	Extra Services if Needed	Task Contents										
а	IC reate Annondices	• Resources • Checklists • 4 3D SketchUp Models			2	2		32	2		Develop up to four 3-D models of typical conditions of portions of a revitalized corridor including an intersection, a mid-block area, a revised setback shopping center and a transition to an adjoining residential neighborhood	Develop a 3D model in cooperation with the Town's staff to allow visualization of potential development over time that can be used to illustrate the positive impact of the guidelines on assuring implementation of the Plan.
b	Work Session (formerly proposed as #4) with Steering Committee, BAR and Site Visit; Invite public to participate in workshop format	Discuss draft guidelines with joint meeting of staff, BAR & Stakeholder Group & separate open meeting to the public as a workshop session; Create PowerPoint of draft guidelines for public workshop	6		10	4					• Review recommended draft design guidelines for character, signage and streetscapes; • Public Workshop to present first draft with BAR and Steering Committee with defined participatory process; PPT, Workshop for Steering Committee/BAR Public Workshop	• Present draft and final guidelines to the Town and public as directed.
c	Revise Guideline per Comments during Work Session				4	1			4		Revise guidelines	
				40	·			40			document as needed	
a	Complete any additional graphics	Adjust love to fall		12				12				
е		Adjust layout of all chapters/appendices; update ppt			4	4	8	2	10	5		
f	Work Session (formerly Work Session	Present Final Draft Design Guidelines to joint BAR and Planning Commission meeting	6		8						Present to Planning     Commission, BAR, Town     Council	Present draft and final guidelines to the Town and public as directed.
f.	Final Revisions			4	2	1	2	2	2	1		
g	Present final Design Guidelines to Town Council (formerly Work Session #6)		6		6							Present draft and final guidelines to the Town and public as directed.
h	delivery	Coordinate final digital docs delivery with staff		4	1	1	2		1	1	Submit DVD with InDesign,& PDF of guidelines collected for output, fonts etc.	
į	. BAR Training (2 evening meetings)	Training on guidelines and Design Review			30						Optional Services	
	Subtotal Hours		18	20	67	13	12	48	19	7		
	Total		2754	1900	10385	1625	1380	4800	1045	385		
	Combined Subtotal	\$24,274										
	Expenses at 3%	\$728										
	Total for Extra Scope Services	\$25,002										