

EXHIBIT D 2

SCOPE OF WORK

PHASE 1: ANALYSIS (MONTHS 1-2)

Phase 1 will include the review of relevant information, as well as initial community outreach efforts and preliminary analysis to inform the planning process. It will include an on-site visit and analysis by members of the Dover-Kohl team. The site visit and analysis serve to gather information to better understand the unique qualities and opportunities in West Ashley and the City. Anticipated tasks include:

TASK 1.1: PROJECT KICK-OFF MEETING

At the start of the project, the Dover-Kohl team will schedule a meeting via web-ex with the City to review base information needs, strategize on the public participation process, identify key stakeholders, and develop a detailed schedule for the planning effort.

TASK 1.2: CREATE PUBLIC AWARENESS

Dover-Kohl will assist the City in generating public awareness for the project, which is essential to getting a broad sector of the community involved and maximizing public involvement throughout the planning process. The Dover-Kohl team will work with the City to foster inclusivity of key individuals, community organizations, and stakeholders throughout the planning process, and create mechanisms that best encourage their participation.

The Dover-Kohl team will assist with public outreach through a wide variety of marketing collateral: writing press releases to be distributed to the media, neighborhood associations, civic groups, and the development community, among others; and assisting in the design of flyers, posters, banners, postcards, or other mailers that can be distributed to the community and local media. At the City's request, Dover-Kohl will be available to discuss the project with reporters or any other interested individuals. Dover-Kohl will also be available to participate in a press conference with representatives of the City during the first site visit to inform the community of the upcoming public planning process.

To maintain community awareness, Dover-Kohl will design and launch a project website, to be updated throughout the planning process. The website will include the project schedule and opportunities for input, draft documents for review, and links to relevant resources. If authorized by the City, the site can also incorporate a MySidewalk online form (see *Phase 5: Optional Tasks*).

TASK 1.3: REVIEW OF BACKGROUND INFORMATION

The Dover-Kohl team will review background information provided by the City, and become familiar with the details of previous plans, studies, and regulating documents. This will include: the comprehensive plan, other area plans in the City, current zoning codes, development regulations, and demographic data. These plans and studies will be assessed for their current applicability to the West Ashley Master Plan, and their impact on future outcomes in the area.

The Dover-Kohl team will utilize ArcView GIS or a similar-base data program, and existing conditions documentation provided by the City, to produce base maps. These maps will be used by the team and members of the public throughout the Charrette (Phase 2). Depending on available data, the mapped information may include existing land uses, transportation networks, open space networks, zoning, property boundaries, ownership patterns, topography, natural resources, utility infrastructure, and environmental conditions.

TASK 1.4: SITE VISIT

A Principal and Town Planner from Dover Kohl will travel to Charleston for an initial 1.5 day site visit. Representatives from Alta Planning + Design (“Alta”), Horsley Witten Group (“HWG”), Strategic Economics, and Bihl Engineering will also participate in select events/activities during the site visit. The following tasks are anticipated to be completed:

Stakeholder Interviews

During the site visit, the Dover-Kohl team will conduct focus-group interviews with key stakeholders to gather input on opportunities and constraints for the West Ashley district. By interviewing neighborhood and community leaders, advocacy groups, property and business owners, local developers, transportation officials, City staff and elected officials, government agencies, and other community representatives, the team will acquire local knowledge about the development climate and any potential obstacles to project objectives. The team will also learn about community and business concerns which will help assess the financial, organizational, and community resources available. The interviews will be conducted one-on-one or in small focus groups.

Site Analysis

Team members will tour West Ashley with City staff to conduct preliminary analysis of existing urban design, transportation, infrastructure, and market conditions.

Meetings with City Staff

During this trip, the team will work closely with the City to confirm and update the goals and objectives of the master plan, and coordinate charrette preparations.

TASK 1.5: PRELIMINARY ANALYSIS

The Dover-Kohl team will conduct preliminary analysis of existing conditions, setting the stage for exploration of the vision for the future of the West Ashley district during the charrette. This analysis will target specific issues and future goals identified by stakeholders and previous planning initiatives.

The Dover-Kohl Team’s Phase 1 Analysis is anticipated to include:

Existing Conditions Analysis

Utilizing base data of existing conditions provided by the City as well as an on-site review conducted during the site visit (Task 1.4), Dover-Kohl will provide an analysis of existing conditions to include existing urban design (lot and block patterns, and building typologies), identification of underutilized/opportunity sites, open spaces and recreation opportunities, and public facilities. GIS-based analysis maps will be produced to highlight specific topics.

The existing conditions inventory will include an analysis of existing transportation systems, housing and market conditions, and green infrastructure, as described below.

Preliminary Transportation Analysis

Alta Planning + Design, in collaboration with Bihl Engineering, will summarize key components and challenges of the existing transportation network, as well as potential opportunities for new connections or enhancements in the pedestrian, bicyclist, motorists, and transit-user experiences and systems. The focus will be on minimizing barriers that currently hinder true choices in the way the community moves: understanding what those barriers and gaps in mode service currently are, so that during the design effort the team can focus on solutions that close gaps and create opportunities for the community to have choices among travel by personal motor vehicle, transit, bicycling, and walking.

Green Infrastructure Analysis

Horsley Witten Group, in collaboration with the Consultant team, will analyze existing stormwater and environmental systems in order to identify potential solutions for the district. Many green infrastructure systems and other sustainability strategies can also enhance the streetscape, safety, and livability of West Ashley. This analysis will include an assessment of existing watersheds, development patterns, stormwater infrastructure, and tree canopy coverage.

Review of Market Conditions and Development Trends

Building on previous studies, Strategic Economics will prepare a market assessment that considers the potential for residential, office and retail development, with a focus on the potential for infill development on key opportunity sites. The analysis will include an overview of demographic and economic trends influencing investment in the study area, and will incorporate feedback from interviews with local real estate experts and other stakeholders. The market assessment analysis will help frame trends influencing future real estate and economic development in the West Ashley district, and identify opportunities and challenges for stimulating economic development and encouraging infill on former commercial sites.

PHASE 1 DELIVERABLES:

- Publicity materials: posters, flyers, save-the-date
- Project Website
- Participation in meetings during 1.5 day Site Visit
- Base Maps of Existing Conditions
- Analysis of Existing Conditions (technical memorandum summarizing existing conditions, transportation analysis, green infrastructure analysis, and review of market conditions and development trends)

PHASE 2 – CHARRETTE (MONTH 3)

Phase 2 is centered on Charrette Workshops held on-site in West Ashley. Successive public meetings/hands-on public design sessions, interviews, and technical meetings will be held to engage the community. This intense, multi-faceted approach to public involvement will allow stakeholders to cooperatively develop a vision that serves as the foundation for future strategic decisions. Hands-on Design Sessions held in locations across West Ashley will provide

participants with the opportunity to interact with differing perspectives, allowing issues to be quickly identified and resolved while creating a strong foundation for establishing community consensus.

During the Charrette Workshops, the Dover-Kohl team will use the public input received to shape the Plan's Goals, Objectives and Policies, and to create an Illustrative Master Plan and Visualizations of key concepts and ideas. By actively engaging the public and community stakeholders/experts, the team can obtain immediate feedback on plan proposals, building community support and plan feasibility.

TASK 2.1: CHARRETTE LOGISTICS

Dover-Kohl will work with the City to determine the exact dates and format for the Charrette Workshops. The format of the Charrette will be tailored to obtain the best possible community input. Emphasis will be placed on defining the community vision, and identifying the best methods to implement that vision. The format will incorporate the findings of previous plans and studies, the team's preliminary analysis, and pre-charrette stakeholder interviews. The Charrette will facilitate a healthy dialogue between the public and private sectors, which will help create an implementable Plan.

TASK 2.2: CHARRETTE WORKSHOPS

The following two stages of activities are anticipated to be conducted:

Step 1: Kick-off / Hands-on Design Sessions (2 to 3 days)

Over the course of two to three days, representatives from the Dover-Kohl team (including a DKP Principal and Project Director) will lead Hands-on Design Sessions in different areas of West Ashley (up to 4 events anticipated), focusing on issues pertinent to the Plan including land use patterns, urban design and the retrofit of suburbia, transportation, housing, economic development, health/quality of life, sustainability and infrastructure. A "food-for-thought" presentation will introduce key issues to be explored, including retrofitting suburbia, multimodal transportation systems and sustainable design; case studies can explore best practices for economic development and improved quality of life through neighborhood design. A "ground rules" briefing will further explain the challenge for participants, orient participants to base maps, and set goals. Participants will then gather around tables to draw their important ideas. Facilitators from the Dover-Kohl team and City of Charleston will assist participants in the design exercises.

Participants will identify the important issues associated with future development and preservation and discuss them in small groups. Participants will then continue to work and draw on base maps to illustrate how they might like to see West Ashley evolve in the future by describing their vision for growth, infill and retrofit. At the end of the workshop, a spokesperson from each table will report the findings and major points to the entire assembly. The goal of the Hands-on Design Sessions is to begin to forge a community consensus and develop a short and long-range vision for the future of West Ashley.

Step 2: Open Design Studio, Open House, Work-in-Progress Presentation (5 days)

Following Step 1, the Dover-Kohl team will set up an on-site, Open Design Studio in a visible, accessible, and central location for 5 days. The On-site studio will include (5) planners/illustrators from Dover-Kohl, including a Principal and Project Director, as well as

representatives from Alta (3), HWG (2), Bihl (1), Strategic Economics (1) and CityFi (1). While working in the Design Studio, the team will analyze the information gathered at the Hands-on Design Sessions and stakeholder interviews in order to formulate the initial concepts for the Master Plan. Members of City staff, elected officials, local stakeholders and the community will be invited to stop in throughout the week as new issues come to mind and to check on the project's status. The following activities will occur at the Design Studio:

Define Draft Goals, Objectives, and Policies

During the Charrette, the Dover-Kohl team will work with the City and the community to define key Goal and Objectives for the Master Plan, as well as to explore the viability of potential policies and implementation actions. The goals, objectives and policies will be used to evaluate development proposals studied for key sites, and guide growth and change throughout the district. Initial ideas will be presented to stakeholders, the community, and technical advisors throughout the week to receive immediate feedback on the direction of the West Ashley Plan.

Draft Urban Design Concepts: Illustrative Plan and Visualizations

Visualizing change is a key component of Dover-Kohl's planning approach. Illustrations can communicate ideas better than words, and are valuable tools to test or confirm plan concepts and gather meaningful input. When the planning process is complete, the imagery often lives on, documenting the vision and guiding new growth. The illustrative plan will schematically explore proposed land uses and density; access and circulation; development patterns, including reuse of abandoned area and distribution of infrastructure; and green infrastructure concepts. Project renderings will explore proposed neighborhood and street design interventions on key sites, to demonstrate feasibility of implementation and test Plan policies.

Draft Transportation Concepts

Alta Planning + Design will work in collaboration with Bihl Engineering and CitiFi to present, refine, and shape transportation-related concepts and issues throughout the Charrette. Alta's focus will be on developing/refining overall transportation goals, objectives and policies; identifying major district multimodal facility/service investments by mode (streets/roadways, transit, and walk/bike); and creating a specialized plan for the district that identifies key street improvements to benefit multimodal mobility. The focus will be on solutions that move people, and not just cars, by closing gaps among and between modes and minimizing or eliminating barriers to travel modes other than personal motor vehicle. The transportation team will work hand in hand with the urban design team to develop multimodal solutions that connect rather than divide the community, and provide the community with viable choices of how they move about. By engaging stakeholders and jurisdictional agencies (such as SCDOT and CARTA) during the charrette, the team can quickly gain consensus on potential solutions that make West Ashley better connected. CityFi will also assess technologies, business models and shared mobility options to enhance the master plan and help meet the cities goals in tighter timeframes.

Draft Green Infrastructure Concepts

Horsley Witten Group (HWG) team members will work collaboratively with the urban design team to provide recommendations for open space, stormwater infrastructure and tree preservation/coverage approaches in conjunction with urban design and transportation recommendations, and contribute to development of the draft illustrative plan. HWG will provide concept-level evaluation of stormwater management strategies, and will prepare

sketches and illustrations to communicate concepts to stakeholders and to be incorporated into the illustrative plan and Work-in-Progress Presentation.

Economic Analysis of Design Concepts

During the Charrette, Strategic Economics will work interactively with the Consultant team to apply the lessons learned from the Phase 1 review of market conditions. As new plan ideas are investigated, the market viability of these concepts will be evaluated. Strategic Economics will meet with developers active in the City to understand opportunities and barriers to investment on key opportunity sites, and ways to encourage private investment. Meetings with City officials and area stakeholders will begin to identify funding tools, policies and strategies for implementation.

Implementing Change

Throughout this phase, CityFi will collaborate with the Dover-Kohl team and provide recommendations and strategies for implementing best practice innovations - including internal process improvements and metrics for evaluating project success; advanced technologies; and finance models. In addition, CityFi will identify potential public-private partnerships and sustainable approaches to support the execution of the plan.

Technical Meetings

While working in the Open Design Studio, the Dover-Kohl team will schedule various technical meetings with government agencies, City officials and staff, key property owners, developers, neighborhood associations, community groups, and other key stakeholders. These meetings will assist in the team's continued understanding of the physical, market, and organizational forces that are shaping West Ashley, and provide the team with direct feedback on developing Plan concepts.

Open House

On an agreed-upon day of the Open Design Studio, the Dover-Kohl team will pin-up draft ideas for an informal Open House in the Design Studio, thus allowing the community an opportunity to gather and provide input; the Open House offers an important feedback loop while the planning concepts are evolving.

Work-in-Progress Presentation

At the end of the Charrette the team will present the accumulated work at a "Work-in-Progress" Presentation. Sketches and visualizations will be presented illustrating the district's hypothetical evolution, depicting areas of growth and retrofit, and presenting initial concepts for implementation. These initial plans and illustrations will demonstrate the vision for the future. The Vision and the Goals and Policies will be introduced and discussed; various methods of community participation (including keypad polling, exit surveys, and small group conversations) will be used to gather feedback on the ideas presented, which will help refine Plan ideas during Phase 3.

PHASE 2 DELIVERABLES:

- Produce Detailed Charrette Schedule
- Lead Kick-off and Hands-on Design Sessions (up to 4 workshops)
- On-Site Design Studio (5 days) during which the following will be produced:
 - Draft Goals, Objectives & Policies

- Draft Illustrative Plan & Visualizations
- Draft Transportation Concepts
- Draft Green Infrastructure Concepts
- Economic Analysis of Design Concepts
- Draft Implementation Concepts
- Powerpoint Presentations:
 - Kick-off Presentation
 - Work-in-Progress Presentation

PHASE 3: MASTER PLAN (MONTHS 3 - 5)

The compact, high-energy format of the Charrette is designed to make major advances towards the creation of the Master Plan. A draft vision for future growth, suburban retrofit, and preservation in the West Ashley district, designed in public, will emerge during the Charrette. After the Charrette, the Dover-Kohl team will refine the charrette work products and assemble the Master Plan document. Regular communications via conference calls and web-ex meetings will ensure that the Master Plan document meets the expectations and the City of Charleston’s needs.

TASK 3.1: REFINE PLAN GRAPHICS

The Dover-Kohl team will refine the Charrette graphics and visualizations based on feedback received from the community and stakeholders. The final graphics are anticipated to include visualizations, an Illustrative Master Plan depicting areas where growth and change are anticipated, as well as diagrams and illustrations to convey key concepts. The Plan and illustrations will address the desired future vision and community design, as well as sustainable development and planning practices. The illustrations will demonstrate a manner in which the vision and goals can be applied, and provide a framework for future decision making. The Final Plan illustrations are anticipated to include:

- **Illustrative Plan (1)**, drawn to depict the vision for future growth and development.
- **Perspective Renderings (6)**, rendered in color showing key sites or significant design concepts.
- **Diagrams** communicating key ideas for urban design, transportation and green infrastructure improvements in the West Ashley Neighborhood.

TASK 3.2: DRAFT MASTER PLAN DOCUMENT

The Dover-Kohl team will prepare a draft Master Plan document that integrates the vision, goals, objectives, and policies identified through the charrette process, to guide West Ashley’s growth, retrofit, and conservation. The Plan document will be concise and highly visual, featuring the final illustrations and renderings, engaging graphic design and infographics to present the community vision for urban design, housing, multi-modal transportation, infrastructure, and economic development.

The exact format for the Master Plan will be determined in consultation with the City; however, we have created a provisional outline, based on the information provided by the City of Charleston. The Plan will be organized around key topics/elements to comprehensively approach the strategy for future evolution of the built environment; topics are anticipated to include:

- **Community Design and Land Use** (addressing sustainable land use patterns, urban design and placemaking, retrofit of underutilized lands, community health/quality of life, and historic/cultural resources);
- **Housing** (promoting desirable and resilient neighborhoods that include variety, affordability, and accessibility);
- **Transportation** (addressing all modes of transportation – walking, biking, driving and transit -- with an emphasis on livability and mobility, as well as overall connectivity and the impact of technology on future systems);
- **Green Infrastructure** (addressing public facilities such as the open space framework, sustainability, stormwater design and environmental resources); and
- **Economic Development** (identifying Plan policies and implementation strategies that can encourage desired development and promote community prosperity).

Each topic above will contain four primary sections:

- **Existing Conditions:** A summary existing physical conditions as well as the existing regulatory framework and market conditions that is shaping the current development form of West Ashley.
- **Community Concerns:** A summary of primary themes and points of consensus gathered through Phase 1 interviews, online tools, and the Charrette process.
- **Community Vision:** The vision for West Ashley will include strategies for addressing identified community concerns, featuring the physical planning begun on the Charrette (illustrative plans, change-over time illustrations, and diagrams / images conveying key principles). In addition, the vision will contain Goals, Objectives, and Policies to guide the implementation of the vision for each plan element.
- **Implementation Strategy:** The Plan will describe key actions for the City, as well as other public and private entities, in carrying out the plan vision. Actions will be prioritized; recommendations will identify actions to be undertaken in the near (0-2 year), mid (2-5 year), and long-term (over 5 years). Preliminary cost estimates for proposed improvements and potential funding sources (public and private) and strategies will be identified. Economic incentives and opportunities for public/private partnerships will be explored. Essential revisions to the land development regulations necessary to realize the vision will also be identified. Optionally, the strategy can also include a road map for deploying smart city technologies.

TASK 3.3: REVIEW MEETINGS WITH CITY STAFF

Key members of the Dover-Kohl team will participate, by web-ex, in monthly or bi-monthly review meetings with City Staff to review work-in-progress on the draft plans, illustrations, and report recommendations, and gather feedback. Up to five (5) meetings via webex are anticipated during Phase 3 in the project schedule.

PHASE 3 DELIVERABLES:

- Refine Plan Graphics
 - **Illustrative Plan (1)**
 - **Perspective Renderings (6)**
 - **Diagrams** communicating key ideas for urban design, transportation and green infrastructure improvements in the West Ashley Neighborhood.
- Draft Master Plan Summary Report

- Review Meetings with City via web-ex (up to 5)

PHASE 4: REVIEW & PRESENTATION (MONTHS 6+)

In Phase 4 of the project, the team will work with City staff to finalize, review, revise, and present the work products for the West Ashley Master Plan.

TASK 4.1: SUBMIT THE “PUBLIC DRAFT” FOR REVIEW

Dover, Kohl & Partners will assemble and submit a “Public Draft” West Ashley Master Plan document to the City for community review. The public draft will incorporate all plan graphics and summary text / recommendations as described in Tasks 3.1 – 3.2.

TASK 4.2: REVISE AND PRODUCE “FINAL DRAFT”

The Dover-Kohl team will work with the City over an agreed-upon period of time, with up to two rounds of revision to refine and revise the Master Plan document. A “Final Draft” of the Master Plan will then be submitted.

TASK 4.3: FINAL MEETINGS & PRESENTATIONS

Dover-Kohl will return to West Ashley for meetings with City Staff, and to present the Plan documents to the community as well as approval boards. The project budget includes up to two, 1-day long trips (for meetings and presentations) by representatives from Dover-Kohl during Phase 4

PHASE 4 DELIVERABLES:

- Master Plan Summary Report (“Public Draft”)
- Two rounds of revision, “Final Draft” Summary Report
- Final Presentation(s) (as scheduled over two, 1-day trips)

PHASE 5: OPTIONAL/ADDITIONAL SERVICES

At the request of the City, the Dover-Kohl team can perform optional tasks, or provide additional services to assist with implementation of Plan ideas. Optional/Additional Services will be subject to additional hourly or fixed fees, as approved by the City. Services may include:

- A **MySidewalk Forum** can be incorporated into the project website. MySidewalk (formerly Mindmixer) is an online tool that functions as a virtual town hall, encouraging participants to share ideas and collaborate. Interested individuals can also keep up with the project as it progresses, allowing the team to gauge the response to emerging ideas. The online approach allows the team to reach a broader audience than just those who physically attend public meetings. Initial MySidewalk questions and site set-up/content can be coordinated with the City; the MySidewalk site can be launched in Phase 1, and promoted during Charrette events.
- **Financial Feasibility Analysis.** If desired, Strategic Economics can build a pro forma model to explore the financial feasibility of development on key opportunity sites in the Plan Area. Strategic Economics will work closely with the City and project team to

develop up to three prototypical development scenarios to be tested in the analysis. Cost and revenue assumptions in the model will be vetted with local developers. In addition to helping to identify the most feasible product types for the plan area, the analysis can provide insight on how different development standards could factor into a project's financial performance. The pro forma will test sensitivity to variables such as building heights, FARs, parking ratios, and other planning/zoning factors to provide recommendations on strategies to encourage infill development.

- **Smart City Analysis.** CityFi can broadly assess the current technologies employed in the public way in West Ashley from public WiFi, embedded sensors, parking payment systems to traffic cameras to existing plans for future implementations to assess intersections with the master planning process.
- **Additional Services** (following completion of this scope of work) could include:
 - Attending additional meetings for Plan review or approval beyond those covered in this scope of work.
 - Reviewing development plans for consistency with the ideas developed for the Plan.
 - Producing additional illustrations, or providing additional revisions to the report, illustrative plan or illustrations.
 - Strategize funding, outreach, change management and pilot opportunities for transportation and open space implementation
 - Producing a Form-Based Code to guide new development. Our team is experienced with drafting code elements, integrating the code within the existing regulatory structure, obtaining community feedback, and assisting with adoption and implementation.

EXHIBIT E

COST SUMMARY

1. PROFESSIONAL FEES & REIMBURSABLE EXPENSES

The City shall make payment to the Consultant Team of professional fees in the amount not to exceed \$493,800.00 for the completion of the work in Phases 1 - 4 of the Agreement, including reimbursable expenses not to exceed \$38,400. The total for each Phase described in the Scope of Work (professional fees and reimbursable expenses) shall be as stated below. The payment of this sum shall be apportioned into payments (typically monthly) corresponding to invoices specifying the percentage of work completed and any expenses incurred. Fees for Optional or Additional Services (Phase 5) will be billed in accordance with Section 2 of this Exhibit.

PHASE 1: ANALYSIS	\$ 107,760
PHASE 2: CHARRETTE	\$ 175,600
PHASE 3: MASTER PLAN	\$ 135,600
PHASE 4: REVIEW & PRESENTATION	\$ 36,440
TOTAL PROFESSIONAL FEES:	\$ 455,400
REIMBURSABLE EXPENSES	\$ 38,400
TOTAL COST (including expenses):	\$ 493,800
TOTAL COST BY FIRM:	
DOVER, KOHL & PARTNERS:	\$208,550.
ALTA PLANNING + DESIGN	\$ 77,250.
BIHL ENGINEERING	\$ 26,300.
HORSLEY WITTEN GROUP	\$ 77,250.
STRATEGIC ECONOMICS	\$ 74,450.
CITYFI	\$ 30,000.

2. ADDITIONAL SERVICES

Services not specifically described in this Agreement shall be considered Additional Services. Upon written City approval, the Consultant Team will proceed with additional services tasks, which shall be performed for an agreed-upon hourly basis or fixed fee, in addition to the above-described professional fees.

3. CITY SUPPORT

The consultant team's completion of tasks within a timely basis and within budget is contingent on the City providing available information and its participation with respect to certain project activities:

- A. To facilitate communications, the City should provide a single point of contact for logistical needs for the consultant team.
- B. The City will assist with public outreach throughout the project. This includes working with the Consultant Team to identify key stakeholders, contacting stakeholders to coordinate attendance at site visit and charrette stakeholder meetings, and the printing and distribution of materials to promote Charrette events.
- C. The City will provide relevant base data and information, including existing zoning regulations, comprehensive plans, and other relevant regulatory documents; GIS base data of existing conditions; and all known planned, approved, or proposed public or private improvements within the project study area. The consultant team will provide a list of requested information at the onset of the project.
- D. The City will assist with scheduling and securing meeting spaces for project meetings and presentations.
- E. In order to conduct a successful Charrette process:
 - a. The City will identify table facilitators as needed for the Hands-on Design Workshops. The consultant team will provide a briefing/instruction for all facilitators. There should be one (1) facilitator per every ten (10) attendees to the workshop.
 - b. The City will provide meeting spaces for Charrette events, including meeting rooms, presentation rooms, studio workspace and basic equipment. Consultant will provide a list of needed equipment for the studio space (tables, chairs, etc).
 - c. The City will provide for video recording of all public meetings and workshops, if desired.
 - d. The City should make every effort to ensure the attendance of a majority of elected officials and stakeholders at Planning Workshop presentations.
- F. The City will be responsible for distribution of draft report materials for community/stakeholder review (the consultant will post materials on the project website).
- G. The City will be responsible for providing a unified set of comments to draft deliverables within an agreed timeframe.