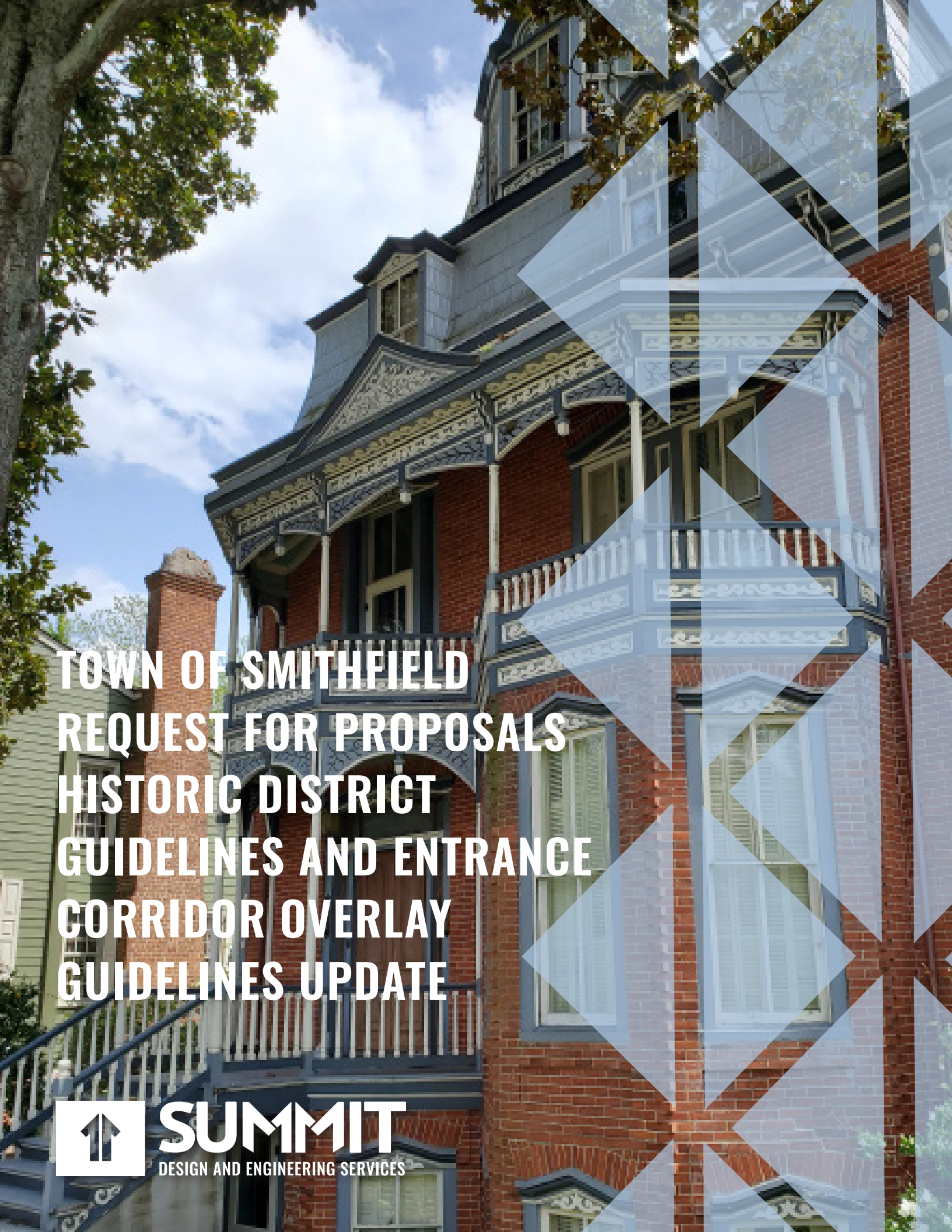


TOWN OF SMITHFIELD REQUEST FOR PROPOSALS HISTORIC DISTRICT GUIDELINES AND ENTRANCE CORRIDOR OVERLAY GUIDELINES UPDATE

SUMMIT
DESIGN AND ENGINEERING SERVICES

TOWN OF SMITHFIELD

"The Ham Capital of the World"

REQUEST FOR PROPOSALS
RFP #22-006

December 7, 2022

Town of Smithfield
310 Institute St
Smithfield, VA 23430
https://www.smithfieldva.gov/

Historic District Guidelines and Entrance Corridor Overlay Guidelines Update

Sealed Proposals, subject to the conditions and instructions contained herein, will be received at the above office until the time and date shown below (local prevailing time), for furnishing the items or services described in the proposal.

Scope of Work: To provide professional planning services in order to complete an update of the Town of Smithfield's Historic District Guidelines and Entrance Corridor Overlay Guidelines.

Proposal Due: January 6, 2023, at 5:00 PM

Contract Officer: Lesley King, Purchasing Officer, lking@Smithfieldva.gov

****AN ELECTRONIC RESPONSE IS REQUIRED****

The Purchasing Agent, Lesley King, is the sole contact official for the Town of Smithfield with respect to this RFP. All questions and/or comments should be directed to her at this email address: lking@smithfieldva.gov. The respondents to this RFP shall not contact, either directly or indirectly, any other employee or agent of the Town regarding this RFP. Any such unauthorized contact may disqualify the bidder from the procurement.

Company Name:	Summit Design and Engineering Services, PLLC		
Address:	2201 W Broad St #204, 0		
City / State / Zip:	Richmond, VA 2322		
Telephone:	(804) 204-1022	FAX No.:	
E-mail:	shane.parker@summitde.com		
Print Name:	Shane Parker, PE	Title:	Director of Operations
Signature:	M Shane Parker	Date:	12/30/2022

SIGNATURE SHEET

(Submit with Proposal)

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia, 1950, as amended. Furthermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Government Bid Rigging Act, and Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to the Town and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to the Town of Smithfield, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with the Town.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Complete Legal Name of Firm: Summit Design and Engineering Services, PLLC

Address: 2201 W Broad St #204, Richmond, VA 23220

Federal ID No.: 30-0236228

Telephone No. (804) 204-1022 Fax No. _____

Name (type/print): Shane Parker, PE Title: Director of Operations

Signature: M Shane Parker

PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION (RFP #22-006)

Name of Firm/Offeror: Summit Design and Engineering Services, PLLC

Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of §2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected, including the section of the proposal in which it is contained, as well as the page number(s), and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute a trade secret or proprietary information. In addition, a summary of proprietary information provided shall be submitted on this form. The designation of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable. If, after being given reasonable time, the Offeror refuses to withdraw such a classification designation, the proposal will be rejected.

SECTION/TITLE	PAGE NUMBER(S)	REASON(S) FOR WITHHOLDING FROM DISCLOSURE
Cost and Containment	17-20	Cost and hourly rates

EXCEPTIONS TO RFP
(RFP #22-006)

Name of Firm/Offeror: Summit Design and Engineering Services, PLLC

Unless stated in this portion of the proposal, all Offerors will be considered to have accepted all the terms of the Request for Proposal (RFP), including all 'must's,' 'shall's', and 'should's,' and any amendments as issued, without exception.

N/A

TOWN OF SMITHFIELD

"The Ham Capital of the World"

REQUEST FOR PROPOSALS

ADDENDUM #1

RFP #22-006

December 19, 2022

Town of Smithfield
310 Institute St
Smithfield, VA 23430
https://www.smithfieldva.gov/

Historic District Guidelines and Entrance Corridor Overlay Guidelines Update

Sealed Proposals, subject to the conditions and instructions contained herein, will be received at the above office until the time and date shown below (local prevailing time), for furnishing the items or services described in the proposal.

Scope of Work: To provide professional planning services in order to complete an update of the Town of Smithfield's Historic District Guidelines and Entrance Corridor Overlay Guidelines.

Proposal Due: January 6, 2023, at 5:00 PM

Contract Officer: Lesley King, Purchasing Officer, lking@Smithfieldva.gov

****AN ELECTRONIC RESPONSE IS REQUIRED****

The Purchasing Agent, Lesley King, is the sole contact official for the Town of Smithfield with respect to this RFP. All questions and/or comments should be directed to her at this email address: lking@smithfieldva.gov. The respondents to this RFP shall not contact, either directly or indirectly, any other employee or agent of the Town regarding this RFP. Any such unauthorized contact may disqualify the bidder from the procurement.

Company Name:	Summit Design and Engineering Services, PLLC		
Address:	2201 W Broad St #204,		
City / State / Zip:	Richmond, VA 23220		
Telephone:	(804) 204-1022	FAX No.:	
E-mail:	shane.parker@summitde.com		
Print Name:	Shane Parker, PE	Title:	Director of Operations
Signature:	M Shane Parker	Date:	1/5/2023

COVER LETTER

January 6, 2022

Lesley King, Purchasing Officer
lking@Smithfieldva.gov

Subject: RFP #22-006 Town of Smithfield Historic District Guidelines and Entrance Corridor Overlay Guidelines Update

Dear Ms. King,

Summit Design and Engineering Services (Summit) is pleased to submit this proposal to update Smithfield's Historic District and Entrance Corridor Overlay guidelines. ***Through the work we did with the Town to update the Comprehensive Plan over the past couple of years, we have become invested in the future of Smithfield and in meeting the Town's vision of the Comprehensive Plan.*** The process of updating the Historic District and Entrance Corridor Overlay guidelines is an opportunity to continue the process of working with Smithfield to achieve the community's vision for the future.

We continue to grow our Planning Department both in terms of staff and capabilities, bringing on more talented planners with public sector experience. We are thrilled at the prospect of continuing our relationship with the Town and update the Historic District and Entrance Corridor Overlay guidelines because your needs are a perfect fit for our skill set.

Summit's planning department brings a wealth of experience working in Virginia, with over 60 years of combined planning experience. We are committed to working with communities to plan for themselves, combining extensive stakeholder engagement with data and geographic analysis to create plans that are reflective of each individual community. Our planners are well-versed in comprehensive and master plans, zoning, housing, transportation planning, economic analysis, and project planning including accessing state and federal grant resources.

As you know, public participation in the Comprehensive Plan process revealed two overarching themes to the way Smithfield residents view their Town.

- // First, residents and stakeholders love the historic downtown and want more walkable areas.
- // Second, they want reduced traffic and more character outside of downtown.

Revising the Historic District guidelines will ensure that new development in that area is consistent with what people love about downtown. Revising, updating, and making necessary changes to the Entrance Corridor Overlay guidelines is an important step to ensuring that the character of development of major roads is more attractive and helps to reduce traffic. Additionally, one of the Big Ideas of the Comprehensive Plan is to re-train South Church Street just south of Cypress Creek to become a more walkable area. In the process of updating the Entrance Corridor Overlay guidelines, it is also possible to put in place guidelines specific to that area that will help that vision become reality.

We look forward to the opportunity of working with staff, the Planning Commission, and the Board of Historic and Architectural Review to implement these changes and make sure that Smithfield's design guidelines are working as efficiently as possible to make the Town's vision a reality.

The existing website we created for the Comprehensive Plan can be used to host draft documents and public meeting schedules, if desired. This is a great opportunity to build upon the graphic work that we began in the Comprehensive Plan process and use visualization to show what development can look like in both areas. It's also a great opportunity to improve the clarity of maps and update the graphics used to demonstrate desired development.

The Scope of Work outlined in this proposal is a draft

COVER LETTER

based on your RFP. If chosen to complete the work we will work with staff and project leadership to refine the scope to meet the Town's expectations, including public participation and deadlines.

In order to provide the Town with the best project cost, we are providing three project prices. The first is a very robust process over nine months. The second is a slightly more limited scope, and the third assumes a limited number of meetings, including virtual meetings, and using Smithfield staff in place of extra Summit staff at public meetings and work sessions. Any hours spent over and above the estimated, we can charge hourly rates, attached in this proposal. One more option is using a cost plus fixed-fee pricing structure, which is possible to make the most cost effective, giving Smithfield the option to limit time spent and the duration of the project. We would love to work with Smithfield on this project, and take these steps to create the built environment envisioned in the Comprehensive Plan, so we are happy to work to find the best budget and pricing structure.

Respectfully submitted,

Anne Darby, AICP
Planning Department Manager

PROJECT EXECUTIVE

Zachary Weddle, PE
606 Broad Street Suite C
South Boston, VA 24592
Phone: 434-575-0617
zachary.weddle@summitde.com

PROJECT MANAGER/PRIMARY CONTACT

Anne Darby, AICP
2201 W. Broad Street, Suite 204
Richmond, VA 23220
Phone: 804-204-1022
anne.darby@summitde.com

EXPERIENCE AND QUALIFICATIONS

COMPREHENSIVE PLANNING & ZONING

Summit has led the preparation of more than 45 comprehensive and master plans for localities across the Commonwealth. The planning process always incorporates robust community engagement via online resources and through in-person planning sessions. In addition to the research and data tables that go into a comprehensive plan, we seek to include graphic and visual elements and well-done plan maps intended to tell a story and keep a reader's attention. A Summit-prepared comprehensive plan seeks to balance creating a big picture vision of what a community envisions for itself and providing the detailed plans, strategies, and potential funding sources needed to make the vision become a reality. The comprehensive planning effort is frequently followed by work to update zoning and subdivision ordinances and other regulatory requirements to implement various plan aspects. Recent clients have included the Towns of Smithfield and Richlands, as well as the Cities of Irvington, Danville, and Emporia.

Summit enjoys helping localities preserve their culture and sense of place while developing strategies that take advantage of economic growth and opportunities that are clearly on the horizon. The Town's rich history and charm clearly need to be preserved.

This balancing act requires ensuring leaders and residents share a common vision for the community's future and agree to what growth should look like. The plan needs to outline that vision and provide the steps and the tools necessary to achieve that vision. This includes a thoughtful future land use map, growth management strategies, development guidelines and zoning ordinances, as well as how the Town's finances will be impacted including capital improvement planning and level of services projections. Summit's planners are well-versed in developing this balance and have experience in addressing similar challenges and opportunities like the Town of Smithfield is going to be facing in the very near future.

PLANNING PHILOSOPHY

We embrace the belief that planning is a necessary prelude to informed decision making and the successful completion of a project. We view planning as the best way to assist communities to realize their own vision for the future. Whether it is a strategic plan, market analysis, or project development, it is important that we create plans that lead to projects on the ground. This practical planning approach ensures that plans get implemented, rather than sitting on a shelf gathering dust. This principle has fueled our involvement in helping localities develop, apply for, and manage grant-funded projects with specialization in economic analysis and hazard mitigation funding mechanisms.

EXPERIENCE WITH PUBLIC ENGAGEMENT

Summit planners approach comprehensive plans as they do with every planning project: with the understanding that effective engagement and collaboration between local government and its residents are powerful tools to ensure buy-in and the long-term success of any plan. Summit planners have many years of experience with public engagement. We have been very successful at pulling in citizens to public meetings and hearings, conducting interviews and forums, and designing and implementing surveys whether on paper, in-person and door-to-door as is needed for community development projects, or through digital means. Additionally, Summit planners are adept at leading strategy sessions and decision-making processes with elected and appointed officials, who always have final oversight over the final plan elements.

Town of Smithfield Comprehensive Plan

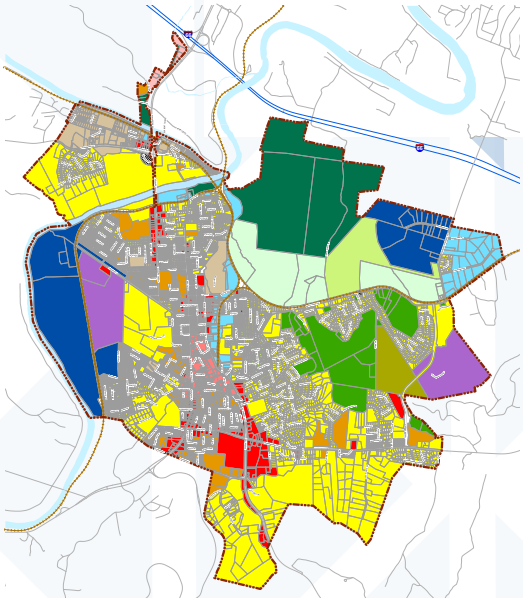
PLANNING

SERVICE OVERVIEW

First and foremost, we listen. Communities know what they want and we then translate their vision into reality. Our team combines inclusive and innovative engagement processes with thorough data analysis to create strong foundations for plans.

We leverage our practical understanding of local government and our multi-disciplinary expertise to produce actionable recommendations that help communities shape a resilient future.

Our team has extensive experience with a variety of projects types from comprehensive plans to feasibility studies and zoning ordinance updates



Appomattox Downtown Revitalization

CAPABILITIES

- // Comprehensive Planning/Master Planning
- // Zoning Ordinance Updates
- // Downtown Revitalization
- // Grant Preparation & Management
- // Site Suitability
- // Feasibility Studies
- // Development Scenario Modeling
- // Public Participation
- // GIS Analysis
- // Small Area Planning

LEARN MORE!

www.summitde.com

EXPERIENCE AND QUALIFICATIONS

Anne Darby, AICP

Project Manager

// 15 Years of Experience

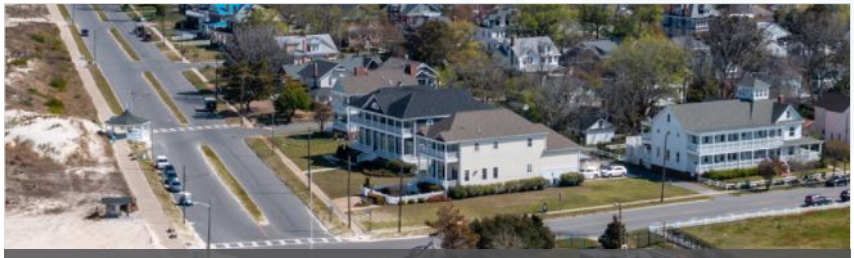
// Master of Urban and Regional Planning, Virginia Commonwealth University

// American Institute of Certified Planners

Anne has extensive planning experience gained over 15 years working in regional and local government. Her expertise ranges from comprehensive, corridor and small area plans, to plan implementation, local government processes and zoning. She has experience in transportation programming and regional project prioritization, as well as technical assistance planning to local governments. Anne holds a Master's in Urban and Regional Planning from VCU and is an AICP certified planner.

In her previous job as Planner III, Zoning Specialist with the City of Richmond, she focused primarily on large area rezonings based on adopted plans such as the Pulse Corridor Plan, including the rezoning of downtown neighborhoods and priority growth areas. She has a complex understanding of zoning and how to use that tool to accomplish land use goals, including creating Plan of Development Overlay districts based on design guidelines. She worked as staff on Richmond's recently-adopted comprehensive plan, Richmond 300: a Guide for Growth.

Previous to that, Anne spent nearly a decade working for the Richmond Regional Planning District Commission and the Richmond Area Metropolitan Planning Organization as a transportation and then land use planner, doing many small area plans for area local governments, such as a corridor study for Midlothian Turnpike and Belt Boulevard in Richmond City and the Charles City County Courthouse Area Plan.



Town of Cape Charles Comprehensive Plan and Zoning Ordinances Updates

Town of Front Royal Comprehensive Plan and Zoning and Subdivision Ordinances Update

EXPERIENCE AND QUALIFICATIONS

Michael Stapor, AICP

Planner II

// 4 Years of Experience

// Master of Urban and Regional Planning, Virginia Tech

// Master of Urbanism Studies, Kungliga Tekniska Högskolan

Michael combines public and private sector experience with additional time in academia for holistic expertise of planning processes and policymaking. He has experience in urban design and planning both in the United States and internationally. He has both written and provided graphics for comprehensive plans, as well as provided reports and presentations of large land use rezoning and special use permit applications before appointed and elected officials in fast growing counties. He has also developed human-centered urban design proposals that study the existing context and respond with space activation strategies while studying in Stockholm, Sweden.

Opportunity Zone/Enterprise Zone Consulting and Marketing City of Galax, VA

Noah Foster

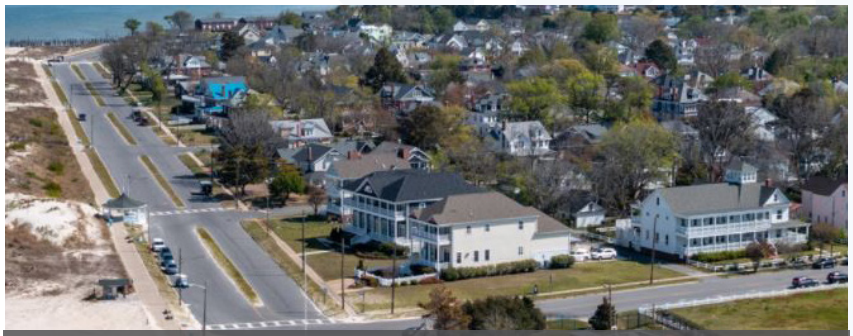
Planner I

// 1 Year of Experience

// Masters of Urban and Regional Planning, Virginia Commonwealth University

// Bachelor of Science, Urban and Regional Studies, Virginia Commonwealth University

Noah has experience with food access/food systems planning from conducting graduate-level directed research on US food systems, and presenting food access plan to the City of Hopewell on behalf of class. He completed a graduate capstone on food systems financing to inform practices for Virginia Community Capital. He completed an independent study of federal, state, and local policies relating to food systems and food access, paying special attention to how land use policies can encourage local agriculture and food enterprises. He also has experience with GIS, completing analysis and creating maps for demographics, land use patterns,transportation networks, and food security using ArcMap, ArcGIS Pro, and ArcGIS online.



Town of Cape Charles Comprehensive Plan and Zoning Ordinances Updates

EXPERIENCE AND QUALIFICATIONS

Bob Kopetsky, PLA

Landscape Architecture

// 30 Years of Experience

// B.S. Landscape Architecture, Pennsylvania State University

// NC Professional Landscape Architect License No. 1447

Bob has been in the field of landscape architecture, involved in site design, in addition to improving/protecting North Carolina roadsides for over 30 years. He has extensive experience in landscape design, site design/development, project management, streetscape improvements, gateway signage, aesthetic review/evaluation, conceptual graphics, construction plans, estimates, and specification writing. In a previous role, Bob served as the NCDOT Landscape Design & Development section supervisor. He has worked on miles of roads, multiple state facilities (including over a dozen visitor center-rest areas), and in communities throughout North Carolina. While managing the scenic byways program he developed a deep appreciation for the unique intrinsic qualities of all communities. As a designer he has the sensitivity of 'place', community, protection of our environment, and the practical elements of access, circulation, safety, and maintenance.

NCDOT I-26 Rest Area*

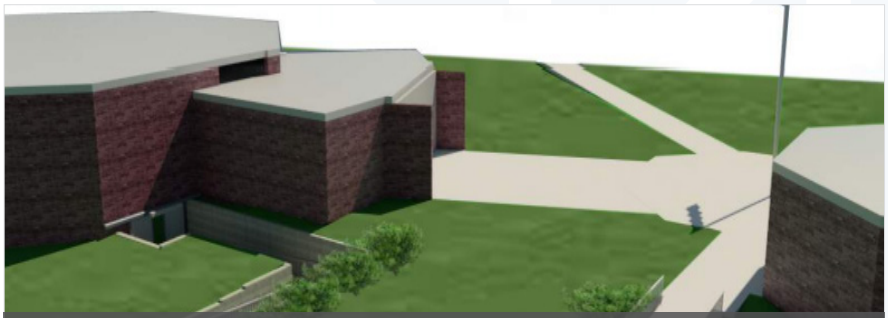
Janae Long

Project Architect I

// 9 Years of Experience

// Master of Architecture, Hampton University

Janae has experience with multi-family, commercial and historic preservation projects. In the beginning of her career, she worked for the National Park Service as a facility manager and park planner at the Petersburg National Battlefield Park where she conducted on-site surveys to acquire field data for on-site structures needing maintenance and rehabilitation. She later moved on to the Denver Service Center where she proposed new standards of presenting assembled data to directors bi-weekly regarding proper identification and documentation of accessibility changes needed and park key elements and attributes. One of Janae's key historic rehabilitation projects was the renovation of the Petersburg National Battlefield Park visitor's center, where the focus was on making the facility up to ADA/ABA standards.



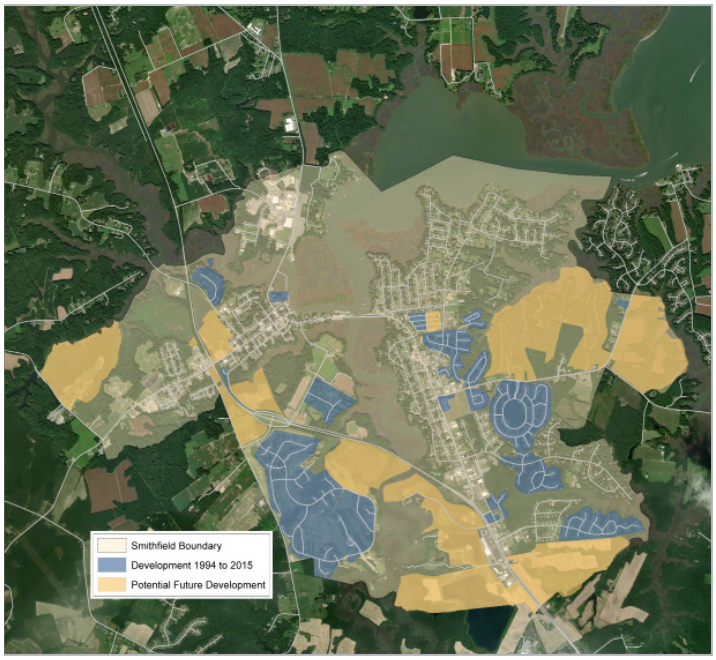
Petersburg National Battlefield Park Visitor Center ADA Project

*Completed prior to joining Sumimt

REFERENCES AND SAMPLES

TOWN OF SMITHFIELD COMPREHENSIVE PLAN

Town of Smithfield, VA



Project Description

The Town of Smithfield is known historically as the home of one of the largest pork producers and a charming, historic downtown center with high quality of life and a strong tourism economy. However, the recent decades have seen growth in the greater Hampton Roads area with hundreds of new housing units built, changing life in the Town significantly.

Summit has completed its work with the Town of Smithfield to adopt a new comprehensive plan. The approach acknowledged the changes that have occurred due to recent decades of development. Specific recommendations have been made that mitigate the negative impacts of growth and preserve quality of life in the Town.

Planning process elements included a thorough existing conditions analysis, including an in-depth on-the-ground land use analysis and data set creation, recent and potential development mapping, and a thorough public outreach process including a custom-built, smart-phone compatible website with vision statement submission and outdoor (COVID-safe) public open houses.

Reference

Tammie Clary
Planning Director
(757) 365-4200
tclary@smithfieldva.gov

Website

https://smithfieldvacomprehensiveplan.com/

TOWN OF CAPE CHARLES COMPREHENSIVE PLAN AND ZONING ORDINANCES UPDATES

Town of Cape Charles, VA

Project Description

Beginning in 2019, the Cape Charles Planning Commission and staff began updating the Town's Comprehensive Plan, but during the COVID-19 pandemic, they realized they needed a consultant to come in and help them finish the plan and make significant changes to the Town's Zoning Ordinance.

The Summit Planning team has worked closely with Cape Charles' staff, Planning Commission, and Town Council to update and complete the comprehensive plan while ensuring that it is still the same plan the Town set out to create themselves. Work on the plan has included:

1. Creating a professional, compelling, graphic-heavy final document
2. Creating accurate and attractive maps for existing conditions and planned projects
3. Updating existing conditions using the most recent data from the Census, American Community Survey, and other sources
4. Refining draft narrative to find one voice for the Plan
5. Facilitating joint work sessions of Planning Commission and Town Council to refine the document

The document is in final draft format and is expected to be adopted in early 2023. The Zoning Ordinance update will be started this December.

Reference

Katie H. Nunez
Planning & Zoning Administrator Town of Cape Charles
(757) 331-2036
knunez@capecharles.org

TOWN OF FRONT ROYAL COMPREHENSIVE PLAN AND ZONING AND SUBDIVISION ORDINANCES UPDATE

Town of Front Royal, VA

Project Description

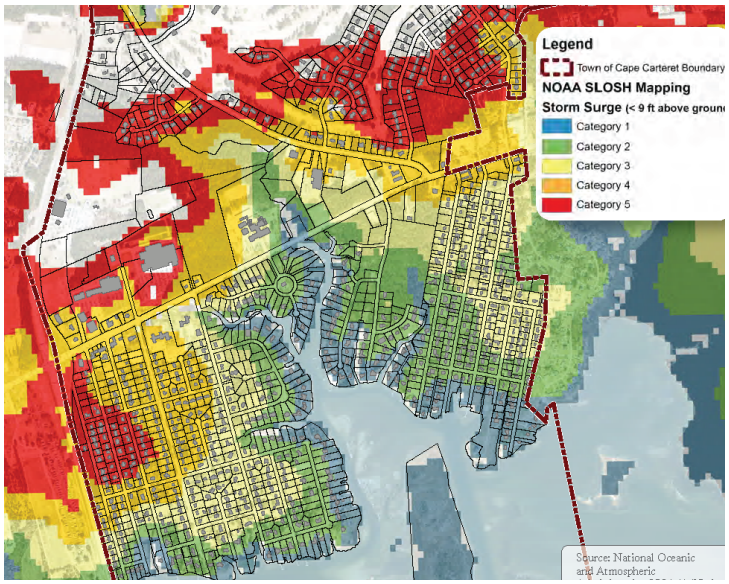
The Summit planning team is currently working with the Town of Front Royal to update their Comprehensive Plan and the Town's Zoning and Subdivision Ordinances. Front Royal is a charming and historic town facing regional development pressure. The project includes public involvement, both in person and virtual, using creative methods to generate excitement about the planning process. We are working with Town staff and local officials to synthesize input into an actionable vision with strategic goals to catalyze change and ensure that this Comprehensive Plan does not simply sit on a shelf. Following the Comprehensive Plan, the Zoning and Subdivision Ordinances will be updated to align with the newly adopted plan with clarity and consistency.

Reference

Kathleen R. Leidich, AICP
Assistant Town Manager, Town of Front Royal
(540) 631-3626
kleidich@frontroyalva.com

TOWN OF CAPE CARTERET CAMA/COMPREHENSIVE PLAN

Town of Cape Carteret, NC



Project Description

Summit worked with the Town of Cape Carteret to craft a plan that meets the requirements of both the Coastal Area Management Act (CAMA) and Chapter 160D of General Statutes. The plan is reflective of community visioning and will aid the Town in land use decision-making and funding prioritization. The planning process involved a variety of community participation techniques ranging from in-person public meetings (sometimes held outside in deference to the COVID-19 pandemic), a dedicated plan website with question and vision statement forms, a community survey available online or in paper, and an interactive map to collect flooding information. The plan was designed to be an accessible document used by a range of stakeholders including residents, Town staff, the Planning Board and Board of Commissioners, as well as property owners and potential developers. The document contains all data required by CAMA legislation including an extensive set of maps, as well as more as befits a comprehensive plan. It was designed to be graphically-appealing and readable, so that all stakeholders feel the document can be of use to them.

The plan is centered around four main ideas that will implement a community vision:

// protecting the town from increasing storm events and protecting the water quality in Bogue Sound;
// directing density to areas of higher elevation;
// creating a walkable Town Center; and
// enhancing bicycle and pedestrian connectivity.

Reference

Frank Rush
Interim Town Manager
frush@capecarteret.org
(252) 393-8483

Website

https://www.capecarteretplan.com/

SCOPE OF WORK

PROPOSED PRICING AND PROCESS FOR DEVELOPING THE HISTORIC DISTRICT GUIDELINES AND ENTRANCE CORRIDOR OVERLAY GUIDELINES UPDATE:

SMITHFIELD HISTORIC DISTRICT GUIDELINES UPDATE

INITIAL MEETINGS AND TOUR

We will meet with key Town representatives, including, but not limited to, staff and the Board of Historic and Architectural Review (BHAR), to kick off the planning process. During the kick-off meeting, we will develop a detailed scope of work, including the specific methodology to be used, scheduled check-ins and presentations, and deliverables to be produced throughout the process. We will also use this opportunity to build a Public Participation Plan for the update process, which will outline how key stakeholders and the public at-large will be engaged in the planning process. We will take a walking tour of the Historic District with staff and take an informal inventory of buildings, streetscapes, landscaping, etc.

REVIEW OF 2006 HISTORIC DISTRICT GUIDELINES AND OTHER RELEVANT DOCUMENTS

We will conduct a thorough review of the existing Historic District Guidelines and other relevant documents with particular attention to how they align with the adopted Comprehensive Plan. After this review, we will communicate with staff and BHAR to identify key areas to update, policies that have been points of confusion or contention, strategies to strengthen existing policies, and new approaches to consider. We will present the project team with draft Table of Contents for the updated Historic District Guidelines to lay the groundwork for a well-organized document and maximize ease of use for staff, BHAR, and members of the public.

COMMUNITY ENGAGEMENT

As identified in the Public Participation Plan developed during the initial project meetings, we will engage with the public through multiple outlets to maximize participation. As scheduled by the Town, we will deliver a presentation introducing the project to the public and outline ways in which interested individuals and groups can participate in the planning process. We may use the website for the Smithfield Comprehensive Plan, as well as print and other digital media, to advertise public meetings, share document drafts, and collect input. We will work with staff and BHAR to meet stakeholders where they are, gain an understanding of how the Historic District Guidelines impact their day-to-day lives, and determine how to best address concerns using evidence-driven policies. We will encourage members of the public to share their input throughout the planning process at update meetings with the project team and/or other regularly scheduled community events.

WORK WITH THE BHAR

The Summit team will facilitate two work sessions with the Board of Historic Resources to hear their opinions and experiences, and discuss any design or material criteria to be included in the guidelines.

HISTORIC OVERLAY GUIDELINES VISION AND OBJECTIVES

As informed by discussions with staff, BHAR, and members of the public, we will develop goals, objectives, and strategies for the Smithfield Historic District. Through this process, we will lay out key elements that define the Historic District and ways in which those elements can be maintained and enhanced. The vision and objectives will inform the policies outlined in the updated Historic District Guidelines. These policies will be informed by research of best practices in Historic Districts, as well as policies from the 2006 Historic District Guidelines that have been successful.

DRAFT GUIDELINES AND REVISIONS

We will compile background information, administrative processes, and updated policies into a well-organized document featuring precedent photographs of Smithfield and peer communities with thriving Historic Districts, renderings to illustrate principles, flow charts to guide applicants through processes for rehabilitation and restoration, and a compelling narrative that contextualizes the updated Historic District Guidelines. Through an iterative process, we will present document drafts to

staff, BHAR, and members of the public for feedback and make revisions. This document will be written to emphasize the unique character of Smithfield's historic resources and how that character can be preserved while supporting a thriving downtown. Through work sessions with BHAR, we will flesh out a final draft of the Historic District Guidelines that is attractive, informative, and easy to read.

FINAL PRESENTATION

We will present the Historic District Guidelines at a public meeting with BHAR, highlighting the public process by which policies were developed, the ways in which feedback was addressed, and how users can navigate the document. We will complete any final edits and post the final Historic District Guidelines on the Smithfield Comprehensive Plan website.

SMITHFIELD ENTRANCE CORRIDOR GUIDELINES UPDATE

INITIAL MEETINGS AND TOUR

We will meet with key Town representatives, including, but not limited to, staff and the Planning Commission, to kick off the planning process. During the kick-off meeting, we will develop a detailed scope of work, including the specific methodology to be used, scheduled check-ins and presentations, and deliverables to be produced throughout the process. We will also use this opportunity to build a Public Participation Plan for the update process, which will outline how key stakeholders and the public at-large will be engaged in the planning process. We will take a walking tour of the Entrance Corridor with staff and take an informal inventory of buildings, streetscapes, landscaping, etc.

REVIEW OF 2005 ENTRANCE CORRIDOR DESIGN GUIDELINES AND OTHER RELEVANT DOCUMENTS

We will conduct a thorough review of the existing Entrance Corridor Guidelines and other relevant documents with particular attention to how they align with the adopted Comprehensive Plan. After this review, we will communicate with staff and the Planning Commission to discuss growth patterns and their impact on the Entrance Corridor and Smithfield overall. Drawing on knowledge gained during the Comprehensive Plan update and updated analysis, we will work with Planning Commission to develop a list of key areas to be addressed during the public process and draft a Table of Contents for the Entrance Corridor Design Guidelines.

COMMUNITY ENGAGEMENT

As identified in the Public Participation Plan developed during the initial project meetings, we will engage with the public through multiple outlets to maximize participation. As scheduled by the Town, we will deliver a presentation introducing the project to the public and outline ways in which interested individuals and groups can participate in the planning process. We will use the website for the Smithfield Comprehensive Plan, as well as print and other digital media, to advertise public meetings, share document drafts, and collect input. We will work with staff and the Planning Commission to meet stakeholders where they are, gain an understanding of key issues along the Entrance Corridor, and determine how to best address concerns using evidence-driven policies. We will encourage members of the public to share their input throughout the planning process at update meetings with the project team and/or other regularly scheduled community events.

WORK SESSION WITH PLANNING COMMISSION

The Summit team will facilitate two work sessions with the Planning Commission to hear their experiences with the Entrance Corridor Overlay guidelines, the items they would like to change, and the way these changes will implement the recently-adopted Comprehensive Plan.

DEFINING VISION AND GOALS FOR THE ENTRANCE CORRIDOR OVERLAY

As informed by discussions with staff, the Planning Commission, and members of the public, we will develop goals, objectives, and strategies for the Smithfield Entrance Corridor. Through this process, we will lay out concerns of residents, business owners, and community

SCOPE OF WORK

groups with the Entrance Corridor and how these concerns can be addressed through built environment changes. These goals, objectives, and strategies will inform the policies outlined in the updated Entrance Corridor Design Guidelines. Through work sessions with the Planning Commission, Town Council, staff, and citizen associations, we will discuss and revise draft policies that will help create an entrance corridor that is attractive, welcoming, and safe for Smithfield residents and visitors alike.

DRAFT GUIDELINES AND REVISIONS

We will compile background information, administrative processes, and updated policies into a well-organized document featuring precedent photographs of Smithfield and peer communities, renderings to illustrate principles, flow charts to guide applicants through processes for construction and renovation, and a compelling narrative that contextualizes the updated Entrance Corridor Design Guidelines. This document will highlight how developers and homeowners can strengthen the character of the Entrance Corridor and support complement Smithfield's historic resources. Through an iterative process, we will present document drafts to staff, the Planning Commission, and members of the public for feedback and make revisions. We will collaborate with staff and the Planning Commission to flesh out a final draft of the Entrance Corridor Design Guidelines that is attractive, informative, and easy to read.

FINAL PRESENTATION

We will present the Entrance Corridor Design Guidelines at a public meeting with the Planning Commission, highlighting the public process by which policies were developed, the ways in which feedback was addressed, and how users can navigate the document. We will complete any final edits and post the final Entrance Corridor Design Guidelines on the Smithfield Comprehensive Plan website.

INNOVATION

Summit has demonstrated successful inclusion of innovative and controversial best planning practices into previous work and used technology to provide an enhanced final product.

An outstanding example of this is the work on the "Big Idea" in Smithfield's Comprehensive Plan to re-train South Church Street into a walkable mixed-use corridor over time. In both the public participation phase of the Comprehensive Plan creation process and in multiple work sessions with Planning Commission, two themes were prominent: people love Smithfield's historic downtown and are much less enthusiastic about the high levels of traffic and lack of character outside of downtown. The "Big Idea" to spring from this is to make the necessary policy and programmatic changes as well as infrastructure investments to South Church Street just southeast of Cypress Creek so that over time the area has increased bicycle and pedestrian infrastructure, decreased traffic, more dense mixed-use development, and increased landscaping and street trees. Is this controversial? While it is consistent with national planning best practices, it's always controversial to talk about land use change, and to strive to promote pedestrians and bicyclists over cars!

We used technology, in this case computer renderings showing change over time, to promote the idea and gain support for making this change. Between this and a strong Planning Commission and community vision, the idea gained widespread support and was adopted in the plan.

We would like to continue this work to use innovative ideas and technology to promote best practices in the creation of updated Historic District and Entrance Corridor Overlay Design Guidelines.

The character of South Church Street just south of the Pagan River Bridge is currently characterized by buildings built far from the street, single-story buildings, no sidewalks, and few street trees. These images give an example of how that corridor can change over time to have more of the characteristics Smithfield residents love about the existing downtown.

The addition of sidewalks and a grassy planting strip separating the sidewalk from vehicular traffic provides a safe place for people to walk.

(The grassy planting strip is important to not just offer physical separation but to be a place to put future street trees.)

A dedicated, protected bike lane provides a safe place for riders of all skill levels to use a bicycle for daily trips as well as recreation. Crosswalks enable pedestrians to cross safely.

(Making sure all riders feel safe is an important part of traffic reduction strategies in this plan.)

40 |

Street trees offer shade and further protection and separation between pedestrians and vehicular traffic, both real and perceived.

When new buildings are built, they are closer to the sidewalk and two or more stories. Buildings with commercial uses on the ground floor and windows create the feeling of a walkable downtown area.

Over time, the character of the built environment in the South Church Street corridor will change to resemble more of what is already great about Smithfield.

Smithfield Comprehensive Plan | 41

WHY SUMMIT?

We have the depth of expertise and the agility to respond to this type and size of project. Our team has the history and successful past performance on similar types of contracts and projects. Our team was carefully selected for this specific project for their skill and appropriateness to the scope of work and their familiarity with comprehensive planning and community engagement.

Our current workload will allow us to come along side you and your staff to bring your goals to fruition.

We know what it means to stay within budget and schedule parameters.

Our recent experience has kept us up-to-date with best practices and new approaches.

Because Summit's planning team has years of experience in the public sector, we understand better than any other consultant how to ensure that your plan is thoroughly implementable and produces tangible results. Our planners have not only made plans and understand how to use the tools to implement them, but they have also spent years working to implement adopted plans.

We are proud of our accomplishments and our record of avoiding major legal and technical problems.

Selecting Summit Design and Engineering Services is the best choice.

COST AND CONTAINMENT

The following pages contain three cost proposals for the scope of work outlined in this document. All three proposals cover the scope of work, with two achieving cost savings in project length, hours spent on revisions and meetings, and number of staff involved.

This cost proposal listed below is for the most robust version of the scope of work, with full Summit staff including an architect and landscape architect, multiple original graphics, and a nine month timeline.

ACTIVITY	COST
PHASE I: HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES	
Initial Meetings and Tour	$2,496
Additional Meetings	$2,706
Review of 2006 Historic District Guidelines and Relevant Documents	$3,360
Community Engagement	$5,808
Work Sessions with the BHAR	$2,904
Vision and Objectives	$2,240
Draft Guidelines and Revisions	$7,632
Final Presentation	$1,452
PHASE II: ENTRANCE CORRIDOR OVERLAY DESIGN GUIDELINES	
Initial Meetings and Tour	$2,904
Additional Meetings	$3,174
Review of 2005 Entrance Corridor Design Guidelines and Other Relevant Documents	$3,692
Community Engagement	$5,808
Work Sessions with the Planning Commission	$2,904
Defining Vision and Objectives for the ECO	$2,904
Draft Guidelines and Revisions	$7,964
Final Presentation	$57,948
	Total: $68,816

COST AND CONTAINMENT

The second price proposal represents the same scope with a reduced number of Summit staff hours for meetings and public participation, and a seven month timeline.

ACTIVITY	COST
PHASE I: HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES	
Initial Meetings and Tour	$2,904
Additional Meetings	$3,002
Review of 2006 Historic District Guidelines and Relevant Documents	$2,178
Community Engagement	$3,104
Work Sessions with the BHAR	$2,216
Vision and Objectives	$1,108
Draft Guidelines and Revisions	$7,632
Final Presentation	$1,108
PHASE II: ENTRANCE CORRIDOR OVERLAY DESIGN GUIDELINES	
Initial Meetings and Tour	$2,904
Additional Meetings	$3,174
Review of 2005 Entrance Corridor Design Guidelines and Other Relevant Documents	$2,916
Community Engagement	$2,704
Work Sessions with the Planning Commission	$2,016
Defining Vision and Objectives for the ECO	$2,016
Draft Guidelines and Revisions	$6,988
Final Presentation	$45,970
	Total: $54,974

COST AND CONTAINMENT

The third price proposal represents the same scope with further reduced hours for meetings and public participation, supposing one Summit staff member and at least one Smithfield staff member at each meeting, workshop, and public participation event.

For any extension of timeline, additional meetings, or further requests from VDOT, as mentioned in the RFP, will be charged by the hour at the rates included in this proposal.

ACTIVITY	COST
PHASE I: HISTORIC DISTRICT OVERLAY DESIGN GUIDELINES	
Initial Meetings and Tour	$2,904
Additional Meetings	$2,054
Review of 2006 Historic District Guidelines and Relevant Documents	$1,662
Community Engagement	$2,164
Work Sessions with the BHAR	$1,328
Vision and Objectives	$1,108
Draft Guidelines and Revisions	$6,968
Final Presentation	$1,108
PHASE II: ENTRANCE CORRIDOR OVERLAY DESIGN GUIDELINES	
Initial Meetings and Tour	$2,904
Additional Meetings	$2,054
Review of 2005 Entrance Corridor Design Guidelines and Other Relevant Documents	$2,250
Community Engagement	$2,164
Work Sessions with the Planning Commission	$1,328
Defining Vision and Objectives for the ECO	$1,352
Draft Guidelines and Revisions	$6,324
Final Presentation	$37,672
	Total: $45,348

COST AND CONTAINMENT

SUMMIT
DESIGN AND ENGINEERING SERVICES

Summit Design and Engineering Services Standard Rates

Position	Billing Rate
Principal Architect	$ 240.00
Senior Architect	$ 230.00
Senior Project Manager	$ 200.00
Project Manager	$ 175.00
Senior Professional	$ 180.00
Project Professional III	$ 175.00
Project Professional II	$ 150.00
Project Professional I	$ 125.00
Engineering Intern	$ 105.00
Intern	$ 70.00
Project Coordinator	$ 135.00
Staff Professional III	$ 115.00
Staff Professional II	$ 105.00
Staff Professional I	$ 85.00
Designer III	$ 115.00
Designer II	$ 105.00
Designer I	$ 95.00
Construction Inspector	$ 95.00
Field Technician IV	$ 90.00
Field Technician III	$ 80.00
Field Technician II	$ 70.00
Field Technician I	$ 60.00
Principal Planner	$ 150.00
Planner III	$ 125.00
Planner II	$ 110.00
Planner I	$ 90.00
Planning Technician	$ 85.00
Admin/Clerical	$ 70.00
1 Man Survey Crew	$ 135.00
2 Man Survey Crew	$ 170.00
3 Man Survey Crew	$ 200.00
1 Man Laser Scanning Crew	$ 175.00
2 Man Laser Scanning Crew	$ 245.00
Direct Expenses	**Cost +15%**

Field Services:

Scheduling of field services requires no less than 24 hours notice

Overtime for Field Services:

Over 8hr/day, Over 40 hr/week, nights and Saturdays	Regular Time x 1.5 per hour
Doubletime: Sundays and Holidays	Regular Time x 2 per hour
Travel (Portal to Portal)	

Prices are in effect for 30 days from the date of proposal

Rates are subject to a 5% Annual Escalation

Rev. 4.20.2022