, research projects, resident name and address information, financial data, and other data. Consultant shall not use such information for any purpose other than described in this Agreement and Exhibits and shall not directly or indirectly disclose such information to any third party without the express written consent of the City.

16. *Severability.* If any provision of this Contract, other than the termination provisions set forth in Paragraph 7, is held to be illegal, invalid, or unenforceable, such provision shall be fully severable, and this Contract shall be construed and enforced as if such illegal, invalid, or unenforceable provision were never a part hereof; the remaining provisions hereof

shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision or by its severance; and in lieu of such illegal, invalid, or unenforceable provision there shall be added automatically as part of this agreement, a provision as similar in its terms to such illegal, invalid, or unenforceable provision as may be possible and legal, valid and enforceable. If the termination provisions of Paragraph 7 of this are found illegal, invalid or unenforceable the contract shall terminate immediately and all sums due and owing the Consultant shall be paid up to the date of termination.

17. *Governing Law.* This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois, without giving effect to its conflict-of-laws rules.

18. *Validity.* In the event that any provision of this Agreement shall be held to be invalid or unenforceable, the same shall not affect in any respect whatsoever the validity or enforceability of the remainder of this Agreement.

In Witness Whereof, the parties have entered into this Agreement this 17th day of April 2002.

City of Wheaton, an Illinois municipal corporation

By Michael J. Gresk
Michael J. Gresk, Mayor

Attest:

Sharon Barrett-Hagen
Sharon Barrett-Hagen, City Clerk

Design Workshop

By Kent Cullerton

Attest:

[Signature]

PROJECT WORK PLAN

This scope incorporates design processes and methods that build from the team's experience with downtown and streetscape planning and design.

Task 1 – Project Initiation

Task 1.1: Project Management

The work plan assumes that the City of Wheaton would work with Design Workshop to establish a Steering Committee to guide the project on a regular basis. We anticipate this group will include the consultant team, City staff, representatives from the downtown area, neighborhood and city-wide representatives, the business community and other stakeholders. Based upon previous experience, Design Workshop suggests that the Steering Committee comprise no more than eight to ten individuals. Committees that include more than eight to ten members tend to become unwieldy and less efficient in terms of providing guidance concerning planning efforts.

We propose a regular communication strategy to maximize the value of everyone's time. While the project team will meet more formally at certain times, weekly or bi-weekly update conference calls involving Design Workshop and the Steering Committee will help the team address issues as they arise. In addition, we will communicate with the client team on a regular basis via phone calls and emails. We will also work with the city staff to create space on the city's website to communicate with the community at large, and with the Steering Committee.

The weekly or bi-weekly calls will include the Project Manager and/or Principal in Charge from Design Workshop (Kurt Culbertson and/or Britt Palmberg), Mike Emerson from VOA, and representatives from the Steering Committee. These calls will focus on the "big picture" objectives of the project in a given week. We will report on work performed in the previous week and objectives for the coming week. The Steering Committee will provide guidance regarding work already in progress and upcoming work.

In addition, we will likely convene occasional conference calls with technical experts from the city (engineers, planners, etc.) to review design ideas for downtown development and streetscape and provide feedback to the team as the project continues.

Deliverable:

1. Agendas and minutes for each meeting, circulated to team members

Task 1.2: Project Kick-off Meeting and Tour of Downtown Area

We will meet with the Steering Committee at the beginning of the effort to finalize the schedule for the project as well as goals and expectations for the effort. We will identify critical success factors and goals the City and the various stakeholders want to achieve. We will also finalize plans for meetings or workshops and additional elements of the community participation strategy.

As part of the project kick-off activities, members of the consultant team along with the Steering Committee will conduct a walking tour of the downtown area to identify key areas for study, to further discuss goals for the project, and to review the existing conditions of the downtown and surrounding area.

Deliverables:

- Project schedule, team directory and work plan
- Memorandum outlining the goals and critical success factors for the project
- Memorandum outlining anticipated stakeholder involvement process
- Meeting minutes from the kick-off meeting

Task 2 – Inventory and Analysis of Existing Conditions

Task 2.1: Document Review & Data Collection

We will review and summarize all necessary existing planning and design documents in order to understand potential opportunities and constraints for the study area and how previous studies and initiatives relate to the desire to create a vision plan, strategic plan, and streetscape plan for the Downtown Wheaton area. Applicable documents may include the City's 1999 Comprehensive Plan, the Development Review Process as developed in 2001, documents related to the various Tax Increment Finance districts in Downtown, and previous parking and market studies for the downtown area.

Deliverables:

- Summary memorandum of documents reviewed, outlining key recommendations, including ideas for streetscape and related improvements that will guide the current planning efforts.

Task 2.2: Existing Physical Conditions Analysis and Base Map Preparation

We will perform an existing conditions analysis, including the following information:

- Existing land-use patterns
- Performing and under-performing uses in the Downtown area
- The condition of existing transportation infrastructure for all travel modes (including sidewalks)
- Circulation and access (pedestrian, bicycle and vehicle)
- Existing Transit Ridership, Transit Stops and related Transit Facilities
- Existing and planned civic/entertainment uses in the area (since they have significant demands for circulation and parking at peak periods in the area)
- Parks, public uses and open spaces; historic cultural resources
- Easements, setbacks, right of ways
- Existing streetscape amenities (including benches, public art, ADA accommodations)
- Future land uses and zoning (per the current planning documents)
- Local building typologies, architectural heritage and public space precedents
- Important site amenities, public spaces, views and scenic opportunities
- Existing utilities and infrastructure

Note: This proposal assumes that the City will provide accident (crash) data and current conditions and performance of traffic signals and signal spacing (as available).

We will provide maps and diagrams of the items above including the following:

- Transportation facilities map, with right-of-way, lane widths and facilities for non-motorized travel. We will create sections of each street block and right of way in the area in order to consider future improvements.
- Existing zoning and land use maps
- Inventory and analysis drawing of existing pedestrian facilities (such as sidewalks and wheelchair ramps)
- Memorandum summarizing existing signage and wayfinding conditions

We will conduct an analysis of existing transportation patterns in the study corridor, for the following three travel modes:

- **Auto Circulation** – Traffic counts will be used along with an assessment of the downtown street hierarchy and access patterns to define the existing functions of the various streets in the district, key traffic generators, parking utilization patterns, and key access routes. We will utilize available accident data from the City of Wheaton. Existing Level of Service and queue spillback conditions will be

assessed by the consultant team. As part of this effort the Design Workshop team will conduct traffic counts for eight intersections within Downtown Wheaton at peak hours (both AM and PM) to determine the current level of service along key streets within the downtown area.

- **Transit Circulation** – Existing transit routes within and crossing the downtown study area will be inventoried. Ridership boarding/alighting will be summarized. Operational issues will be assessed, such as traffic delays and difficulties entering/existing bus stops.
- **Pedestrian Circulation** – Pedestrian trip generators (land uses, transit stops, parking areas) will be inventoried. Barriers to pedestrian travel and overall pedestrian conditions (climate, interface with traffic, compatibility of adjacent land uses and building facades) will be inventoried.

Task 2.3: Review of Existing Infrastructure

We will conduct a thorough inventory and analysis of existing utility and stormwater infrastructure in the downtown study area, including dry utilities such as electricity and fiber optic. We will document the capacities and any constraints that would impede future development or streetscape improvements.

Deliverable:

- Summary memorandum outlining existing infrastructure systems, including capacities and the feasibility of modifying infrastructure systems.

Task 2.4: Market Investigation

We will conduct a market investigation concerning the existing and potential market for office, retail, residential, and entertainment land uses within the Downtown Wheaton market based upon an examination of existing demographic and market data and an examination of Wheaton's position in the greater Chicagoland market. The conclusions of this investigation will inform the creation of metrics tied to Economics for the project and will inform the discussion with the community (during Task 3) concerning the future vision for Downtown Wheaton. The findings of the market investigation will help the community determine whether Downtown should be primarily a retail-oriented, office-oriented, employment-oriented, or residential / neighborhood-focused district, and the nature of future development.

The market investigation will include the following components:

Demographic Analysis: Design Workshop will complete an overview of the existing demographic factors impacting the future land uses of Downtown Wheaton (including population, household income, psychographics, etc.) in order to inform the market investigation.

Competitive Analysis: Design Workshop will complete an analysis of the competitive districts impacting Downtown Wheaton (both in terms of retail, office, and residential land uses in Wheaton per se, as well as competing districts elsewhere in Chicagoland such as Oak Park, Naperville, etc.). We will document existing competitors as well as potential competitors in the local marketplace, based upon discussions with local planning officials and real estate brokers and developers.

Comparable Project Analysis: We will provide profiles of up to three comparable downtown districts (primarily in the Midwest) that Wheaton may use going forward in planning for the future vision of the Downtown district. For each comparable district profile, we will highlight recent development successes, the mix of tenants, the mix of land uses, and how the districts integrated civic uses and related amenities in the Downtown area in order to drive real estate success.

Demand and Positioning Recommendation: Based upon the findings of the market investigation, Design Workshop will provide a general estimate of future demand by land use in terms of square feet or residential units (for retail, residential, office, and entertainment uses) for the 5-year, 10-year, and 20-year timeframes. Our overall recommendations will provide conclusions for the City concerning the recommended positioning of the Downtown area over the short term and long term. The findings of the analysis will assist the community in determining whether the Downtown should move forward with a retail focus, an office focus, residential focus, or a mix of various land uses, and how Downtown should position itself versus other commercial districts in Wheaton and other key districts in Chicagoland (and in particular, in the Western Suburbs).

Note: This market investigation will not include a detailed tenanting plan. The deliverable will provide estimates of future demand and provide takeaways for the City from the market investigation that will inform the overall planning effort.

Deliverable:

- Market Investigation Memorandum (to be shared with the public at visioning sessions, and material from which to be integrated into the final report deliverable for overall project)

Task 2.5: Community Metrics Analysis

Design Workshop believes that “what gets measured gets done.” To that end, we will identify and quantify key metrics in each of the planning categories of Economics, Environment, Community and Art to guide the planning effort for downtown Wheaton. At the beginning of this effort, we will examine how downtown Wheaton currently performs for the particular metric. Examples of metrics in each category may include retail sales per square foot or vacancy rates (Economics), the noise levels measured along various downtown Wheaton streets (Environment), the percentage of public spending on public works in Downtown Wheaton dedicated to public art installation or maintenance (Aesthetics or Art), and the crosswalk timing or crosswalk distance for various downtown intersections (Community). For each metric, we will examine how the downtown area is performing in this regard at the current time.

Our process will involve designating “benchmarks” as well as goals for the metric (for example, to increase retail sales per square foot in the downtown area). The metrics information will guide the consultant team as it creates recommendations for implementation strategies and policies. Then, as the downtown area continues to evolve, it will be able to measure the success of the Downtown Vision Plan, Strategic Plan, and Streetscape Plan against these metrics.

At the project kick off meeting, the Design Workshop team will discuss potential metrics in the categories of Economics, Environment, Community, and Art to be analyzed as part of the project. We will provide updates concerning the findings from the metrics analysis during the regular weekly or every-other-week conference calls with the Steering Committee during the first month to two of the project, in advance of the first community vision session. At the community visioning session with the entire community, the Design Workshop team will provide powerpoint slides and presentation boards outlining the findings and conclusions from the metrics analysis effort during the initial stages of the project. This information will help provide information to community members at the visioning session that will help in the formation of an overall vision for Downtown Wheaton. The findings of the metrics analysis will identify benchmarks as well as achievable and realistic goals for each metric.

Deliverable:

- Memorandum summarizing the metrics identified for analysis during the project, as well as benchmarks and goals. This memorandum will include tables and graphics of this information as well as a schedule with mutually agreed upon milestones.

Task 3: Initial Visioning Session and Creation of Plan Alternatives

The consultant team anticipates convening a series of two public open houses to draw from the existing or base information gathered to date, including the metrics analysis and the market investigation, and to work with community members to create 1) an overall vision for Downtown Wheaton going forward, and 2) initial alternative ideas for the overall strategic plan and for the streetscape plan for Downtown Wheaton.

Task 3.1: Launching of Community Engagement Strategy

In the first month of the project, the Design Workshop team will work with the Steering Committee and City staff to launch community outreach tools, as deemed appropriate, that will remain in place for the remainder of the project. Engaging the community at the outset will be critical to identifying a successful set of plans for Downtown Wheaton. Community engagement may involve a full range of stakeholders, including local residents and business groups, government officials, and property owners in the area. We can communicate with the community via social media, such as Facebook and Twitter accounts. Our process will incorporate early, open, creative and consistent community outreach and involvement, including four rounds of public meetings. In order to attract the largest possible attendance at the public meetings, we anticipate holding meetings in the Downtown area, which would be in relative close proximity to local businesses operating in Downtown Wheaton and residents living in nearby neighborhoods.

Our community engagement tools will include content for inclusion on a project website that provides general information for the project. Design Workshop will work with City staff to provide content for an area of the City's website dedicated to the downtown planning effort. City staff will maintain the website from a technical standpoint, and Design Workshop will provide content updates for the websites throughout the project (including items such as pdfs of alternatives, and survey questions for inclusion on the website). We will also work with the Steering Committee to establish a Facebook page for the downtown planning effort, which would include project updates over time, and updates concerning project meetings and related events. Finally, at the outset of the project we will work with city staff to develop press releases and informational pieces, containing the appropriate level of detail, that can be provided to local media outlets in order to increase the visibility of the downtown planning effort.

Task 3.2 – Visioning Session with the Community

Based upon the findings of the market investigation, the metrics analysis, and the other base condition analyses at the outset of the project, the Design Workshop team will convene a one day visioning session with the local community to develop an agreed upon vision for the Downtown area.

The creation of an overall vision for Downtown Wheaton will help the community decide whether to focus on planning for Downtown as a retail-focused district, an office-focused district, a residential or neighborhood district, or an entertainment district. Keypad polling questions posed at the visioning session will help the community define this overall direction for the downtown area, and will also allow the public to provide content concerning their overall hopes and fears for downtown, key issues to focus on in the planning effort, key amenities and features to improve in downtown, and related general questions concerning Downtown's future.

Deliverables:

1. Agendas, and written summaries of Vision Session discussions
2. Presentation boards outlining existing conditions in the Downtown area
3. Presentation boards illustrating findings of metrics analysis
4. Presentation boards illustrating comparable districts and key findings of market investigation
5. Keypad polling questions and images for uploading to the project website
6. We will provide pdf copies of every presentation board for uploading to the project website.

Task 3.3 – Public Work Session: Creation of Plan Alternatives

A two-day Work Session with local stakeholder groups and the general public will allow our team to capture the vision the community has for Downtown and to outline three main alternatives for the Strategic Plan and the Streetscape Plan.

Prior to the Work Session, the consultant team will review all relevant base information and will internally develop a few general, sketch-oriented alternatives for the Strategic Plan, and Streetscape Plan that may represent likely candidates for further development and discussion with community stakeholders during the Work Session. We have found from our experience that thinking about the likely alternatives for a project in advance of beginning a Work Session results in the greatest progress in terms of alternative plan development and discussion at the actual work session.

We will begin the first day of the Work Session with an initial kickoff session with the Steering Committee to review the goals for the overall project and for the Work Session and to discuss the key themes discovered during the process of gathering base information and completing metrics for the project. The team will provide a brief summary presentation of the base information collected to date, including previous studies and reports, to the steering committee, and a summary of the takeaways from the Visioning Session held in Wheaton. As the two work days progress members of the consultant team will work together in groups to draw up alternatives for the main streetscape options for the downtown area and the main strategic plan alternatives for Downtown Wheaton. Also during the two days, members of the consultant team will meet with small focus groups of stakeholders from the community to understand their main goals and hopes for downtown and to gather their input for the strategic plan and the streetscape plan for downtown. The focus groups may include, for example, groups of one or more downtown merchants or property owners, elected officials, officials from the Chamber of Commerce or similar business organizations, and representatives from various community groups.

Members of the public will be encouraged to drop by the Work Session location during the two day period in order to observe the work of the consultant team in creating alternatives for the downtown area, and in order to provide real-time input. We anticipate holding the Work Session in a public space in the downtown area. Possibilities may include an available storefront location, a community meeting room at City Hall or another public building. The location should be as visible as possible to passersby and invite everyone who spends time in Downtown to stop in and contribute their thoughts.

We will report back to the Steering Committee in a short meeting at the end of the first day of the Work Session concerning our progress to date. Similarly, we will check in with City staff and the Steering Committee at the beginning of the second day and at mid-afternoon as we continue to refine alternatives and prepare for a public open house on the evening of the second day.

During the public open house on the final evening, we will further identify the stakeholders' fears and concerns and suggestions for uses and/or improvements in the Downtown area. We will provide examples for precedent land use types and public investments that other communities have instituted in their downtown areas, and we will provide examples of various streetscape design types, so that participants can understand the character of different development types and the effects they may have on the community. Based upon the results of our Work Session, we anticipate publicly presenting three alternatives for the downtown strategic plan, and three alternatives for the overall streetscape plan. The public open house will use "**keypad polling**", where participants choose their preferences to planning and design questions in real time, allowing us to

obtain results instantly. This process encourages transparency and provides an equal voice to all participants. This process also helps members of the community understand the preferences of their peers in real-time. It also helps citizens contribute specific feedback regarding particular design and planning questions and therefore is more valuable than general input provided on items such as "comment cards" in traditional public meeting formats. In addition, we will provide the same survey questions in an online format following the public meeting to gain input from the general public following the session. Input from the public both in person and online should help the project team, the Steering Committee, and the community at large move toward a preferred set of strategies for Downtown in the next stage of the planning effort.

In creating the set of alternatives during the Work Session process, the Design Workshop team will approach the various issues facing downtown and outline solutions in terms of the four planning frameworks of Economics, Environment, Community, and Aesthetics or Art.

Economics: The consultant team will apply cost and financial criteria to the design alternatives for land use, transit, street, and streetscape design and to the creation of the overall strategic plan and vision plan for downtown. These criteria will address not only the monetary cost of construction and maintenance over time, but will also consider the potential cost to the community of not implementing a given alternative. In other words, we will answer the question "can we afford not to build this design or consider this development strategy?" by considering the cost to the community of the existing condition in terms of delays to pedestrians, traffic congestion, and lost revenue.

We will also evaluate alternative concepts in terms of their financial feasibility and the potential financial return on investment to the public sector, and will weigh these financial metrics against potential social costs resulting from the implementation of the alternative concepts.

Environment: We will incorporate the latest thinking in sustainable design in creating alternatives for the downtown area. We will incorporate innovations for streetscape design, for example, in Low Impact Design, to help reduce the heat island effect, improve air quality, reduce energy consumption, reduce noise, enhance storm water quality, improve the health of street trees, improve lighting, reduce accident rates, and increase the pedestrian activity of the street. We will evaluate the alternative street designs in terms of potential savings resulting from innovative storm water techniques and in terms of water conservation and water quality metrics. For example, the project may establish goals tied to the impervious cover of surfaces in the downtown area.

Community: The Design Workshop team will evaluate the design alternatives for the downtown vision, the strategic plan, and the streetscape design in terms of the degree they foster a greater sense of community and promote the development of additional community amenities in the area. Downtown areas serve as important public spaces and common ground for local communities where greater social interaction can result in safer districts, better retail sales and greater community cohesion. We will evaluate alternative strategies and designs in terms of how they enhance public space and create improved environments for community events and activities. We will explore how to provide for pedestrian and vehicular safety and the provision of site furniture and amenities (such as seating). We will examine the cost savings resulting from accident reduction and how to improve mobility through the provision of different transit modes. We will examine how various land use alternatives and potential catalytic projects would enhance the sense of community in downtown Wheaton.

Aesthetics: The consultant team will evaluate alternatives for Downtown in terms of how they provide for improved aesthetic values in the area and enhance public art offerings. The various streetscape ideas, for example, coupled with ideas for signage and wayfinding, should help create or reinforce a sense of identity in the Downtown area. We will evaluate different ideas for land use and catalytic projects or developments in Downtown Wheaton based upon how well they integrate public art or emphasize improving the aesthetic quality of the district.

Deliverables:

1. Agendas, and written summaries of Vision Session discussions
2. Presentation boards outlining existing conditions in the Downtown area
3. Presentation boards and sketches depicting alternatives for the vision plan, strategic plan, and streetscape plan
4. Plan level view of three alternatives for the strategic plan for downtown outlining potential land uses by street, locations and description of catalytic sites or catalytic development projects, and relationship between Downtown and surrounding districts in Wheaton
5. Streetscape alternatives (in plan and street section view) that outline the main alternatives for streetscape design. For example, different streetscape alternatives may depict various options for the number of lanes in each direction, provisions for left and right turns, bike lanes, the widths of sidewalks and other public walking areas, crosswalk locations, and key locations for streetscape amenities such as benches, planting areas, public art, and outdoor dining or outdoor retail.
6. Sketch up model of the Downtown area for use in presentations and ongoing refinement of the plans for Downtown
7. Keypad polling questions and images for uploading to the project website

8. We will deliver pdf copies of every presentation board for uploading to the project website.

Task 4: Creation of Preferred Plans for Downtown Wheaton

The consultant team and the Steering Committee will use the results of input from the public at the visioning session and the two day Work Session and open house to refine the alternatives for downtown and arrive at a preferred set of plans (Vision Plan, Strategic Plan, and Streetscape Plan) for Downtown Wheaton, for presentation at a follow-up community open house. The following outlines some key steps that the consultant team will complete in order to arrive at a preferred set of plans.

Task 4.1: Design Refinement: Traffic, Safety, and Access Issues

Our team will research design elements related to all modes of transportation for the study area and will develop designs that maximize safety and access for pedestrians, bicyclists, and drivers. The team recognizes that design should balance safety with the ability of the street to provide efficient movement of all modes of transit, but will emphasize that safety considerations should favor the most vulnerable user in a given location. In terms of pedestrian activity, the consultant team will refine designs for streets in Downtown Wheaton both in terms of comfort and safety for individuals walking at street level, but also in terms of creating an improved pedestrian environment that would stimulate retail activity along streets. We will in particular focus on safety issues to provide a safe and attractive pedestrian environment. Improved environments for pedestrians along street corridors would help to stimulate retail activity and overall commerce. Housing in close proximity can provide a 24 hour, seven day a week center of activity. We will balance the need to provide access to local businesses and residents with the need to provide efficient movement of cars, trucks, and people along streets.

The preferred strategic plan will outline a preferred strategy for circulation including the parking of vehicles, transit, pedestrian and bicycle needs and it will identify future needs for transportation improvements in the Downtown area to support the preferred vision.

Task 4.2: Design Refinement: Community Integration, Land Use, and Development Framework

Truly great downtowns involve more than aesthetic streetscape design and creation of attractive environments for users. The surrounding land uses and the communities using the Downtown must maintain economic vibrancy and sustainability to support the viability of the district over time. Therefore, the DW team will carefully consider community integration, land use, and development issues in outlining the preferred Strategic Plan for

Downtown Wheaton. We will work to produce recommendations that are feasible in the local market and will strengthen the economy of the neighborhood. The preferred strategic plan will outline recommended development frameworks for the various sub-areas within Downtown, including each block. This will include an articulation of the preferred land use types by block along with an articulation of several key catalyst projects or development types that could help stimulate initial and intermediate development in the downtown area.

Task 4.3: Design Refinement: Streetscape Concepts

Drawing from input at the first Work Session and community open house, we will provide additional detail for streetscape recommendations as part of the preferred streetscape plan for Downtown Wheaton. The following include the key components of the preferred streetscape plan.

Transit Enhancements: We will identify potential transit enhancements to the corridor, including the following:

- Transit Operational Enhancements – Signal pre-emption (such as extension of green time for transit buses), jump queue lanes, bus bay design to reduce travel time.
- Transit Stop Enhancements – Shelter improvements, lighting, heating, security improvements, ADA accessibility improvements, landscaping, real-time travel information dissemination

These elements will be evaluated with regards to impact on transit running time, operating costs, passenger benefits, capital costs, maintenance costs, traffic impacts, compatibility with adjacent properties, and pedestrian flow.

Streetscape Improvements: Drawing from public input at the initial visioning session, including feedback provided via keypad polling, we will outline streetscape strategies by street segment for the downtown area. For each street type, we will identify a suite of amenities to include in the eventual construction of improvements, such as benches, planters, pavers, kiosks, newsstands and areas for outdoor dining for restaurants. Streetscape alternatives will illustrate how various portions of the downtown area will accommodate existing and future transit.

Landscape Architecture: The preferred plan will identify general landscape design ideas for various street segments within Downtown Wheaton. The plan will suggest different groups of street trees that would be acceptable for different settings and ideas for

landscaping including planters, shrubs and other plants. The recommendations for plant elements will form the basis for an overall landscape plan for Downtown Wheaton.

Pedestrian Safety and Connectivity: Based upon public input at the community visioning session concerning key areas requiring improvements for sidewalks and other pedestrian connections, the preferred plan will highlight different strategies for prioritization of filling gaps or repairing deficiencies in the sidewalk network. The preferred plan will outline the design of sidewalk facilities in Downtown Wheaton.

Economic Enhancement: The project team will augment its experience in the field with research regarding the economic benefits of similar downtown streetscape efforts on adjacent property values and redevelopment potential. Means by which the plan can maximize these benefits will be explored. This may include consideration of the level of future private traffic flow, the provision of on-street parking/loading zones, and revisions to design guidelines to enhance the pedestrian environment and the interface with transit services.

Street Lighting: Based upon the team's initial analysis and investigation and upon input from the community at the initial visioning meeting, the consultant team will outline potential lighting strategies to fill key gaps in the lighting system around Downtown Wheaton. We will also outline a few conceptual alternatives for future lighting improvements that would reflect the style and quality of light fixtures. The preferred plan will outline how lighting improvements can improve pedestrian safety in the area and prevent crime. Attention will also be given to the selection of dark sky compliant fixtures which will also protect the view of the night sky for residents and visitors.

Parking: Based upon community input at the initial visioning session, we will identify a preferred plan for parking improvements and parking strategies in Downtown Wheaton to address any existing parking shortages or any areas that have an excess of parking spaces. The plan may draw from public input to outline a strategy for a "park once" district or a parking management district in Downtown Wheaton to help fund and operate public parking or shared parking in the area. Importantly, we will identify parking solutions and recommendations that will tie to the potential budgets of the City of Wheaton and any potential public/private partnerships so that the community may move forward with parking improvements over the short to mid term, rather than waiting for a significant period of time before completing parking improvements.

Gateways: We will identify strategies and key improvements the City should pursue going forward to provide effective and distinctive gateways at the boundaries of Downtown, to distinguish the district, create a better sense of identity, and increase brand recognition for the Downtown district. We will, for example, explore the potential for Main Street to

serve as a key entryway into Downtown and the potential for new developments (such as the Mariano's grocery store) to serve as gateway areas into and out of Downtown Wheaton.

Task 4.4: Design Refinement: Infrastructure Plan

The consultant team will outline an infrastructure strategy for the preferred vision and plan for Downtown that aligns future improvements or expansions of infrastructure with the anticipated timing of new development. Based upon the future projected development program for Downtown over time, the consultant team will outline the recommended improvements in terms of sewer, parking, water lines, curbs, gutters, and other normal city infrastructure items. This analysis will articulate the triggers or thresholds of new development (in terms of square footage) that would spur the city to invest in new infrastructure (such as a new sewer line). The goal of this step is to help the city prudently plan for future infrastructure in a timely manner in order to serve projected new development, but also to avoid unnecessary spending on infrastructure before development proceeds in a given portion of the downtown area.

This analysis would represent a conceptual analysis that would outline the major infrastructure improvements needed to service the preferred plan. It would not include a comprehensive infrastructure plan for the preferred plan or the completion of a detailed design.

Task 4.5: Cost Estimate and Analysis of Capital, Operating, Maintenance, and Life-Cycle Costs

As the team develops recommendations for the preferred plan for Downtown Wheaton, we will address and explore implementation issues. This process will involve considering the long term financial implications of the design recommendations of the consultant team and how it will affect the City, transit program, businesses, and local residents. Our team will work together to develop likely budgets for capital costs for various project components (including traffic calming, streetscaping, landscaping, pedestrian safety, street lighting, and parking), depending on the potential phasing of individual portions of the work. We will develop general outlines for operating budgets that account for maintenance and replacement costs over time and consider the life-cycles of streetscape components such as pavers, public art, landscaping, and other features.

Task 4.6: Public Open House to Present Preferred Plans

The Design Workshop team will conduct a follow-up public open house to present the preferred concepts for Downtown Wheaton. This public session will again employ keypad

polling in order to gain insight from the public concerning various aspects of the design of streetscapes and the components of the strategic plan and vision plan for Downtown Wheaton.

During the day, leading up to the public open house at night, we will use our time to visit with key stakeholder groups in order to provide them an update on the project and how the preferred plan will impact the overall downtown and their particular interest (including their business or parcel). These focus groups may include one or two individuals or may include groups organized by common interest (for example, all of the property owners on a given street may meet at the same time).

Deliverables:

1. Agendas, and written summaries of public open house discussions
2. Presentation boards and sketches depicting preferred alternatives for the vision plan, strategic plan, and streetscape plan
3. Plan level view of preferred alternatives for the strategic plan for downtown outlining potential land uses by street, locations and description of catalytic sites or catalytic development projects, and relationship between Downtown and surrounding districts in Wheaton
4. Preferred streetscape plan (in plan and street section view) that outline the main alternatives for streetscape design. For example, the preferred plan will depict various options for the number of lanes in each direction, provisions for left and right turns, bike lanes, the widths of sidewalks and other public walking areas, crosswalk locations, and key locations for streetscape amenities such as benches, planting areas, public art, and outdoor dining or outdoor retail.
5. Sketch up model of the Downtown area, refined based upon further analysis to depict the preferred transportation and streetscape plan and concepts for preferred land uses and catalytic projects or developments in the downtown area.
6. Keypad polling questions and images for uploading to the project website
7. We will deliver pdf copies of every presentation board for uploading to the project website.

Task 4.7: Briefing Session with City Council to Present Preferred Plan

Following the public open house concerning the preferred plan, the Design Workshop team will conduct a formal briefing session with City Council to review the preferred plan and the feedback provided by the public at the open house. We will discuss the recommendations of the preferred plan with Council in terms of key public improvements necessary and potential implementation strategies. Feedback from Council at this session

will assist the design team in moving forward with the completion of the final deliverables of the project in Tasks 5 and 6.

Deliverables:

- Meeting agenda for briefing session with City Council
- Presentation boards and renderings from Preferred Plan
- Summary of discussions with City Council

Task 5: Completion of Final Vision Plan

Based upon final feedback from the public at the open house presenting the preferred concepts for Downtown Wheaton and feedback from the Steering Committee and the Technical Committee, Design Workshop will finalize its recommendations in a summary document for use by the community at large going forward.

The final document from the project will include the following:

- A description of the public outreach and community engagement process employed in developing the vision plan for Downtown Wheaton.
- Articulation of the key visions for Downtown Wheaton, in terms of envisioned:
 - Transportation and streetscape vision
 - Land use and economic development vision
 - Vision for public facilities (gathering places, plazas, libraries, other public facilities, etc.)
 - Vision for public art and aesthetic themes
 - Vision for position and appearance of downtown Wheaton in 20 to 30 years
- The plan will include sketchup models and illustrative perspectives (in photoshop or similar program) that will outline the look and feel of downtown based upon the overarching vision.

Task 6: Completion of Final Strategic Plan

Based upon final feedback from the public at the open house presenting the preferred concepts for Downtown Wheaton and feedback from the Steering Committee and the Technical Committee, Design Workshop will finalize its recommendations in a summary document for use by the community at large going forward.

The final document from the project will include the following:

- A summary of the existing conditions in the downtown Wheaton area

- A description of the public outreach and community engagement process employed in developing the final strategic plan for Downtown Wheaton.
- Articulation of the key visions for Downtown Wheaton, in terms of envisioned:
 - Transportation and streetscape vision
 - Land use and economic development vision
 - Vision for public facilities (gathering places, plazas, libraries, other public facilities, etc.)
 - Vision for public art and aesthetic themes
 - Vision for position and appearance of downtown Wheaton in 20 to 30 years
- The plan will include sketchup models and illustrative perspectives (in photoshop or similar program) that will outline the look and feel of downtown based upon the overarching vision
- Identification of key recommendations for zoning and ordinance changes in order to facilitate new development. Potential changes may include design guidelines, the use of a Form Based Code, incentive based zoning, mixed use zoning, and related strategies. We will provide white papers that outline the recommended changes to the City's comprehensive plan and/or the City's zoning ordinance in order to facilitate the changes anticipated in the completed Downtown plans. The white papers will not include detailed code language, but will provide sufficient specificity to guide the completion of formal code language changes and changes to the City's comprehensive plan following the completion of this project.
- Outline of conceptual alternatives, the preferred plan, and the final plan for strategies addressing transit delivery, traffic calming, streetscape improvements, landscape design, pedestrian safety and connectivity, street lighting, and parking.
- Maps, graphs, and graphics that help to illustrate preliminary and final planning recommendations
- The relationship of potential public improvements with improvements in adjacent areas of Wheaton
- Recommendations of the phasing of improvements
- Recommendations regarding alternative financing concepts for Downtown improvements.
- Cost estimates related to design, construction documents and installation of public improvements (including streetscape amenities, public facilities, streets and transportation, and related improvements)
- Identification of possible funding sources for public improvements
- Identification of streetscape themes, which include but are not limited to: sidewalks, lighting, signage, screening, street furniture and amenities, public art, landscape design, gateways and transitions, and intersection improvements. The final document will include street sections and plan views for prototypical locations along Main Street, Hale Street, Wheaton Avenue, West Street, Willow

Avenue, Liberty Drive, Front Street, Wesley Street, and Seminary Avenue at a scale of 1"=50' or larger.

Task 7: Completion of Final Streetscape Plan

Based upon final feedback from the public at the open house presenting the preferred concepts for Downtown Wheaton and feedback from the Steering Committee and the Technical Committee, Design Workshop will finalize its recommendations in a summary streetscape plan document for use by the community at large going forward.

The final document from the project will include the following:

- A summary of the existing conditions in the downtown Wheaton area
- A description of the public outreach and community engagement process employed in developing the final conceptual streetscape plan for Downtown Wheaton.
- Articulation of the key visions for Downtown Wheaton, in terms of envisioned:
 - Transportation and streetscape vision
 - Land use and economic development vision
 - Vision for public facilities (gathering places, plazas, libraries, other public facilities, etc.)
 - Vision for public art and aesthetic themes
 - Vision for position and appearance of downtown Wheaton in 20 to 30 years
- The plan will include sketchup models and illustrative perspectives (in photoshop or similar program) that will outline the look and feel of downtown based upon the overarching vision and the vision for different street types in the downtown area
- Outline of conceptual alternatives, the preferred plan, and the final plan for strategies addressing transit delivery, traffic calming, streetscape improvements, landscape design, pedestrian safety and connectivity, street lighting, and parking.
- Maps, graphs, and graphics that help to illustrate preliminary and final planning recommendations
- The relationship of potential streetscape improvements with improvements in adjacent areas of Wheaton
- Recommendations of the phasing of streetscape improvements
- Recommendations regarding alternative financing concepts for Downtown improvements.
- Cost estimates related to design, construction documents and installation of streetscape improvements
- Identification of possible funding sources for streetscape improvements
- Identification of streetscape themes, which include but are not limited to: sidewalks, lighting, signage, screening, street furniture and amenities, public art, landscape design, gateways and transitions, and intersection improvements. The

final document will include street sections and plan views for Downtown Wheaton at a scale of 1"=50' or larger.

Task 8: Final Vision, Strategic Plan, and Conceptual Streetscape Plan: Public Open House

Near the end of the project, we will conduct a final public open house in Wheaton to present the final versions of the vision, Strategic Plan, and Conceptual Streetscape Plan to the community and gain any final input from the public. The presentation to the public and associated keypad polling questions will focus on implementation issues in particular (including phasing, funding sources and strategies, prioritization of improvements, integration of recommendations with city code and other planning documents, etc.).

1. Agendas, and written summaries of public open house presentation
2. Presentation boards and sketches depicting final versions of the vision plan, strategic plan, and streetscape plan
3. Plan level view for the strategic plan for downtown outlining potential land uses by street, locations and description of catalytic sites or catalytic development projects, and key relationships between Downtown and surrounding districts in Wheaton
4. Streetscape plan (in plan and street section view) that outline the main alternatives for streetscape design. The plan will articulate the number of lanes in each direction, provisions for left and right turns, bike lanes, the widths of sidewalks and other public walking areas, crosswalk locations, and key locations for streetscape amenities such as benches, planting areas, public art, and outdoor dining or outdoor retail.
5. Sketch up model of the Downtown area depicting location and scale of catalytic or key development sites, along with public gathering places and the transportation framework in the district.
6. Keypad polling questions and images for uploading to the project website
7. We will deliver pdf copies of every presentation board for uploading to the project website.

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DOWNTOWN WHEATON FEES AND EXPENSES												
DESIGN WORKSHOP INC. TEAM												
APRIL 10, 2012	Design Workshop Kurt \$250	Design Workshop Britt \$150	Design Workshop Painberg \$150	Design Workshop Sara Egan \$90	Design Workshop Jessie \$80	VOA Rebel Roberts \$250	VOA Mike Emerson \$150	VOA Amanda Eggleston \$80	V3 George Schober \$165	V3 Mike Rechnick \$120	V3 Elora Idley \$85	Walker Gary Koch \$220
Hourly Rate -->												TOTALS
Task 4: Creation of Preliminary Plans for Downtown Wheaton												
Task 4.1: Design Refinement, Traffic, Safety, and Access Issues	2	4	8	8	0	1	3	4	4	0	2	3
Task 4.2: Design Refinement: Community Integration, Land Use, and Development Framework	2	6	12	12	0	1	4	4	4	2	0	0
Task 4.3: Design Refinement: Streetscape Concepts	2	6	16	16	0	1	4	4	4	2	0	0
Task 4.4: Design Refinement: Infrastructure Concepts	2	4	6	6	0	1	2	0	8	0	16	0
Task 4.5: Cost Estimate and Analysis of Capital, Operating, Maintenance, and Life-Cycle Costs	2	6	12	12	0	0	2	4	4	2	0	0
Task 4.6: Public Open House to Present Preliminary Plans	8	8	8	8	0	2	8	4	4	0	0	4
Task 4.7: Briefing Session with City Council to Present Preliminary Plans	8	8	8	8	0	0	4	0	2	0	0	2
SUBTOTAL HOURS	26	42	56	56	0	6	27	20	28	4	18	9
SUBTOTAL FEE:	\$6,500	\$6,300	\$5,120	\$5,120	\$0	\$1,500	\$4,050	\$1,600	\$4,620	\$480	\$1,530	\$1,980
TRAVEL:												
Airfare	\$400	\$400	\$200	\$200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hotel (\$100/day)	\$160	\$160	\$80	\$80	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Food	\$40	\$40	\$20	\$20	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Rental Car	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Mileage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$20	\$20	\$10	\$10	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUBTOTAL TRAVEL:	\$620	\$620	\$310	\$310	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Task 5: Completion of Final Vision Plan												
SUBTOTAL HOURS	6	10	20	20	0	4	8	12	4	0	0	4
SUBTOTAL FEE:	\$1,500	\$1,500	\$1,800	\$1,800	\$0	\$1,000	\$1,200	\$960	\$660	\$0	\$0	\$880
TRAVEL:												
Airfare	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hotel (\$100/day)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Food	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Rental Car	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Mileage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUBTOTAL TRAVEL:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Task 6: Completion of Final Strategic Plan												
SUBTOTAL HOURS	4	10	20	20	0	2	12	16	4	0	4	2
SUBTOTAL FEE:	\$1,000	\$1,500	\$1,800	\$1,800	\$0	\$500	\$1,800	\$1,280	\$660	\$0	\$340	\$440
TRAVEL:												
Airfare	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hotel (\$100/day)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Food	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Rental Car	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Mileage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUBTOTAL TRAVEL:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Task 7: Completion of Final Strategic Plan												
SUBTOTAL HOURS	4	10	20	20	0	2	12	16	4	0	4	2
SUBTOTAL FEE:	\$1,000	\$1,500	\$1,800	\$1,800	\$0	\$500	\$1,800	\$1,280	\$660	\$0	\$340	\$440
TRAVEL:												
Airfare	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hotel (\$100/day)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Food	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Rental Car	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Mileage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUBTOTAL TRAVEL:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Task 8: Completion of Final Strategic Plan												
SUBTOTAL HOURS	4	10	20	20	0	2	12	16	4	0	4	2
SUBTOTAL FEE:	\$1,000	\$1,500	\$1,800	\$1,800	\$0	\$500	\$1,800	\$1,280	\$660	\$0	\$340	\$440
TRAVEL:												
Airfare	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hotel (\$100/day)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Food	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Rental Car	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Mileage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUBTOTAL TRAVEL:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Task 9: Completion of Final Strategic Plan												
SUBTOTAL HOURS	4	10	20	20	0	2	12	16	4	0	4	2
SUBTOTAL FEE:	\$1,000	\$1,500	\$1,800	\$1,800	\$0	\$500	\$1,800	\$1,280	\$660	\$0	\$340	\$440
TRAVEL:												
Airfare	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hotel (\$100/day)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Food	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Rental Car	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Mileage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUBTOTAL TRAVEL:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Task 10: Completion of Final Strategic Plan												
SUBTOTAL HOURS	4	10	20	20	0	2	12	16	4	0	4	2
SUBTOTAL FEE:	\$1,000	\$1,500	\$1,800	\$1,800	\$0	\$500	\$1,800	\$1,280	\$660	\$0	\$340	\$440
TRAVEL:												
Airfare	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hotel (\$100/day)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Food	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Rental Car	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Mileage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUBTOTAL TRAVEL:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Task 11: Completion of Final Strategic Plan												
SUBTOTAL HOURS	4	10	20	20	0	2	12	16	4	0	4	2
SUBTOTAL FEE:	\$1,000	\$1,500	\$1,800	\$1,800	\$0	\$500	\$1,800	\$1,280	\$660	\$0	\$340	\$440
TRAVEL:												
Airfare	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hotel (\$100/day)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Food	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Rental Car	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Mileage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUBTOTAL TRAVEL:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Task 12: Completion of Final Strategic Plan												
SUBTOTAL HOURS	4	10	20	20	0	2	12	16	4	0	4	2
SUBTOTAL FEE:	\$1,000	\$1,500	\$1,800	\$1,800	\$0	\$500	\$1,800	\$1,280	\$660	\$0	\$340	\$440
TRAVEL:												
Airfare	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hotel (\$100/day)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Food	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Rental Car	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Mileage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUBTOTAL TRAVEL:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Task 13: Completion of Final Strategic Plan												
SUBTOTAL HOURS	4	10	20	20	0	2	12	16	4	0	4	2
SUBTOTAL FEE:	\$1,000	\$1,500	\$1,800	\$1,800	\$0	\$500	\$1,800	\$1,280	\$660	\$0	\$340	\$440
TRAVEL:												
Airfare	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hotel (\$100/day)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Food	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Rental Car	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Mileage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUBTOTAL TRAVEL:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Task 14: Completion of Final Strategic Plan												
SUBTOTAL HOURS	4	10	20	20	0	2	12	16	4	0	4	2
SUBTOTAL FEE:	\$1,000	\$1,500	\$1,800	\$1,800	\$0	\$500	\$1,800	\$1,280	\$660	\$0	\$340	\$440
TRAVEL:												
Airfare	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hotel (\$100/day)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Food	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Rental Car	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Mileage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SUBTOTAL TRAVEL:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Task 15: Completion of Final Strategic Plan												
SUBTOTAL HOURS	4	10	20	20	0	2	12	16	4	0	4	2
SUBTOTAL FEE:	\$1,000	\$1,500	\$1,800	\$1,800	\$0	\$500	\$1,800	\$1,280	\$660	\$0	\$340	\$440
TRAVEL:												

