



August 19, 2022

Wes Haskett, Deputy Town Manager/Planning Director
Town of Southern Shores
5375 N. Virginia Dare Trail
Southern Shores, NC 27949

RE: Contract for Planning Services in CAMA Land Use Plan Update

Dear Mr. Haskett,

Stewart is pleased to provide planning consulting services to the Town of Southern Shores to facilitate an update to the CAMA Land Use Plan. Please find below an understanding of the scope of services, deliverables, responsibilities, proposed compensation, and working schedule.

PROJECT UNDERSTANDING

Stewart approaches the Town of Southern Shores Comprehensive Plan and CAMA Land Use Plan update with a community-driven and data-informed planning process that will prioritize local issues and refine the Town's vision while also meeting the requirements of a CAMA land use plan. It will include policies and strategies to guide land use regulations.

This proposed scope of services (or "scope") generally outlines the process and tasks from Stewart ("consultant" or "project team") to develop a CAMA Land Use Plan ("Plan" or "plan update") for the Town of Southern Shores ("client" or "Town"). This plan update will be developed through integrating public engagement and best planning practices while also being refined by local perspectives and priorities.

SCOPE OF SERVICES

PHASE 1: PROJECT INITIATION

- Review and assess existing plans, maps, and documents, and engage in data gathering.
- Research relevant background documents for review, including but not limited to:
 - County/City GIS Files
 - Relevant adopted plans and documents (Streetscape Plan, Parks and Recreation Plan, Pedestrian or Bike Plan, Transportation Plan, CAMA land use plan, Downtown Plan, etc.)
 - Zoning and Jurisdictional Maps
 - Future Land Use Map
 - Environmental Maps & Documents, including Hazard Mitigation Plan
- Administrative Kickoff meeting (1 hour, virtual) – discuss administrative details, communication protocols, establish points-of-contact, begin transfer of applicable data (plans, GIS, etc.), refine

- project schedule, understand key upcoming community events, discuss visual branding, etc.
- Project Kickoff Day
 - Stakeholder interview meetings (4 meetings, approx. 1 hour each, virtual (or in-person if held on the same day as the community tour or public meeting #1) to describe the project scope and schedule, explain the Comprehensive Plan Elements and the required CAMA Land Use Plan elements, how the plan will work, gather information, and better understand the needs and expectations of the community.
 - Department head and other key staff or agencies
 - Planning Board
 - 2 additional stakeholder groups
 - Conduct community tour (in-person, 2-3 hours) with Town staff to document, inventory, and view key areas and features such as Town-owned land and buildings, special districts, protected and unprotected natural resource areas, housing, recently approved developments (or areas proposed/being considered for development or redevelopment), and utilities/infrastructure.
 - Public workshop #1 (in-person, est. 2 hours) - general public informational and Q&A discussion session, gather information from the public.
- Provide initial and on-going materials to be used for updates to the Town's website, which will serve as the main online repository for documenting the process and hosting materials for public review.
- Regular communication with Town staff.

PHASE 2: ANALYSIS, VISIONING, AND PLAN DEVELOPMENT

- Create a CAMA-compliant community profile summarizing key facts and figures in the town.
- Prepare an existing land use map.
- Identify areas vulnerable to changes in the climate, storms and storm surge, sea level rise, and other natural hazards.
- Develop a Community Survey (using the SurveyMonkey online polling platform) to gather feedback from the public related to community values, goals, vision, and areas/issues of concern. Hard copies may be printed, distributed, collected, and entered by the Town to supplement online engagement.
- Identify community constraints & opportunities.
- Community mapping inventory:
 - Existing Land Use
 - Environmental constraints maps (Floodplains, Wetlands, vulnerable areas, and other sensitive resources)
 - Multimodal transportation inventory
 - Infrastructure and services (Water, Sewer, Storm, Electric, Gas, Police, Fire, and EMS, as appropriate)
 - Parks, recreation, and open space
 - Cultural and historic resources and other major community cornerstones or social resources
- Planning Board meeting #1 (1 hour, in-person or virtual) to discuss Vision, Goals, and Survey results.
- Draft the community vision and goals.
- Planning Board meeting #2 (1 hour, in-person or virtual) to discuss and refine Future Land Use, character areas, and preliminary plan recommendations.
- Finalize draft Future Land Use Map and draft plan policies and action items.
- Develop and populate the CAMA land use plan framework including:
 - Community profile
 - CAMA-mapping inventory and issues documentation
 - Community Vision/Goals
 - CAMA management topics

- Community issues documentation and guidance
- Future Land Use Map
- Policy and action item recommendations.
- Incorporate other Town-provided departmental goals, planning, and projects to create a wholistic plan for the community.
- Public Workshop #2 (2 hours, virtual or in-person) to present the draft plan and begin the process of gathering public comment on the draft plan.
- After approximately 1 month of public plan review, Town staff will assemble any collected public comment and bring it to Planning Board to discuss any potential issues or revisions needing leadership input and guidance (Phase 3).
- Provide materials for updates to the Town's website.
- Regular communication with Town staff.

PHASE 3: ADOPTION

- Planning Board meeting #3 (1 hour, in-person or virtual) - review and recommend the adoption draft of the plan. Given the involvement of the Planning Board throughout the plan development process and the amount of public involvement, and at the Town's discretion, it may be desirable to hold this as a special meeting occurring in the hour or day preceding the Council adoption hearing.
- Town submits plan for CRC completeness review. Stewart to advise and assist.
- Town Council adoption hearing (1 hour, in-person or virtual) - where the plan will be referred to the NC Coastal Resources Commission for review and certification.
- Project team will advise Town staff during the NC Coastal Resources Commission review and certification process, which can take up to 75 days or longer based on the state's review process.
- Provide materials for updates to the Town's website.
- Regular communication with Town staff.

CONTINUING SERVICE

As part of our continuing service promise, Stewart will be available by phone or email for a period of six (6) months following the plan's local adoption to assist staff with questions about the plan and associated implementation. This continuing service is included is not an additional cost to the Town and stems from Stewart's desire to remain a community partner, even after the contract has been fulfilled.

CLIENT RESPONSIBILITIES:

It is understood that it is the responsibility of the Client to provide the following items in a timely fashion and/or transfer of documents:

- Provide any available electronic information or data.
- GIS files assembled and delivered in an industry standard format with associated symbologies and at the appropriate geographic scale, where applicable, including the Future Land Use Map files.
- Current Land Use Plan in PDF format and Word format where available.
- Other plans and documents in their native format (most likely pdf).
- Pictures and character images of the community, as needed (jpeg or png preferred).
- Meetings and gatherings:
 - Assist with facilitation of meetings (sign-in sheet, note-taking, meeting summaries, etc.).
 - Provide notice of scheduled meetings (with reasonable advance notice) to consultant and meeting attendees.
 - Secure meeting spaces and coordinate and advertise meetings, including refreshments if needed.
 - Record and provide meeting minutes or summaries, as appropriate, to maintain the public record.
 - Advertise meetings to the public as needed.

- Identify, coordinate information flow, and contact with boards, staff, stakeholders, and other focus groups, as needed.
- Facilitate communication between the Stewart team and other Town and agency staff, as needed.
- Coordination with outside agencies.
- Provide accommodation for travel within the jurisdiction to key sites, as needed.
- Provide scheduling accommodations for special meetings or work sessions, as requested by Stewart, that fall outside of regular meeting schedules. This may involve additional Planning Board, Council, or joint meetings or meetings that are outside of evening hours.
- Decision-making:
 - Provide decisions on critical issues as necessary in a timely manner with actionable comments and revisions.
 - Research or investigation of items raised by the Planning Board or other deliberative body relative to benchmarking regulations, relative position, or other comparative analyses of neighboring or cohort communities.
 - Analysis, explanatory, persuasive, or supporting materials to support or justify adoption of the Plan or any plan element.
 - Compilation, review, and recommendation on any public comment collected such that action can be taken, if needed.
 - Delivery of actionable review comments and any local direction for revisions to the plan document.
- Expenses:
 - Reimburse for expenses not related to meetings outlined in the Scope, with prior Town approval.
 - Printing of hardcopy materials necessary for meetings, surveys, documentation, or public review. Town will need adequate lead time to prepare if bulk amount or larger printing is necessary. Stewart will print large format maps or poster boards.
- Public outreach:
 - Maintain project website and documentation of the public record.
 - Perform public outreach and advertising, including legal advertising and ensuring the notification requirements of CAMA plan adoption are met. Stewart will assist.
- CAMA-adoption process:
 - Legal noticing and coordination with state CAMA review during the state's review process. Stewart will assist.

PROPOSED SCHEDULE

It is anticipated that the time from Notice to Proceed to adoption hearing by Town Council will be accomplished within twelve (12) months (or less). This fully executed contract may serve as a Notice to Proceed. A detailed project schedule will be developed prior to the Administrative Kickoff meeting. The project schedule may be modified with Town staff concurrence throughout the project as needed.

Note: Following adoption by the Town, this plan is subject to a maximum of 75 additional days for initial review and comment by the NC Coastal Resources Commission and potential follow up afterwards.

COMPENSATION

The base compensation for these services is **\$80,000**.

The following also applies:

- Although the plan development process is divided into phases, the project will be invoiced monthly as a single line item based on percentage of project scope/workload completed.
- The base compensation includes the printing of poster-sized boards for public meetings, meals, travel, and lodging for the meetings outlined in the scope.

- The base compensation does not include the cost of printing, binding, or delivering a final plan document(s), which will occur as a pass-through expense that will be billed to the Town separately.
- This compensation estimate is no longer valid if not executed and commenced within 3 months of submission.
- Should the client extend the project schedule more than 2 months beyond the proposed schedule (above), any administrative project management or project-related carrying costs will be billed hourly as an Additional Service during those extended months unless a contract amendment occurs.

ADDITIONAL SERVICES:

Any request by the Client to complete items not contained in the scope of services, or items outlined as exclusions, will be deemed as Additional Services to this Agreement. Additional Services may be provided, if requested by the Client, for a negotiated lump sum compensation or at our Standard Hourly Billing Rates.

CONCLUSION:

This document may serve as a Client-Consultant Agreement and as Notice to Proceed. Included in the agreement are the standard Hourly Rate Schedule and Conditions of the Agreement. If this proposal is acceptable, please execute and return a copy of the Agreement and the Project Information Form to this office.

Please do not hesitate to contact us if you have any questions regarding this contract or scope. Please give us the opportunity to clarify any details of this contract or to revise it if it appears that we have misunderstood some portion of the scope of services.

Respectfully submitted:



Doug Taylor, PE
Practice Leader, Transportation & Planning
Vice President

Attachments:

1. Stewart General Conditions
2. Hourly Billing Rates
3. Project Billing Information Form

(Approval signatures are on the following page.)

APPROVAL:

STEWART

TOWN OF SOUTHERN SHORES

Doug Taylor
Print Name

Cliff Ogburn
Print Name

Vice President & Practice Leader
Transportation & Planning

Town Manager

Title

Title

Doug Taylor
Signature

Cliff Ogburn
Signature

08/19/2022
Date

8/22/2022
Date

This instrument has been preaudited in the manner
required by The Local Government Budget
and Fiscal Control Act.

Bonnie Swain
Finance Officer
Date: 8/23/22