

# Exhibit A - Scope and Fees



September 29, 2022

City of Sanger  
ATTN: Ramie Hammonds  
201 Bolivar Street  
Sanger, TX 76266

Dear Ms. Hammonds,

Antero Group, LLC ("Antero") is pleased to present this contract for the City of Sanger's ("City") Request for Qualifications to **Rewrite and Update the City's Zoning, Subdivision, and Sign Ordinances** ("Project"). We understand that the City's current ordinances need updating and do not adequately address the current growth trends or support the latest comprehensive plan. We have based this contract off our understanding of the City's goals and objectives with this Project, our statement of qualifications submission, and the on-site meeting with the City Monday, September 26, 2022.

For your use and review, we have included below a Project Understanding; Scope of Work; Assumptions and Clarifications; Schedule and Deliverables; and Fee Estimate. We are open to discussion of any element of this contract.

## Project Understanding

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We understand the importance zoning, subdivision and sign ordinances have for setting policy direction for existing conditions and in planning for future growth. Further, we understand the updated ordinances must be compatible with the Sanger 2040 comprehensive plan.

Additionally, we understand a considerable impetus for this Project is to identify and codify conflicts and discrepancies. Last, we understand that the final deliverable will be an illustrative easy to navigate document.

Antero Group has outlined a Scope of Work below based on our understanding of the Project.



# Scope of Work

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## **TASK 1: Project Management & Administration**

Antero Group will manage this Project and coordinate efforts between the client, stakeholders, and community to establish vision, goals, and ensure the smooth running of this Project. Project Manager, Michael Schmitz, will be the day-to-day contact for the client team. Antero Group will coordinate all meetings, community outreach, and deadlines with regular deliverables issued throughout the Project schedule.

While Antero will attend all meetings of the City Council, P&Z and other Boards, Commissions, or Committees as requested by the City throughout this process, we do propose the following meetings:

### **Kickoff Meeting**

Antero proposes an all-team kickoff meeting during which we will review the Project scope, schedule, and anticipated deliverables. We will also establish communication protocols, setup a data-sharing platform, and a stakeholder group member list. Antero will interview City staff and other recommended stakeholders to identify current issues with land use regulation and existing zoning ordinance, this will include an analysis of variances issued.

### **Advisory Committee**

An Advisory Committee will be established at Project commencement to guide the work of our team. Four (4) Advisory Committee meetings will be held throughout the Project to build consensus for the proposed plan.

### **Biweekly Status Updates**

Antero proposes holding bi-weekly calls with the Development of Services Director to provide regular Project status updates.

### **Final Meeting**

Antero will hold a final meeting with City staff after the two Public Meetings, to review final draft that will be presented for Planning and Zoning Commission and Council for consideration.



**Task 1 Deliverables:** *Meeting Agendas, Materials, and Minutes*

### **TASK 2: Research & Analysis**

The research and analysis phase of this Project includes the review of all available and collected data, providing the foundations for the ordinance update/rewrite. The results of our analysis will be summarized in a memo and at a minimum will include:

#### **Site Visit**

The team will visit the City in person and conduct a visual survey. Photographing the site, exploring physical conditions, land-uses, and infrastructure utilization.

#### **Previous Planning Studies**

A thorough review of previous planning efforts and studies will be conducted, with particular focus on the recently adopted Comprehensive Plan.

#### **Development Services Documents**

Existing and related development services documents like the Zoning Change/SUP; Zoning Change; Variance Application; Preapplication Conference; and Subdivision Application packet will be reviewed for conflicts that need to be resolved.

**Task 2 Deliverables:** *Site Visit, Analysis Summary*

### **TASK 3: Public Involvement & Outreach**

We will solicit input from a diverse group of community members of all ages, economic status, and mobility status to specifically obtain an understanding of who the present and future users of Sanger are and to verify the strategic direction of the zoning and ordinances update. Outlined below are the public involvement and outreach events:

#### **Stakeholder Workshop**

Antero will hold two Stakeholder Workshops with identified key stakeholders. These workshops will provide an opportunity for in-depth discussions with small groups of representatives. The key stakeholders should include, but is not limited to:

- City Attorney;
- City Planning Staff;
- Code Enforcement;
- Public Safety;



- Planning and Zoning Commission Member;
- 4A and 4B Member;
- Parks Board;
- Sanger ISD Representative;
- Chamber of Commerce Representative;
- Local Business Representative; and a
- Community Representative.

### **Survey**

In addition to recently completed community surveys as part of the Sanger 2040 Plan, Antero will conduct one community survey to be distributed electronically and in print format to collect information and input on community feedback regarding the development, quality of life, and future growth. The results will provide strategic guidance to the Project team on developing initial recommendations with the Stakeholders.

### **Communication**

To ensure an open and transparent planning process, we propose several forms of communication including a Project website, social media posts, and regular print media content prepared at key intervals throughout the Project duration. The website and social media posts will serve as platforms which specifically focus on input opportunities, and important Project development updates. The Project website will be hosted during the duration of the Project until ordinance adoption.

### **Public Meetings**

Antero will present the draft Zoning Code to the Plan Commission for review and input through a series of 2 public meetings, as required by law. Following each meeting, the draft Code will be updated based on stakeholder input.

#### Meeting #1: Review Draft Document, including:

- Draft Zoning Map Districts;
- Draft Definitions;
- Draft Use Table;
- Draft Administration
- Draft Review and Approval Procedures; and
- Draft Zoning District & Use Standards

## Meeting #2: Review Final Document

Following the Public Meetings, Antero will finalize the draft for City and Board adoption.

***Task 3 Deliverables:*** *Stakeholder Engagement Plan, Project Website and Community Survey, Meeting Materials and Engagement Summary*

## **TASK 4: Interactive GIS Map**

Antero will collect and create GIS data that will be used to develop a Project Geodatabase, and Interactive GIS Zoning Map. The online Zoning maps will remain live until the completion of the Project and integration into the City's preferred mapping dashboard. The City will be provided with all GIS data used to develop the updated zoning layer including: Geodatabase, Shapefiles, and PDFs.

***Task 4 Deliverables:*** *Project Geodatabase, Interactive GIS Zoning Map*

## **Task 5: Document Deliverable and Training**

Antero will issue the final deliverable in the form of PDF and will also provide a training workshop, as outlined below:

Training: Antero will provide appropriate training to the relevant City departments, Planning and Zoning Commission, and elected officials to ensure correct application of the new ordinance. This will be conducted at one workshop in City Hall.

Additionally, Antero will be available for a period of one-year to answer any questions arising from the implementation of the new ordinance and will make any necessary document revisions if clarifications are needed.

***Task 5 Deliverables:*** *Final Documents, Training*

# Assumptions and Clarifications

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In preparation of this contract, we have made the following Assumptions and Clarifications:

- Client will identify a point of contact from whom the Project Team will take direction for administrative matters;
- Documents will be prepared and presented in draft format for final approval to the Planning and Zoning Commission and City Officials;
- Appropriate State of Texas and City of Sanger regulations will dictate the approval process;
- Client will schedule meeting rooms, ensure officials are informed of meetings, distribute draft documents to commissioners and arrange for any necessary meeting equipment, such as flip charts, projectors and markers;
- Client will coordinate approval of the final document through the appropriate committee review and Council adoption procedures;
- Client will support collection of GIS and basemap information to provide currently available digital mapping files that reflect information including, but not limited to, the inventory of existing land uses, zoning, transportation, parks, businesses, and public facilities in the city and the ETJ;
- An attorney review is not part of this proposal. Any ordinance should be reviewed by City Attorney to assure compliance with the most recent legal requirements within the state;
- This Scope of Work does not include establishing new zoning on any parcels. While designations may be streamlined and language may be updated, rezoning or new zoning on existing parcels is a lengthy process that is outside the scope of this Project;
- The Project website will be hosted for the duration of the Project, at which point the City can integrate into the City website, if desired;
- Printing costs are not considered part of this Project and will be billed on a time and materials basis, as approved by Client; and,
- Project deliverables will be completed in Adobe Illustrator format and will be delivered in EPS and PDF by email.

# Schedule and Deliverables

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Antero anticipates this Scope of Work not to exceed (12) months from Project commencement, dependent upon availability of client data and meetings, however, will aim for completion within nine (9) months. At Project Kickoff, we will provide a specific schedule of activities, including coordination of client meetings.

# Fee Estimate

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Antero proposes to complete this work for a time and materials fee not to exceed \$70,000.

Project fees are based on the Scope of Work included herein. Should conditions change, including new information, Project schedule, Scope of Work, or other Project elements, we will work with the City to modify this contract accordingly. Work outside of the above Scope of Work will be completed on a time and materials basis according to the attached Fee Schedule. All work will be summarized in a monthly invoice, issued electronically to the City on the first Friday of each month. Payment within thirty (30) days of the invoice date is appreciated.



## General Fee Schedule 2022

Principal	\$215.00/hr
Senior Director	\$200.00/hr
Director	\$190.00/hr
Senior Project Manager	\$180.00/hr
Project Manager	\$165.00/hr
Senior Project Engineer	\$155.00/hr
Senior Planner	\$155.00/hr
Project Engineer	\$135.00/hr
Staff Engineer	\$110.00/hr
Planner	\$110.00/hr
Staff Scientist	\$110.00/hr
Creative Specialist	\$110.00/hr
CAD technician	\$95.00/hr
Clerical	\$75.00/hr
Printing	Cost + 15%

This General Fee Schedule is for reference purposes only. Select project fees may vary depending on the nature of the project. In all cases, The Antero Group is open to discussing project fees and can develop client-specific fee schedules for select clients.