



January 24, 2024

Mr. Steve Candler  
Director of Development Services  
Effingham County Board of Commissioners  
804 South Laurel Street  
Springfield, GA 31329

Sent Via Email: [scandler@effinghamcounty.org](mailto:scandler@effinghamcounty.org)

**Reference:** Effingham County Corridor Standards

Dear Mr. Candler:

Inspire Placemaking Collective, Inc. (Inspire) appreciates the opportunity to submit this proposal for professional planning services to prepare development and design standards for the two corridors, locations described in this proposal. This will include studying the areas, proposing recommendations, and preparing proposed text and map amendments to the County's regulations. This proposal provides a brief description of our understanding of the project, our proposed scope of work, and associated fees.

This proposal is solely intended for the services described below. Use of this proposal and resulting documents, including the final deliverables, is limited to the above referenced project and client. No other use is authorized by Inspire.

## Scope of Services

Inspire proposes to offer the following basic services as part of this proposal. I will be the designated project manager for this exciting project. I have approximately 20 years of planning experience, focused primarily on ordinance writing, design guidelines, comprehensive planning, development review, and public engagement. Our team is made up of professionals in many different areas of planning, landscape architecture, historic preservation, and architecture, which helps shape a very comprehensive delivery of services.

### **PHASE 1: Project area delineation**

The first phase of the project will include identifying all parcels that should be included within the proposed overlay district, as well as the limits of the district. The following tasks will be completed:

- Identify all parcels to be included within the corridor.
- Prepare GIS mapping of the specific boundary of the overlay district.
- Prepare a GIS Map showing the overlay on the zoning map to identify the map amendments;

### **PHASE 2: Amendment preparation and graphics**

Upon completion of Phase 1, Inspire will prepare a strike through and underlined version of the code demonstrating how the proposed changes would be integrated into the ordinance. This will include creating an

overlay district applicable to both of the corridors with specific development standards. This will include graphics depicting the standards for ease of use. It will also include a scenario for blocks within each of the corridors.

- State what sections of the regulations would be amended;
- Draft amendments
- Graphics depicting building & site standards
- One scenario for a block within each of the corridors

### PHASE 3: Public hearings

Inspire will present the proposed amendments to the Planning Board as well as the County Commission.

- Planning Board Meeting (1)
- Town Council Meetings (1)
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## Schedule

The following is the proposed schedule:

Phases and Tasks	2024					
	February	March	April	May	June	July
<b>Phase 1: Project Area Delineation</b>						
GIS map of area						
Creation of overlay						
<b>Phase 2: Amendment Preparation &amp; Graphics</b>						
Draft amendments						
Development & site standards graphics						
Scenarios						
<b>Phase 3: Public Hearings</b>						
Planning Board						
County Commission						
Inspire Coordination & Production						
Staff						

## Fee

Our professional fee for the above-described services shall be a lump sum of **\$34,550** to be invoiced on a percent complete basis per the following fee schedule.

PHASE	FEE
PHASE 1: Project area delineation	\$6,440
PHASE 2: Amendment preparation & graphics	\$23,190
PHASE 3: Public hearings	\$4,920
<b>TOTAL</b>	<b>\$34,550</b>

Included in the above fees are reimbursable expenses incurred on the Project's behalf, including mileage, printing, plotting, photocopies, reproduction, postage, express mail and/or courier services.

Inspire will bill monthly for all work performed and expenses incurred on the Project's behalf. Unpaid invoices after 30 days will accrue service charges at 1 1/2% per month and include any costs of collections and reasonable attorney's fees.

Should conditions be encountered such that additional services appear to be in the best interest of the project, we would contact you with our recommendations prior to proceeding with any services beyond the scope of this proposal. We will not exceed this proposal amount without written authorization from you.

## Exclusions

Without intending to provide an exhaustive list or description of all services or potential services that may be required and that Inspire can provide, the following services are specifically excluded from this proposal:

- Additional meetings
- Illustrative renderings, other than what has been included
- 3D graphic imagery and perspective renderings, other than what has been included
- Attendance at meetings beyond those identified.
- Preparation of schematic site design(s) or alternative analysis.
- Rendered site plans or exhibits for public, community, or neighborhood meetings.

## Authorization

Please sign this agreement and return to our office as your authorization of the proposed scope of services and the associated fee. Upon receipt of the signed agreements, we will execute, return a copy to you, and proceed with the performance of our services.

If you choose to accept this proposal by e-mail, your reply e-mail acceptance will serve as your representation to Inspire Placemaking Collective that you have reviewed the proposal and the associated Agreement Terms and Conditions hereby accept as written.

## Closure

We appreciate the opportunity to be of service to you. If you have any questions regarding the outlined scope of services, or if we may be of further assistance, please do not hesitate to contact us.

Sincerely,

**Inspire Placemaking Collective, Inc., Inc.**

Sarah Sinatra Gould, AICP, CZO  
Principal

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Mr. Wesley Corbitt, Chairman                      DATE  
Effingham County Board of Commissioners