



May 29<sup>th</sup>, 2025

Mr. Shawn Nickel  
City of Star  
Planning and Zoning Administrator  
10769 West State Street  
Star, Idaho 83669

City of Star Revitalization Plan 2025

Shawn,

South Beck & Baird is pleased to present this scope of work for planning services for the Revitalization Plan 2025 for the City of Star. We have identified all possible tasks associated with the development of a new revitalization plan to guide the growth and development of the central business district of the City of Star.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Mihan", written in a cursive style.

Jim G. Mihan, PLA, ASLA, Principal  
South Beck and Baird Landscape Architecture

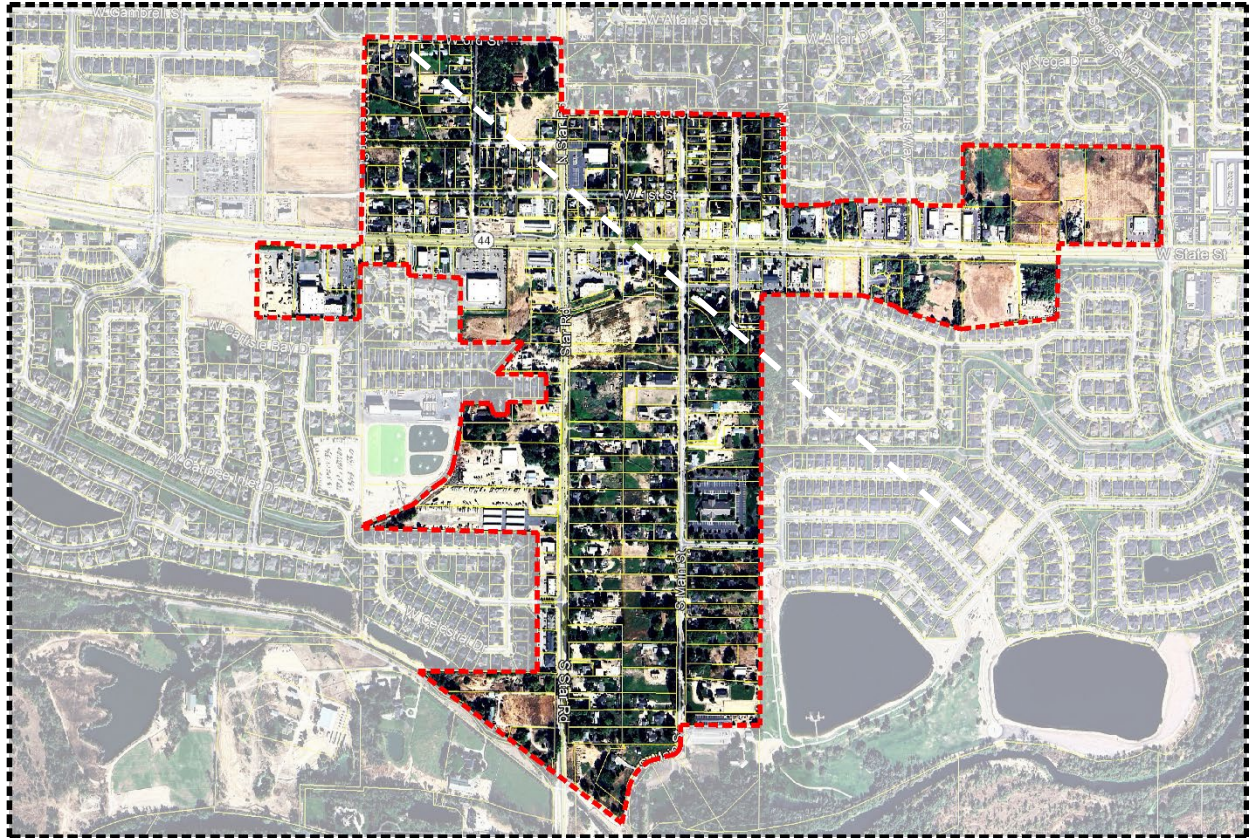


Figure 1 – Approximate Project Limits

## Task 1 Project Management

### 1.1 Kick-Off Meeting

A kick-off meeting will be held on site with City staff and the Advisory Committee to brainstorm initial ideas, walk the entire site, and evaluate existing conditions.

#### Assumptions:

- The Advisory Committee will be composed of representatives from other City departments, and other key stakeholders from the community (e.g., business owners, leaders of organizations, County representatives). The City will manage and be responsible for all communication with the Advisory Committee. The Advisory Committee will be limited to approximately 15 people.
- The duration of this kick-off meeting will be 2 hours, not including travel time.
- The following will attend this meeting:
  - SBB (3 staff)

#### Deliverables:

- Agenda and Meeting Notes (PDF)
- Discussion Guide (PDF)

## 1.2 Meetings with City & Advisory Committee

Prepare for and attend up to sixteen coordination meetings with City Staff and up to 3 meetings with the Advisory Committee.

Assumptions:

- All City design coordination meetings will be virtual or in person and 1 hour duration.
- All Advisory Committee meetings will be in-person, 1 hour duration, not including travel time, unless otherwise noted below.
- SBB will provide informal meeting notes and action items for each meeting. These will be delivered to the City via email. The City will be responsible for any distribution to meeting attendees.
- Materials presented and shared at the Advisory Committee meetings are intended to be work-in-progress and final presentations. All materials will be developed under separate Tasks with little to no revisions needed specific to these meetings.
- The following will attend City advisory committee:
  - SBB (3 meetings, up to 2 staff)

Deliverables:

- Agendas and Meeting Notes (Word and PDF)

## 1.3 Presentations

### 1.3 City Council

Prepare for and attend up to two (2) presentations with City Council.

Assumptions:

- Presentations will be in-person, 2-hour duration not including travel time, with the following present:
  - SBB (2 staff)
- Presentations will be submitted as PDFs. Materials used for presentations will be generated from other committee and commission meetings, but reformatted and expanded to provide additional context and address any specific areas of interest to the City Council.
- Up to 2 revisions per presentation based on City comments.

Deliverables:

- Two (2) presentations (PDF)

## 1.4 Data Collection

### 1.4 Data Collection

SBB will rely on City of Star staff for all data collection including but not limited to the following:

- Prior planning efforts including comprehensive planning, south area planning impacts on this planning effort, parks and pathways, environmental, economic, traffic, and infrastructure.
- Demographic profile in terms of population in study area, current land use and other pertinent demographic information
- Public services capacity analysis
- Traffic analysis including recommended data collection:
  - PM 2-hour peak period (or another two-hour peak period as identified by City staff) turning movement counts collected at key intersections:
  - High level parking supply inventory and point in time peak occupancy count at time identified by City staff (typically Noon-1PM in a downtown area)
  - Field observations of existing traffic operations during PM peak period only
  - Desktop review of transit stops and routes within the study area.
  - High level overview of active transportation infrastructure (sidewalks, bike facilities, etc.)

**Assumptions:**

- Develop synopsis and executive summary of identified existing data in revitalization report. Use data in analysis of impacts and opportunities for revitalization.

## **Task 2      Planning Parameters and Visioning**

### **2.1      Planning Parameters, Background Analysis and Information Gathering**

The project area will be analyzed to understand the constraints and opportunities, history, and cultural context of downtown. An Existing Conditions Plan will be developed to help frame the context of the existing features within the downtown. The Existing Conditions Plan will identify the right-of-way, parking areas, general traffic flow, existing amenities, and connectivity to adjacent neighborhoods. A Site Analysis Plan will be prepared to identify potential gateways, views, buffers, and opportunities or constraints for potential enhancements. The Site Analysis Plan will also include an analysis of parking, traffic, and the historic architecture of buildings as a combined or separate plan graphics.

**Assumptions:**

- The existing conditions and Site Analysis Plan will be based on aerial photography and currently available GIS data.
- We do not expect to perform any historic character analysis as part of this exercise. The City can provide input that can be incorporated into the overall analysis.
- Deliverables provided under this task will be used for the first phase of community outreach.

**Deliverables:**

- Existing Conditions Plan (PDF)
- Site Analysis Plan(s) (up to 3 separate plans) (PDF)

## 2.2 Visioning(Engagement Phase 1)

The first phase of the community outreach process will seek to understand the vision for downtown, community interests or priorities, and determine the decision criteria used to support the master planning process. Materials presented will be based on the Existing Conditions Analysis and early meetings with the City and the Advisory Committee. A public in-person Open House will be conducted to listen to the community and have them respond to potential themes, characteristics, and inspiring images for their downtown. An Online Survey will be used concurrently with the Open House to collect additional feedback from the broader community.

### Assumptions:

- Location for the Open House will be identified by the City. Any fee for use will be paid for by the City.
- Online survey and presentation materials will be revised up to 2 times.
- The following will attend the Open House, 3-hour duration, including time for set-up and clean-up. Does not include travel time.
  - SBB (2 staff)

### Deliverables:

- Inspiring Images / themes, up to 3 boards (PDF)
- Project Limits / Schedule, 1 board (PDF)
- Deliverables from Task 3.1 (PDF)
- Flyer, Sign-In Sheet, Comment Cards (PDF)
- Online Survey (Survey Monkey)
- Open House/Online Survey Summary (PDF)
- Vision, Goals & Objectives (Word and PDF)
- Decision Criteria (Word and PDF)

## 2.3 Concept Alternatives (Engagement Phase #2)

This phase of the community outreach will compile all the materials from the previous visioning phase and include a one day open studio workshop located downtown. Design team staff and City staff will work together to develop up to 2 concept alternatives. The public will be invited to drop into the studio at any time during the open hours to review materials being developed, ask questions, and provide feedback. Feedback on the overall character defining features of the historic downtown core will be included in the workshop. This open workshop format will be conducted over one day as follows:

- Day 1 – morning, arrive, set up, prep meeting with City and Advisory Committee (no open hours to the public) (2 hours)
- Day 1 – afternoon; preparatory working session with Advisory Committee members, any other review agencies, or organizations to prepare guidelines and preferred outcomes of public open studio (2 hours)
- Day 1 – evening: open studio with public to develop (2) concept alternatives. (4 hours)

SBB staff will compile these results after the meeting, refine input and develop the (2) concept alternatives and present concepts to City staff and Advisory Committee



members and the general public may also drop-in to review the proposed concepts (4 hours)

The concept alternatives phase will be conducted over a weekend and coordinated with other City events. After the 3<sup>rd</sup> day the refined concepts will be posted on the project website and an online survey will be released to provide opportunities for further feedback on the concepts. Materials from the visioning and existing conditions analysis phases of the process will also be available throughout the event to provide context and help facilitate community discussions.

A high-level cost comparison will be provided between the concept alternatives, but a total project cost estimated will not be prepared as part of this phase. Pros and cons for each alternative will be identified based on the overall vision and any decision criteria previously identified.

**Assumptions:**

- The location for the open studio workshop will be identified by the City. Any fee required for use will be paid by the City.
- The following will attend the studio workshop, 16-hour duration total, including time for set up and the actual event. Does not include travel time.
  - SBB (3 staff)

**Deliverables:**

- Concept Alternatives, up to 3 concepts, each concept will include the following:
  - 1 color sketch plan view (PDF)
  - 2-3 color sketches typical sections (PDF)
  - 1-2 material photo boards (character images for landscape and urban design treatments) (PDF)
- Online Survey (Survey Monkey)
- Studio Workshop/Online Survey Summary (Word and PDF)

## **2.4 Preferred Concept (Engagement Phase #3)**

Based on the feedback from the previous outreach events and planning process, a Preferred Concept will be developed and presented at an in-person Open House. An Online Survey will be used concurrently with the Open House to collect additional feedback from the broader community. Potential phases will be identified and may be included in the Open House and Online Survey to obtain feedback on any community priorities for an initial phase of implementation.

A cost estimate will be provided at this phase of design to provide a check on feasibility, constructability, and grant eligibility. The cost estimate will be planning level only and include a minimum 30% contingency.

**Assumptions:**

- Location for the Open House will be identified by the City. Any fee for use will be paid for by the City.
- Online survey and presentation materials will be revised up to 2 times.

- The following will attend the Open house and studio, 10-hour duration for set up and the actual event. Does not include travel time.
  - SBB (3 staff)

**Deliverables:**

- Preferred Concept
  - 1 plan color rendering, 1 board (PDF)
  - 2-3 plan enlargements color rendering, up to 2 boards (PDF)
  - 3-5 color sections, up to 2 boards (PDF)
  - 2 material/furnishing material boards (character images for landscape and urban design treatments) (PDF)
  - Phasing plan diagram, 1 board (PDF)
- Online survey
- Open House/Online Survey Summary
- Preferred Concept Cost Estimate

## **Task 3 Revitalization Plan**

### **3.1 Draft Revitalization Plan**

After the completion of planning parameters and visioning process for the project, a draft Revitalization Plan will be developed based on the Preferred Concept and incorporating all feedback received through the previous master planning process. The Revitalization Plan will also include an initial phasing plan, based community priorities and potential budget available for early action items. All materials will be revised one time to develop a final Revitalization Plan.

**Assumptions:**

- Graphics will be revised up to two times based on graphics developed under Task 2.

**Deliverables:**

- Draft and Final Master Plan
  - 1 plan color rendering, 1 board (PDF and AutoCAD)
  - 2-3 plan enlargements color rendering, up to 2 boards (PDF)
  - 3-5 color sections, up to 2 boards (PDF)
  - 2 color perspectives or photo simulations, 1 board (PDF)

### **3.2 Implementation Strategies**

The Implementation Strategies will build upon the final Revitalization Plan and identify the key processes required for implementation of the plan including the following:

- This includes grant funding and permitting. Potential grants that the City should pursue will be listed with associated schedules, amounts, conditions, and contract information.
- Phasing strategies identified in the final Plan will be depicted based on anticipated costs and funding.
- Strategies for building strong public-private partnerships with collaboration with local businesses, community organizations, and residents.
- Financial Investments such as leveraging private sector investment with public funding allowing for larger projects.

Assumptions:

- Implementation Plan will be developed in a memo format, 8.5 x 11, and be limited to 10 pages.
- Potential grant funding agencies or opportunities that the City should pursue will also be provided by the City.

Deliverables:

- Implementation Plan Memo (Word and PDF)

### 3.3 Estimated Costs, Priorities and Responsibilities

An estimate of costs at a planning level of design will be developed for the draft and final Revitalization Plan. Costs will include a percentage for estimating contingency, construction contingency, sales tax (where applicable), final design fees, and administration/permitting costs. Escalation may also be included for the initial phase of construction and/or future phases. Cost estimates will be broken down into phases with up to 3 phases included, including an early action small implementation project, a more significant phase 1 improvement, and all remaining phases. The cost estimate will be organized by major segments of work and/or location to facilitate future grant opportunities. The draft cost estimate will be updated based on City review.

Assumptions:

- Maintenance costs of improvements not included.

Deliverables:

- Draft and Final Cost Estimate (Excel and PDF).

### 3.4 Market Analysis Comparison

A market analysis comparison will be performed to perform market analysis to help inform the City of comparable planning efforts in cities of comparable cities with similar demographics. estimate of costs at a planning level of design will be developed for the draft and final Revitalization Plan. Costs will include a percentage for estimating contingency, construction contingency, sales tax (where applicable), final design fees, and administration/permitting costs. Escalation may also be included for the initial phase of construction and/or future phases. Cost estimates will be broken down into phases with up to 3 phases included, including an early action small implementation project, a more significant phase 1 improvement, and all remaining phases. The cost estimate will be organized by major segments of work and/or location to facilitate future grant opportunities. The draft cost estimate will be updated based on City review.

Assumptions:

- Limited to an identified maximum of (3) comparable cities

Deliverables:

- Draft and Final Analysis limited to (4) pages per city (PDF).



### 3.5 Revitalization Plan Final Report

A master plan report will be developed that compiles all documents together for the entire project. It will include an Executive Summary (11x17 double-sided and folded) that summarizes the overall vision, the public process, and the Final Master Plan. The Final Master Plan Report will include:

- Description of the community's vision and priorities
- Summary of community outreach process and feedback
- Summary of presentations to committees, commissions, and city council.
- All graphics developed as part of the project
- The draft and final Revitalization Plans
- Phasing plan
- Cost estimates
- Implementation Strategies Plan

#### Assumptions:

- No graphics or data will be revised as part of the development of the report. The executive summary layout and text will be revised up to 2 times.
- Appendices will be included for raw data, images, and graphics.

#### Deliverables:

- Draft and Final Revitalization Plan Executive Summary (InDesign, PDF and Presentation)

The following are general assumptions for the overall project. Additional assumptions are listed under each Task below, as applicable.

#### General Assumptions:

- Meetings will be held virtually unless otherwise noted. If in person meetings are identified, travel time is included. Lodging, travel, and meal expenses are identified as reimbursable expenses.
- Existing environmental studies, planning documents, as-built documentation, traffic reports, and other relevant available documents will be provided by the City.
- No formal wetland delineation will be needed.
- The City, will arrange for all public meeting locations, public noticing, mailing and advertising, tables/chairs, and other logistical support needed including maintaining an email contact list of participants and stakeholders. The City will also provide a tent or other weather protection for any pop-up locations at festivals, events, and outdoor locations.
- The City will include a link to the project website. The City will be responsible for updates to the website; any social media platforms; and other media outlets (digital or print), including reformatting of content created through that Tasks below to support each platform.

- The City will provide any available GIS data layers in an AutoCAD compatible format for use in the master planning process.
- Coordination with public artists is not included in the project, but placeholder opportunities may be identified in the master plan for future public artwork.
- Arboriculture (arborist) services are not included.
- Technical specifications are not included.
- Structural design is not included.
- Grant writing and any special presentation graphics or materials to support grant applications not explicitly identified below is not included.
- SBB will prepare a flyer, sign-in sheet, and comment card for each public meeting. SBB will also provide PDF presentation materials and a summary of comments received. Translation of the PDF presentation into a PPT format, if needed, will be by the City.
- Online surveys will be developed using Survey Monkey. The City will post the survey on the project website, social media platforms, and all other advertising or public noticing to distribute the survey to the community. This also includes individual emails and one-on-one outreach methods to key stakeholders that may be identified through the master planning process. Any translation into different languages needed for online surveys will be provided through the plug-in features from Survey Monkey. Validation of the translation, if required, will be by the City.
- A 3D model of existing conditions or proposed improvements will not be provided.
- The City will consolidate all comments from City staff, and any other agency comments during the review process for various master plan elements. The City will facilitate discussions among City staff, and other agencies to eliminate conflicting comments.
- Invoices will be submitted monthly with a description of work completed. Billing may be tracked by phase or type of work based on City funding requirements, to be determined prior to the first invoice.

#### 4.1 Revitalization Plan Estimated Professional Services Fees

Following is an estimate of the services and costs associated with this preliminary scope of work:

1.1	Kick-off	\$ 3,150.00
1.2	Meetings with City and Advisory Committees	\$ 8,550.00
1.4	Presentations	\$ 2,700.00
2.1	Planning Parameters, Background, Information	\$ 6,450.00
2.2	Visioning	\$ 7,600.00
2.3	Concept Alternatives	\$ 8,600.00
2.4	Preferred Concept	\$ 3,650.00
3.1	Revitalization Plan Draft	\$ 30,450.00
3.2	Implementation Strategies	\$ 6,800.00
3.3	Estimated Costs, Priorities, and Responsibilities	\$ 4,620.00
3.4	Market Analysis Comparison (Optional – 11,600)	\$ 11,600.00
3.5	Final Revitalization Plan	\$ 5,400.00
Preliminary Estimate of Professional Services		\$99,570.00



Following are the current billable rates for South Beck and Baird:

Principal Landscape Architect_____	\$200.00	Landscape Designer III _____	\$104.00
Planner III_____	\$250.00	Landscape Designer II _____	\$ 98.00
Planner II _____	\$120.00	Landscape Designer I _____	\$ 92.00
Planner I _____	\$ 90.00	Design Draftsman II _____	\$ 86.00
Landscape Arch./Proj. Mngr.III _____	\$150.00	Design Draftsman I _____	\$ 76.00
Landscape Arch./Proj. Mngr. II _____	\$120.00	Administrative/Clerical _____	\$ 70.00
Landscape Arch./Proj. Mngr. I _____	\$110.00		

Terms of Payment: Unless otherwise agreed in writing, Client shall pay South Beck & Baird (SBB) monthly for all services rendered and reimbursable expenses incurred upon presentation of the Engineer's invoice. The SBB's invoice shall be based on the hours incurred on the project unless the basis of compensation is a fixed fee, unit rate or percentage fee, in which case said invoices shall be on the SBB's determination of the percentage of services performed. Client shall pay all invoices in full within thirty (30) days after receipt thereof by Client. Any amounts outstanding after thirty (30) days shall bear interest at the rate of one and one-half percent (1½%) per month until paid in full. No deductions shall be made from the sums owed to SBB other than those for which SBB has been adjudicated to be liable.

Reimbursable Expenses: Out of pocket costs and other expenses incurred by SBB in performing the work including, but not limited to, copying and reproduction costs, cost of travel, meals and lodging away from SBB's offices, telephone costs, the cost of photographs, and the cost of consultants or other persons not regularly employed by SBB to carry out the services to be performed hereunder shall be reimbursable costs. Such costs together with an additional fifteen percent (15%) of the amount of all such reimbursable costs shall be reimbursed to SBB by Client. For travel expenses, the hourly rate of an employee plus \$0.70 per vehicle mile.

Suspension of Services for Non-Payment: If any amounts due under this agreement or any other Agreement between Client and SBB remain outstanding after thirty (30) days, SBB may, at its sole option and without incurring liability to Client, suspend all services to Client under this Agreement and retain all drawings, specifications, or other documents prepared under this Agreement, until all outstanding amounts are paid in full.