

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: **Engineering and Construction Management**

AGENDA DATE: **October 12, 2010**

CONTACT PERSON NAME AND PHONE NUMBER: **R. Alan Shubert, P.E., City Engineer, X4423**

DISTRICT(S) AFFECTED: **All**

SUBJECT:

That the City Council authorizes the City Manager to enter into a first amendment to the agreement with Image Network, Inc., d/b/a Dover, Kohl & Partners, a Florida Corporation, for a project known as "A New Plan for El Paso – A rewrite of the City's Comprehensive Plan" (the Original Contract). The consultant was originally selected to perform three tasks in the process of updating the City's Comprehensive Plan. This amendment adds task two.

The first amendment is for the work in an amount not to exceed One Million Two Hundred Thirty Six Thousand Nine Hundred Twenty Seven Dollars and 00/100 (\$1,236,927.00). The total contract price, including the first amendment cost is One Million Seven Hundred Ninety Three Thousand One Hundred Twenty and no/100 dollars (\$1,793,120.00).

BACKGROUND / DISCUSSION:

This amendment adds Task 2 of three in the process of updating the City's Comprehensive Plan. It includes the compilation and review of all relevant information, including demographic analysis, previous studies and the recently adopted SmartCode. A physical framework, economic and transportation analysis of the City will be conducted during this phase. Also, two twelve-day Charrettes will be held. A full week will be dedicated to each of the four study areas: West Side/Upper Valley, Northwest/Central Area, East Side/Mission Valley and Ft. Bliss.

PRIOR COUNCIL ACTION:

City Council approved a professional services contract for a project, "A New Plan For El Paso – A Rewrite of the City's Comprehensive Plan" with Image Network, Inc. d/b/a/ Dover, Kohl & Partners April 6, 2010.

AMOUNT AND SOURCE OF FUNDING:

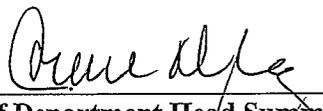
\$1,236,927 Funding is from operational and planning oversight funds from the Department of Defense's Office of Economic Adjustment.

BOARD / COMMISSION ACTION:

N/A

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:



(If Department Head Summary Form is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO

That the City Council authorizes the City Manager to enter into a first amendment to the agreement with Image Network, Inc., d/b/a Dover, Kohl & Partners, a Florida Corporation, for a project known as "A New Plan for El Paso – A rewrite of the City's Comprehensive Plan" (the Original Contract). The consultant was originally selected to perform three tasks in the process of updating the City's Comprehensive Plan. This amendment adds task two.

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ADOPTED THIS _____ DAY OF _____, 2010.

THE CITY OF EL PASO:

John F. Cook, Mayor

ATTEST:

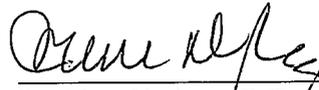
Richarda Duffy Momsen, City Clerk

APPROVED AS TO FORMS:



Mark Shoosmith
Assistant City Attorney

APPROVED AS TO CONTENT:



for R. Alan Shubert, P.E.
City Engineer

THE STATE OF TEXAS)
)
COUNTY OF EL PASO)

FIRST AMENDMENT TO THE AGREEMENT
FOR PROFESSIONAL SERVICES

This Amendment to that certain Agreement for Professional Services is made this 4th day of October, 2010, by and between the City of El Paso, a Texas Municipal Corporation (the "Owner"), and Image Network, Inc. d/b/a/ Dover, Kohl & Partners, a Florida Corporation, (the "Consultant").

WHEREAS, on April 6, 2010, the Owner entered into an agreement for professional services with the Consultant for a Project known as "A New Plan For El Paso – A Rewrite of the City's Comprehensive Plan" (the "Project");

WHEREAS, the Agreement may be amended under the provisions of Section 3.2 and Attachment "C"; and

WHEREAS, the parties hereto desire to amend the Agreement, pursuant to Sections 3.1, 3.2, and Attachment "D", because the Owner desires to extend the contract value from \$556,193 to \$1,793,120.00. The consultant shall provide additional professional services for the Comprehensive Plan Charrettes and Future Land Use Map as part of the Draft Comprehensive Plan Document (Task Order 2).

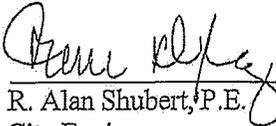
NOW THEREFORE, in consideration of the mutual promises set forth in this Amendment and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. **Scope of Services.** The Owner hereby authorizes the Consultant to continue to perform the Services as further described in Exhibit "A" attached hereto and incorporated herein as though set forth in full.
2. **Payments to Consultant.** Payments to the Consultant shall be made pursuant to the schedule enumerated within Attachment "D" of the original agreement. Payment to the Consultant shall not exceed **ONE MILLION TWO HUNDRED THIRTY SIX THOUSAND NINE HUNDRED TWENTY SEVEN DOLLARS AND 00/100 (\$1,236,927.00)** for work performed pursuant to this First Amendment.
3. **Time of Completion.** The Services shall be completed within the original project schedule as set forth in the Agreement, following the Owner's written Notice to Proceed to the Consultant.
4. **Terms and Conditions.** All terms and conditions of the Agreement and all subsequent Amendments thereto, except as herein revised, shall remain in full force and effect.

(Signature page to follow)

WITNESS THE FOLLOWING SIGNATURES AND SEALS:

THE CITY OF EL PASO

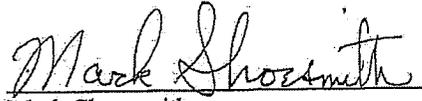

for R. Alan Shubert, P.E.
City Engineer

CONSULTANT

Image Network, Inc. d/b/a/ Dover, Kohl &
Partners

By: Joseph A Kohl
Joseph Kohl, Vice President

APPROVED AS TO FORM:


Mark Shoosmith
Mark Shoosmith
Assistant City Attorney

(Acknowledgement page to follow)

ACKNOWLEDGEMENT

THE STATE OF FLORIDA)
)
COUNTY OF DADE)

This instrument was acknowledged before me on this 4th day of October, 2010
by Joseph Kohl, as Vice President, of Image Network, Inc. d/b/a/ Dover, Kohl & Partners.



Notary Public, State of Florida

TASK ORDER 2: COMPREHENSIVE PLAN CHARRETTES AND FUTURE LAND USE MAP
 MONTHS 6-12

The following proposal outlines our approach for Task Order 2: Comprehensive Plan Charrettes and Draft Comprehensive Plan Document, and includes a first draft of a Scope of Services for this task order. We look forward to working out the overall project approach and best practical sequence of tasks with the City of El Paso and will tailor the scope to meet budget expectations. Specific deliverables, subconsultants assigned to the project, and the roles of each subconsultant are subject to change based on changes to the Scope and Budget recommended by the City. Please refer to the Firm Biographies for further information on all Sub-Consultants included within this Project Proposal. We have included a schedule for the completion of the project, outlining the months in which each Phase will take place.

**PHASE I: ANALYSIS
 DELIVERABLES***

1. Publicity Materials
2. Project Website
3. Citywide Profile Report
4. Inventory of Existing Conditions Report
5. Economic Analysis Preliminary findings Memo
6. Analysis Maps

** Specific deliverables are subject to change based on changes to the Scope and Budget recommended by the City*

PHASE 1: ANALYSIS
 Months 6-7

During Phase I, Dover, Kohl & Partners will work with the City to design the public participation process, and kick off the project by using public outreach and mass media to build excitement for the Charrette. This phase will include a team visit to El Paso to meet with City staff, City Council, and key stakeholders, and to conduct on-site analysis. Phase I will include the compilation and review of all relevant information, including demographic analysis, previous planning studies, and the recently adopted citywide SmartCode. A physical framework, economic, and transportation analysis of the City will be conducted during this phase.

Task 1.01 Project Kick-off Meeting

At the start of the project, members from the Dover-Kohl team will schedule a conference call with the City to review base information needs, strategize on the public participation process, identify key stakeholders, and develop a detailed schedule for the planning effort.

Task 1.02 Create Public Awareness

The Dover-Kohl team will assist City staff with the design of flyers, posters, and banners to get the word out about the Comprehensive Plan process and the upcoming Charrette. If the City needs assistance with graphic design, Dover-Kohl can assist in identifying a graphic designer. In addition, Dover-Kohl will create bi-lingual "Town Papers," or special-edition newspapers that educate the community on the purpose and benefits of the Charrette and urban planning in general. These public outreach materials will be distributed to the media, neighborhood associations, business associations, and community organizations, among others. All materials will be produced in both English and Spanish. While Dover-Kohl will assist the City with creating public awareness and outreach, the City shall be responsible for all mailings, legal notifications, and distribution of public awareness materials.

IPS Group and Dover-Kohl will design a Youth Involvement Plan, designing specific hands-on activities to engage the youth in El Paso during the Charrette process. This can be used to improve public input in traditionally less-involved areas of the city, and to get a fresh perspective on planning issues in El Paso.

Task 1.02.1 Interactive Project Website

As part of the public outreach process, Street Plans Collaborative will work alongside Dover-Kohl and the City of El Paso to design, develop, host and support an interactive project website to enhance public participation and communication. The website will utilize best practices for website design and usability. The website will also be based on a leading open source web content management system that enables project team members to update the website using a web browser. Street Plans Collaborative will develop the initial website, and provide training to the project team (Dover-Kohl and City staff) on how to update the website. Street Plans Collaborative will also provide website hosting and budget 40 hours for operational support over the life of the project. As part of the design and development of the project website, Street Plans Collaborative will provide the following services: two discovery and planning meetings, online workshop RSVP, event calendar, broadcast email system, integration w/ Twitter, Facebook, photo gallery, web survey, contact form, website search, video/document library, hosting / setup, and 40 hours of support/maintenance throughout the comprehensive planning process. Dover-Kohl will update the website with public notices, articles, photographs, maps, renderings, project files, and images throughout the duration of the project.

Task 1.02.2 Comprehensive Plan Steering Committee

Dover-Kohl will assist the City in forming a Comprehensive Plan Steering Committee in preparation for the planning process. The Steering Committee should be made up of representatives of the varying perspectives, demographics, and study areas in El Paso, and should be identified community leaders. The Steering Committee will serve as a liaison between the City and the community, and will attend key meetings for the Comprehensive Plan. They will be responsible for outreach to the community and ensuring that the widest range of involvement is achieved. Dover-Kohl will meet with the Steering Committee throughout the planning process, and will involve them as community leaders in the Charrette. Dover-Kohl will incorporate their input into the goals of the Comprehensive Plan.

Task 1.03 Site Visit

Representatives from the Dover-Kohl team will travel to El Paso for a three-day, preliminary site visit. Representatives will include a principal, project director, and project coordinator from Dover-Kohl, a principal from IPS Group, a principal from CEA Group, a principal from Urban Advisors, and a project manager from Charlier Associates.

Task 1.03.1 Urban Design Analysis

The Dover-Kohl team will analyze the City by studying its urban framework. City staff will lead the team on a tour of the City, focusing on key areas and a diversity of urban conditions. The team will examine the existing urban form and analyze the network of streets, blocks and lots, building types, and building patterns. The analysis will include a review of the existing land use, density and urban design elements in the City. The analysis will be performed with the livability needs of the community in mind. Initial strategies for the urban design and land use plan will be developed from this analysis. The analysis will include the four study areas: West Side/Upper Valley, Northwest/Central, East Side/ Mission Valley, and Fort Bliss.

Task 1.03.2 Meetings with City Staff

During this trip, the team will work closely with the City to confirm and update the goals and objectives of the comprehensive plan update.

Task 1.03.3 Stakeholder Interviews

During the site visit, the team will conduct focus group interviews in meetings arranged by the City with key stakeholders to gather additional public input on El Paso's opportunities and constraints. By interviewing local developers, land and business owners, transportation officials, Fort Bliss representatives, City staff, elected officials, and community representatives, the team will acquire local intelligence about the development climate, obstacles to City objectives and community and business concerns, unique border issues, and assess the financial, organizational, and community resources available.

Task 1.03.4 Press Conference

At the City's request, the team will be available to discuss the project with local media, such as reporters or journalists, in order to provide a complete and accurate depiction of the project and to increase public awareness. A Dover-Kohl principal can be available to take part in press conferences or interviews as requested.

Task 1.04 Review of Past Plans & Studies

The planning team will review relevant information and background data, as provided by the City, in order to familiarize themselves with the dynamics of El Paso. The team will utilize the City's Geographic Information Systems (GIS), mapping services, and expertise provided by the City to analyze past and present land uses, zoning and neighborhood planning. The base information will also include existing land development regulations, City ordinances, previous studies and plans, current and historical maps, and demographic information. In particular, the team will study the 1999 El Paso Comprehensive Plan, the Growth Management Plan for El Paso, the recently adopted subdivision ordinance, and the El Paso SmartCode in order to ensure coordination with these plans and studies during the planning process. During this task, the Dover-Kohl team will draw from its experience across the nation to demonstrate solutions that other municipalities have explored. Lessons learned in those locales can be used during the Charrette process for establishing an implementation strategy and design parameters for the Comprehensive Plan Update.

Task 1.05 Citywide Profile

The Dover-Kohl team will prepare a profile of the City and County of El Paso, working with the City to assemble information on history, location and general physical characteristics in El Paso. In addition, the team will include a background of the comprehensive planning process in El Paso.

Task 1.06 Inventory of Existing Conditions

The Dover-Kohl team will prepare a profile of existing conditions for land use, natural environment, thoroughfares and transportation, community facilities, educational facilities, and other salient topics, and will create GIS-based analysis maps to highlight specific topics.

Task 1.07 Demographic & Population Analysis/ Projections

Zimmerman/Volk Associates (ZVA) will conduct research and data compilation on El Paso's Demographic and Population figures as they relate to housing. This research will be used to update the recently completed Regional Growth Management Plan funded by the Department of Defense Office of Economic Adjustment.

ZVA will research migration analysis, identifying migration trends (in-migration, out-migration and net migration) for El Paso County and the City of El Paso. They will conduct demographic analysis, looking at 2000 actual, current year estimates, and five-year projections (where available) of the following: population by age groups, households by income by age of head of household, and current (2009) target market household distribution. ZVA will conduct housing stock analysis: analysis includes 2000 actual; current year estimates; five-year projections (where available) of the following: 2000 housing tenure and vacancies (benchmark), number of housing units, housing value, and owner-occupied housing units. ZVA will analyze the competitive context, looking at information on relevant new for-sale developments and relevant existing rental developments. ZVA will evaluate the residential context in relation to the existing housing stock in the City of El Paso and in relation to potential residential or mixed-use development within the four study areas (West Side/Upper Valley, Northwest/Central, East Side/ Mission Valley, and Fort Bliss).

Task 1.08 Determination of Housing Market Potential

ZVA will establish the residential market potential for the City of El Paso in general, and for each of the four study areas (West Side/Upper Valley, Northwest/Central, East Side/ Mission Valley, and Fort Bliss). They will

examine Draw Area Delineation, identifying the appropriate draw areas for housing within the City of El Paso, based on historic settlement patterns, migration trends, and other market dynamics. They will analyze Market Potential, determining the depth and breadth of the potential market for the City of El Paso and for the four study areas. This analysis will include rehabilitation/renovation or adaptive re-use of existing structures as well as new construction. The analysis will consist of target market analysis of households in the draw areas, including current household classification by market group within the draw areas; qualification and filtering of the draw area households by relevant criteria including, among others, mobility and migration factors; identification of those households within the draw areas with the potential to move within or to the City of El Paso and the four study areas.

This analysis will yield the following information for the City of El Paso and each of the four study areas: the depth and breadth of the potential housing market by tenure (rental and ownership), and by type (multi-family apartments, single-family attached and/or detached dwelling); and the composition of the potential housing market (younger singles/couples, traditional and non-traditional families, empty-nesters/retirees).

Task 1.09 Economic Analysis

Urban Advisors will conduct a preliminary economic analysis of El Paso, analyzing demographics and population studies and employment trends. In preparation for the Charrette, they will conduct GIS database analysis for each of the four study areas (West Side/Upper Valley, Northwest/Central, East Side/ Mission Valley, and Fort Bliss) in order to create balanced development program goals for each area. Research will focus on the present and future El Paso market area as well as the identification of economic and market issues affecting the City. The research will result in a comprehensive assessment of conditions and trends, serving to guide the team in developing economic and market incentives to encourage compact, mixed-use development, infill of existing urban places, transit-oriented development, and retrofit of sprawl. A preliminary findings memo will summarize the findings of the study.

Task 1.10 Transportation Analysis

CAI's initial on-site field work will visually inventory the City's range of multimodal transportation infrastructure and facilities, as well as select and evaluate in detail three locations across the city for further transportation analysis in Phase II. Charlier Associates, Inc. (CAI) will prepare for, conduct, and summarize on-site and telephone interviews with City staff and key transportation-related project stakeholders.

CAI will work with the City/MPO, TXDOT, and others to compile, analyze, and meaningfully summarize existing plans, data, studies, and reports to create an existing transportation mobility profile for the City. This effort will use currently available data about current system conditions (number of lanes, traffic counts, congestion levels, transit routes/ridership, major transit transfer centers, bicycle/pedestrian facilities) as well as planned, funded, or proposed projects for all major travel modes, particularly major transfer centers, BRT, and other high-capacity mobility investments. The objective is a summary narrative that clearly and succinctly "tells a story" about existing conditions and funded/proposed investments that the community, stakeholders, and elected officials can easily understand using text, tables, maps, and graphics. This effort also identifies future challenges and opportunities and provides a policy and technical framework for the Charrettes and in developing the Transportation Element of the Comprehensive Plan update.

Charlier Associates will analyze three diverse development sites across the City to compare the transportation impacts of conventional development and smart growth/transit-oriented development. CAI will do so in terms of net vehicle traffic and congestion, mode share and transit ridership, and other factors (such as street connectivity and internal capture) that relate land use mix, urban design, and transit proximity to travel choices, personal mobility, and traffic congestion.

PHASE 2: CHARRETTES
DELIVERABLES*

1. Draft Goals, Objectives and Policies
2. Small Area Plans and Change-Over Time Illustrations
3. Draft Sector Plan
4. Future Land Use Map
5. Draft Transportation Plan
6. Draft Economic Impact Study
7. REMI Projections Update
8. Powerpoint Presentations for Kick-off Presentation, Hands-on Design Session, and Work-in Progress Presentation

** Specific deliverables are subject to change based on changes to the Scope and Budget recommended by the City.*

PHASE 2: CHARRETTES
Month 8

Phase II is centered around two twelve-day Charrettes held on-site in El Paso. Throughout the course of the two charrettes, a full week will be dedicated to each of El Paso's study areas (totaling four weeks for the four study areas). During this week, unique work products will be made that are specific to the individual study area (West Side/Upper Valley, Northwest/Central area, East Side/ Mission Valley, and Fort Bliss). The first Charrette will dedicate the first week to the West Side/Upper Valley study area and the second week to the Northwest/Central area. The second Charrette will dedicate the first week to the East Side/ Mission Valley study area and the second week to Fort Bliss.

The entire Dover-Kohl team will travel to El Paso to lead each Charrette. Public meetings, hands-on public design sessions, interviews, and technical meetings will be used in each of the four study areas to quickly engage the community. Public information sessions throughout the week will educate citizens about livable cities and regions, Hands-on design sessions will be held in each of the study areas, addressing the particular needs of each of El Paso's neighborhoods and districts. All public meetings will be bilingual to address El Paso's diverse community. Interactive techniques such as keypad polling, youth visioning, live blogs and daily website updates will be used throughout the Charrette to keep the community involved and informed on the evolving Plan.

This intense, multi-faceted method of public involvement will allow stakeholders to come together to plan El Paso's future growth and evolution. The Hands-on Design Sessions will provide participants

with the opportunity to interact with differing perspectives, allowing issues to be quickly identified and resolved and creating a strong foundation for building community consensus.

During the Charrette the Dover-Kohl team will use the public input received to shape the Plan's Goals, Objectives and Policies, and to create the Future Land Use Plan and Transportation Plan. Dover-Kohl will focus on creating small area plans within the study areas for specific neighborhoods of El Paso that illustrate the general goals of the Comprehensive Plan. By working quickly in public, the team can obtain immediate feedback on plan proposals, ensuring community support and plan feasibility.

Each Charrette cycle for the four study areas will consist of the following events: Comprehensive Plan Steering Committee Briefing, Hands-on Design Session, Open Design Studio, Technical Meetings, Open House, and Work-in-Progress Presentation. The Dover-Kohl team will produce the following deliverables for each study area while on Charrette: draft Goals, Objectives, and Policies for the Comprehensive Plan, Small Areas plans and illustrations, Change-over-time Visualizations, a Draft Sector Plan, a Future Land Use Map, a Draft Transportation Plan, and a Draft Economic Impact Study. More information about each event and deliverable is provided below.

Task 2.01 Charrette Logistics

Dover-Kohl will work with the City to determine the exact dates and formats for each Charrette. The format of each Charrette will be tailored to obtain the best possible community input. Emphasis will be placed on defining the community vision for each of the four study areas, as well as an overall vision for the City, and identifying the best methods to implement that vision. The format will incorporate the findings of the previous plans and studies, Citywide Profile, Inventory of Existing Conditions, Analysis summaries, and stakeholder interviews. The Charrette will facilitate a healthy dialogue between the public and private sectors, which will help create a viable Plan.

The team will work closely with the City to acquire the necessary information to produce base maps for the Charrette. The appropriate data will include color aerial photographs at a suitable scale, as well as ArcView GIS (or similar) base data for the study area. These materials will be used to create Small Areas plans and illustrations, the Sector Plan, and the Future Land Use Map.

Task 2.02 The Charrette

The following events and deliverables will be provided over a one-week period for each of the four study areas. Additional events and deliverables may be provided for each of the four study areas, depending on the unique needs of the area. A tentative schedule describing the dates, staff, and logistics of how these Charrettes will be conducted is included as a separate document in this submittal, entitled Charrette Schedule.

Task 2.02.01 Comprehensive Plan Steering Committee Briefing

The Dover-Kohl team will begin the Charrette week with an initial meeting with the Comprehensive Plan Steering Committee. The meeting will include an abbreviated Kick-off Presentation and a Hands-on Design Session for the steering committee. (The Kick-off Presentation and the Hands-on Design Session are described in detail in the following paragraphs.) This initial planning exercise is intended to establish early participation from the Steering Committee, and to secure their role as positive, action-oriented community leaders for the Comprehensive Plan. The Steering Committee's first role as community leaders following this meeting will be to serve as table facilitators for the Public Hands-on Design Session. The Steering Committee will be tasked to involve their communities and interest groups in the proceeding events of the Charrette, and to lead by example.

Task 2.02.02 Community Kick-off Presentation

On the first official day of the Charrette, Dover-Kohl will lead an evening Community Kick-off Presentation for all residents of the City to mark the official start of the public planning session. The event will feature a "Food For Thought" presentation to educate participants on best practices in traditional town planning, livable transportation, sustainable development strategies, preserving community character, and form-based codes. Keypad polling will be incorporated into the Kick-off Presentation to calculate and present public opinion on selected topics.

Task 2.02.03 Public Hands-on Design Session

The Hands-on Design Session will take place the day after the Kick-off Presentation. The event will begin with a short introduction and briefing to further explain the challenge for participants, orient participants to base maps, and set ground rules and goals for the session. Participants will then gather around tables to draw their important ideas. Each table will have a facilitator from the Dover-Kohl team, City staff, or the Steering Committee to assist participants in the design exercises. Participants will identify the important issues associated with the future of the study area and the city as a whole and discuss them in small groups. Participants will then continue to work and draw on base maps to illustrate how they might like to see the City evolve in the future by describing their vision for urban growth, suburban retrofit, and urban infill, as well as key transportation networks, including roadways, transit and trails. Strategic locations for growth and preservation in

the City will be identified by the participants, and methods for achieving specific goals will be discussed. At the end of the workshop, a spokesperson from each table will report the findings and major points to the entire assembly. The goal of the Hands-on Design Session is to forge a community consensus and develop a short and long-range vision for the future of El Paso.

Task 2.02.04 Open Design Studio

The Dover-Kohl team will set up an on-site, Open Design Studio in a visible, accessible, and central location for all stakeholders. While working in the Design Studio, the team will create change over-time illustrations and diagrams, as well as a Sector Plan and a Future Land Use Map for each of the four study areas. (These Sector Plans and Future Land Use Maps will be coordinated into complete, City-wide documents throughout the Charrette process.) At this time, the team members will analyze the information gathered at the Hands-on Design Session, stakeholder interviews, and Steering Committee meetings in order to formulate the initial concepts for the Comprehensive Plan. Members of City staff, elected officials, local stakeholders and the community will be encouraged to stop in throughout the week as new issues come to mind and to check on the project's status.

Task 2.02.05 Define Goals, Objectives and Policies

During the Charrette, the Dover-Kohl team will work with the City and the El Paso community to define key Goals, Objectives and Policies for the Comprehensive Plan. These goals, objectives and policies will be used to evaluate development proposals in each study area, and guide growth throughout the City. These initial ideas will be presented to stakeholders, the community, and to technical advisors throughout the week to receive immediate feedback on the direction of the comprehensive plan. Additional information about Goals, Objectives and Policies is included in the Phase 3- Comprehensive Plan section of this document.

Task 2.02.06 Small Area Plans and Change-Over Time Illustrations

Visualizing change is a key component of Dover-Kohl's planning methodology. Illustrations often communicate ideas better than words, and are valuable tools to test or confirm plan concepts and gather meaningful input. When the planning process is complete the imagery often lives on, documenting the vision and guiding new growth. At the beginning of the Charrette, the Dover-Kohl team will use the public input received to inform a series of change-over-time illustrations. Specific places in each study area that represent common challenges and typical conditions will be chosen, and proposals for their evolution over time will be created based on best planning practices. Examples of the types of conditions and changes that could be illustrated include: a declining shopping center evolving into a mixed-use district, a new transit stop location evolving into a transit-oriented development, open areas being preserved from sprawl through compact, sustainable development practices, and a transect illustration representing typical and envisioned conditions throughout the County and City, complete with appropriate building types and urban form. The exact locations, conditions, and nature of the illustrations will be determined based on public input received before and during the Charrette, and professional analysis of the needs of the City.

In addition to Dover-Kohl's illustrations and diagrams, Urban Advantage will produce conceptual "change over time" visualizations of strategic places for each of the four planning areas in El Paso. The visualizations will be produced using Adobe Photoshop and will depict conceptual landscape change for a number of chosen vantage points. Each will be a before and after 2D visualization with two to four intervening steps delivered as high resolution JPEGs and PowerPoint slides. The images—existing conditions and transformed views—will be in perfect registration so that changes between the images will be easily discernible.

Task 2.02.07 Draft Sector Plan

During the Charrette, the Dover-Kohl team will create a Sector Plan that presents the growth and evolution of El Paso. The Sector Plan will present sustainable development patterns, accommodating growth while

preserving open space and natural resources. These sustainable development patterns can identify "green infrastructure" opportunities that support different networks, such as appropriate growth locations, transit networks, annexation of new areas, natural resource corridors, and agriculture systems in the City. It will also address ETJ Planning, Suburban Retrofit Locations, Transit Oriented Development, Fort Bliss Compatibility and Buffer Zones, and City Adopted Special Area Plans. The draft Sector Plan will be accessible throughout the week to allow feedback, and will be presented at the end of the week for more formal community input.

Task 2.02.08 Future Land Use Map

The Dover-Kohl team will translate the Planning Strategies outlined in the Sector Plan into a Future Land Use Map that provides a clear direction for growth and development in the City Limits. The Future Land Use Map will account for the growth of Fort Bliss and integrate the City's existing land use designations with more sustainable, compact and mixed-use designations, creating, in time, a more transect-based, smart-growth oriented City. The Future Land Use Map will be completed during Task Order 2. The complete Policy portion of the Comprehensive Plan will be completed during Task Order 3.

Task 2.02.09 Draft Transportation Plan

Charlier Associates will lead transportation sessions, conduct interviews, facilitate, summarize, and otherwise actively participate in presenting, soliciting, refining, and shaping transportation-related information, concepts and issues throughout the Charrette. CAI's focus will be on developing/refining overall transportation goals, objectives and policies; identifying major regional multimodal facility/service investments by mode (streets/roadways, transit, and walk/bike); and creating subarea/sector plans that customize overall policy and investments for specific local context, character, and conditions. CAI's over-arching perspective, illustrated concretely through the three example development sites, will be to relate sustainable, multimodal, personal mobility to land use and urban design. Street Plans Collaborative will work closely with CAI to create a tailored bicycle plan for the City.

Task 2.02.10a Draft Economic Impact Study

Urban Advisors will analyze the design team's proposals for plan feasibility and economic benefits and impact. For each study area, Urban Advisors will create program goals, a development strategy, and an implementation strategy. This report will include information from the Housing Analysis. Urban Advisors' work during the course of the Charrette will be consolidated into a summary memo and a presentation for each of the four study areas.

Task 2.02.10b REMI Projections Update

The University of Texas at El Paso's Institute for Policy and Economic Development will update the City's current REMI Projections based on the transportation, land use, and urban design recommendations evolved over the course of the Charrette. These Projections will be refined following the Charrette together with the City.

Task 2.02.11 Technical Meetings

While working in the Open Design Studio, the team will schedule various technical meetings with government agencies, City officials and staff, Fort Bliss officials, key property owners, real estate brokers, developers, neighborhood associations, community groups, and other key stakeholders. These meetings will assist in the team's continued understanding of the physical, market, and organizational forces that are shaping the City. A number of key Dover-Kohl advisors will be involved in these technical meetings, and will be on-hand throughout the week to work with the City and the Dover-Kohl team. These advisors include Karen Minkel, Planning Director of Fayetteville, Arkansas and project director for CityPlan 2025, Fayetteville's award-winning comprehensive plan, who will provide guidance on policy, adoption, and implementation of the comprehensive plan. In addition, Robert Czerniak, Professor of Geography and Associate Vice President for Research at New Mexico State University, and Wayne Grinnell, former Director of Doña Ana County's Planning and Development Department and Vice President of Planning and Development at CSA Design Group, will consult with the design team and municipal staff on planning issues and strategies tailored for El Paso.

Task 2.02.12 Open House

At the end of the second full day of the Open Design Studio, the Dover-Kohl team will put down their pencils and pin-up their work for an informal, evening Open House in the Design Studio. This will give the community an opportunity to gather and provide input on the work-in-progress, providing an important feed-back loop while the planning concepts are still evolving. The input received during the Open House will inform the final two days of work in the Design Studio.

Task 2.02.13 Work-in-Progress Presentation

At the end of the Charrette, the team will present the work generated to date at a "Work-in-Progress" Presentation. Sketches and visualizations will be presented illustrating the hypothetical evolution of the study area, depicting areas of growth and retrofit. These initial plans will serve as examples of how the area can change and grow. Accompanying renderings will include "before and after" illustrations that show possible scenarios for redevelopment. Also, a summary of development strategies will be presented, highlighting the various opportunities for quality development in specific areas. The unifying City-wide vision and the Goals, Strategies and Action Items which will be further refined shall be introduced and discussed.

Task 2.02.14 Public Information Sessions

In addition to the tasks and deliverables provided for each of the four study areas, three public information sessions will be held over the course of the two Charrettes. These public information sessions will address City-Wide topics related to the Comprehensive Plan including transit-oriented development, school-neighborhood integration, and traditional neighborhood design.

FINANCIAL PROPOSAL

TASK ORDER 2:

COMPREHENSIVE PLAN CHARRETTES AND DRAFT COMPREHENSIVE PLAN DOCUMENT
MONTHS 6-12

Phase 1 - Analysis

\$ 244,240.00

During Phase I, Dover, Kohl & Partners will work with the City to design the public participation process, and kick off the project by using public outreach and mass media to build excitement for the Charrette. This phase will include a team visit to El Paso to meet with City staff, City Council, and key stakeholders, and to conduct on-site analysis. Phase I will include the compilation and review of all relevant information, including demographic analysis, previous planning studies, and the recently adopted citywide SmartCode. A physical framework, economic, and transportation analysis of the City will be conducted during this phase.

Phase 2 - Charrettes

\$ 800,724.00

Phase II is centered around two twelve-day Charrettes held on-site in El Paso. Throughout the course of the two charrettes, a full week will be dedicated to each of El Paso's study areas (totaling four weeks for the four study areas). During this week, unique work products will be made that are specific to the individual study area (West Side/Upper Valley, Northwest/Central area, East Side/ Mission Valley, and Fort Bliss). The first Charrette will dedicate the first week to the West Side/Upper Valley study area and the second week to the Northwest/Central area. The second Charrette will dedicate the first week to the East Side/ Mission Valley study area and the second week to Fort Bliss.

Total Fees

\$ 1,044,964.00*

***Reimbursable Expenses**

The fee estimate does not include reimbursable expenses. We estimate reimbursable expenses to be approximately \$191,342, and the cost overrun provision to be \$62A. Typical reimbursable expenses include travel (including transportation, food, and lodging), rental of spaces for use during the Charrettes (including spaces for public meetings and the design studio), reproduction expenses, mailing (overnight, priority, etc), long-distance telephone, commercial rentals (as required), supplemental insurance (as required by the Client), or any other miscellaneous or out-of-pocket expenses reasonably contemplated by the scope of services.



CERTIFICATE OF LIABILITY INSURANCE

OP ID OG
IMAGE-1

DATE (MM/DD/YYYY)

03/29/10

PRODUCER NCF Insurance Associates 8700 West Flagler Street #320 Miami FL 33174 Phone: 305-446-5474 Fax: 305-444-8796	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.												
INSURED Image Network, Inc. DBA Dover Kohl & Partners Joseph Kohl 1571 Sunset Drive South Miami FL 33143	<table border="1"> <tr> <th>INSURERS AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Admiral Insurance Co.</td> <td></td> </tr> <tr> <td>INSURER B: FL. Retail Fed. Self-Ins. Fund</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> </table>	INSURERS AFFORDING COVERAGE	NAIC #	INSURER A: Admiral Insurance Co.		INSURER B: FL. Retail Fed. Self-Ins. Fund		INSURER C:		INSURER D:		INSURER E:	
INSURERS AFFORDING COVERAGE	NAIC #												
INSURER A: Admiral Insurance Co.													
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INSURER C:													
INSURER D:													
INSURER E:													

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	INSR NRSD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
A		GENERAL LIABILITY	CA000010078-04	10/30/09	10/30/10	EACH OCCURRENCE	\$ 2,000,000
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000
		<input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR				MED EXP (Any one person)	\$ EXCLUDED
						PERSONAL & ADV INJURY	\$ EXCLUDED
		GEN'L AGGREGATE LIMIT APPLIES PER:				GENERAL AGGREGATE	\$ 2,000,000
		<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				PRODUCTS - COMP/OP AGG	\$ EXCLUDED
						Ded	5,000
		AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident)	\$
		<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
		<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
		<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
		<input type="checkbox"/> HIRED AUTOS					
		<input type="checkbox"/> NON-OWNED AUTOS					
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	\$
		<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC	\$
						AUTO ONLY: AGG	\$
		EXCESS / UMBRELLA LIABILITY				EACH OCCURRENCE	\$
		<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$
		<input type="checkbox"/> DEDUCTIBLE					\$
		<input type="checkbox"/> RETENTION \$					\$
B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	520204100000	01/01/10	01/01/11	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS	OT-HER
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)					
		<input type="checkbox"/> Y/N					
		If yes, describe under SPECIAL PROVISIONS below					
		OTHER				E.L. EACH ACCIDENT	\$ 100,000
						E.L. DISEASE - EA EMPLOYEE	\$ 100,000
						E.L. DISEASE - POLICY LIMIT	\$ 500,000
A		Professional Liab	EO000000835-09	10/30/09	10/30/10	Liability	1,000,000
						Ded	5,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
 Urban Planning and Design. Certificate holder is additional insured with respects to general liability. Waiver of subrogation applies against certificate holder.

CERTIFICATE HOLDER

CANCELLATION

CELPASO City of El Paso 2 Civic Center Plaza, 4th Floor El Paso, TX 79901	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL IMMEDIATELY MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE
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CERTIFICATE OF INSURANCE

SUCH INSURANCE AS RESPECTS THE INTEREST OF THE CERTIFICATE HOLDER NAMED BELOW WILL NOT BE CANCELED OR OTHERWISE TERMINATED WITHOUT GIVING 30 DAYS PRIOR WRITTEN NOTICE TO THE CERTIFICATE HOLDER, BUT IN NO EVENT SHALL THIS CERTIFICATE BE VALID MORE THAN 30 DAYS FROM THE DATE WRITTEN. THIS CERTIFICATE OF INSURANCE DOES NOT CHANGE THE COVERAGE PROVIDED BY ANY POLICY DESCRIBED BELOW.

- This certificate is for the following named insured as shown below:
- STATE FARM MUTUAL AUTOMOBILE INSURANCE COMPANY of Bloomington, Illinois
 - STATE FARM FIRE AND CASUALTY COMPANY of Bloomington, Illinois
 - STATE FARM COUNTY MUTUAL INSURANCE COMPANY OF TEXAS of Dallas, Texas
 - STATE FARM INDEMNITY COMPANY of Bloomington, Illinois
 - STATE FARM GUARANTY INSURANCE COMPANY of Bloomington, Illinois

Insurance coverage in force for the following named insured as shown below:

NAMED INSURED: THE STATE NETWORK INC DBA POWER, WATER & HEATING							
ADDRESS OF NAMED INSURED: 2774 SENECA DE MOULI TERREAU PL FRENCHVILLE							
POLICY NUMBER	222 7824-206-102						
EFFECTIVE DATE OF POLICY	10/1/2008						
DESCRIPTION OF VEHICLE (including VIN)	TRUCK						
ABILITY COVERAGE	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO					
LIMITS OF LIABILITY & BODY INJURY	Each Person						
	Each Accident						
b. Property Damage	Each Accident						
c. Bodily Injury & Property Damage Single Limit	\$5,000,000						
PHYSICAL DAMAGE COVERAGES	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO					
a. Comprehensive	\$ Deductible	\$ Deductible	\$ Deductible	\$ Deductible	\$ Deductible	\$ Deductible	\$ Deductible
b. Collision	\$ Deductible	\$ Deductible	\$ Deductible	\$ Deductible	\$ Deductible	\$ Deductible	\$ Deductible
EMPLOYERS NONOWNED & CARLIABILITY COVERAGE	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO					
HIRED CARLIABILITY COVERAGE	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO					
FLEET COVERAGE FOR ALL OWNED AND LICENSED MOTOR VEHICLES	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO					

Signature of Authorized Representative: _____ Title: _____ Agent's Code Number: 09-2061 Date: 10/25/08

Name and Address of Certificate Holder: _____ Name and Address of Agent:
 Walter E. Manned Insurance Agency, Inc.
 1100
 7000 Red Road
 South Miami, FL 33142

State of Florida



Department of State

I certify from the records of this office that DOVER KOHL & PARTNERS is a Fictitious Name registered with the Department of State on October 17, 1991.

The Registration Number of this Fictitious Name is G91290000159.

I further certify that said Fictitious Name Registration is active.

I further certify that this office began filing Fictitious Name Registrations on January 1, 1991 pursuant to Chapter 90-267, Laws of Florida.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the

Twenty-fourth day of October, 1991.



Jim Smith
Secretary of State