ATTACHMENT A

Scope of Work

I. General: The work to be accomplished is in support of the following Atlanta Regional Commission (ARC) subelement:

002 CAS - Livable Centers Initiative Investment Policy Studies (LCI)

II. Area covered: All the necessary services provided in this subgrant contract will support the study of LCI related programs and projects within the GM Plant Activity Center area of the City of Doraville (see Exhibit A-1, Study Area Map).

III. Goal: The Atlanta Metropolitan Transportation Planning Area is included in a non-attainment area for ozone under the Clean Air Act Amendments of 1990. Because of this designation, the region must look toward better development practices that support increased use of transportation modes other than single occupant vehicles (SOV) to help reduce emissions and meet air quality requirements. The LCI Program seeks to increase the use of alternatives to driving alone by developing transportation projects and other programs to improve accessibility, expand mixed-uses, utilize transit and support further development in the study area. Evaluation of the existing structure and development of likely scenarios should produce recommendations for future investment that support ARC's Livable Centers Initiative Program.

IV. Work Tasks:

The work to be accomplished under this contract is divided into three major tasks:

Task 1 – Public Involvement

The goal of this task is to develop a local planning outreach process that promotes the involvement of all stakeholders in the study area, with efforts and accommodations made to include low to moderate income, minority, and elderly or disabled citizens. The Subgrantee will identify all stakeholders and facilitate their involvement in the study process. These tasks will be documented through meeting notices, meeting summaries and other written communications. Responses and acknowledgement of public comments will be addressed in the study reports. The public involvement process shall, at a minimum, include the following components:

- *Project Management Team*. The Subgrantee shall establish a Project Management Team that includes a representative from the Subgrantee, the consultant, and ARC. This team shall meet monthly to discuss the study progress.

- *Core Team*. A core team shall be established that includes the members of the Project Management Team along with a representative from key stakeholder groups in the study area. The Core Team must include representatives from relevant state, regional and local government departments responsible for land use planning, transportation and housing (including applicable housing authorities/agencies). Representatives from non-profit organizations that provide services in the study area should also be included on the Core

Team. This team shall, at a minimum, meet prior to each of the general public meetings (not necessarily on the same day) described below. The key responsibility of the Core Team is to review and comment on materials to be presented at public meetings, help advertise meetings, and distribute information to the larger community.

- *General Public Meetings*. During the study process, the Subgrantee shall make a reasonable effort to involve all stakeholders in the study area, including property owners, residents, business owners and employers/employees. A minimum of four (4) General Public Meetings shall be conducted (more meetings are encouraged and may be necessary) to discuss the following topics:

  - Kick-off meeting to announce the beginning of the study process, the goals of the study, key dates, and opportunities for public input.
  - Data gathering meeting(s) to collect data, information, and opinions from the public on pertinent topics. These meetings can also be used to review preliminary findings and general directions.
  - Present draft plan. A draft plan shall be presented to the public for review and comment prior to finalizing the study. This meeting should focus on a review of the study recommendations and action plan.
  - Final plan review. The final draft LCI plan should be made available for public comment (in a meeting, open house, or posting) prior to final sponsor approval and submitting deliverables to ARC.

  The public involvement process should include a variety of methods, times, and techniques to reach the broadest range of stakeholders possible (i.e. standard public meetings, charrettes, surveys, open house).

- *Transportation Coordination Meeting*. A transportation project coordination meeting is required to be conducted prior to finalizing the LCI plan recommendations. Oftentimes, transportation projects are affected by other organization (e.g. GDOT, GRTA, transit agency, city/county). To ensure the projects are feasible, a coordination meeting will be held (if relevant) between the LCI sponsor, ARC and other affected organizations to discuss potential projects prior to the transportation improvement list being finalized.

Task 2 – Develop a Study

The goal of this task is to assess the subject area's current land use patterns, transportation patterns and urban design elements, including Lifelong Communities principals such as pedestrian and transit access; access to retail and neighborhood services; diversity of dwelling types; and design for healthy living and social interaction. This analysis should be coordinated with other completed studies, programs and organizations (such as TMAs, CIDs, the TIP and RTP). At a minimum, this study will address the following information:

1. Efficiency/feasibility of land uses and mix appropriate for future growth including new and/or revised land use regulations needed to complete the development program.
2. Transportation demand reduction measures.

3. Internal mobility requirements (including safety and security of pedestrians), such as traffic calming, pedestrian circulation, transit circulation, and bicycle circulation.
4. Mixed-income housing, job/housing match and social issues.
5. Continuity of local streets in study area and development of a network of minor roads.
6. Need/identification of future transit circulation systems.
7. Connectivity of transportation system to other centers.
8. Community organization, management, promotion, and economic restructuring to ensure implementation.
9. Stakeholder participation and support.
10. Public and private investment policy.

Task 3 – Prepare Project Deliverables

The goal of this task is to compile the results of the overall work effort, the study process, relevant findings, and recommendations into a summary document. Four (4) printed copies of the summary document shall be provided to ARC, along with an electronic file (on CD) of the summary document in its original format and in .pdf format, an Excel spreadsheet of the 5-year action plan (following ARC template), shapefiles (per ARC specifications) for relevant maps, and a separate folder with supporting graphics contained in the report. The summary document shall contain at a minimum the following:

- A description of the study process and methodology, data gathering techniques and findings, and general study outcomes.
- A description of the public participation process used to achieve a community-supported program of activity center improvements.
- A description demonstrating how the study addressed each of the required 10 study deliverables enumerated above.
- Maps and other graphic depictions to support the plan that includes, but not limited to, overall study area, existing land use, future land use, existing transportation facilities, and proposed transportation improvements.
- A market or fiscal feasibility analysis that supports the plan recommendations and ensures the proposed plan is realistic.
- An implementation strategy that describes the organizational structure and process that will be used to ensure the action plan items described below are implemented. Focus should be given to collaboration opportunities with other organizations and strategies to ensure continued support from local elected officials, citizens and businesses. This section should also discuss an evaluation and feedback process that will be used to monitor plan implementation and update the action plan as needed, but at least every five years.
- A 5-year schedule of actions (following a template provided by ARC) that are planned in the study area to implement the study goals, programs, projects, and Lifelong Communities principals. Schedules should include start date, completion date, cost estimate and responsible party. This schedule should include specific actions that implement the findings from each of the 10 study components, including but not limited to:

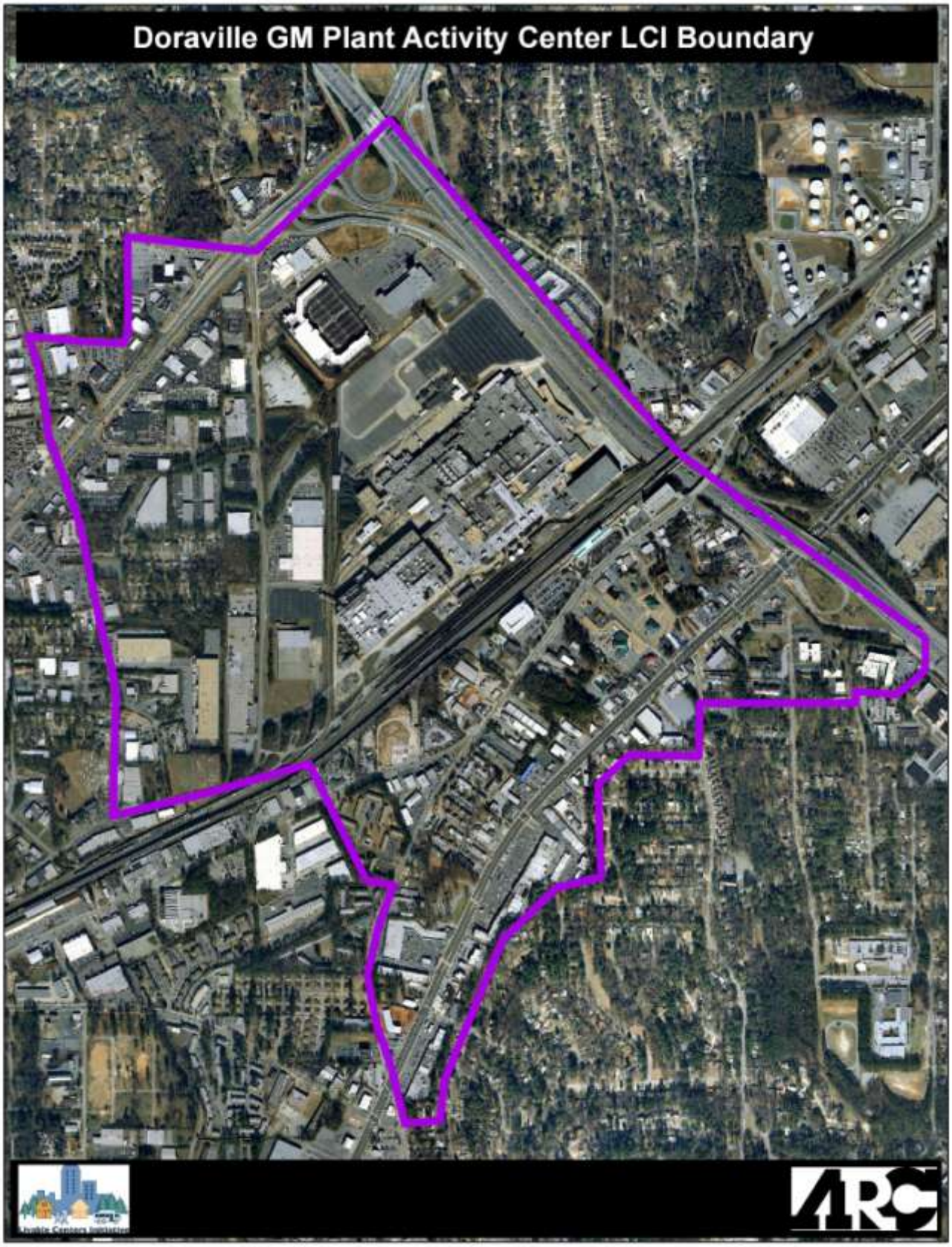
- A 5-year prioritized description of transportation improvement projects (local, state and federal) that will support the study area goals;
- Housing should be given specific and clear emphasis by developing a description of housing strategies, particularly for affordable and mixed income housing developments, that support a job-housing match, aging in place, and efficient utilization of transportation facilities in the study area; and,
- A description of the changes necessary within the comprehensive plan, zoning ordinance, development regulations or other locally adopted plans to support study actions, including a committed schedule for adopting such changes.

In addition, a population and employment data section shall be included as part of the LCI study summary. This section shall contain a comparison of development under current conditions and development under the proposed LCI plan. The data in this section shall contain, at a minimum, current and 25-year projection figures (in five-year increments) for the following areas:

<u>Housing Data</u>
- Number of existing housing units and population
- Number of anticipated housing units and population
- Distribution of proposed housing units by type

<u>Employment Data</u>
- Number of existing jobs
- Number of anticipated jobs
- Square feet of future non-residential development

EXHIBIT A-1. Study Area Map



ATTACHMENT B

Compensation and Method of Payment

I. Compensation: The total cost of the Project (as described in "Attachment A") is $125,000. ARC's compensation to the Subgrantee will not exceed 80 percent of the actual costs incurred. However, in no event will the total compensation and reimbursement, if any, to be paid to the Subgrantee under this contract exceed the sum of $100,000. All costs in excess of $100,000 are to be paid by the Subgrantee.

A breakdown of this compensation is shown in Exhibit B-1, "Budget Estimate", which is attached to and made part of this contract for financial reporting, monitoring and audit purposes.

II. Method of Payment: The following method of payment replaces that specified in the main body of the contract.

A. Progress Payments: The Subgrantee shall be entitled to receive progress payments on the following basis. As of the last day of each month during the existence of this contract, the Subgrantee shall prepare an invoice for payment documenting work completed and costs incurred during the invoice period. This invoice shall be submitted to ARC along with the monthly report by the 10th of the following month. Any work for which reimbursement is requested may be disallowed at ARC's discretion if not properly documented, as determined by ARC, in the required monthly narrative progress report.

Upon the basis of its audit and review of such invoice and its review and approval of the monthly reports called for in the paragraph concerning "Reports" in the main body of the contract, ARC will, at the request of the Subgrantee, make payments to the Subgrantee as the work progresses but not more often than once a month. Invoices shall reflect 100% of the allowable actual costs incurred, be numbered consecutively and submitted each month until the project is completed. Reimbursement payments from ARC shall be at 80% of the approved invoiced costs.

Subgrantee's monthly invoices and monthly narrative progress reports are to be submitted to the ARC Director or his authorized agent and must be received by him not later than the 10th day of the following month. ARC may, at its discretion, disallow payment of all or part of an invoice received after this deadline.

B. Final Payment: Final payment shall only be made upon determination by ARC that all requirements hereunder have been completed. Upon such determination and upon submittal of a final invoice, ARC shall pay all compensation due to the Subgrantee, less the total of all previous progress payments made.

Subgrantee's final invoice and summary document (as described in "Attachment A, Task 3 – Prepare Project Deliverables") must be received by ARC no later than ten days after the project completion date specified in Paragraph 3 of the contract. ARC may, at its discretion, disallow payment of all or part of a final invoice received after this deadline.

III. Completion of Project: It is agreed that in no event will the maximum compensation and reimbursement, if any, to be paid to the Subgrantee under this contract exceed $100,000 and that the Subgrantee expressly agrees that he shall do, perform and carry out in a satisfactory and proper manner, as determined by ARC, all of the work and services described in Attachment A.

IV. Access to Records: The Subgrantee agrees that ARC, the Concerned Funding Agency or Agencies and, if appropriate, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the Subgrantee which are directly pertinent to the project for the purpose of making audit, examination, excerpts and transcriptions.

The Subgrantee agrees that failure to carry out the requirements set forth above shall constitute a breach of contract and may result in termination of this agreement by ARC or such remedy as ARC deems appropriate.

V. ARC's Designated Agent. In accordance with Paragraph 5 of the main body of this contract, ARC's Director hereby designates Thomas L. Weyandt, Jr. (or his successor), ARC's Director of Comprehensive Planning, as his agent ("Cognizant Department Director") for purposes of this contract only, except for executing amendments hereto.

EXHIBIT B-1

Budget Estimate

Task 1 – Public Participation	$20,000
Task 2 – Prepare Study	$85,000
Task 3 – Prepare Deliverables	$20,000
Total Cost	**$125,000**
ARC Share (80%)	$100,000
Local Share (20%)	$ 25,000

* Note: The estimates listed above are preliminary and actual costs by task may vary so long as the total contract value does not increase. Any change to the budget estimates shown above must be requested in writing and approved by ARC's Cognizant Department Director.