



Exhibit A
Scope of Work & Fee Estimate
Comprehensive Plan & Development Code Update

City of McCleary, Washington

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Scope Overview

SCJ Alliance (SCJ) presents the following scope of work to update the City of McCleary Comprehensive Plan and integrate a variety of planning documents into a user-friendly document. The total timeline for the **project is anticipated to run for 12 months**, the scope of work has been prepared based on this assumption. Changes to the timeline may require an amendment to the contract to complete the project. Amendments will be submitted to the city for concurrence before additional work takes place.

Phase 01 – Project Management

This phase will provide project management, coordination with the client, monthly progress reports, administration support, and invoicing.

Task 01 – Management & Administration

1. *Management* – Ongoing project management to keep the project moving forward, will include coordination, regular check-ins, and all communication with city staff for all phases of the projects.
2. *Billing* – processing invoices and monthly billing.
3. *Project Administrative Support*– miscellaneous administration including filing, contracting, and other administrative project support.

Phase 01 Understanding

1. Expedient and timely invoice processing.
2. Efficient communication with staff to keep project phases on time.

Phase 01 Fee: \$5,400

Phase 02 – Baseline

This phase includes a demographic update, review of pertinent county and local plans, kickoff meeting, and up to 5 interviews with local officials and/or stakeholders to develop an understanding of current issues. The kickoff meeting will be held with McCleary staff to review the process and confirm the overall project schedule. The interviews and kickoff meeting will be conducted in-person or virtually via Zoom per schedule availability.



Task 01 – Demographics Update & GMA Audit

1. Update of the demographic information throughout the plan, this includes population projections and analysis of housing needs.
2. Review of pertinent county and local plans, including but not limited to: 2002 City of McCleary ; Comprehensive Land Use Plan; 2016 City of McCleary Shoreline Master Program; 2018 City of McCleary Economic Development Comprehensive Plan; 2021 City of McCleary Utilities Comprehensive Plan; 2021 City of McCleary Water System Plan; 2022 Park and Recreation Plan.
3. Conduct an audit of the current Comp Plan and Development Regulations by completing the GMA checklist audit for compliance with state regulations.

Task 02 – Kickoff meeting & Interviews

1. A *kickoff meeting* will be held with City staff to review the proposed process and schedule. This will provide a thorough understanding of requirements for the GMA Compliance checklist, confirm the overall project schedule, and begin the gathering of information/feedback on current issues. Time will be reserved for meeting with local officials to better understand local and current issues facing the Comprehensive Plan update.
2. *Interviews* – up to 5 interviews will be conducted with stakeholders to understand local and current issues.

Task 03 – Vision Evaluation

1. In this task, we will work with the community to review and refine “A Vision for the Future: McCleary 2022” to reflect community concerns and aspirations. This vision is a draft that will be refined as the process moves forward into Phase 04. SCJ will strive to make this vision spatial in nature, connecting vision elements to areas within McCleary to emphasize the community’s diversity.

Phase 02 - Understanding

1. The City will determine who will be interviewed. SCJ will schedule the kickoff meeting and all interviews. Meetings and interviews will be conducted either in person or via conference call.
2. The City will collect and distribute all additional materials or planning documents to be reviewed.

Deliverables

1. Updated demographics report that will be integrated into the Comp Plan draft (aka Comp Plan Brief).
2. Update and provide the City with a copy of the GMA checklist audit.
3. Summary of the kickoff meeting and all interviews.
4. Updated Vision Statement

Phase 02 Fee: \$18,500

Phase 03 – Comprehensive Plan Update

This phase includes the preparation of the Comp Plan Brief, policy framework assessment and the drafting of the update itself. The brief is the revised draft of the updated Comprehensive Plan based on findings from the city and stakeholder interviews, demographics report, supporting plans, and GMA checklist audit. The brief will include all elements of the comprehensive plan including the newly added Parks Plan.



Task 01 – Prepare Comp Plan Brief

1. Complete the first draft of the Comprehensive Plan Brief including all elements. Completed work from Phase 02 will be integrated into the Brief.
 - a. This subtask includes coordination with city staff to update the following chapters/elements:
 - i. Chapter 1 – Introduction
 - ii. Chapter 2 – Land Use Element and Future Land Use Map
 - iii. Chapter 3 – Capital Facilities
 - iv. Chapter 4 – Housing Element
 - v. Chapter 5 – Transportation (adding a nonmotorized component)
 - vi. Chapter 6 – Parks and Recreation
 - vii. Chapter 7 – Historic Preservation
 - viii. Chapter 8 – Annexation
 - ix. New Chapters on Economic Development and Downtown Community Design
 - b. Prepare the revised policy framework which will include new goals, policies, and actions for each element.

Task 02 – Specific Coordination with Agency Staff

1. Updates to the transportation, stormwater, utilities, and capital facilities elements will include significant collaboration with City staff, County staff and special district representatives. A minimum of four meetings is expected.

Phase 03 Understanding

1. Development of the policy framework and integration into the Comprehensive Plan could significantly change the structure of the current plan.
2. The policy framework will provide the city a clear path forward to implementing projects and policies that achieve their future goals. An implementable action list will be provided.
3. City staff will be available to answer technical questions and provide additional information about the Transportation, Parks & Recreation, and Capital Facilities Elements of the Plan.

Deliverables

1. Comprehensive Plan Brief Draft and policy framework

Phase 03 Fee: \$51,000

Phase 04 – Public Engagement

SCJ will develop a detailed and effective public engagement program with the McCleary community, stakeholders, Planning Commission (if available) and City Council. We typically find in-person meetings to provide the best value for engaging with community members and we'll seek opportunities to meet people where they're at in the community.

Task 01 – Public Engagement Plan

1. SCJ will develop a formal public engagement plan that will outline the timeframe, purpose, and participants for each engagement activity.

Task 02 – Advisory Committee (or Planning Commission)



1. We will work with you to identify the membership, role of the advisory committee and their scope of activities. We will prepare a handbook and website that answers frequently asked questions about this type of process, a draft event agenda plan, a project schedule. Advisory committee members can add process materials to the handbook as the process moves forward, maintaining an active reference document through project completion.

Task 03 – Community Workshop

1. Schedule, coordinate, and invite the public to engage in the update of the Comprehensive Plan. The workshop will focus on the introduction of the Comp Plan update and will share the direction of the revised policy framework, collecting comments and feedback from the community.
2. Planning Commission and City Council activities will be included in the public participation plan as outlined in Phase 06 of the scope.

Phase 04 Understanding

1. The workshop may be in-person or virtual.
2. SCJ will coordinate with City staff, as necessary, and will provide the materials for the meeting.
3. The City will disseminate public outreach flyers, press releases, and social media posts.
4. SCJ will solicit participation from the public by coordinating with the city, local groups, community center, and other necessary local groups.

Deliverables

1. Provide the city with a public engagement plan.
2. Advisory Committee Handbook
3. SCJ to plan and lead one community workshop.
4. Memo summarizing the public workshops will be provided to the city and integrated into the plan.

Phase 04 Fee: \$26,500

Phase 05 – Final Comprehensive Plan & Development Regulations Assessment

This phase includes the preparation of the final Comprehensive Plan draft. The final draft will include all necessary updates to the plan to comply with GMA requirements and findings from earlier phases. This task will also include a SEPA review and a completed SEPA checklist for the Comprehensive Plan. Lastly, we will provide a memo of the Development Regulations Assessment. The memo will include recommendations for the city to update its Development Code based on the updated Comprehensive Plan. We will include the GMA Checklist Audit of the city's Development Code with the memo.

Task 01 – Final Comprehensive Plan

1. A final draft of the Comprehensive Plan will be provided to the City.
2. Prepare SEPA Checklist and provide it to the city

Task 02 – Development Regulations Assessment



1. Draft and submit a technical memo outlining the recommended Development Code updates to implement the Updated Comprehensive Plan. The memo will include the completed GMA Checklist Audit.

Task 03 – Implementation

This task will include developing a plan implementation table. We will expand the policy framework to identify implementation actions, linking each with applicable plan policies to underscore the relationships between proposed actions and the planning basis for each one. We anticipate initiatives proposed in the companion plans will also be included here, reflecting the most current transportation and PROS thought and confirming consistency with the comprehensive plan and capital facilities plan.

Phase 05 Understanding

1. Development Code updates will be outlined in a technical memo to the city. Code writing and adoption procedures are not included in this scope of work. SCJ will prepare a contract amendment with a scope and budget for code writing and adoption procedures if the city authorizes the additional work.
2. The City will submit the Comprehensive Plan to the Department of Commerce for a 60-day review and intent to adopt.
3. The City will prepare all notices and issue the SEPA checklist 14-day review to the public and agencies, including uploading all necessary information via the Department of Commerce PlanView website to the SEPA Register.

Deliverables

1. Final Comprehensive Plan Draft in both word and PDF formats
2. SEPA Checklist
3. Technical Memo outlining all suggested Development Regulations changes and GMA Checklist Audit for the Development Regulations

Phase 05 Fee: \$24,000

Phase 06 – Rollout and Adoption

This phase presents the draft plan to the community via a combined workshop with the Planning Commission and City Council. The workshop will solicit comments and public feedback on the final draft of the Comp Plan.

SCJ will revise the plan as indicated in the rollout conversations before presenting the revised draft to the Planning Commission for recommended adoption to the City Council. SCJ will then make additional revisions as appropriate and coordinate with staff on the best ways to bring the plan to City Council, participating in up to four Council work sessions, public hearings, and presentations to be determined by staff.

Task 01 – Adoption of the Comprehensive Plan

1. Combined rollout meeting with the Planning Commission, City Council, and the public to present the final Comprehensive Plan and recommendations for Development Code updates.
2. Final updates to the Comprehensive Plan following the rollout meeting.
3. Planning Commission hearing recommending adoption to the City Council.
4. Participation in the City Council adoption meeting as requested



Phase 06 Understanding

1. SCJ will coordinate with the City to schedule all meetings proposed in this phase. SCJs participation may be in-person or virtual.
2. The City will prepare and publish all applicable notices.
3. The City will manage any required zoning code updates and the adoption of the Comprehensive Plan.

Deliverables:

1. City of McCleary Comprehensive Plan

Phase 06 Fee: \$4,500

Expenses

Reimbursable Expenses will be billed on a time and materials basis and include items such as mileage, plan reproductions, copies, etc.

FEE SUMMARY: \$29,969.75

Estimated Fee:

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| Phase 01 – Project Management | \$5,400 |
| Phase 02 – Baseline | \$18,500 |
| Phase 03 – Comprehensive Plan Update | \$59,500 |
| Phase 04 – Public Engagement | \$26,500 |
| Phase 05 – Final Comprehensive Plan & Development Regulations Assessment | \$24,000 |
| Phase 06 – Rollout and Adoption | \$4,500 |
| Phase 99 – Expenses | \$1,144 |
| TOTAL | \$138,400 + Expenses |

These fees are based on our current knowledge of the project. If this scope of work and fee estimate is acceptable to you, please review and we will email you the contract for your signature. All work tasks noted in this scope of work will be completed no later than September 2023.