



Dillingham Comprehensive Plan Update

Proposal for Professional Services
April 2, 2021

Engage
Plan
Implement





April 2, 2021

Cynthia Rogers, Planning Director
City of Dillingham
P.O. Box 889
Dillingham, AK 99576
sent via e-mail: planner@dillinghamak.us

Dear Cynthia,

Thank you so much for reaching out to our firm seeking a cost estimate for updating the Dillingham Comprehensive Plan. We would welcome the opportunity to support the City of Dillingham. Our firm has a long history of work in Dillingham and would start this project with a strong sense of the physical, regulatory and political landscape of the community. As you know, we worked with the community on the current Dillingham Comprehensive Plan completed in 2010. In addition, we drafted Dillingham municipal zoning code to address gravel extraction in 2013, helped with facility planning for a new public safety and fire department building (2013-2014), provided on-call planning services in 2016, including processing subdivision applications, and most recently conducted a training for the Planning Commission on March 25, 2017 which addressed the roles and responsibilities of planning commissioners. Further back in time, Agnew::Beck worked on expanding tourism to Dillingham and assisted the City with a proposal for creating a new multi-purpose building to house City offices, recreation activities, and the Sam Fox Museum.

These previous projects and other work in the region have provided our team with a familiarity of the issues facing the community. Among these are ongoing efforts to respond to land use issues with a limited staff; making the best use of waterfront commercial and industrial areas adjacent to a compact downtown; promoting economic development and diversification in a time of decreasing budgets; the challenges of accommodating development, particularly the provision of water and wastewater systems, in a community with large areas of wetlands and floodplains; and the challenges of providing access and infrastructure where boundaries of parcels and structures are not always well defined.

Please find enclosed a proposed scope of work and cost estimate. Please note that during the Covid-19 pandemic, Agnew Beck has had to modify its travel policies. We understand that our communities may be opening up over the course of the project, but the safety of our staff and communities is paramount to Agnew::Beck. If Agnew::Beck policy or governmental order restricts travel, we are prepared to accommodate all public meetings remotely. We have conducted a number of public meetings for various projects by Zoom over the course of 2020, ranging from smaller, targeted public outreach for a City of Palmer Community and Economic Analysis in support of a possible annexation petition to a large regional meeting for the Association of Village Council Presidents' Comprehensive Economic Development Strategy, which brought together participants from across the Yukon-Kuskokwim Delta.

We are happy to adjust this scope of work and cost estimate to better suit the needs of the City. We've also provided a bit of background about our firm and the staff members that are available and interested to work with Dillingham. Again, thank you for the opportunity and don't hesitate to get in touch.

Sincerely,

A handwritten signature in cursive script that reads "Tanya Iden".

Tanya Iden, Principal

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thea@agnewbeck.com | 907.222.5424 | www.agnewbeck.com

Scope of Work and Cost Estimate

Dillingham Comprehensive Plan Update	Principal		Senior Associate		Associate		Total
	hours	rate	hours	rate	hours	rate	
May 2020 - June 2022		\$170		\$130		\$100	
Task							
1. Project Kick-Off and Administration (May)							
Teleconference meeting with AB team and Dillingham Planning Director (with Planning Commissioners if desired) to review and refine the scope, outline project responsibilities, and clarify project timeline. Identify a citizen advisory or planning work group (could be the Planning Commission). Highlight current issues and opportunities as identified by meeting attendees. Includes ongoing check-in meetings with Client Project Manager (City Planner), regular reporting and general communications to keep the project moving forward.	2	\$340	32	\$4,160	6	\$600	\$5,100
2. Community Assessment (Jun - Aug)							
Update Dillingham regional context using readily available local, state, and federal data sources. Telephone interviews with key Dillingham Commissioners, City Council members or staff regarding current issues and opportunities the plan will address.	4	\$680	24	\$3,120	40	\$4,000	\$7,800
3. Planning Commission Worksession(s) (Aug - Sep)							
Meet via teleconference (video conference, if available) with the Dillingham Planning Commission (and/or Planning Work Group) to review key areas of the 2010 Plan to update with attention to implementation status and confirm current issues the plan update will address.	4	\$680	18	\$2,340	18	\$1,800	\$4,820
4. Public Meeting #1 (Sep-Oct)							
Facilitate a community work session by Zoom or in Dillingham to record community input on the community vision, strengths and goals; updated community assessment data (Task 2); and emerging issues and opportunities. Meet with key organizations and stakeholders. <i>(If in-person, assumes minimum of 2-days in Dillingham; plus travel and facilitation preparation. Meeting(s) may also be held remotely via Zoom.)</i>	2	\$340	40	\$5,200	48	\$4,800	\$10,340
5. Draft Comprehensive Plan (Oct-Mar)							
Draft comprehensive plan using information gathered to date. Perform additional analysis and facilitation on key issues as needed. Release draft plan for internal (Planning Work Group) review, then for public review.	4	\$680	24	\$3,120	48	\$4,800	\$8,600
6. Public Meeting #2 Review Draft Plan (Mar-Apr)							
Facilitate a work session in Dillingham to review the draft plan update. Meet with Planning Commission members to identify key workable components of an annual review process, and with other key individuals as needed to complete plan review and revision. Collect and record public comments. <i>(If in-person, assumes minimum of 1-day in Dillingham; plus travel and facilitation preparation. Meeting(s) may also be held remotely via Zoom.)</i>	2	\$340	24	\$3,120	24	\$2,400	\$5,860
6. Final Plan Revisions (Apr-May 2022)							
Revise the draft plan based on review and comments. Prepare the final plan and submit to the City of Dillingham for the city to carry through the approval process. Develop and submit an annual Comprehensive Plan Review process for the Planning Commission.	2	\$340	12	\$1,560	24	\$2,400	\$4,300
Travel *							\$4,460
Expenses **							\$600
TOTAL***	20	\$3,400	174	\$22,620	208	\$20,800	\$51,880

EXCLUSIONS + TERMS

* Travel - Roundtrip from Anchorage.

** Other Expenses - Include costs for phone and related equipment and services required in the normal performance of the contract. Costs for services required to produce informational, advertising or meeting materials are included in this budget; however, costs for printing, mailing or otherwise distributing these materials, or for paid advertising or other public notices are not included in this budget and would be paid for directly by client, as needed. Digital versions of all final materials will be submitted in an organized manner to the client for future editing, use and reproduction. Rights to final versions of all materials are transferred to the client upon conclusion of the project. A::B reserves the right to use any and all project materials for educational and marketing purposes. A::B reserves the rights to any draft or conceptual materials developed in the course of the project, or other materials specified in the terms of the contract.

*** A::B reserves the right to move budget between tasks, staff and subcontractors so long as costs do not exceed the total budget.

This estimate is good for 90 days from the date of the estimate.

Firm Qualifications

About Agnew::Beck



Agnew::Beck Consulting is an award-winning, multidisciplinary consulting firm based in Anchorage, Alaska and Boise, Idaho. We are skilled in analysis, policy development, planning, public engagement, and project implementation. Since 2002, we have helped clients strategically respond to challenges and opportunities to achieve their goals. Our team is committed to effective and efficient project management. We work to build healthy communities locally, regionally and statewide.

Our firm's areas of specialty include:

- Community Planning
- Strategic Planning + Facilitation
- Capacity Building + Technical Assistance
- Grant Writing + Project Financing
- Organizational Development
- Public Engagement
- Public Policy Analysis + Development
- Rural Development

By combining creativity and vision with practical implementation, Agnew::Beck helps clients accomplish short-term objectives and set out a clear path for long-term success. We are committed, passionate, and practical partners, working together to identify and tackle a project's most important issues with smart, effective solutions, and with community stakeholders at the center of the process.

“Engage, Plan, Implement” is our approach to helping people, places and organizations get beyond ideas and make things happen.

Team Members

Tanya Iden | Principal, AICP



Tanya's dedication to our state is galvanized by her deep Alaska roots – three generations of residents. She loves helping Alaskans articulate shared strengths and values and find solutions that maintain our economic, environmental, and cultural integrity for future generations. Tanya has worked for over ten years at Agnew::Beck as senior planner, managing associate, and now principal and part owner of the company, to help Alaskan communities and organizations thrive. Tanya applies her understanding of strategic planning, community development, public health, and land use in projects ranging from revitalizing neighborhoods to helping agencies and communities be more efficient, effective, and mission driven. Tanya's training and experience complements her natural skill as a

community-minded facilitator, developing a harmonious rapport with diverse project teams and stakeholders.

Heather Stewart | Senior Associate, AICP



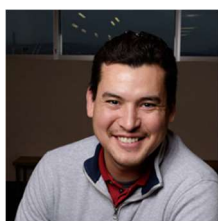
Heather is an experienced, practical-minded planner and project manager. She has worked in the planning field since 2001 and in Alaska since 2006, bringing a passion for understanding the unique qualities of individual communities and the right tools for successful implementation. Her strong analytical and communications skills allow her to help clients understand the financial and practical realities of their policies and proposals, navigate complex situations, and translate ideas into viable projects and programs that can be sustained over time. Heather believes that the best plans and proposals are firmly grounded in the knowledge and wisdom of each project's community of stakeholders, that the most effective solutions are tailored to the particular qualities of each situation, and that the most successful processes are based on listening. Heather's experiences includes needs assessments, GAP analyses, feasibility studies and business/operations plans for a number of different public and private sector projects. She has assisted with grant writing and compliance reporting for federal funding programs, as well as conducted studies on sustainable capital and program funding and management solutions.

Anna Brawley | Senior Associate, AICP



Anna uses her strong education in urban planning, public policy and history to develop strategies and shape planning and implementation efforts in stakeholder engagement, community planning, public health and policy development for Agnew::Beck. Her experience ranges from land use planning, data analysis, GIS analysis, process improvement, policy research, qualitative research methods, web and graphic design, document production, public outreach, and organizational development. She effectively navigates between the details and the big picture and coordinates the actions of the contract team, client staff, partner organizations and other stakeholders to achieve the project's goals. Anna is also an active volunteer in her community, serving on the boards of Turnagain Community Council and NeighborWorks Alaska.

Freddie Olin IV | Associate



Freddie is Koyukon Athabascan, and an enrolled member of the federally recognized tribal government Tanana Tribal Council. He has a decade of experience working on North Slope and wildland firefighting in the Interior and the Lower '48. Freddie has worked as staff in the Alaska State Senate, Alaska State House, and the Walker-Mallott gubernatorial administration. He has also worked as a professional recruiter for a tribal healthcare organization, and as a consultant for several small consultancies. Freddie is a non-traditional undergraduate student and is expecting December 2021 to receive his Bachelor of Arts in Rural Development, from the University of Alaska Fairbanks Department of Alaska Native Studies and Rural Development.

