

# APPENDIX A - September 8, 2000

## *Broomfield Heights First Filing Sub-Area Plan*

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The Scope of Services is based on previous experience with projects of a similar nature, including downtown/neighborhood plans and design guidelines for Parker, Castle Rock, and Glenwood Springs. The RNL Design team understands that Broomfield's needs are unique and, though many projects are similar in scope, each project requires that tasks be specifically tailored to address issues and requirements of each locality and program. The tasks listed below are included in the RFP prepared by the City of Broomfield and subsequent discussions with city staff. The RNL Design team requests that city staff consider the following list of tasks **a menu of services; individual tasks and subtasks can be exchanged or altered to accommodate the specific needs and budget of the city.** The team is committed to **client satisfaction** and to delivering a responsible, high quality, **and implementable neighborhood plan** for the city, its residents and the Broomfield Heights neighborhood. The planning area is indicated on Attachment 1, Vicinity Map, dated September 7, 2000.

### **TASK I: Project Initiation**

The first task of the planning effort includes initial document review, allowing the consultant team to better understand all the issues facing the neighborhood and the residents and property owners within and contiguous to the study area. Copies of all relevant background information will be forwarded to the consultant team. The consultant team will work closely with city staff to finalize a participation plan that meets the needs and expectations of the neighborhood and allows "hand-on" involvement and consultant contact throughout the planning process. City staff and the consultant team will tour the study area together to better understand opportunities and constraints and to identify issues relative to the residential neighborhood, commercial district and adjacent transit corridors. At the kick-off neighborhood workshop, the consultant team will facilitate discussions aimed at developing a planning process that responds to the needs of residents and local business owners and identifying issues and desired improvements related to traffic, transit access, and pedestrian safety. In addition, a building/development suspension (temporary moratorium) will be presented to residents of the First Filing Neighborhood for their consideration and comment. The goal of Task I is to establish project expectations, develop a public participation plan, and identify key traffic and transit issues in the Broomfield Heights Neighborhood.

#### **Consultant Team Tasks**

- 1.1 Conduct start-up meeting with city staff
- 1.2 Prepare Public Participation Plan
- 1.3 Finalize scope of services, project schedule, budget, and contract
- 1.4 Tour Broomfield Heights First Filing with city staff
- 1.5 Collect base information and prepare base maps.
- 1.6 Prepare for and conduct Public Workshop #1: The Planning Process & Traffic/Transportation Issues

#### **City Staff Responsibilities**

- Collect and forward (1) copy of relevant planning documents including concurrent planning studies and digital mapping information depicting public right-of-ways, parcels, land use, and zoning to consultant team.
- Assume responsibility for logistics of Public Workshop #1. Notify all residents of meeting date, time, and location, reserve meeting rooms, and provide refreshments.
- Attend Public Workshop #1

#### **Meetings**

- (1) 2-hour meeting with city staff to finalize project schedule, scope of services, contract, and proposed public facilitation plan.
- (1) 2-hour tour of Broomfield Heights Filing #1, “Old Town” Broomfield, and any Jefferson County land under consideration for annexation by Broomfield that would directly and indirectly affect the study area.
- Public Workshop #1: The Planning Process & Transportation Issues

**Deliverables**

- Refined Scope of Services, Project Schedule, and Signed Contract
- Public Participation Plan
- Photo Inventory: Broomfield Heights Filing #1 and adjacent neighborhoods/land uses
- Public Workshop Summary #1

**Consultants:**

RNL Design: Patric Dawe, Heather Gregg, Jean Robbins  
 Balloffet & Associates: Martin Landers  
 Felsburg Holt & Ullevig: Bob Felsburg  
 Gorsuch Kirgis: Gerry Dahl

**Time Frame: 4 Weeks (includes 2 weeks for public notification of Neighborhood Workshop #1)**

**Task I Fee: \$12,424**

**TASK II-A: Traffic and Transit Analysis**

The second phase of the planning effort is to inventory the existing transportation system within, and immediately adjacent to, the study area. This would include an inventory of the physical characteristics of the roadway system and a review of the traffic patterns throughout the study area, as well as those arterial, collector and local streets outside the study area which directly effect traffic patterns and volumes in the neighborhood. Utilizing input from the neighborhood and information obtained from city staff, congested and hazardous locations in the study area will be identified. Existing transit routes and other facilities (stops, shelters, etc.) will also be reviewed.

To consider future conditions, year 2020 traffic projections will be compiled from previous city planning efforts and from the DRCOG model as appropriate. All plans for transportation system improvements (either by the city, the CDOT, or the RTD ) will be reviewed, and their potential impacts on the neighborhood will be assessed. In addition to the local nature of some of these improvements, potential linkages with local and regional transit services expected to be available in Broomfield will be presented for consideration. Alternative means of addressing the neighborhood concerns and mitigating impacts will be identified and evaluated, including the possibility of modifying existing street cross-sections to enhance the potential for improved pedestrian environment and the livability of the neighborhood.

The consultant team will respond to traffic and transportation issues (identified at Workshop #1) at Public Workshop #2. In addition, the consultant team will facilitate (3) neighborhood meetings to further identify traffic and transportation issues and explore potential solutions. Recommended solutions will be presented at Public Workshop #2 which will also include identification of historic preservation, property maintenance, and code enforcement issues.



### **Consultant Team Tasks**

- 2A.1 Inventory the existing transportation system: roadway characteristics, travel patterns (including “cut through” routes), congested and hazardous locations, and transit service.
- 2A.2 Assess future transportation conditions in the area: impacts of planned improvements, future traffic volumes, and potential transit expansion plans.
- 2A.3 Identify and evaluate alternative improvements and mitigation measures to address existing problems and future transportation needs in the community.
- 2A.4 Prepare for and conduct (3) Neighborhood Meetings to identify additional localized traffic and transportation issues.
- 2A.5 Prepare for and conduct Public Workshop #2: Traffic and Transit Analysis and Recommendations, Historic Preservation, Property Maintenance and Enforcement Issue Identification.

### **City Staff Responsibilities**

- Provide (1) copy of all pending and/or proposed transportation improvement plans to consultant team.
- Review Draft Transportation and Transit Analysis.
- Assume responsibility for logistics of (3) Neighborhood Meetings. Notify residents of meeting date, time, and location, reserve meeting rooms, and provide refreshments.
- Assume responsibility for logistics of Public Workshop #2. Notify all residents of meeting date, time, and location, reserve meeting rooms, and provide refreshments.
- Attend Neighborhood Meetings and Public Workshop #2.

### **Meetings**

- (1) 3-hour meeting with city staff to review traffic issues identified to date
- (1) 3-hour consultant team meeting: RNL Design, Felsburg Holt & Ullevig
- (3) Neighborhood Meetings
- Neighborhood Workshop #2: Traffic and Transit Analysis and Recommendations, Historic Preservation, Property Maintenance and Enforcement Issue Identification.

### **Deliverables**

- Broomfield Heights Traffic and Transit Analysis (includes assessment of local and regional traffic improvement plans, 2020 transportation forecasts, traffic mitigation recommendations, and transit service recommendations).
- Neighborhood Meeting and Public Workshop Summary #2

### **Consultants:**

Felsburg Holt & Ullevig: Robert Ullevig, David Hattan, Jenny Halcomb

RNL Design: Heather Gregg

Gorsuch Kirgis: Gerry Dahl

Balloffet & Associates: Jason Marmor

**Time Frame: 10 Weeks**

**Task II-A: Fee: \$20,980**

## **Task II-B: Historic Preservation Feasibility Study / Property Maintenance & Code Enforcement**

The Historic Preservation task will be conducted concurrently with the Task II-A: Traffic and Transit Analysis. Existing residential development within Broomfield Heights Filing #1 may be eligible for historic designation. In addition, due to the proximity of Original Broomfield to the study area, many buildings, including the grain silos and older bungalows, have historical significance to the city and should be considered an asset to the community. Balloffet & Associates will conduct a Historical Preservation Feasibility Study to identify and assess historic designation and/or conservation designation for portions of the study area. Due to the impact that Original Broomfield and Broomfield Heights Filing #1 neighborhoods have on the character and image of the city, the consultant team recommends that an historical building inventory be conducted in tandem with the designation feasibility study. Conducting these two studies simultaneously would be cost-effective and allow the city to submit the study in conjunction with grant proposals and designation applications.

In order to provide a preliminary assessment of the feasibility, viability, and advisability of establishing one or more historic districts in the study area, a series of tasks are required. First, a file search will be obtained from the Colorado Historical Society that will identify any historic properties that have been documented by past survey activities within the study area. Next, a cursory reconnaissance survey of the study area will be conducted, to document the number, types, and spatial distribution of historic properties. This effort will reveal whether there exists a significant concentration of historic buildings and structures meeting the National Register of Historic Places requirements for historic districts. Another prerequisite for historic districts – the physical integrity of the historic buildings and features within a potential district – will also be rated. The results of the reconnaissance survey will be placed in tabular form as well as be graphically plotted onto a large-scale map of the study area.

Limited archival research will also be conducted to facilitate preparation of a brief historical overview of Broomfield Heights. Records to be consulted will include published histories of Broomfield, the Denver metro area and Boulder and Jefferson counties, as well as townsite and subdivision plats maintained by those counties. The Broomfield Depot Museum will be used as a resource. In addition, Dan Corsin will also be contacted. The historical overview prepared with this information will identify themes important in local history that may serve as the basis for significance statements that would support designation of any potential historic districts in the study area.

Recognizing that local residents are invaluable sources of historical information and hold the “community memory,” public input will be solicited at a public meeting to help identify properties of historical importance to the community, as well as long-time residents capable of providing information about Broomfield’s past not available in written records. A list of these informants will be prepared to serve as a resource available should intensive-level surveys of the community be pursued in the future.

Finally, the data collected from the file search, reconnaissance survey, public input, and archival research will be analyzed, and recommendations will be made regarding the need and timing of intensive level surveys to support establishment of potential historic districts in the study area. Other general recommendations may also be made concerning the administration of a municipal historic preservation program in Broomfield.

In addition to Historic Preservation, another critical component of Task II-B includes identification of property maintenance issues. Based on input received from Public Workshop #2 regarding maintenance and upkeep issues, Gorsuch Kirgis will prepare maintenance standards and

enforcement options that address the upkeep of properties within the study area. These standards will be illustrated and presented to city staff for review and comment prior to being presented at Public Workshop #3.

#### **Consultant Team Tasks**

- 2B.1 Obtain file search from the Colorado Historical Society for the study area.
- 2B.2 Conduct reconnaissance survey of historic neighborhoods and districts in the study area.
- 2B.3 Conduct limited archival research and prepare brief historical overview to identify historic contexts associated with potential districts.
- 2B.4 Assess potential and propose recommendations regarding the need for intensive-level survey of historic properties and desirability of establishing a municipal historic preservation program.
- 2B.5 Prepare for and conduct (3) Neighborhood Meetings to identify additional localized issues.
- 2B.6 Develop maintenance standards and enforcement program.
- 2B.7 Prepare for and conduct Public Workshop #3: Historic Preservation, Property Maintenance and Enforcement Recommendations and Landscaping and Signage Issue Identification.

#### **City Staff Responsibilities**

- Provide list of long-time residents willing and capable of providing historic information to project team.
- Review Draft Historical Preservation Feasibility Study prior to distribution to public.
- Assume responsibility for logistics of (3) Neighborhood Meetings and Public Workshop #3. Notify all residents of meeting dates, time, location, reserve meeting rooms, and provide refreshments.
- Attend Neighborhood Meetings and Public Workshop #3

#### **Meetings**

- (1) 2-hour meeting with city staff to review issues associated with Historic Preservation and the significance of the Broomfield Heights subdivision to the City and County of Broomfield.
- (1) 2-hour tour with city staff and local historian to identify neighborhood boundaries and sites and buildings of local importance and community value.
- (1) 2-hour meeting with city staff to review property maintenance and code enforcement recommendations.
- (3) Neighborhood Meetings
- Neighborhood Workshop #3: Historic Preservation and Property Maintenance Recommendations and Solutions, Landscape and Signage Issue Identification

#### **Deliverables**

- Historical Preservation Feasibility Plan: Preliminary historic preservation study, which will include a brief historical overview, a summary the results of the file search, reconnaissance survey, and public input, and recommendations.
- Property Maintenance Guidelines and Enforcement Recommendations
- Neighborhood Workshop and Meeting Summary #3

#### **Consultants**

Balloffet & Associates: Jason Marmor, Martin Landers

RNL Design: Heather Gregg, Jean Robbins  
Gorsuch Kirgis: Gerry Dahl, Linda Michow

**Time Frame: 10 Weeks (historic preservation research to be conducted concurrently with Traffic and Transit Analysis)**

**Task II-B: Fee: \$21,940**

### **Task II-C: Landscape and Signage Framework Plan**

The consultant team will review the existing parks and open lands throughout the study area (including civic buildings and adjacent public spaces and public easements) and prepare conceptual design alternatives that address pedestrian connections and public amenities. Using the City Master Plan (1995), the consultant team will identify potential recommendations for public amenities that integrate existing public facilities and open lands and strengthen pedestrian connections and accessibility throughout the neighborhood. Because neighborhood identification and signage elements are often located in the public right-of-way, the consultant team proposes to complete the landscape and signage components simultaneously. Landscape architects will work closely with the traffic engineers to inventory potential sites for the location of neighborhood identification elements, such as monument signs or bollards, and present alternatives to the Advisory Committee and to the neighborhood for their review and comment.

#### **Consultant Team Tasks**

- 2C.1 Review City Master Plan (1995) and other existing and concurrent planning documents.
- 2C.2 Meet with city staff to identify neighborhood open space and public amenity issues.
- 2C.3 Prepare conceptual landscape improvement diagrams and perspective sketches.
- 2C.4 Prepare conceptual signage diagrams and perspective sketches
- 2C.5 Review landscape and signage diagrams with city staff
- 2C.6 Prepare for and conduct (3) Neighborhood Meetings
- 2C.7 Prepare for and conduct Public Workshop #4: Landscape and Signage Recommendations and Solutions

#### **City Staff Responsibilities**

- Review and comment on landscape and signage conceptual studies prior to presentation at the Neighborhood Meetings and Public Workshop.
- Assume responsibility for logistics of (3) Neighborhood Meetings and Public Workshop #4. Notify residents of meeting dates, time, and location, reserve meeting room, and provide refreshments.
- Attend Neighborhood Meetings and Public Workshop #4

#### **Meetings**

- (1) 2-hour meeting with city staff to identify neighborhood open lands and public amenity concerns.
- (1) 2-hour meeting with city staff to review conceptual design studies.
- (3) Neighborhood Meetings
- Public Workshop #4

#### **Deliverables**

- Conceptual Design Package: Landscape and Signage Framework Plan, including rendered, annotated site plans and rendered perspective sketches.
- Neighborhood Meeting and Workshop Summary #4

**Consultants**

RNL Design: Patric Dawe, Heather Gregg, Jim Leggitt

**Time Frame: 6 Weeks**

**Task II-C: Fee: \$16,440**

**Task III: Capitol Improvement Plan**

The consultant team shall prioritize specific capital improvements, new and replacements, in the Broomfield Heights First Filing. The Consultant Team shall prepare a draft Capital Improvements List for review by city staff and shall consist of a summary evaluation of existing conditions, a projection of future demand, and identify capital improvements for each public facility (roads, potable water, wastewater, and parks).

The consultant team shall begin with a review of all relevant information compiled by city staff of materials and planning studies relevant to the city's provision of road, potable water, wastewater and park facilities. After the review of these materials and studies, the consultant team will identify any data deficiencies that are necessary to be provided to complete the work program effort. After reviewing relevant information including issues list compiled from Public Workshops conducted to date, the consultant team shall prepare an existing conditions analysis. The existing conditions analysis will evaluate the existing conditions of the public facilities based on the established LOS for each public facility. Any deficiencies that exist will be identified. After preparing the existing conditions analysis, the consultant team shall prepare a future demand analysis. The projection of future demand will involve an analysis on the demand that new growth and development will place on the public facilities over a five (5) year, and twenty (20) year planning horizon.

Based on the existing conditions analysis and projected future demand, the consultant team will identify the needed capital improvements for each public facility (roads, potable water, wastewater, and parks) over (5) and (20) years.

A draft Capital Improvements Plan shall be forwarded to city staff for review and comment. The Consultant team shall then meet with city staff to discuss any revisions and make any mutually agreed upon revisions to the draft Capital Improvements Plan, and present the revised draft to the neighborhood prior to Public Workshop #4.

**Consultant Team Tasks**

- 3.1 Review existing data and identify deficiencies
- 3.2 Review existing conditions analysis
- 3.3 Prepare future demand analysis
- 3.4 Identify capitol improvements and funding mechanisms
- 3.5 Review draft Capitol Improvements Plan with city staff
- 3.6 Revise draft based on city comments
- 3.7 Prepare and conduct Public Workshop #4: Capital Improvements
- 3.8 Prepare and conduct Planning Commission work session, if necessary.



### **City Staff Responsibilities**

- Review draft Capitol Improvements List
- Assume responsibility for logistics of Neighborhood Public Workshop #4. Notify all residents of meeting date, time, location, reserve meeting rooms, and provide refreshments.
- Attend Public Workshop #4

### **Meetings**

- (1) 2-hour meeting with city staff to review draft Capitol Improvement List
- (3) Neighborhood Meetings
- Public Workshop #4: Capital Improvements

### **Deliverables**

- Capitol Improvement List including a matrix that prioritizes each improvement.

### **Consultants**

Balloffet & Associates: Martin Landers, Hilary Musgrave  
RNL Design: Heather Gregg

**Time Frame: 6 Weeks**

**Task III Fee: \$9,840**

### **Task IV: Visioning**

The immediate needs of the neighborhood require the consultant team to address specific issues and concerns related to traffic, historic preservation, property maintenance and enforcement, landscaping and signage. However, the First Filing neighborhood and adjacent properties should be perceived as area primed for infill and redevelopment. Growth and development throughout the state and especially along the US Hwy 36 corridor has generated concern regarding the preservation of existing, established communities. In addition, proposed improvements to the Broomfield/US 36 interchange and a new RTD Park and Ride/bus stop will have direct impact on existing businesses, established street grids, and pedestrian connections.

The consultant team will work closely with city staff and local residents to develop a vision for the neighborhood that responds to existing development trends yet preserves and enhances the integrity and character of the First Filing Neighborhood. Existing and proposed land uses and traffic improvements will be identified and infill and redevelopment opportunities will be identified. The consultant team proposes to conduct an 8-hour workshop culminating in a public meeting to review and comment on proposed land use plans, vehicular and pedestrian connections, and the future direction of the neighborhood. The workshop will include opportunities for the public to contribute to the urban design planning process as well as opportunities for city staff to review diagrams and sketches prior to a formal presentation at an evening public meeting.

### **Consultant Team Tasks**

- 4.1 Review existing contextual information: aerial photos, annexation plans, RTD improvements, and proposed street alignments using documentation compiled under Task II: Traffic and Transportation Analysis.
- 4.2 Review existing contextual information, workshop and meeting format, and workshop goals with city staff.

- 4.3 Prepare base drawings and framework for and conduct public visioning workshop and public meeting – Public Workshop #5.
- 4.4 Revise and refine visioning graphics and illustrations.
- 4.5 Prepare First Filing Neighborhood Vision Summary.
- 4.6 Final revisions, if necessary

#### **City Staff Responsibilities**

- Attend meeting with consultant team to review existing and proposed development proposals and contextual information and discuss workshop format and visioning goals.
- Assume responsibility for logistics of Public Workshop/Meeting #5. Notify city staff and residents of meeting date, time, location, reserve meeting room, and provide refreshments.
- Attend Public Workshop #5.
- Review Draft Vision Summary.

#### **Meetings**

- (1) 2-hour meeting with city staff to review contextual information and workshop/meeting format
- (1) 8-hour Workshop and (2) hour public meeting: Public Workshop #5: Neighborhood Vision

#### **Deliverables**

- First Filing Neighborhood Vision: summary and graphics

#### **Consultants**

RNL Design: Heather Gregg, Patric Dawe, Jim Leggitt  
Felsburg Holt and Ullevig: Bob Felsburg

**Time Frame: 6 Weeks**

**Task IV Fee: \$10,960**

#### **Task V: Design Guidelines**

The consultant team will prepare residential, multi-family, and commercial design guidelines for the Broomfield Heights neighborhood that will address a variety of issues including site planning, building orientation, vehicular and pedestrian access, building massing, architectural detailing, roof form, building and roof materials, landscaping and exterior lighting. The primary goal is to create a set of design guidelines that is user friendly and easily understood by various user groups including potential neighborhood organizations, developers, and city staff. Felsburg Holt & Ullevig will assist in developing guidelines for improvements located within the existing public right-of-way. The first task is to prepare an annotated outline that reflects the categories to be addressed in the design guidelines and the format of the final documents. The second task is to prepare an illustrated first draft to be submitted to city staff for their review and comment. A revised draft will then be presented at a Public Open House. Because design guidelines contain extremely detailed information, RNL Design proposes to conduct an Open House. Illustrated design concepts would be displayed allowing the public to review the guidelines in an informal, interactive setting.

Members of the consultant team would be available to answer questions and all participants would be encouraged to write comments directly on the display boards. In addition, the RNL Design team proposes a work session with city staff to “test” the design guidelines using past or current planning submittals. This type of work session allows both the staff and the consultant team to apply the design guidelines to a project and “test” design concepts, wording, and the accuracy of accompanying illustrations in describing and depicting important design concepts.

#### **Consultant Team Tasks**

- 5.1 Review Prepare Annotated Outline: Broomfield Heights Design Guidelines for Residential, Commercial and Multi-family Development.
- 5.2 Review Annotated Outline with city staff.
- 5.3 Prepare illustrated draft: Broomfield Heights Design Guidelines for Residential, Commercial and Multi-family Development.
- 5.4 Review draft with city staff
- 5.5 Revise draft based on city staff comments
- 5.6 Conduct Public Open House (Public Workshop #6: Design Guidelines)
- 5.7 Conduct work session with city staff: testing the design guidelines.
- 5.8 Attend Adoption Hearing, if necessary.

#### **City Staff Responsibilities**

- Review and comment on Annotated Outline
- Review and comment on Draft
- Assume responsibility for logistics of Neighborhood Open House (Public Workshop #6). Notify all residents of meeting date, time, location, reserve meeting rooms, and provide refreshments.
- Attend Public Open House
- Attend work session: testing the design guidelines
- Review final draft prior to submittal to Planning Commission

#### **Meetings**

- (1) 2-hour meeting to review Annotated Outline
- (1) 4-hour meeting to review Draft
- Public Open House (Public Workshop #6: Design Guidelines)
- (1) 3-hour work session: testing the Design Guidelines
- (1) 2-hour meeting with city staff to review final revisions to text and illustrations

#### **Deliverables**

- Annotated Outline
- Draft: Illustrated Broomfield Heights Design Guidelines for Residential, Commercial and Multi-family Development.
- Final: Illustrated Broomfield Heights Design Guidelines for Residential, Commercial and Multi-family Development.

#### **Consultants**

RNL Design: Heather Gregg, Jean Robbins, Jim Leggitt  
Felsburg Holt & Ullevig: David Hattan

**Time Frame: 12 Weeks**

**Task V Fee: \$28,292**

## **Task VI: Neighborhood Association Options and Process**

Gorsuch Kirgis will prepare options addressing the formation of a local neighborhood organization and prepare recommendations for a voluntary adoption process. Covenants, if desired by the neighborhood, will be addressed under a separate contract. The consultant team will present draft options and adoption processes to city staff for review and comment. The consultant team will prepare for and conduct a Public Open Workshop to gauge support for each option and to present the adoption process.

### **Consultant Team Tasks**

- 6.1 Prepare options for the formation of local neighborhood groups(s) and potential voluntary adoption processes.
- 6.2 Present options and proposed adoption process to city staff for review and comment.
- 6.3 Prepare neighborhood covenants, if desired under separate contract.
- 6.4 Prepare for and conduct Public Workshop #7: Neighborhood Association Options

### **City Staff Responsibilities**

- Review Draft Neighborhood Association Options and Process
- Assume responsibility for logistics of Public Workshop #7. Notify all residents of meeting date, time, location, reserve meeting rooms, and provide refreshments.
- Attend Public Workshop #7
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### **Meetings**

- (1) 2-hour meeting with city staff to review draft
- Public Workshop #7: Neighborhood Association Options

### **Deliverables**

- Neighborhood Association Options and Voluntary Adoption Process

### **Consultants**

Gorsuch Kirgis: Gerald Dahl, Linda Michow  
RNL Design: Heather Gregg

**Time Frame: 6 Weeks**

**Task VI Fee: \$9,760**

## **Task VII: Final Documentation**

The consultant team will work closely with city staff at the beginning of the project to identify the most practical, efficient and user friendly approach to documentation for each task. Many of the tasks included in the scope of services will result in a series of recommendations that could potentially be implemented during the course of the Broomfield Heights Neighborhood Plan planning process. In addition, it is our hope that as specific components of the neighborhood become finalized, documentation from each task will be posted on the city's website. The RNL

Design team proposes that each task result in a deliverable that can be utilized immediately by city staff. Final documentation for the Broomfield Heights Neighborhood Plan documentation would include an Executive Summary that addresses the planning process, public engagement and will contain the following documents:

- Broomfield Heights Traffic and Transit Plan
- Broomfield Heights Historical Preservations Feasibility Study
- Broomfield Heights Capitol Improvements List and Matrix
- Broomfield Heights Landscape and Signage Framework Plan
- Broomfield Heights: Vision Plan
- Broomfield Heights Residential, Multi-family and Commercial Design Guidelines
- Broomfield Heights Neighborhood Organization and Voluntary Adoption Process (Covenants, if desired by the neighborhood, to be prepared under a separate contract).

#### **Consultant Team Tasks**

- 7.1 Prepare final draft: Broomfield Heights Neighborhood Plan
- 7.2 Review final draft with city staff
- 7.3 Revise draft
- 7.4 Prepare for and conduct Public Workshop #8: Final Presentation
- 7.5 Revise final draft
- 7.6 Prepare final documentation

#### **City Staff Responsibilities**

- Review Final Draft
- Assume responsibility for logistics of Neighborhood Public Workshop #8. Notify all residents of meeting date, time, location, reserve meeting rooms, and provide refreshments.
- Attend Public Workshop #8.

#### **Meetings**

- (1) 3-hour meeting with city staff to review final draft.
- Public Workshop #8: Final Presentation
- Public hearings and adoption meetings, if desired, under separate contract.

#### **Deliverables**

- Final: Broomfield Heights Neighborhood Plan: (1) Black and White hard copy: sketches to be black and white, design guideline illustration to be black and white, mapping to be in color, (1) Digital Copy of text, illustrations and mapping.
- Mapping: (1) 30x42 color plot of each map created in conjunction with the neighborhood plan.

#### **Consultants**

RNL Design: Patric Dawe, Heather Gregg, Jean Robbins  
Felsburg Holt & Ullevig: Robert Felsburg  
Balloffet & Associates: Martin Landers

**Time Frame: 6 Weeks**

**Task VII Fee: \$10,944**

<b>Total Project Time Frame:</b>	<b>66 Weeks</b>
<b>Total Project Fees:</b>	<b>\$141,580</b>
<b>Reimbursable Expenses:</b>	<b>\$11,400 (estimated to be 8% of fees)</b>
<b>Total Project Costs:</b>	<b>\$152,936</b>

**Hourly Billing Rates**

**RNL Design:** Project Management, Public Facilitation, Landscape and Signage Framework Plan, Visioning, Design Guidelines, Final Documentation

Patric Dawe: Director of Urban Design	\$120. /hour
Heather Gregg: Project Manager	\$80. /hour
Jean Robbins: Project Planner	\$70. /hour
Jim Leggitt: Illustrator, Urban Designer	\$110. /hour

**Felsburg Holt & Ullevig:** Traffic and Transit Analysis

Robert Felsburg: Principal	\$130. /hour
David Hatton: Associate	\$110. /hour
Jenny Halcomb: Project Engineer	\$65. /hour

**Balloffet & Associates:** Historic Preservation Feasibility Plan, Capital Improvements List and Matrix

Martin Landers: Director of Planning	\$110. /hour
Dirk Draper: Director of Environmental Services	\$110. /hour
Hilary Musgrave: Project Planner	\$60. /hour
Jason Marmor: Historic Preservationist	\$65. /hour

**Gorsuch Kirgis:** Maintenance Standards and Enforcement, Neighborhood Organization Process and Adoption

Gerald Dahl: Principal	\$200. /hour
Linda Michow: Attorney	\$140. /hour