

ORDINANCE NO. 23-010

AN ORDINANCE AUTHORIZING AND DIRECTING THE CITY MANAGER TO ENTER INTO AN AGREEMENT FOR PROFESSIONAL SERVICES WITH DESIGNING LOCAL, LTD, OF COLUMBUS, OHIO, FOR THE SANDUSKY PRESERVATION DESIGN GUIDELINES UPDATE PROJECT; AND DECLARING THAT THIS ORDINANCE SHALL TAKE IMMEDIATE EFFECT IN ACCORDANCE WITH SECTION 14 OF THE CITY CHARTER.

WHEREAS, Sandusky has more than 100 buildings on the National Register of Historic Places, two nationally registered Historic Districts, and more than 1,500 inventoried historic structures within the City and preserving these structures, while allowing them to take on new life, is essential to Sandusky's community pride and heritage; and

WHEREAS, the existing guidelines were established in 2007 and this comprehensive update of the Sandusky Preservation Design Guidelines will improve Sandusky's historic preservation process and ensure the City is using up-to-date best practices as well as enable the Planning Division in coordination with the Landmarks Commission to continue to promote historic preservation with excellence in our community; and

WHEREAS, this City Commission authorized the acceptance of grant funds in the amount of \$18,800.00 from the State Historic Preservation Office, Ohio History Connection through the Certified Local Governments Grant Program for the Design Guidelines Update Project by Ordinance No. 22-136, passed on July 25, 2022; and

WHEREAS, Designing Local, Ltd. was selected as the top-ranked firm for the Sandusky Preservation Design Guidelines Update through the 2022 Annual Request for Statements of Qualifications (SOQ) for Services process based on the firm's professional expertise and technical ability necessary to complete the required tasks and has extensive experience with the policy and administration aspects of the project; and

WHEREAS, Designing Local, Ltd., will be providing professional services for the Sandusky Preservation Design Guidelines and is more fully described in the Scope of Services, which is attached to this Ordinance and marked Exhibit "A" and specifically incorporated herein; and

WHEREAS, the cost of the professional services is not to exceed \$18,800.00 and will be paid with funds received through the Certified Local Governments Grant Program; and

WHEREAS, this Ordinance should be passed as an emergency measure under suspension of the rules in accordance with Section 14 of the City Charter in order to immediately proceed with the professional services so the guidelines update can be completed by the end of December 2023, in accordance with the terms of the grant agreement; and

WHEREAS, in that it is deemed necessary in order to provide for the immediate preservation of the public peace, property, health, and safety of the City of Sandusky, Ohio, and its citizens, and to provide for the efficient daily operation of the Municipal Departments, including the Department of Planning, of the City of

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Sandusky, Ohio, the City Commission of the City of Sandusky, Ohio finds that an emergency exists regarding the aforesaid, and that it is advisable that this **Ordinance** be declared an emergency measure which will take immediate effect in accordance with Section 14 of the City Charter upon its adoption; and NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF SANDUSKY, OHIO, THAT:

Section 1. The City Manager is authorized and directed to enter into an agreement with Designing Local, Ltd. Of Columbus Ohio, for Professional Services for the Sandusky Preservation Design Guidelines Update Project, substantially in the same form as attached to this Ordinance, marked Exhibit "1", and specifically incorporated as if fully rewritten herein, together with any revisions or additions as are approved by the Law Director as not being substantially adverse to the City and consistent with carrying out the terms of this Ordinance, at an amount **not to exceed** Eighteen Thousand Eight Hundred 00/100 Dollars (\$18,800.00).

Section 2. If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 3. This City Commission finds and determines that all formal actions of this City Commission concerning and relating to the passage of this Ordinance were taken in an open meeting of this City Commission and that all deliberations of this City Commission and of any of its committees that resulted in those formal actions were in meetings open to the public in compliance with the law.

Section 4. That for the reasons set forth in the preamble hereto, this Ordinance is hereby declared to be an emergency measure which shall take immediate effect in accordance with Section 14 of the City Charter after its adoption and due authentication by the President and the Clerk of the City Commission of the City of Sandusky, Ohio.



RICHARD R. BRADY
PRESIDENT OF THE CITY COMMISSION



ATTEST:

CATHLEEN A. MYERS
CLERK OF THE CITY COMMISSION

Passed: January 23, 2023

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made and entered into as of the _____ day of _____, 2023, (the “effective date”) by and between the City of Sandusky, Ohio, an Ohio Municipal Corporation located in the County of Erie, (hereinafter “City”), and Designing Local, LTD., an Ohio limited liability company located at 1223 East Main St. Suite 311, Columbus, Ohio 43205, (hereinafter “Consultant”).

Recitals:

WHEREAS, Sandusky has more than 100 buildings on the National Register of Historic Places, two nationally registered Historic Districts, and more than 1,500 inventoried historic structures within the city, and preserving these structures, while allowing them to take on new life, is essential to Sandusky’s community pride and heritage; and

WHEREAS, the existing Sandusky Preservation Design Guidelines were established in 2007 and a comprehensive update of the Sandusky Preservation Design Guidelines will enable the Planning Division in coordination with the Landmark Commission to continue to promote historic preservation and ensure the City is using up-to-date best practices ; and

WHEREAS, the City Commission of the City of Sandusky authorized the acceptance of grant funds in the amount of \$18,800.00 from the State Historic Preservation Office, Ohio History Connection through the Certified Local Governments Grant Program for the Sandusky Preservation Design Guidelines Update by Ordinance No. 22-136, passed on July 25, 2022; and

WHEREAS, Designing Local, Ltd. was selected as the top-ranked firm for the Sandusky Preservation Design Guidelines Update through the 2022 Annual Request for Statements of Qualifications (SOQ) for Services process based on the firm's professional expertise and technical ability necessary to complete the required tasks and has extensive experience with the policy and administration aspects of the project ; and

WHEREAS, Designing Local, LTD., will be providing professional services for the Sandusky Preservation Design Guidelines Update and is more fully described in the Scope of Services, which is attached to this Ordinance and marked Exhibit “A” and specifically incorporated herein; and

WHEREAS, the cost of the professional services is not to exceed \$18,800.00 and will be paid with funds received through the Certified Local Governments Grant Program; and

WHEREAS, the City and the Consultant thereafter negotiated this Agreement to set forth their mutual understandings and agreements concerning Consultant’s provision of the

services and the Sandusky City Commission authorized the City Manager to enter into this Agreement by Ordinance No. _____, passed on _____, 2023.

THEREFORE, in consideration of the mutual promises herein set out, the City and the Consultant agree as follows:

Agreement:

1. **Recitals.** The recitals are incorporated by reference and form a part of this Agreement as if set forth herein.

2. **Scope of Services / Non-Assignment.** The Consultant agrees to perform the services as described in the Scope of Services, a copy of which is attached to this Agreement, marked Exhibit "A", and is specifically incorporated as if fully rewritten herein.

Consultant shall perform such services in accordance with applicable sections of the Ohio Revised Code and any other applicable Federal, State, or local statutes, ordinances, rules, and regulations.

Consultant shall perform the services under this Agreement personally and shall not assign or delegate the performance of those services to any other person without the prior written approval of the City.

3. **Independent Contractor.** Consultant acknowledges that it is an independent contractor while performing the services required in this Agreement and any personnel required to perform the services in this Agreement will not be employees of the City.

4. **Compensation.** The City shall pay the Consultant for the services performed in accordance with this Agreement in an amount not to exceed Eighteen Thousand Eight Hundred and 00/100 Dollars (\$18,800.00). Consultant shall timely submit monthly invoices to the City's Community Development Department for services rendered for the previous thirty day period. The City shall make timely payment to the Consultant within thirty days of receipt of the monthly invoice from the Consultant.

5. **Indemnification.** Consultant shall indemnify City against any and all liability, demands, claims, suits, losses, damages, causes of action, fines or judgements and expenses incident to the same, for injuries to persons or property arising out of or in connection with Consultant's negligent performance under and pursuant to this Agreement unless caused by the gross negligence or willful misconduct of the City.

6. **Confidentiality.** City and Consultant each recognize and acknowledge that the City is subject to the Public Records Act, Ohio Revised Code Section 149.43, and that trade secrets are exempt from disclosure as public records and Consultant agrees that any information communicated to the Consultant during the performance of the services required by this Agreement that concerns confidential personal, financial or other affairs of the City shall be treated by Consultant as confidential and shall not be revealed or discussed unless required by law or specifically authorized to do so in writing by the City.

7. **Public Records.** The Consultant shall have access to pertinent public records as are available to the City and applicable to the project. The City does not guarantee the accuracy of said records and it shall be the Consultant's duty to verify the same. The City shall at all reasonable times have access to the work and plans of the Consultant for purposes of inspection. The Consultant agrees that all reports prepared for the City under the terms of this Agreement shall be furnished to the City upon request and delivered to and become the property of the City. The Consultant shall not destroy any documents it creates that belong to the City and shall not destroy any documents in any media that are considered public records as defined in the Ohio Public Records Act, O.R.C. §149.43 et seq.

8. **Term.** The term of the Agreement shall commence on the date set forth above, the effective date, and shall continue until the services are completed unless earlier terminated in accordance with this Agreement.

9. **Termination.** Notwithstanding any other provision of this Agreement, the City may terminate this Agreement for cause or for no cause by giving ten (10) days written notification to the Consultant. The notice of termination shall be by certified mail, return receipt requested.

Upon termination of this Agreement, Consultant shall have no further obligation to provide services to the City and the City shall have no further obligation to pay compensation beyond that for satisfactory services rendered before the notice of termination is received. Consultant shall surrender to the City copies of all completed work, work in progress and any reports, records, and any other documents relating to the scope of services that may be in the possession of Consultant at the time of termination. Consultant shall be paid an amount that bears the same ratio to the total services of the Consultant covered in this Agreement, less payments of compensation previously made.

10. **Notice.** Whenever in this Agreement there shall be required or permitted that notice or demand to be given or served by either party to this Agreement, to or on the other, such

notice or demand shall be given or served in writing by certified mail, return receipt requested addressed as follows:

City of Sandusky
City Manager
240 Columbus Avenue
Sandusky, OH 44870

Designing Local, LTD.
1223 East Main Street
Suite 311
Columbus, Ohio 43205

11. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio.

12. Equal Employment Opportunity. In carrying out this Agreement, the Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity or expression, or national origin. Such action will include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship; and participation in recreational and educational activities. The Consultant will post in conspicuous places, available to employees and applicants for employment, notices to be provided by the government setting forth the provisions of this nondiscrimination clause. The Consultant will state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national original, disability, or age. The Consultant will incorporate the provisions of this paragraph in all subcontracts for any work covered by this Agreement.

13. Entire Agreement. This Agreement sets forth the entire Agreement between the parties with regard to the subject matter of the Agreement. No other agreements, representations or warranties have been made by either party to the other with respect to the subject matter of this Agreement.

14. Severability. If any of the provisions of this Agreement are found or deemed by a Court of competent jurisdiction to be invalid or unenforceable, they shall be considered severable from the remainder of this Agreement and shall not cause the remainder to be invalid or unenforceable.

15. Amendments. This Agreement may be amended by the parties only by a written agreement signed by both parties.

SIGNATURE PAGE TO FOLLOW

WITNESSES:

CITY OF SANDUSKY:

John Orzech, Interim City Manager

Date

WITNESSES:

Designing Local, LTD.:

(Signature)

(Printed Name and Title)

Date

Approved as to Form:

Brendan Heil #0091991
Law Director
City of Sandusky

CERTIFICATE OF DIRECTOR OF FINANCE

The undersigned, fiscal officer of the City of Sandusky, hereby certifies that the moneys required to meet the obligations of the City during the year 2023 under the Agreement have been lawfully appropriated by the Commission of the City for such purposes and are in the treasury of the City or in the process of collection to the credit of an appropriate fund, free from any previous encumbrances. This Certificate is given in compliance with Sections 5705.41 and 5705.44, Ohio Revised Code.

Date

Michelle Reeder
Director of Finance

Account Number



Designing Local, Ltd.
1223 East Main St., Suite 311
Columbus, OH 43205
www.designinglocal.com

January 11, 2023

Arin Blair, AICP
Chief Planner
Community Development Department
240 Columbus Ave
Sandusky, OH 44870
419.627.5873

RE: City of Sandusky Preservation Design Guidelines Update

Dear Arin:

On behalf of Designing Local, we would like to thank you for the opportunity to submit this proposal to the City of Sandusky. Based on our past work in Sandusky, it is clear that economic development, historic preservation, excellent planning, and strong resident experiences are important to you.

With the support of a 2022 Certified Local Government Grant, the City of Sandusky proposes to complete a comprehensive update to the Sandusky Preservation Design Guidelines. The City of Sandusky is experiencing a renaissance. More than \$200M in investment has occurred in the Downtown Historic District over the past 10 years and has been guided by the Sandusky Preservation Design Guidelines. However, the Preservation Design Guidelines were created in 2007 and have received minimal update since their adoption. The current guidelines contain conflicting and outdated information, lack guidance for new development and development of structure additions popular in the community, and contain barriers to legibility and community understanding.

We have a strong understanding of the City of Sandusky as we recently led the Sandusky Public Art & Placemaking Plan. To strengthen our team, Designing Local has teamed with Latus Studio, a Columbus-based architectural practice that will provide design feasibility and graphic support.

Please see the enclosed project understanding, work plan, and fee worksheet in support of this project. On behalf of our team, we appreciate the opportunity to submit our qualifications to you and your community partners who are committed to design quality and historic preservation in Sandusky.

Sincerely,

Matt Leasure, PLA AICP
Principal
matt@designinglocal.com
614.893.7178
(Primary Contact)

Amanda Golden
Managing Principal
amanda@designinglocal.com

Josh Lapp, AICP
Principal
josh@designinglocal.com

PROJECT UNDERSTANDING

INTRODUCTION

The City of Sandusky is experiencing a renaissance. More than \$200M in investment has occurred in the Downtown Historic District over the past 10 years and been guided by the Sandusky Preservation Design Guidelines. Historic preservation is an ongoing priority of the community, as documented by the Bicentennial Comprehensive Plan, Downtown Master Plan, Certified Local Government status, Landmarks Preservation Ordinance, and ongoing community engagement. Founded in 1818, Sandusky has an abundance of historic buildings still standing. Sandusky has more than 100 buildings on the National Register of Historic Places, two nationally registered Historic Districts, and more than 1,500 inventoried historic structures within the city. Preserving these structures, while allowing them to take on new life, is essential to Sandusky's community pride and heritage.

STATEMENT OF NEED

The City of Sandusky is currently experiencing a boom in downtown redevelopment, especially with updates to historic buildings. Proposed and completed projects largely involve new entertainment experiences, including bars, restaurants, and interactive games. Downtown residential living is also a popular new use of historic buildings, and owners seek to make changes to their structures to meet the needs of market demand. These ventures are attracting more and more people to spend time in our Downtown Historic District, and more and more building owners to consider significant investment in their properties.

The city has a well-established process for reviewing proposed updates to buildings in locally registered districts and nationally registered structures. Staff relies on the city's design guidelines to create reports with recommendations for the Landmarks Commission who has the authority to grant Certificates of Appropriateness for proposed changes. However, the Preservation Design Guidelines were created in 2007 and have received minimal update since their adoption.

Since the majority of the Sandusky Preservation Design Guidelines are 15 years old, they do not necessarily contain the best practices currently in place with the Secretary of the Interior's Standards for Rehabilitation. The guidelines conflict with the 2019 Landmarks Preservation ordinance created when the city established itself as a Certified Local Government and lack guidance for appropriate development of popular structures such as rooftop bars and outdoor patios. Lack of guidance for these project types has produced inconsistent results and created community distrust in our historic preservation process. Throughout the document, some guidelines are vague, lack illustration, or provide unclear guidance. Guidance for new development within established historic districts is ambiguous. Conflicting and inaccurate information is confusing to the community and frustrating to applicants.

PROPOSED COMPONENTS

With the support of a 2022 Certified Local Government Grant, the City of Sandusky proposes to complete a comprehensive update to the Sandusky Preservation Design Guidelines. The Consultant Team will work with City of Sandusky Staff to complete the update. Components of the update are expected to include:

- A comprehensive audit of current guidelines to identify critical and priority needs for updating.
- Correction of conflicting and inaccurate information.
- Addition of sections to provide guidance for exterior patios on private property, outdoor dining areas within public rights-of-way, and rooftop amenity decks and structures.
- Enhanced guidance for residential properties.
- New diagrams, photos, and illustrations to clarify guidelines and make the document more user-friendly and legible.
- Up-to-date best practices based on Secretary of the Interior Standards for Rehabilitation & Preservation Briefs.
- Community engagement to identify needs for clarity, guidance, and legibility.
- Landmark Commission engagement to identify needs, set expectations, and provide training on updated guidelines.

PROJECT TEAM

LEADERSHIP TEAM

The Leadership Team will consist of City of Sandusky Staff. This small group of critical people will be the primary entity that will provide support to the Planning Team. A representative designated by the Leadership Team will directly coordinate with Designing Local for all logistical considerations.

STAKEHOLDER INPUT

The Landmark Commission will be a key part of the guideline development process. Other key members of the public or City leadership may be included in the stakeholder input sessions. Two opportunities have been included in the guidelines development process to allow for feedback throughout the process.

PUBLIC WORKSHOPS

The Planning Team will facilitate two Public Workshops during the guidelines development process. The Planning Team will also provide highly visual communication tools throughout the process to properly inform the public about the process and project.

A third Public Workshop to present the final Guidelines Document will be held in December 2023. City Staff will facilitate this meeting. Designing Local will attend this meeting virtually or in-person.

PLANNING TEAM

DESIGNING LOCAL - PRIME CONSULTANT

Designing Local is a certified woman-owned business dedicated to helping communities connect people to place through culture. Founded in 2014, our firm was born from the belief that design, art, culture, historic preservation and other important unique attributes are critically important elements which establish a community's sense of place and economic development potential, but are often overlooked in the planning process. We lead planning projects throughout Ohio and nationally.

LATUS STUDIO - SUBCONSULTANT

Latus Studio is a Columbus, Ohio based architecture and design studio focusing on enhancing the social, environmental, and economic well being of the community through engagement, thought, design, and partnership. We bring a passion for creating sustainable environments and believe this is best achieved when a team of passionate individuals come together to achieve their goals. Latus Studio was founded in 2019.



PROJECT SCOPE OF WORK

TASK 1: KICK-OFF MEETING (FEBRUARY 2023)

1.01: Leadership Team Meeting 1. Facilitate a brief meeting with members of the Leadership Team and discuss existing conditions, the project process, opportunities and constraints, and key stakeholders.

TASK 2: BACKGROUND DATA COLLECTION (FEBRUARY - MARCH 2023)

2.01: Base Mapping. Coordinate with the City to attain all available GIS base information. Create base maps to support site analysis and public engagement activities.

2.02: Background Research. Review existing documents, various development proposals, Landmark Commission meeting minutes, or other elements to determine potential issues to address in the guidelines development process. Develop bullet-point summary of various existing elements including current zoning codes and land use maps.

2.03: Site & Community Character Analysis. Facilitate a tour of key areas of the City with Staff and other stakeholders as necessary. This will include identification and documentation of key existing elements, architectural style, constraints, and other issues. Provide a written assessment of key findings.

2.04: Guidelines Benchmark Research. Compile benchmark guidelines documents and images which are similar in context and key elements to this project and organize them by type. These will generate ideas and communicate concepts to be tested and refined throughout the process.

2.05: Public Engagement Plan. Determine optimal method and process for community engagement opportunities. The Planning Team will work with the Leadership Team to design all community engagement activities as well as a plan for public communication activities such as contact with the media and elected leadership. This will include web-ready information such as images, text, and graphics for use on the project or City's website and social media.

2.06: Leadership Team Meetings. Facilitate brief calls/virtual meetings with the Leadership Team to discuss progress on a bi-weekly basis.

2.07: Deliverables.

- Background Research.
- Base Maps/Site Photos.
- Communication Materials.

TASK 3: STAKEHOLDER AND COMMUNITY ENGAGEMENT (APRIL 2023 - JUNE 2023)

3.01: Stakeholder Meetings. Facilitate two stakeholder meetings with the Landmark Commission and other key stakeholders. These meetings will be critical to guiding the process toward an effective and productive result. ***These stakeholder meetings will be held in April and June 2023.***

3.02: Public Workshop 1. A meeting will be held to generate feedback and input for the development of the design guidelines. This will include elements such as visual preference activities, map exercises, and general discussion and written comment on the design districts and guidelines. The Planning Team will work with the Leadership Team to develop the various interactive activities in order to foster dialogue. Members of the Planning Team will facilitate conversations with attendees and will collect their verbal and written comments. ***This workshop will be held in-person at the end of April.***

3.03: Leadership Team Meetings. Facilitate brief calls/virtual meetings with the Leadership Team to discuss progress on a bi-weekly basis.

3.04: Deliverables.

- Memo of Engagement Findings.
- Public Meeting Materials.

PROJECT SCOPE OF WORK (CONTINUED)

TASK 4: PREPARATION OF DRAFT GUIDELINES (JULY 2023 - SEPTEMBER 2023)

4.01: Draft Guidelines Document Format. Create a first draft of the guidelines document for review by the Leadership Team. This will include the text format, page layout, color scheme, table of contents, acknowledgments, etc.

4.02: Draft Guidelines Visual Exhibits. Produce 3-Dimensional diagrams to illustrate various elements included in the guidelines including building height, scale, design character, etc. These exhibits will provide clear expectations for developers who use the guidelines in their design process.

4.03: Draft Guidelines Text Outline (Review #1-60% Draft). Develop an initial draft of the guidelines text for initial review. This will be provided to the Leadership Team and Stakeholders for their comments and will support review by the public. ***This draft will be completed by August.***

4.04: Draft Preliminary Guidelines Text (Review #2-95% Draft). Refine the draft guidelines for review by the Leadership Team and the initial State Historic Preservation Office (SHPO) review. ***This draft will be completed by Beginning of September.***

4.05: Draft Guidelines Review Stakeholder Meetings. Facilitate two stakeholder meetings with the Landmark Commission and other key stakeholders. These meetings will allow for presentation of the draft guidelines and discussion. ***These stakeholder meetings will be held in Mid-September 2023.***

4.06: Public Workshop 2. A meeting will be held to generate feedback on the preliminary guidelines document. ***This workshop will be held at the end of September.***

4.07: Leadership Team Meetings. Facilitate brief calls/virtual meetings with the Leadership Team to discuss progress on a bi-weekly basis.

4.08: Deliverables.

- District(s) Boundary Map and Supporting Documentation.
- Draft Guidelines Document.

EXHIBIT "A"

TASK 5: FINAL DESIGN GUIDELINES (OCTOBER - DECEMBER 2023)

5.01: Final Guidelines Document. Produce a final guidelines document which will include a summary of the process, public engagement, benchmark research, the guidelines text, and various supporting exhibits. A draft of this document will be circulated for review by the Leadership Team and the second State Historic Preservation Office review. Any comments/feedback will be incorporated into the final version. ***This draft will be completed by the end of October.***

- **City Brand Guidelines & Visual Quality.** Utilize the City's brand guidelines to design the guidelines document. This will create consistency and clarity of communication with the public. The Planning Team will strive to create a visually compelling document that will quickly and effectively communicate the intent and outcomes of the guidelines to the public. Diagrams, maps, and renderings will be utilized as prominent elements in the plan.
- **Document Production and Digital File Delivery.** The document will be designed in an 8.5" x 11", double-sided format (or other agreed upon format) and will be produced in Adobe InDesign. The Planning Team will deliver original, editable graphic and text files to the Leadership Team for future editing and updates.
- **Hard Copy Delivery.** The Planning Team will deliver 3 color printed and bound color copies and 1 flash drive with a digital file (.PDF) of the guidelines document.
- **Process Appendix.** The Planning Team will produce a separate appendix of all process oriented materials including Public Design Workshop results, meeting minutes, benchmark research, recommendations for other policy /code changes as applicable, etc.

5.02: Final Document Submittal to Landmark Commission and City Commission. The team will deliver the final document to the Landmark Commission/City Commission. ***Adoption is anticipated in December 2023.***

TASK AND FEE WORKSHEET

The following task and fee worksheet is based on the preceding scope of work. The Consultant Team anticipates refinement of the scope of work, and subsequently, the task and fee worksheet. Billing will be performed on monthly intervals and will include incurred expenses to that point of the project.

ITEM		TIMEFRAME	FEE (FIXED)
Task 1	Kick-Off Meeting	February	\$1,000
Task 2	Background Data Collection	February - March 2023	\$2,000
Task 3	Stakeholder and Community Engagement	April - June 2023	\$4,000
Task 4	Preparation of Draft Guidelines	July - September 2023	\$6,000
Task 5	Final Design Guidelines	October - December 2023	\$5,000
Part 1 Estimated Costs			
ESTIMATED PROJECT EXPENSES			
Meetings and Field Work		Estimated total for miscellaneous printing, site visits, etc.	\$800
TOTAL			\$18,800

PROJECT ASSUMPTIONS

- Base information will be provided by the Leadership Team including existing GIS data, current planning proposals, and other key elements.
- Any costs for rental of facilities for meetings and workshops in the City of Sandusky will be covered by the Leadership Team, or the Leadership Team will select facilities that are free of charge for use during the project. If the Planning Team determines the best course of action is to facilitate an event which has various direct costs, the Planning Team will develop a budget for approval and will submit costs for reimbursement.
- The Leadership Team will act as a liaison with the appropriate legislative bodies.
- The Leadership Team will coordinate document review and supply edits or approvals in a timely manner.
- The Leadership Team will assist with securing locations for meetings, events, and workshops.
- The Leadership Team will coordinate with the State Historic Preservation Office (SHPO) and administer the grant requirements.