

AGREEMENT

St. Charles Parish Comprehensive Plan

THIS AGREEMENT is made and entered into this 28 day of April, 2009, by and between **St. Charles Parish, Louisiana** (hereinafter referred to as "the Parish") P. O. Box 302, Hahnville, LA 70057 and the firm of **Wallace Roberts & Todd, LLC** (hereinafter referred to as "the Consultant") 191 Giralda Avenue, Coral Gables, FL 33134, who agree and contract as follows:

WITNESSETH THAT:

WHEREAS, the Parish desires to prepare a Comprehensive Plan for St. Charles Parish,

AND

WHEREAS, the Parish desires to engage the Consultant to render certain professional services, hereinafter described, in connection with the preparation of the Comprehensive Plan, and the Consultant desires to provide said services;

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. **Contract with Consultant**

The Parish hereby agrees to contract with the Consultant, and the Consultant hereby agrees to perform services in connection with the St. Charles Parish Comprehensive Plan, as described in the **Scope of Services - Exhibit A**, which is attached hereto and made a part of this agreement.

2. **Term and Phases of Employment**

Consultant services will be performed in sequential phases, consistent with the intent of the Request for Proposals and the Consultants' submitted proposal, as follows:

Phase One: Mobilization
Phase Two: Vision

Phase Three: Existing Conditions / Trends / Issue Definition
 Phase Four: Policy Framework
 Phase Five: Comprehensive Plan Document

3. **Disposition of Work Materials**

All contract documents and similar work materials prepared by the Consultant in completing the scope of services shall be the property of the Parish.

4. **Personnel**

The Consultant represents that it has, or will provide, at its own expense, all personnel required in performing the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the Parish. All of the services required hereunder will be performed by the Consultant or under his supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized under the State, Federal, and Local law to perform such services. Consultant services will be directed by John Fernsler, AIA – Principal-in-Charge and Silvia Vargas, AICP – Project Director. The Parish shall be notified in writing of any change to the Consultant’s team.

5. **Subconsultants**

St. Charles Parish acknowledges and approves the assignment of a portion of the work in the Scope of Services to subconsultants Burk-Kleinpeter, Inc. (infrastructure and planning liaison) and LSA Associates, Inc (transportation).

6. **Changes**

The Parish or Consultant may, from time to time, request changes in the terms of this Agreement. Such changes, including any increase or decrease in the amount of compensation due to the Consultant, shall be mutually agreed upon by the parties hereto and shall be incorporated in written amendments to this Agreement.

6. **Compensation and Payments**

Consultant compensation shall be made on the basis of a Lump Sum Fee of \$298,313 Dollars. The Lump Sum Fee shall include all expenses incurred by Consultant in the performance of the Scope of Services, as shown in **Exhibit B – Budget**, attached hereto. Invoices shall be submitted monthly with supporting documentation indicating the percent complete of each Phase based on the proportion of the Lump Sum Fee assigned to each phase below. Payments shall be made within thirty (30) days of receipt of each approved invoice.

Phase One:	Mobilization	\$ 49,599
Phase Two:	Vision	\$ 36,605
Phase Three:	Existing Conditions / Trends / Issue Definition	\$ 75,897
Phase Four:	Policy Framework	\$ 86,933
Phase Five:	Comprehensive Plan Document	\$ 49,279

7. **Additional Services**

If authorized in advance in writing by the Parish, additional services required of Consultant, including, but not limited to design, set up, hosting, and/or maintenance of Comprehensive Plan webpage; Support Committee meetings and/or community forums or presentations; or other events not included in the basic Scope of Services and requiring additional trips to St. Charles Parish, shall be compensated based on amounts and work tasks as contained in the written authorization.

8. Schedule

The following are estimated timeframes for the performance of the work, subject to such variables as the scheduling of meetings and reviews, time necessary for the work of the Support Committee, etc.

Phase One:	Mobilization	1 Month
Phase Two:	Vision	3-5 Months
Phase Three:	Existing Conditions / Trends / Issue Definition	Concurrent with Phase 2
Phase Four:	Policy Framework	6-8 Months
Phase Five:	Comprehensive Plan Preparation	3-4 Months

9. Parish's Responsibilities

The Parish shall provide and/or perform the following in a timely manner so as not to delay the services of the Consultant:

- A. Designate a person with authority to act on the Parish's behalf on all matters pertaining to coordination with and direction of Consultant's work.
- B. Furnish to the Consultant all existing plans, studies, reports, and other available data pertinent to the work, and obtain or provide additional reports and data as required by the Consultant to the extent available. The Consultant shall be entitled to use and rely upon such information and services provided by the Parish or others as "best available" to perform the Consultant's services.
- C. Perform such other functions as are indicated in Exhibit "A", Scope of Services, including, but not limited to coordinating, scheduling and advertising all public meetings, Support Committee work sessions, community forums and public hearings associated with the performance of the Consultant's work; and arranging meeting venues.
- D. Provide timely review of Consultant work products and decisions and direction to Consultant.
- E. The Parish shall provide the Consultant with a St. Charles Parish Geographic Information Systems (GIS) parcel base map and database, which should include, land use, zoning, roadways, natural features, and infrastructure systems, if available.

10. Termination

This Agreement may be terminated by either party, with or without cause, by thirty (30) days written notice to the other party. In the event of any termination, the Consultant will be paid for all services rendered and reimbursable expenses incurred up to the date of

termination. The Parish will receive all work products prepared, in whatever state of completion, as of the date of termination.

11. Insurance

The Consultant agrees to obtain and keep in force, at its sole cost and expense, throughout the term of this contract, in a form and with a company satisfactory to the Parish, the following policies of insurance:

General Liability Insurance with combined single limits of not less than \$500,000;
Contractual Liability Insurance with combined single limits of not less than \$500,000; and
Statutory Worker's Compensation and Employer's Liability Insurance.

12. Equal Employment Opportunity

The Consultant will not discriminate against any employee or applicant for employment with regard to race, religion, sex, color, national origin, age, or disability. The Consultant will act to ensure that applicants are employed, and that employees are treated during employment, without regard to race, religion, sex, color, national origin, age, or disability.

13. Assignability

The Consultant shall not assign any interest in this Agreement and shall not transfer any interest in the same, whether by assignment or notation without the prior written consent of the Parish thereto; provided, however, that claims for money may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Parish.

14. Conditions Deliverables and Assurances

Consultant agrees to abide by the following requirements:

- A. Access to Records: Consultant agrees that the Parish, or any of its duly authorized representatives shall have access to books, documents, papers, and records of the Consultant related to the subject project for the purposes of making audit, examination, excerpt, and transcripts.
- B. Retention of Records: Consultant shall maintain all records pertaining to this contract for three (3) years after the Parish makes final payment.
- C. Use of Materials: No material produced in whole or in part under this Agreement shall be subject to copyright in the United States or in any other country. The Parish and Consultant shall have unrestricted authority to publish, disclose, distribute, and otherwise use, in whole or part, any report, data, or other materials prepared under this Agreement.

15. Findings Confidential

Any reports, information, data, etc. given to or prepared or assembled by the Consultant or its subcontractors under this Agreement, which the Parish requests to be kept confidential, shall not be made available to any individual or organization by the Consultant without prior written approval of the Parish.

16. Interest of Members of the Parish and Others

No officer, member, employee of the Parish and no member of its governing body, the locality or localities in which the Project is situated or being carried out, who exercises any function of responsibilities in the review or approval of the undertaking or execution of the Project, shall participate in any decision relating to this Agreement which affects his/her personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

17. Officials Not to Benefit

The Consultant is advised that no member, officer, or employee of the local public body or its designees or agents, no member of the governing body of the locality or localities in which the project is situated, and no other public officials of such locality or localities who exercises any functions or responsibilities with respect to the project during their tenure or for one (1) year thereafter, shall have any interest, direct or indirect, in the contract or subcontract, or the proceeds thereof for work to be performed in connection with the project.

18. Remedies

Except as may be otherwise provided in this Agreement, all claims, counterclaims, disputes, and other matters in question between the Parish and Consultant arising out of or relating to this Agreement or the breach thereof, will be decided by arbitration, if the parties hereto mutually agree, or in court of competent jurisdiction within the State of Louisiana.

19. Successors and Assigns

The Parish and Consultant each binds itself and its partners, successors, executors, administrators, and assigns to the other party to this Agreement and to the partners, successors, executors, administrators, and assigns, or such party, in respect to all covenants of this Agreement. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of Consultant, or of any public body that may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the Parish and the Consultant.

20. Miscellaneous Provisions

This Agreement shall be construed in accordance with the laws of the State of Louisiana. In case of one or more of the provisions in the Agreement shall for any reason be held invalid, illegal, or unenforceable in any respect, such as invalidity, illegality, or non-enforceability shall not affect any other provision thereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein. Any amendments to the Agreement shall not be effective unless consented to, in writing, by both parties.

IN WITNESS WHEREOF, the Parish and the Consultant have executed this Agreement on this the 28 day of April, 2009.

FOR WALLACE ROBERTS & TODD, LLC

By: C. Alyn Pruett
C. Alyn Pruett, AIA
Principal, WRT

M.H. PA
ATTEST

FOR ST. CHARLES PARISH

By: V.J. St. Pierre Jr.
V.J. St. Pierre Jr.
Parish President

Barbara Jacob Tucker
ATTEST

**St Charles Parish
Comprehensive Land Use Plan
Scope of Work – REVISED 4/9/09**

Exhibit A

Phase One: Mobilization

Timeframe for Completion: 1 month

This initial phase in the comprehensive planning process has two primary purposes. The first is to fine-tune the project's organizational structure, including responsibilities, schedule, and to structure mechanisms for public outreach and participation. A critical component of the project's organizational structure will be the creation of the job description and schedule of activities for the Comprehensive Plan Support Committee (CPSC).

The second purpose is to orient the consultant team to St. Charles Parish, its key issues, the status of prior and on-going planning initiatives, available GIS layers and other data and information resources available to inform the planning process. Activities that will take place during this phase include initial meetings with Parish staff and other governmental stakeholders, elected and appointed boards, a CPSC orientation and kickoff meeting and a day-long community tour. In addition a series of interviews will be conducted with community stakeholders (neighborhood associations, business owners, developers, community organizations, etc.) to gain an initial scan of the range of key issues, opinions, perceptions, concerns, and expectations for the comprehensive plan.

1.1 Project Kickoff

Kickoff meetings will be held with the CPSC, Parish Council, the Planning Commission, and Parish Staff to initiate a preliminary discussion of key issues. In addition, the consultant team, staff and, if appropriate, members of the CPSC, will participate in a community tour to familiarize the consultant with the Parish and to collect photographic data.

1.2 Information Array

The consultant will assess the availability of relevant plans and policy documents, GIS and other mapped data, and other information available to inform the planning process. The planning process will rely on existing, readily available data and base mapping. Data gaps may be identified that will be addressed in a mutually acceptable manner consistent with the project budget and schedule. The Parish staff will be responsible for assembling prior plans and background information and making them available to the WRT team.

1.3 Review of Available Information and Data

The Consultant and Parish staff will initiate the review and assessment of the base information received at or after the project kickoff. Parish staff will be responsible for collecting plans, mapping data and other background information and making them available to the WRT team in the form of a Data Book. Gaps (if any) will be identified and the Consultant will work with staff and relevant agencies to determine/agree upon the need and means to address such gaps.

1.4 Stakeholder Interviews

Over a 2-3 consecutive day period (which, for time- and cost-efficiency purposes, may be concurrent with the kickoff activities listed in Task 1.1) the Consultant will conduct individual and

small group interviews with community "opinion leaders," including, as appropriate, Parish staff, elected and appointed officials, CPSC members and representatives of key local and regional institutions and agencies, as well as representatives of civic, business and neighborhood associations, landowners, developers, economic development interests, etc. The sessions will serve to acquaint the Consultant with those opinion leaders likely to be instrumental in building consensus, and to provide insight into the range of opinions on the Parish's future. Parish staff will be responsible for identifying and contacting stakeholders, coordinating, and scheduling interviews.

Deliverable: Memorandum summarizing input received in stakeholder interviews.

1.5 Community Engagement Program

During this task, the consultant will work with staff and the CPSC in evaluating various outreach mechanisms to ensure that each segment of the population and all neighborhoods are engaged throughout the planning process. A community participation program will be designed on the basis of this evaluation. At a minimum, the program will include neighborhood and/or larger community meetings advertised through a variety of media, including email, mailings, face-to-face conversations, posters; branding of the comprehensive plan through the development of a "theme," logo and/or other brand strategies; and an interactive Comprehensive Plan webpage. We expect that the webpage will be linked to the Parish's website, and created by Parish staff, with website content provided by the consultant team. These outreach mechanisms will be tailored to fit the conditions of the Parish, and all methods will be tracked to evaluate their effectiveness in getting the word out to a representative cross-section of each community.

Deliverable: Memorandum summarizing the community engagement plan.

Phase Two: Vision

Timeframe for Completion: 3-5 months

What do we aspire to be as a community in 10-20 years?

Through a sequence of community-wide facilitated visioning events, as defined below, and an array of outreach techniques tailored to connect with all constituencies, the values, aspirations and expectations of St. Charles Parish citizens will be measured and documented. Areas of broad consensus on such issues as quality of life, community character, and sustainability will be used to articulate a Vision Statement. This Vision Statement then becomes the destination for which the Comprehensive Plan will act as the roadmap.

2.1. Community Forum Series #1: "Issues and Aspirations"

Up to four (4) public forums (held on consecutive days) will be conducted in locations throughout the Parish. In these approximately 2-3 hour long interactive workshop-format events, A form of a SWOT (strengths, weaknesses, opportunities, and threats) or similarly appropriate consensus-building technique will be used in these exercises. Consultants and CPSC members will facilitate discussions among small groups of citizen participants to define areas of consensus on community values and aspirations. Special attention will be paid to outreach to youth and under-represented groups into the planning process. As an example, the St. Charles Parish Schools administrators may be requested to invite students to participate in on-campus forums as a part of the social studies curriculum. In addition, youth will be invited to participate in all forums along

with adults. The local media will be encouraged to play a major role in attracting a wide spectrum of citizens. The consultant will document/tabulate, evaluate, and summarize the input received to identify key areas of community consensus and emerging themes for the development of a Vision Statement. Parish Staff will be responsible for the arrangement and set-up of meeting venues, advertising and public notices.

Deliverable: Working Paper documenting public input received including tabulation of results and input received in community forums.

2.2 Vision Statement

Using documentation of input from the previous task, the Consultant will work with the CPSC to articulate a Vision Statement that captures citizen values and aspirations for the Parish's future expressed in the community forums. This Vision Statement will be a simple, clear depiction in text and images of the kind of place citizens want St. Charles Parish to be in 20 years and beyond. The Vision Statement will be presented to Parish Council for their adoption as the policy touchstone for the development of the comprehensive plan.

Deliverables: Written Vision Statement and PowerPoint presentation including photographs and other graphic depictions of issues/vision.

Phase Three: Existing Conditions/Trends/Issue Definition

Timeframe for Completion: Concurrent with Phase 2

What are our current development conditions and what deficiencies do we have now? What are we in the process of becoming? What will St. Charles Parish look like in 10 and 20 years if we do nothing different? How does this trend scenario compare with our vision?

Concurrent with the development of the vision, a trend scenario(s) will be developed to identify the likely future form and character of St. Charles Parish based on projected population growth and development capacities; land use policies, development regulations, and capital investments; and external factors at the national and global scales, such as socioeconomic trends and climate change.

Elements of the community assessment will include an analysis of the regulatory/planning context; analyses of the existing condition of the Parish systems in terms of physical and functional factors; and socio-economic/growth projections. Variables such as housing preferences, land use obsolescence and reinvestment, and effects on natural and man-made (infrastructure) systems will be considered.

3.1 Existing Conditions and Trends Assessment

The physical and functional structure of the Parish will be mapped and analyzed including the following areas of investigation:

- Inventory of existing land use
- Assessment of current zoning / land development regulations and other policies and regulations that contribute to shaping future change
- Identification of neighborhood and other functional sub-districts
- Identification of key natural and cultural resources and environmental constraints

- Documentation of development trends
- Status of planned and proposed developments
- Area wide character assessment (identifying activity centers, corridors, districts, nodes, neighborhood types, landmarks/historic resources, environmental/open space features)
- Identification of areas susceptible to change and obsolescence
- Identification of "factors for change": planned and proposed capital investments that will likely influence growth patterns (schools, road widening, utility extensions, etc.)
- Public facilities inventory and assessment (schools, public safety, infrastructure, parks and recreation)* See Parks, Recreation and Open Space Methodology below
- * See Infrastructure Methodology below
- Mobility Report Card which reports the status of the existing roadway network regarding roadway system connectivity and efficiency. The non-auto mobility options will also be reported including transit, bicycle and pedestrian circulation. *See Transportation Methodology below
- Transportation system assessments using current daily traffic volumes and anticipated growth rates, forecasted traffic volumes along major facilities and levels of service evaluation will be made for both the current and forecast year. * See Transportation Methodology below
- General assessment of housing condition, type and affordability based on census or other readily available information.

Parks, Recreation and Open Space Methodology

In addition to the above, the Consultant will perform the following tasks in preparation for the development of the Parks, Recreation and Open Space Element in Phase 4 of the planning process.

- Park and Open Space Inventory
This task will utilize existing available information including aerial photos, maps, databases, and site plans, to prepare a comprehensive inventory of the Parish's park, recreation and open space resources, both active and passive, and including applicable park classifications (mini, neighborhood, community, regional, and resource-based).
- Utilization Review
This task will evaluate the present level of use of existing parks and recreation facilities and evaluate the recreational utility of undeveloped park and open space acreage. Specific attention will be given to geographic coverages and travel times.
- Needs Estimates
Using NRPA and/or peer communities LOS standards, the Consultant will evaluate the Parish relative to present and projected populations to establish a "baseline" of present and future park, recreation and open space needs. These needs will then be compared with the inventory of existing park and recreation resources to identify park and recreation "deficits," if any, by facility category.
- Park Development Strategy
This task will identify a strategy of short- and long-range park and recreation development objectives, including targets for the development of various park acreages, park categories and recreation facility types needed throughout the Parish.

Infrastructure Methodology

The Consultant will perform the following tasks as part of the methodology to prepare the Infrastructure Element.

- Infrastructure Inventory

This task will utilize existing available information, including aerial photos, GIS data, studies and other applicable drawings supplied by the Parish to prepare a comprehensive inventory of infrastructure resources, including water, sewer, and drainage facilities.

- Utilization Review

This task will review the present drainage canal system, water system, and sewer system, and will identify certain portions of the Parish that could be candidates for expansion in the various infrastructure categories. For example, a brief assessment of the sewer network and its location relative to potential expansion areas and general capacities will be performed.

- Needs Estimates

This task will apply an array of infrastructure Level of Service (LOS) Standards to the present and projected population to establish "baseline" present and future water, sewer, and drainage needs. These needs will then be compared with the inventory of existing infrastructure resources to measure "deficits" by infrastructure category.

- Infrastructure Development Strategy

This task will identify a strategy of short and long range infrastructure objectives, including targets for water, sewer, and drainage facilities needed throughout the Parish.

Transportation Element Methodology

In addition to the above, the Consultant will perform the following tasks in preparation for the development of the Transportation Element in Phase 4 of the planning process.

- Transportation System Inventory / Mobility Assessment

This task will utilize existing available information from St. Charles Parish, the MPO, LDOTD and other sources to document the present and planned transportation network in St. Charles Parish and assess its adequacy in meeting the mobility needs of the Parish.

The assessment will include, but may not be limited to, the following:

- Road network connectivity / spacing of collectors and arterials
- Road network discontinuities (dead-end subdivisions, rail barriers, east bank – west bank)
- Inter / intra Parish travel times
- Road classifications / hierarchies (rural vs. urban)
- Access management conflicts
- Safety considerations (road / lane width, travel speeds, conflicting modes, truck access patterns, etc)
- Peak hour congestion patterns
- Accommodation of pedestrian / bicycle mobility
- Availability of transit service

- Transportation / Mobility Concept Development

This task will identify concepts for transportation and mobility enhancement to meet the needs of future land use and growth management scenarios. Concepts may include, but may not be limited to:

- New collector corridors to connect dead-end subdivisions
 - Conceptual future (arterial) thoroughfares to be reserved
 - Additional rail crossings
 - Road upgrades / expanded road capacities (widening, conversion from rural to urban configurations, etc.)
 - Additional signalization
 - Potential regional commuter rail
 - Potential corridor overlay districts for improved access management
 - Potential development standards for pedestrian / bicycle accommodation
 - Potential enhanced transit service
- Transportation Element
 In addition to goals, objectives and policies for meeting the mobility needs of future populations and land use patterns the Transportation Element will include, but may not be limited to:
 - A Conceptual Thoroughfare Plan identifying a hierarchy of future arterial and collector road corridors necessary for a functional interconnected road network.
 - Priority short and long term conceptual (pre-engineering) road network improvements, including new road linkages, widenings, intersections, rail crossings, necessary to implement the Conceptual Thoroughfare Plan
 - Recommendations for development standards pertaining to access management, required bicycle and pedestrian accommodation in new developments, and subdivision connectivity / collector road spacing and the application of rural vs. urban road standards.

3.2 Trend Growth Scenario

A Trend Growth Scenario will be prepared to include the following components:

- Baseline economic and demographic variables.
- Demographic and socioeconomic trends and projections in appropriate increments from base year 2009 to 2019 and from 2019 to 2029.
- Translation of population forecasts into projections of demand for housing and for commercial and other non-residential land uses and associated land areas.
- Identification of existing or potential economic and growth “drivers.”
- Preliminary identification of likely geographic allocations of residential and commercial growth based on development suitabilities and factors for change identified above.

Growth scenarios will be analyzed to identify likely fiscal implications.

Deliverable: Interim report documenting the diagnostic of existing conditions and trends growth scenario. A series of diagrams will be created to document these conditions and accompany the analysis.

3.3 Trend Scenario/Vision Statement Comparison

To provide the CPSC, staff, elected officials and the public a clear understanding of how St. Charles Parish may have to “change course” to move in the direction of the Parish Vision

developed in Phase Two, the trend scenario will be evaluated for its performance in achieving the Vision Statement. Factors that may be considered in this evaluation include:

- Implications on transportation systems
- Infrastructure implications
- Impacts on open space and natural resources
- Implications for community character (a qualitative assessment)
- Fiscal implications on St. Charles Parish

Deliverable: Memorandum documenting the Trend vs. Vision evaluation.

3.4 Community Forum Series #2: "Trend Growth Scenario"

A second community forum series of up to four (4) consecutive meetings will be held to invite citizen participants to review the dynamics of change and Trend Growth Scenario. In these approximately 2-hour long interactive meeting formats, Consultants and CPSC members will present a summary of the results of the analysis conditions and trends, and a comparison of the trend scenario with the previously prepared Vision Statement. Comparing the Vision with the possible future trend will give the community a "wake-up call," thus raising public awareness of what is at stake. This will serve as a starting point for discussions among participants on needed "course corrections."

3.5 Joint Planning Commission / Parish Council Briefing

The Consultant along with members of the CPSC, will lead a joint (or consecutive) briefing(s) of the Planning Commission and Parish Council to review the results of Phases Two and Three and to receive direction on next steps.

Phase Four: Policy Framework

Timeframe for Completion: 6-8 months

What are choices in direction, strategy, and tactics? Which will be most effective in realizing St. Charles Parish's Vision?

This step of the planning process will seek to identify a framework of strategic directions and policies necessary to achieve a sustainable future for St. Charles Parish consistent with the Vision. To help answer these questions, the Consultant will collaborate with St. Charles Parish staff and the CPSC to create a series of alternative strategic directions, policies and concepts for the pattern of development and the management of growth and change. These concepts will examine such variables as development density and intensity, the mix of development types, the placement of new transportation and infrastructure system improvements, staged urban expansion, the placement of new employment, commercial and mixed use activity centers, environmental resource and open space protection measures, among other variables. The consultant team will collaborate with the CPSC and staff in evaluating and defining consensus on an optimum set of broad strategic directions and associated goals, objectives and policies.

4.1 Preliminary Goals, Objectives and Policies

Draft goals, objectives and policies (GOPs) will be developed for each plan element for consideration by the CPSC. Following CPSC direction concerning refinements to the GOPs, the

Consultant will prepare a final report and PowerPoint presentation of the Goals, Objectives and Policies for the following plan elements, which combine some of the items listed in the RFP:

- Land Use
- Economic Development
- Housing and Neighborhoods
- Transportation
- Community Character: Built and Natural Environment
- Infrastructure and Public Facilities
- Parks, Recreation and Open Space (based on results of Phase 3)
- Capital Improvement Program

Deliverable: Technical memoranda describing the Policy Framework consisting of strategic directions and associated goals, policies and strategies to address the specific issues identified in Phases Two and Three for refinement by the Steering Committee.

4.2 Draft Comprehensive Plan Maps

In addition to the Preliminary Goals, Objectives and Policies, Draft Comprehensive Plan Maps will be prepared to graphically depict the future pattern of development and the conceptual future array of public facilities and protected resources. These maps, which are separate from the "existing conditions and trends" map series, may include the following:

- Future Land Use Map
- Transportation and Mobility Map (Thoroughfares, transit and bicycle)
- Infrastructure Systems / Service areas
- Urban Design
- Parks Recreation and Open Space
- Environmental Resources
- Public Facilities

Deliverable: Draft Comprehensive Plan maps.

4.3 Community Forum Series #3: "Consensus on Direction"

A series of up to two (2) consecutive community forums will be conducted to review and receive public input on the Preliminary Goals, Objectives and Policies. These may take the form of interactive half-day open houses, with cyclical presentations conducted by Consultants and CPSC members.

4.4 Joint Planning Commission / Parish Council Briefing

Following review and refinement based on input received at the public forums, and as directed by the CPSC, the Consultant, along with members of the CPSC, will lead a joint (or consecutive) briefing(s) of the Planning Commission and Parish Council to review the Policy Framework and to receive direction to proceed with preparation of the Comprehensive Plan Document.

Phase Five: Comprehensive Plan Document

Timeframe for Completion: 3-4 months

The fifth and final component of the planning process will define specific strategies and actions that link and coordinate decisions on land use, transportation, infrastructure, economy, and the other plan elements and integrate them in an action plan to be carried forward into implementation.

Draft Plan: *How do we apply our Strategic Directions and Policy Framework in each plan element?*

The Draft Comprehensive Plan will "put the meat on the bones" of the Vision, Strategic Directions, Policy Framework, and Preferred Scenario by developing strategies and actions for each of the plan elements. As with the previous steps, a variety of means will be used to engage citizens and stakeholders in defining strategy and action priorities.

5.1 Preliminary Draft Comprehensive Plan

A preliminary draft Comprehensive Plan document will be prepared for review by the CPSC. The anticipated structure of the Draft Comprehensive Plan is as follows:

- Background
- Comprehensive Plan Purpose and Process
- Vision Statement
- Community Assessment
- Growth Trends / Projections / Scenarios
- Issues Identification
- Plan Elements: Goals, Objectives and Policies will be presented for each plan element along with supporting narrative text and graphics.
- Plan Implementation:
 - Procedures for Plan Monitoring, Revision, Amendments and Updating
 - Regulatory Framework (identification of necessary changes to zoning and development regulations based on the Annotated Outline)
 - Capital Improvement Plan (priority capital improvements identified in the Transportation, Infrastructure and Parks, Recreation and Open Space Elements, with order of magnitude costs and approximate timeframe)
 - Action Agenda (Short, Mid and Long-Term actions and responsibilities)

Deliverable: Draft Comprehensive Plan Document - one (1) CD for printing and one (1) hard copy for reproduction. This scope assumes that the Parish will print, assemble and bind the hard copy draft documents in-house.

Plan Refinement: *How do we shift from policies and strategies to a fine-tuned action agenda? How do we measure public support for priority actions and key capital investments?*

To be effective, the Comprehensive Plan must go beyond merely citing statistics, stating an intent, or describing a desirable future. It must be structured both to guide day-to-day decisions on matters such as zoning, development approvals, and spending priorities, and to function as the Parish's "to-do list." As such, it should identify specific actions to be taken within specific timeframes, assign responsibilities, and prescribe protocols for an annual "report card" to ensure

accountability. This step has three overriding requirements for success. First, it is essential that the strategies and the action agendas for all plan elements be fully integrated, mutually supportive, and synergistic. Second, there needs to be demonstrable, broad-based public support for the priority actions called for in the plan, particularly those that involve substantial investments in capital improvements. Third, the actions must build capacity for implementation by involving and leveraging the resources of partners in the public, private, nonprofit, and institutional sectors.

5.2 Public Review Draft Comprehensive Plan

Using feedback from staff and the CPSC, the Comprehensive Plan document will be refined and prepared for public review. This draft will be presented in one (1) or more consecutive open houses, as well as in a joint (or consecutive) session(s) of the Planning Commission and Parish Council.

Deliverable: Public Review Draft on CD for printing and reproduction as well as hard-copy document (number of CDs and hard copies to be determined). Alternatively, the Parish may choose to print, assemble and bind the hard copy Public Review drafts in-house to reduce costs.

Plan Adoption: *How do we create momentum to move seamlessly into plan implementation?*

Although procedures for plan adoption, including required notices and hearings are specified by ordinance, the adoption process must not rely on the legally prescribed measures alone. What is necessary is an effective communication initiative to reach out to the vast majority of citizens who will not read the plan in its entirety. Though techniques as "branding;" various means of public communications and outreach to highlight important themes for the general public; and production of user-friendly and visually engaging "plan summaries," the Comprehensive Plan will be made relevant and accessible to all St. Charles Parish constituencies.

5.3 Final Plan Review / Adoption

Following review, refinements and approval of the draft plan document, the Consultant will prepare a final plan document. The Consultant will participate in up to two (2) public presentations for the purpose of plan adoption.

Deliverables: Final Comprehensive Plan files on CD for printing and reproduction as well as hard-copy document (number of CDs and hard copies to be determined). Alternatively, the Parish may choose to print, assemble, and bind the final hard copy books in-house to reduce costs. The plan document will include all graphics, tables, charts and maps in formats compatible with Parish software.

St. Charles Parish, LA
Comprehensive Plan

Exhibit B - Budget

Component / Task / Subtask	Estimated Labor												Total Staff Labor (in hours)	Est. Cost by Task and Phase	
	WRT				LSA				BKI						
	Principal in Charge	Project Director	Consult. Principal	Planner/Urban Designer	Planner	Admin./Clerical	Principal	Principal	Associate	Supervising Engineer	Engineer	Supervising Planner			Planner
1. Project Mobilization	40	56	8	10	62	1	52	4	4	12	32	6	18	305	\$ 49,599
1.1 Project Kickoff	12	16	4	2	8	1	24			4	2	2	2	74	\$ 11,968
1.2 Information Array	4	4		2	20	1				1	2			32	\$ 3,422
1.3 Review of Available Data	4	8		4	12		4		4	2	8	1	2	53	\$ 6,902
1.4 Stakeholder Interviews	20	20	4	4	20		24			4	16	2	8	122	\$ 18,008
1.5 Community Engagement Program Estimated Number of Trips: 1 Team Participants: +/- 5 Direct Expenses	4	8		2	2					1	4	1	4	24	\$ 3,379
2. Vision	56	72	4	0	56	1	0	0	0	2	6	5	14	216	\$ 36,605
2.1 Community Forums - Series One	32	40	4		40	1				1	4	4	12	138	\$ 19,378
2.2 Vision Statement Estimated Number of Trips: 2 Team Participants: Trip 1: +/- 4; Trip 2: 3 Direct Expenses	24	32			16					1	2	1	2	78	\$ 11,607
3. Existing Conditions and Trends Assessment	48	88	8	16	148	2	60	20	60	10	56	7	24	547	\$ 75,897
3.1 Existing Conditions and Trends	8	32	2	8	72	1	20	20	40	2	16	2	2	223	\$ 27,529
3.2 Trends Growth Scenario	16	24	4	8	60		16			6	24	2	5	166	\$ 21,792
3.3 Trend Scenario/Vision Comparison	4	8	2		8		24	20		1	12	1	4	84	\$ 11,719
3.4 Community Forum - Series Two Estimated Number of Trips: 2 Team Participants: Trip 1: +/- 4; Trip 2: 3 Direct Expenses	20	24		8	8	1				1	4	4	12	74	\$ 10,834
4. Policy Framework	100	116	8	28	144	2	20	8	24	9	62	8	28	557	\$ 86,933
4.1 Preliminary Goals, Objectives and Policies	64	60	8	16	68	1	8			2	10	2	8	247	\$ 35,173
4.2 Draft Comprehensive Plan Maps	12	32		12	72		12	8	24	6	48	2	8	256	\$ 28,998
4.3 Community Forum - Series Three Estimated Number of Trips: 6 Team Participants: +/- 3 per trip Direct Expenses	24	24		4	4	1				1	4	4	12	74	\$ 11,242
5. Comprehensive Plan Document	64	112	4	8	108	2	16	0	0	2	5	2	5	328	\$ 49,279
5.1 Preliminary Draft Comprehensive Plan	28	48	2	8	60	1	15			1	2	1	2	169	\$ 22,976
5.2 Public Review Draft	16	32			32					2	2		2	84	\$ 11,208
5.3 Final Plan Review/Adoption Estimated Number of Trips: 2 Team Participants: +/- 3 per trip Direct Expenses	20	32	2		16	1				1	1	1	1	75	\$ 11,044
Labor	308	444	32	62	518	8	148	32	88	35	161	28	89	1,953	\$ 298,313
Total Estimated Cost															\$ 298,313
Optional Tasks: Comprehensive Plan Webpage															\$ 25,000

Design, Set Up, Hosting, and Update/Maintenance for up to 2 years (cost approximate depending on design complexity, etc.)