

# BAINBRIDGE ISLAND DESIGN GUIDELINES UPDATE

## SCOPE OF WORK

October 11, 2018

## PROJECT OVERVIEW

The City of Bainbridge Island desires to update the City's Design Guidelines to improve the quality of design in the community and support the City's vision for Bainbridge as a sustainable and thriving place. This scope of work addresses the project tasks, timeline, public engagement events, and project milestones and deliverables. Highlights of the scope of work including:

- > Gap Analysis and Existing Conditions Report
- > Public Open House
- > Review and Update Administrative Procedures
- > Design Review Board and City Council Meetings
- > Draft and Final Design Guideline Updates
- > Web-based Design Guidelines (Optional Task)

# SCOPE OF WORK

## Task 1 - Kick-off and Project Management

### 1.1 PROJECT KICK-OFF + SITE TOUR

A project kick-off meeting will be held in Bainbridge with the consultant team and City staff to review the project scope, schedule, and major project milestones and deliverables. The consultant team will provide an outline for the public engagement plan and a schedule of events for review and discussion prior to the meeting. Staff and consultant team will also tour recent developments and other sites to understand the key issues to be addressed in the guidelines update and obtain site photos.

### 1.2 PROJECT MANAGEMENT (ONGOING)

Ongoing project management includes regular updates to the City, the coordination of project tasks for team members and subconsultants, project billing, and coordination with City staff.

### 1.3 CITY STAFF MEETINGS

Up to four meetings with staff are anticipated during the course of the project to review interim deliverables, plan for public engagement events and discuss the results, review the project schedule, and other project coordination tasks.

## Task 2 - Existing Conditions Assessment

### 2.1 GAP ANALYSIS OF EXISTING GUIDELINES + CODE

The consultant team will review all existing guidelines and the relative sections of development regulations in the COBI Municipal Code. The review and analysis will identify existing gaps in information and recommendations for the design guidelines update including new guidelines, standards, graphics, policies, administration, and the overall design process. In addition, the gap analysis will include a best practices review of plans and design guidelines from other cities. The gap analysis will inform the development of an outline for the design guidelines update with a unified structure and framework.

### 2.2 STAKEHOLDER INTERVIEWS/FOCUS GROUPS

As part of our baseline assessment of existing conditions it would be beneficial to interview key stakeholders that have been involved in using the design guidelines and the design review process including members of the Design Review Board (DRB), designers, engineers, developers,

and residents. The input received during the stakeholder interviews and/or focus groups will be summarized with the key themes to inform the gap analysis and existing conditions analysis.

**Deliverable: Stakeholder Interview/Focus Group Summary**

2.3 EXISTING CONDITIONS REPORT

The information compiled under 2.1 and 2.2 will be summarized in an existing conditions report for review and input from City staff, the DRB, and other stakeholders. This input will inform the final existing conditions report and the next phase of work.

2.4 FINAL EXISTING CONDITIONS REPORT

Based on input received under 2.3 the consultant team will finalize the existing conditions report.

**Deliverable: Existing Conditions Report**

**Task 3 - Public Engagement**

3.1 PUBLIC ENGAGEMENT PLAN

The consultant team will work with the City to develop a more detailed public engagement plan including details on objectives, engagement methods, key stakeholder groups, public engagement events, meeting dates and locations, public surveys, and deliverables.

**Deliverable: Public Engagement Plan**

3.2 PUBLIC MEETINGS (2)

The consultant team will lead two public meetings. The first meeting will be to present the findings of the existing conditions analysis, best practices, and opportunities for the design guidelines update. The second public meeting will be focused on presenting recommendations and design guideline concepts for feedback from the public. The meetings will include a combination of informational and interactive boards, a public presentation, Q&A, workshop exercises, and may include live polling and other methods to obtain input. The program for the meetings will be included in the public engagement plan under 3.1.

**Deliverable: Public Meeting Materials, Public Meeting Summaries**

### 3.3 DESIGN REVIEW MEETINGS

The consultant team will attend up to four meetings with the Design Review Board (DRB) to get input from the board early on, to review the existing conditions assessment, and to review draft and final design guidelines.

### 3.4 CITY COUNCIL MEETINGS (2)

The consultant team will attend two City Council Meetings. The first meeting will be to present the findings from the existing conditions analysis and public engagement. The second meeting will be to present the draft design guidelines for input from the City Council.

## Task 4 - Design Guidelines

### 4.1 DOCUMENT DESIGN + OUTLINE

The current guidelines are in multiple separate documents specific to each overlay district and do not follow a unified format or structure. One of the goals for this project is to develop a unified set of guidelines with general guidance and specific focus on the overlay districts. The document design will be high-quality and user friendly with a consistent look and feel throughout. The final document can be adapted to a web-based version using the City's website or a standalone website under 4.5. The document template will include an outline and list of graphics for 4.2. The document template will be provided to the City in the native format for future use.

#### **Deliverable: Document Template and Outline**

### 4.2 GRAPHIC PRODUCTION

Design guidelines should be simple to use and easy to understand including strong graphic communication. Graphics are anticipated to include diagrams and annotated photographs. Graphics will be developed to communicate design concepts and examples in a consistent format for use in print and on the web. The consultant team will provide all final graphics to the City in the preferred format.

#### **Deliverable: Final Graphics**

### 4.3 DRAFT DESIGN GUIDELINES

Based on the final document template, outline, and figure list the draft guidelines will be developed for review and input from City staff, the DRB, and other stakeholders including at the public open house under 3.4. The draft guidelines will pull together all of the existing overlay

districts and design guidelines into a unified format and document structure. The draft guidelines will address the overall design review process and administration including design review checklists.

**Deliverable: Draft Design Guidelines**

4.4 FINAL DESIGN GUIDELINES

The draft design guidelines will be revised and finalized based on input received on the draft guidelines including at the public open house.

**Deliverable: Final Design Guidelines**

4.5 WEB-BASED GUIDELINES (OPTIONAL TASK)

If desired by the City the consultant team has the capabilities to develop a web-based version of the design guidelines either using the City's website or as a standalone website with design for mobile devices. Web-based guidelines have the potential to be more accessible and user friendly as opposed to the standard practice of posting PDF documents for most cities. However, there are good examples of web-based plans and design guidelines that can inform the development web-based guidelines for the City.



## Framework

Coates  
Design

Berger  
Partnership

Total Hours and  
Estimated Cost  
by Task

	Lesley Bain, Project Manager	Jeff Arango, Lead Planner	Daniel Harris, Planner	Project Support	Matthew Coates, Architect	Jonathan Morley, Landscape Architect	
2018 Hourly Rate	\$175	\$175	\$125	\$60	\$180	\$195	
<b>Task 1: Project Management</b>							
1.1 Kick-off Meeting	6	6	0	0	0	0	12
1.2 Project Management (Ongoing)	10	0	0	0	0	0	10
1.3 Staff Meetings	10	10	0	0	6	6	32
<b>Subtotal</b>	<b>26</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>6</b>	<b>54</b>
<b>Task 2: Existing Conditions Assessment</b>							
2.1 Gap Analysis of Existing Guidelines + Codes	12	10	10	0	8	8	48
2.2 Stakeholder Interviews/Focus Groups	14	14	0	0	0	0	28
2.3 Draft Existing Conditions Assessment Report	12	8	12	0	0	0	32
2.4 Final Existing Conditions Assessment Report	8	6	8	0	0	0	22
<b>Subtotal</b>	<b>46</b>	<b>38</b>	<b>30</b>	<b>0</b>	<b>8</b>	<b>8</b>	<b>130</b>
<b>Task 3: Public Engagement</b>							
3.1 Public Engagement Plan	4	2	0	0	0	0	6
3.2 Public Meetings (2)	14	14	16	0	0	0	44
3.3 Design Review Board Meetings (4)	20	14	0	0	0	0	34
3.4 City Council Meetings (2)	12	6	0	0	0	0	18
<b>Subtotal</b>	<b>50</b>	<b>36</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>102</b>
<b>Task 4: Design Guidelines</b>							
4.1 Document Design + Outline	14	10	20	0	0	0	44
4.2 Graphic Production	20	16	20	60	0	0	116
4.3 Draft Design Guidelines	40	30	24	0	18	24	136
4.4 Final Guidelines	14	10	14	0	0	0	38
4.5 Web-based Guidelines (Optional Task)	10	24	50	20	0	0	104
<b>Subtotal</b>	<b>98</b>	<b>90</b>	<b>128</b>	<b>80</b>	<b>18</b>	<b>24</b>	<b>438</b>
<b>Total Estimated Hours</b>	<b>220</b>	<b>180</b>	<b>174</b>	<b>80</b>	<b>32</b>	<b>38</b>	<b>724</b>
<b>Cost (Hours*Rate)</b>	<b>\$38,500</b>	<b>\$31,500</b>	<b>\$30,450</b>	<b>\$10,000</b>	<b>\$5,760</b>	<b>\$7,410</b>	<b>\$109,720</b>
<b>Project Cost Subtotal</b>	<b>\$96,320</b>						
<b>Expenses (2% of Project Cost)</b>	<b>\$3,853</b>						
<b>Estimated Total Costs</b>	<b>\$100,173</b>						
<b>Optional Web-Based Guidelines</b>	<b>\$13,400</b>						
<b>Total Project Cost with All Options</b>	<b>\$113,573</b>						