

RESOLUTION NO. 17-25

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE
AUTHORIZING KTU+A TO ASSIST STAFF WITH PROCESSING PROPOSED
PROJECTS ALONG THE TELEGRAPH ROAD CORRIDOR PURSUANT TO THEIR
EXISTING ON-CALL SERVICES AGREEMENT**

WHEREAS, previously, staff requested the City Council to authorize the use of on-call service contracts in order to provide flexibility and enhance the capacity of the City to deliver projects and programs; and

WHEREAS, the City Council adopted a resolution approving professional services agreements and establishing an eligibility list for various on-call professional services, including Planning. KTU+A was one of the highly ranked firms whose professional services agreement was approved by the City Council; and

WHEREAS, Staff is in the process of considering a potential expansion to the Citadel Outlets Shopping Center, which may include new retail, office, residential and hotel uses, and the proposed development of an approximately ten acre site at the northwest corner of Telegraph Road and Washington Boulevard; and

WHEREAS, Staff recommends that the City Council authorize KTU+A to assist staff with processing proposed projects along the Telegraph Road corridor pursuant to their existing on-call services agreement; and

WHEREAS, the cost for completing the subject work will be \$88,970 as described in the attached proposal, plus a ten percent contingency to bring the total to \$97,867.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMMERCE
DOES HEREBY RESOLVE AND ORDER AS FOLLOWS:

Section 1. KTU+A is hereby authorized to assist staff with processing proposed projects along the Telegraph Road corridor, at a cost of \$88,970, plus a ten percent contingency, for a total of \$97,867. Such work will be performed pursuant to the existing on-call services agreement between the City and KTU+A.

PASSED, APPROVED AND ADOPTED this 4th day of April 2017.

Ivan Altamirano, Mayor

ATTEST:

Lena Shumway, City Clerk

EXHIBIT A - SCOPE OF WORK

City of Commerce Planned Development Overlay – Citadel/Casino Joint Use Development Scope of Work - March 3, 2017

The following Scope of Work is for planning services to establish a Planned Development Overlay Zone for the boundary shown in Exhibit A, attain a Conditional Use Permit/Zone change, assist in the Master Plan for the Planned Development, provide recommendations to the Master Plan, develop a site diagram alternative to the Master Plan, produce development standards, and develop a Master Sign Plan. KTUA will be the lead consultant in assisting the City and the applicant in attaining the above. It is assumed that the Project will be completed in one year. Any extension of time will more than likely require a change order, especially related to the commitment of monthly meetings. Our only subconsultant will be Graphic Solutions to help prepare the signage plan. To accomplish the Project, the following actions and deliverables will be provided:

1. Project Initiation:

This task includes reviewing the local documents, policies, adopted plans, and the proposed Citadel/Casino Master Plan. We will visit the site for a site analysis and photo capture, prepare for and attend the team kick-off meeting, and follow up with meeting minutes. This includes one trip to the City of Commerce which will be combined with a trip for a monthly project team meeting.

2. Prepare Design Recommendations for the Proposed Citadel/Casino Master Plan:

Services included in this task are developing design recommendations to the Citadel/Casino Master Plan, preparing one alternative to the Citadel/Casino Master Plan at a site diagram level, and presenting the recommendations to staff and the applicant(s).

3. Supplement to the Master Plan:

Services include compiling the applicant's materials into one Master Plan document and determining gaps, developing street and building envelope layouts of "Not a Part" areas, reviewing assumptions with staff via a

conference call, and developing final street and building envelope layouts and preparing an overall site plan.

4. Prepare Draft PDO Documents:

Services included in this task are creating development standards, design guidelines, preparing a zoning change map, preparing a land use map, and preparing other exhibits to graphically show the development standards. This includes all parcels within the proposed PDO boundary.

5. Revise Draft PDO Documents:

This task includes reviewing the draft development standards, draft design guidelines, land use, and other exhibits with the City, revising these documents per the City's direction, meeting with the applicant, and coordinating with the environmental consultant. This task includes two trips to the City of Commerce which will be combined with trips for monthly team meetings.

6. Final PDO Documents:

Services include reviewing comments on the draft with staff and the applicant via conference call and final revisions to the CUP, development standards, design guidelines, and land use/zoning maps.

7. Relationship to General Plan:

This task includes developing a draft statement of the relationship of the PDO to the General Plan, suggesting changes in the Development Plans, and revising/submitting a final statement of the relationship of the PDO to the General Plan.

8. Monthly Team Meetings:

This task includes preparing for, attending, and summarizing monthly team meetings with the City and the applicant. This assumes 12 in-person meetings at the City of Commerce. Additional meetings can be accommodated for an additional fee. Three of the meetings will be combined with other trips to the city. If reduction in fees is a priority, half of these meetings could be done as Go-To meeting conference calls. This would result in a \$3,480 savings in travel time costs.

9. Planning Commission and City Council:

This task includes preparing a presentation and attending/presenting at the Planning Commission hearing, revising the presentation and attending an initial hearing at City Council, and revising the presentation for City Council for the adoption hearing. This includes three trips to the City of Commerce.

Additional Services

KTUA will provide the following **public outreach** services for an additional fee:

1. **Prepare for and lead one public workshop.** This assumes preparing a PowerPoint presentation and additional graphic exhibits, leading the workshop, and summarizing the meeting in minutes. KTUA will prepare a flyer to encourage attendance but it will be the City's responsibility to coordinate noticing of the workshop. **Time and Materials \$6,000**
2. **Prepare for and lead stakeholder meetings.** This assumes **three** stakeholder meetings. KTUA will prepare a flyer and exhibits, lead the meetings, and summarize the meetings in minutes. It will be the City's responsibility to notice the meetings. **Time and Materials \$9,000**

/3/2017

/3/2017		Principal Landscape Architect	Senior Associate	Associate Planner / CAD	GIS Analyst / Mapping	Subtotal Cost
		\$175.00	\$145.00	\$135.00	\$125.00	
1.0	Project Initiation	\$4,900				
1.1	Review Appropriate Local Documents, Policies, Adopted Plans, and Applicant's Development Plan	1	8			\$1,335
1.2	Visit the Site for Site Analysis and Photo Capture	6	6			\$1,920
1.3	Prepare For and Attend Team Kick Off Meeting	3	6		2	\$1,645
2.0	Prepare Design Recommendations	\$6,540				
2.1	Develop Design Recommendations for the Citadel/Casino Master Plan	2	10	5		\$2,475
2.2	Prepare One Alternative at a Site Diagram Level	2	10	10	5	\$3,775
2.3	Present the Recommendations and Site Diagram to Staff and the Applicant (combined trip with a monthly team meeting)		2			\$290
3.0	Supplement to the Master Plan	\$11,755				
3.1	Compile Applicant Materials into 1 Master Plan and Determine Gaps	2	4	4	4	\$1,970
3.2	Develop Street and Building Envelope Layout of "Not a Part" Areas	2	4	14	12	\$4,320
3.3	Review Assumptions with Staff (via conference call)	1	3			\$610
3.4	Develop Final Street/Building Envelope Layouts and Prepare Site Plan	2	15	8	10	\$4,855
4.0	Prepare Draft PDO Documents	\$21,715				
4.1	Create Development Standards	3	30	10		\$6,225
4.2	Create Design Guidelines	1	30	15		\$6,550
4.3	Prepare Zoning Change Map	1	2		4	\$965
4.4	Prepare Land Use Map	1	2		4	\$965

4.5	Prepare Other Exhibits to Graphically Show Development Standards	1	8	10	10	\$3,935
4.6	Coordination with Applicant on Development Proposal	1	20			\$3,075
5.0 Revise Draft PDO Documents						\$6,505
5.1	Review Development Standards, Land Use & Other Exhibits with City	6	6			\$1,920
5.2	Revise Development Standards, Land Use Maps, and Other Exhibits	1	3	4	4	\$1,650
5.3	Meet With Applicant and City	3	3			\$960
5.4	Coordinate With Applicant and City	2	3			\$785
5.5	Coordinate With Environmental Consultant	1	7			\$1,190
6.0 Final PDO Documents						\$4,840
6.1	Review Draft Comments with Staff and Applicant(s) (via conference call)	3	3			\$960
6.2	Final Revisions to CUP, Development Standards, Land Use & Zoning Map	2	10	8	8	\$3,880
7.0 Relationship to General Plan						\$2,410
7.1	Develop a Statement of the Relationship of the PDO to the General Plan	1	5			\$900
7.2	Suggest Changes in Development Plans to be More in Conformance with GP	1	4			\$755
7.3	Revise/Submit a Final Statement of the Relationship of the PDO to the GP	1	4			\$755
8.0 Monthly Team Meetings*						\$16,720
8.1	Prepare, Attend, and Take Meeting Notes For 12 Meetings (assumes Project duration of one year)	16	96			\$16,720
9.0 Planning Commission and City Council						\$8,830
9.1	Prepare Presentation and Attend/Present Planning Commission	6	12	8		\$3,870
9.2	Revise Presentation and Attend Initial Hearing at Council on the Plan	6	8	2		\$2,480
9.3	Revise Presentation for City Council for Adoption Hearing	6	8	2		\$2,480
		Total Hours	84	332	100	63
						\$84,215
		Total Costs	\$14,700	\$58,100		
			\$17,500	\$11,025		

*Assumes Project duration of 1 year maximum.

Mileage (15 trips @ 225 miles
@ .52 per mile) **\$1,755**

Graphic Solutions Signage Master Plan **\$3,000**

Fixed Fee T & M

Grand

\$88,970

Total All Cost