

Exhibit C: Scope of Services

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INTRODUCTION

This scope of services involves the development of an Ada County-Wide Transportation and Land Use Guide Plan (“Guide Plan”). Phase 1 is the public process development and adoption of the Guide Plan, while Phase 2 involves specific implementation of the Guide Plan through preparation and adoption of comprehensive plan elements and land development regulations by Ada County, Boise, Eagle, Garden City, Kuna, Meridian, and Star, and the Ada County Highway District (“Governing Boards”). The tasks for Phase 2 will be conducted concurrently with late Phase 1 tasks to expedite the project.

The scope of services describes the budget for each phase, the anticipated budget amounts for each individual task and anticipated expenses and travel expenses based on the number of person-trips. A “person-trip” is defined as one trip for one member of the consultant team. Resources may be shifted between tasks based on needs adjustment during the project.

PHASE 1: COUNTYWIDE PLAN

Overview:

Phase I involves the public processing and drafting of the Guide Plan. Phase I will be coordinated with, the Transportation Study for *Communities in Motion*, the Regional Long-Range Transportation Plan (“LRTP Study”) being prepared by the Community Planning Association of Southwest Idaho (COMPASS) concurrent with this project. There will be no duplication of services between this project and the LRTP Study.

The total budget for Phase I is \$410,000.00. The specific amount assigned to each task is described in “budget allocation” below. The steering committee shall retain a local project coordinator to coordinate meeting logistics, and facilitate communications between the project team, steering committee members, the LRTP and other key stakeholders. The cost for the local project coordinator will be separately paid for by the Governing Boards and will not be part of the budget for this project.

Tasks:

Task 1: Steering Committee Workshop 1.

Meeting with the Steering Committee to explain growth management and Smart Growth systems and techniques; review current status of comprehensive plans and land development regulations; review Guide Plan and LRTP Study Scope of Services and timelines, person-trips: 1.

Task 2: Initial Review and Analysis

2.1 Data Assembly.

Obtain supplemental reports, plans, ordinances, files, maps, surveys, and other data required to supplement existing information (e.g., aerial photography, GIS data, assessors land use data). In addition to providing available data, the governing entities will supplement the consultant's existing list of key contacts to identify resources and stakeholders to be consulted during the project. Consultant will prepare a bibliography of available information and share the bibliography with the LRTP Study consultants.

2.2 Physical Assessment.

Evaluate all available resource materials necessary to complete the physical planning portion of the plan. Materials will include maps or diagrams depicting physical features, existing land uses, transportation, existing utilities and services, service areas and environmental characteristics (e.g. slopes, floodplain, and other constraints), platted and un-built subdivisions and locations of all building permits (commercial and residential).

2.3 Planning Assessment.

Review of local comprehensive plans and policy materials, capital improvements programs and plans, specific area plans, redevelopment plans, and planning studies and reports. The objective of this task is to assess planning constraints/opportunities, and to identify adopted goals, objectives, policies and strategies.

2.4 Regulatory Assessment.

Review and analyze constitutional provisions, state statutes, judicial cases, local land development regulations and manuals to identify gaps in authority.

2.5 Growth Assessment.

Review available demographic information to identify growth trends in cities, city impact areas and unincorporated areas throughout the county; and subdivision and building permit activity data. Adopted population and employment projections provided by local governments will help to identify growth areas. The growth assessment will enable decision-makers to understand past growth trends, the factors promoting these trends and the long-term impacts of continuing recent trends. Consultant will coordinate with the LRTP Study consultants to ensure that both projects use the same base data for the growth assessment.

2.6 Community Issues Identification

2.6.1 Focus Groups with Stakeholders

Conduct focus groups with stakeholders involved in growth and service provision issues. Up to eight focus groups are anticipated. Input will be summarized in a "Needs, Issues and Opportunities Report" described in task 2.7. These focus groups will be conducted in conjunction with the COMPASS LRTP Study outreach. Consultant will assist with the COMPASS LRTP Study by coordinating with the LRTP consultants in developing presentations and visioning workshop sessions for public outreach in Ada and the four (4) adjacent counties to ensure consistency.

Person-Trips: 2

2.6.2 Community Workshop

Conduct three community-wide workshops, two at appropriate city locations to be determined and one in the unincorporated area of the county, to identify issues which are vital to quality of life. These workshops will identify shared values and desires for the county's future and consensus for specific community policies and actions. This workshop will be conducted in conjunction with the COMPASS LRTP Study outreach and visioning process.

Person-Trips: 3

2.7 Needs, Issues and Opportunities Report.

Prepare a "Needs, Issues and Opportunities" report summarizing the findings in Tasks 2.1-2.6; identifying planning and regulatory needs; suggesting opportunities for improving substantive and procedural requirements; and, where applicable, recommending ways to coordinate local planning and regulatory efforts. This report will be provided to the LRTP Study consultants for review and comment.

2.8 Steering Committee Workshop.

Facilitate a Steering Committee workshop will review the findings from tasks 2.1-2.7 to develop a common understanding of growth related strengths, weaknesses, opportunities and threats and discuss issues that must be addressed through the alternatives process. The LRTP Consultants will be invited to provide comments at this workshop.

Person-trips: 1

2.9 Interim Development Regulations.

Draft an interim development ordinance that may be adopted at the option of the governing entities that will review the establishment of uses not already in the pipeline that will become non-conforming to the future Transportation and Land Use Guide Plan including corridor right of way; corridors and centers; economic development areas; and agricultural and environmentally sensitive lands.

Task 3: Alternatives Map

3.1 Steering Committee Workshop.

Hold a workshop with the steering and technical committees to assess the scenarios identified in Task 7 COMPASS LRTP Study. Participants will work in small groups with maps to identify projected residential and commercial growth throughout the County through the LRTP alternatives. This workshop will be conducted in conjunction with the COMPASS LRTP Study outreach and visioning efforts.

Person-trips: 1

3.2 Community Workshops.

Conduct three community workshops (two within cities and one in the unincorporated area of the county) during which participants will present their views for identifying projected growth throughout the County within the LTRP alternatives. This information will be used to supplement the steering committee's work in task 2.1. These workshops will be conducted in conjunction with the COMPASS LRTP Study outreach and visioning efforts.

Person-trips: 3

3.3 Alternatives Mapping.

Consolidate the information from the workshops in task 2.1 and 2.2 to generate 4 growth alternatives (including a trend alternative) for comparison. Each alternative will be mapped (in GIS format) and defined in terms of population and employment distribution, as well as key growth policies required to affect each alternative. Mapping of alternatives shall be conducted in coordination with the COMPASS Transportation Study scenarios development process.

3.4 Technical Committee Work Session.

Meet with the technical committee and representatives of the Governing Boards to discuss the implications of the alternatives and identify key policy implications associated with each alternative. This work session will be conducted in conjunction with the COMPASS LRTP Study consultants. Prior to this meeting, the technical committee shall meet with COMPASS Transportation Study representatives to discuss coordination and project timing issues.

Person-trips: 1

Task 4: Refine Alternatives Map

4.1 Steering Committee Workshop.

The steering committee will solicit recommendations for adjustments prior to beginning the analysis in Task 5. Representatives of the COMPASS LRTP Study will be invited to provide comments and recommendations at this workshop.

Person-trips: 1

4.2 Technical Committee Work Session.

Conduct a workshop with the technical committee to refine growth tier, land use, employment and population assumptions. The technical committee will assign responsibilities for different elements of the analysis (e.g., traffic modeling, transportation infrastructure improvement identification, etc.). Representatives of the COMPASS LRTP Study will be invited to participate in this work session to discuss coordination and project timing issues as well as to participate in the primary agenda.

Person-trips: 1

Task 5: Alternatives Impact Analysis

5.1 Initial Analysis.

Meet with the staffs of the governing entities and COMPASS to refine population and employment allocations by traffic analysis zone and prepare demand data for further analysis. Population and employment data for Ada County will be delivered in digital form to the COMPASS consultant for traffic modeling. Holding capacity and numbers of dwellings will be summarized by service area for analysis of the demand/capacity implications for other public facilities and services, including: water, wastewater, stormwater, schools, parks and public safety. Issues of community character and form will be addressed in a qualitative manner.

Person-trips: 1

5.2 Technical Committee Work Session.

Conduct a work session with technical committee members to discuss suitable approaches to refine cost and revenue estimates for each public facility and service. Consultants for the COMPASS LRTP Study will participate in this discussion, as well as a discussion of other project coordination and timing issues.

Person-trips: 1

5.3 Implementation Strategy Development.

As part of the alternatives analysis, identify the roles of agencies in implementing each alternative, including changes to existing plans, policies, regulations and intergovernmental service arrangements. Following the definition of a preferred alternative, outline the implications of the preferred alternative for each member jurisdiction. This information will be forwarded to the COMPASS LRTP Study representatives.

5.4 Steering Committee Workshop.

Conduct a workshop to report initial findings and implications associated with each alternative, to describe data that will be provided for each alternative and the approach used to analyze the impacts. Representatives of the COMPASS LRTP Study will be invited to participate in discussions of the findings.

Person-trips: 1

5.5 Alternatives Analysis Report.

Assemble a report contrasting the impacts of each growth alternative after 5, 10 and 20 years. Prior to delivering the report to the steering committee, a copy will be provided for review by technical committee members and representatives of the COMPASS LRTP Study, who also will be invited to attend the workshop and supplement information provided in the Report

Task 6: Select Preferred Alternative

6.1 Steering Committee Workshops.

Facilitate three workshops to discuss the alternatives analysis and to forge consensus for a preferred alternative. Representatives of the COMPASS LRTP Study will be invited to attend these workshops.

Person-trips: 3

6.2 Community Workshops.

Conduct three community workshops prior to the final steering committee workshop in task 6.1 to discuss the implications of the preferred alternatives and solicit recommendations for elements of the preferred alternative. These workshops will be conducted in conjunction with the COMPASS LRTP Study public outreach program.

Person-trips: 3

6.3 Governing Entity Workshop.

Review and adopt the preferred alternative.

Person-trips: 1

Task 7: Preferred Alternative Implementation Strategy

7.1 Draft Implementation Strategy.

Prepare detailed outlines of planning and regulatory amendments required to implement the preferred alternative. This information will be provided to representatives of the COMPASS LRTP Study for review and comment.

7.2 Steering Committee Workshop.

Present the implementation recommendations to the steering committee for review, comment, and recommendations.

Person-trips: 1

Task 8: Initial Plan Draft

8.1 Draft Plan.

Prepare a county-wide transportation and land use guide plan based on the preferred alternative. This document will incorporate appropriate portions of the COMPASS LRTP Study and be provided to representatives of that the LRTP study for review and comment.

8.2 Steering Committee Workshop.

Conduct two workshops with the steering committee to review and refine the draft plan recommendations.

Person-trips: 2

Task 9: Stakeholder and Public Review

9.1 Community Workshops.

Conduct three workshops to gather public input on the draft plan. These workshops will be conducted in conjunction with the COMPASS LRTP Study public outreach program.

Person-trips: 3

9.2 Focus Groups.

Conduct up to five focus groups to discuss the implications of the plan and to gather comments from stakeholders. These focus groups will be conducted in conjunction with the COMPASS LRTP Study public outreach program.

Person-trips: 1

9.3 Decision-Maker Workshop.

Conduct a workshop with the elected leaders of each participating agency to discuss the implications of the plan and to present detailed outlines of the recommended plan and regulatory amendments required for the agency to implement the plan. Representatives from the COMPASS LRTP Study will be invited to attend this workshop.

Person-trips: 1

9.4 Optional Survey.

At the discretion of the governing entities and subject to provision of additional funding, a local firm will be retained to oversee the preparation and conduct of a statistically valid survey focused on plan issues. The local firm will conduct a workshop with the steering committee to solicit input on the draft survey instrument.

Task 10: Refine Plan Draft

10.1 Steering Committee Workshop.

Report the findings from task 8 to the steering committee and solicit final recommendations.

Person-trips: 1

10.2 Plan Refinement.

Revise the plan to incorporate final recommendations of the steering committee. The County, ACHD and the six cities will approve the Final Plan as a Countywide Transportation and Land Use Guide Plan.

Task 11: Plan Regulation Adoption

11.1 Plan Adoption.

Revise the Inter-governmental Agreement to attach the approved Final Plan as an Appendix. The IGA will authorize (a) preparation of three new elements in each entity’s comprehensive plan: growth management, land use and transportation elements; and (b) plan implementation through land development regulations.

Budget Allocation:

Task	Description	Budget
Task 1: Intergovernmental Agreement.		\$2,384
Task 2:	Initial Review and Analysis	\$126,465
2.1	Data Assembly.	\$5,960
2.2	Physical Assessment.	\$19,868
2.3	Planning Assessment.	\$19,868
2.4	Regulatory Assessment.	\$19,868
2.5	Growth Assessment.	\$9,934
2.6	Community Issues Identification	
2.6.1	Focus Groups with Stakeholders	\$8,544
2.6.2	Community Workshop	\$9,240
2.6.3	Steering Committee Workshop 1	\$4,272
2.7	Needs, Issues and Opportunities Report.	\$19,868
2.8	Steering Committee Workshop.	\$4,272
2.9	Interim Development Regulations.	\$4,769
Task 3: Alternatives Map		\$28,116
3.1	Steering Committee Workshop.	\$4,272
3.2	Community Workshops.	\$9,638
3.3	Alternatives Mapping.	\$9,934
3.4	Technical Committee Work Session.	\$4,272
Task 4: Refine Alternatives Map		\$8,544
4.1	Steering Committee Workshop.	\$4,272
4.2	Technical Committee Work Session.	\$4,272
Task 5: Alternatives Impact Analysis		\$80,170
5.1	Initial Analysis.	\$22,948
5.2	Technical Committee Work Session.	\$4,272
5.3	Implementation Strategy Development.	\$7,948
5.4	Steering Committee Workshop.	\$4,272
5.5	Alternatives Analysis Report.	\$40,730
Task 6: Select Preferred Alternative		\$23,547
6.1	Steering Committee Workshops.	\$9,638

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Task	Description	Budget
6.2	Community Workshops.	\$9,638
6.3	Governing Entity Workshop.	\$4,272
Task 7: Preferred Alternative Implementation Strategy		\$24,141
7.1	Draft Implementation Strategy.	\$19,868
7.2	Steering Committee Workshop.	\$4,272
Task 8: Initial Plan Draft		\$69,936
8.1	Draft Plan.	\$64,571
8.2	Steering Committee Workshop.	\$5,365
Task 9: Stakeholder and Public Review		\$18,579
9.1	Community Workshops.	\$9,638
9.2	Focus Groups.	\$4,669
9.3	Decision-Maker Workshops.	\$4,272
9.4	Optional Survey.	\$0
Task 10: Refine Plan Draft		\$24,141
10.1	Steering Committee Workshop.	\$4,272
10.2	Plan Refinement.	\$19,868
Task 11: Plan Regulation Adoption		\$3,973
11.1	Plan Adoption.	\$3,973
TOTAL	Fees and expenses	\$409,996

PHASE II

Overview:

This phase of the project involves the development of specific tools to implement the Transportation and Land Use Plan. The budget for this task is \$350,000. The specific amount assigned to each task is described in “budget allocation”, below.

Tasks:

Task 12: Initial Assessment

12.1 Physical Assessment.

Evaluate all available resource materials necessary to integrate the Transportation and Land Use Plan recommendations into local comprehensive plan elements and implementing regulations. Materials will include maps or diagrams depicting setbacks, densities and intensities, and a windshield survey of building forms and site design typologies in the region.

12.2 Regulatory Assessment.

Review local comprehensive plans and development regulations such as zoning, subdivision, and related development controls. The objective of this task is to assess the institutional framework for development regulation and each jurisdiction, administrative and staffing issues, techniques that are already being used, techniques that have not been tried, and specific goals, objectives, policies, and strategies for regulating new development.

12.3 Legal Assessment.

Review and analyze the need for additional legislation to implement techniques such as amortization, growth-management, aesthetic regulation, design regulations, and other implementation recommended growth coordination strategies. Review and analyze constitutional provisions, state statutes, and judicial cases relating to innovative and effective land use controls to implement the plan.

12.4 Market and Construction Assessment.

ACHD, the public works officials of each jurisdiction, and real estate or market professionals if available, will provide the consultant an overview of market values throughout the county, including undeveloped land, developed land, construction costs, and development costs and market values for the various densities currently permitted in the zoning ordinances of the individual jurisdictions. The purpose of this exercise is to: (a) identify PDR priorities; (b) to develop appropriate density and intensity standards, (c) establish transfer ratios for transfer development rights (TDR) ordinances for preservation of agricultural and environmentally sensitive lands; (d) prepare guidelines for public-private development; and (e) standards for right-of-way preservation.

Person-trips: 2

12.5 Infrastructure Assessment

Interview the service providers for the following public facilities throughout the county in order to assess existing levels of service, and anticipated service levels, and a proposed improvements, and issues affecting the continuation of existing levels of service: water, wastewater, roads, schools, EMS, police, and fire. Provide an assessment of the facilities that are most appropriate for inclusion in an adequate public facilities ordinance due to factors such as: constraints on future growth and development, the degree to which an adequate public facilities standard can be integrated with countywide transportation and land use policies, availability of financing, and the degree to which changes and levels of service are responsive to future growth and development.

Person-trips: 2

Task 13: Initial Draft of Local Plan and Code Revisions.

13.1 Land Use/Growth Management Elements

Update the land use elements and prepare a growth management element for each jurisdiction's comprehensive plan. The growth management elements will establish a unifying framework for the entire comprehensive plan, while the land use element will incorporate the provisions of the county-wide transportation and land use guide plan into the jurisdiction's existing planning framework.

13.2 Draft Initial Code Text.

Prepare for ADA County, the six cities (Boise, Eagle, Garden City, Kuna, Meridian and Star) and ACHD, (a) amendments to their comprehensive plans and ACHD Policy Manual to incorporate the Final Countywide Guide Plan as growth management, land use and transportation elements; (b) amendments to the county, cities and ACHD land development regulations, implementing the adopted comprehensive transportation and land use elements and the Countywide Plan's goals, objectives, policies and strategies. The land development regulation amendments will include:

- 13.2.1 Right-of-way preservation ordinances
- 13.2.2 Transportation Corridor Overlay Districts including joint public-private development techniques
- 13.2.3 Prioritized Capital Improvement Program Ordinances
- 13.2.4 Adequate Public Facility Ordinances
- 13.2.5 Impact Fee Ordinance Standards and Procedures (not including calculation of impact fee amounts)
- 13.2.6 Transit Oriented Zoning Districts
- 13.2.7 Traditional Neighborhood Zoning Districts
- 13.2.8 Agricultural preservation techniques
- 13.2.9 Common Subdivision standards to be used in county impact areas
- 13.2.10 Infill and Compatibility Standards
- 13.2.11 Extra-territorial improvement and levels of service for consistency between the County and each City's impact area
- 13.2.12 Extraterritorial utility service area standards and regulations

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- 13.2.13 Establishment of zoning and subdivision regulations to implement transportation corridor and centers boundaries and standards

It is anticipated that these drafts will be textual overlays that can be applied to the zoning and subdivision regulations of each individual jurisdiction. Specific applications of the ordinances, such as the mapping of individual overlay districts, integration into individuals zoning and subdivision regulations, and the allocation of densities, intensities, or development potential to individual land areas, is not part of the scope of services and that may be authorized by the individual jurisdiction pursuant to a separate contract.

Task 14: Initial Review of Regulatory Documents

14.1 Planning Commission Summit

Provide an overview of the planning and regulatory documents prepared in Task 13 in a joint public meeting of the planning commissions for each jurisdiction and COMPASS Staff. Solicit the comments of the planning commissioners, and COMPASS Staff provide a list of the concerns and suggestions provided at the meeting.

Person-trips: 1

14.2 Planning Commission Briefing Report

Compile a list of common concerns and suggestions and a list of comments that are inconsistent with each other. Provide a description of alternatives to reconcile the inconsistencies identified in the Planning Commissioners' comments.

Task 15: Initial Revisions

15.1 Regulatory Revisions

Revise the ordinances to incorporate the comments received at the Planning Commission Summit described in 14.1, above.

15.2 Public Workshops

Conduct a public workshop with each jurisdiction relating to the package of plan amendments and development regulations described in Task 13, above.

Person-trips: 8

15.3 Planning Commission Briefing Report

Compile a summary of concerns and suggestions from the individual Planning Commission workshops.

Task 16: Final Revisions

16.1 Final draft ordinances

Based on the comments provided above, provide a final draft of the documents recited and Task 13, above. Any further revisions to the ordinances may be authorized by separate contract with the individual jurisdiction.

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16.2 Adoption

Consultant can provide support throughout the adoption process for each jurisdiction, as requested, on a time and expense basis.

Budget Allocation:

Task	Task Description	Budget	
Task 12: Initial Assessment			
12.1	Physical and Market Assessment.	\$19,787	\$103,735
12.2	Regulatory Assessment.	\$19,787	
12.3	Legal Assessment.	\$19,787	
12.4	Market and Construction Assessment.	\$22,187	
12.5	Infrastructure Assessment	\$22,187	
Task 13: Initial Draft Local Plan and Code Revisions Land Use/Growth Management			
13.1	Elements	\$39,574	\$98,935
13.2	Draft Initial Code Text.	\$59,361	
Task 14: Initial Review of Regulatory Documents			
14.1	Planning Commission Summit	\$7,532	\$23,361
14.2	Planning Commission Briefing Report	\$15,830	
Task 15: Initial Revisions			
15.1	Regulatory Revisions	\$29,680	\$94,288
15.2	Public Workshops	\$34,927	
15.3	Planning Commission Briefing Report	\$29,680	
Task 16: Final Revisions			
16.1	Final draft ordinances	\$29,680	\$29,680
		\$350,000	\$350,000