



TO: Gina Gilpin, Purchasing Agent, Town of Vienna, Virginia
FROM: Sean S. Suder, Lead Principal, Calfee Zoning
DATE: April 29, 2020
RE: **Vienna, Virginia - RFP 20-05 Scope/Budget**

We are pleased to have the opportunity to provide a detailed scope and budget to clarify, simplify, reorganize and update the Town of Vienna’s subdivision and zoning ordinances. Assuming a contract approval date in May/June 2020, we propose the following scope of services, budget and timeline:

Module IA: Existing Information Review; Diagnostic

Commencement: May/June 2020
Duration: 2-3 months
Deliverable: Diagnostic Report

Module IA Tasks:

- 1A.1 Virtual Staff Meeting – Information download to consultants
- 1A.2 Information Review – Consultant review of subdivision and zoning ordinances, Town plans and studies, and other relevant information
- 1A.3 Deliver Existing Code Diagnostic Report
- 1A.4 Virtual Staff Meeting - Review diagnostic report and prepare for public project kick-off

Module IA Total Fee: \$12,500

Module IB: Public Project Kick-Off; Code Outline; Development Standards Calibration

Commencement: August/September 2020
Duration: 2-3 months
Deliverables: Public Outreach Plan; Outline/Table of Contents; Code Mockup; Calibration Table



Module IB Tasks:

- 1B.1 Trip #1 – Public Project Kick-Off – meetings with Town Council, Planning Commission and community/stakeholders to present diagnostic report and discuss project; discuss public outreach plan; discuss code outline and table of contents; discuss code style/format; discuss calibration of development standards
- 1B.2 Module IB Deliveries - public outreach plan; code outline and table of contents; style/format mockup; development standards calibration table
- 1B.3 Virtual Staff Meeting – prepare for Module II

Module IB Total Fee: \$37,500

Module II: Develop Districts and Development Standards

Commencement: November/December 2020
Duration: 3-4 months
Deliverables: Districts; Subdivisions; Generally Applicable Development Standards

Module II Tasks:

- 2.1 Deliver Draft #1 Districts Articles
- 2.2 Virtual Staff Meeting – review draft #1 districts articles
- 2.3 Deliver Draft #1 Subdivision Articles
- 2.4 Virtual Staff Meeting – review draft #1 subdivision articles
- 2.5 Deliver Draft #1 Generally Applicable Development Standards Articles
- 2.6 Virtual Staff Meeting – review generally applicable development standards articles; plan for Trip #2
- 2.7 Trip #2 – In-Person Public Outreach – meetings with Town Council, Planning Commission and community/stakeholders to review and receive feedback on all Module II deliverables; public engagement event to solicit feedback on Module II deliverables
- 2.8 Virtual Staff Meeting – Trip #2 follow up
- 2.9 Deliver Draft #2 Districts, Subdivisions, and Generally Applicable Development Standards

Module II Total Fee: \$90,000



Module III: Codify Ordinance

Commencement: February/March 2021
Duration: 4-6 months
Deliverable: Working Drafts; Public Review Drafts; Adoption Draft

Module III Tasks:

- 3.1 Deliver Code Working Draft #1 and test draft ordinances
- 3.2 Virtual Staff Meeting – review working draft #1
- 3.3 Deliver Code Working Draft #2
- 3.4 Trip #3 – meetings with Town Council, Planning Commission and community/stakeholders to review and receive input into draft code document
- 3.5 Deliver Public Review Draft #1
- 3.6 Trip #4 – Presentation to Planning Commission
- 3.7 Deliver Public Review Draft #2
- 3.8 Trip #5 – Presentation to Town Council
- 3.9 Deliver Final Adoption Draft
- 3.10 Virtual Staff Meeting – procedures manual and project wrap up

Module III Total Fee: \$85,000

PROJECT TOTAL FEE: \$225,000

The above amounts are inclusive of all travel and ordinary costs and expenses. Additional scope items will require additional discussion and a separate proposal. This is a proposal only and is not an offer to provide services or a binding agreement. If acceptable, the terms of this proposal will be memorialized in a professional services agreement between the Town and us to be agreed upon and executed prior to the commencement of work.

We look forward to the opportunity to assist the Town with this important project. Please let me know if there is any additional information that we can provide or any questions that we can answer as you consider this proposal.

***Thank you,
Sean***