

AGREEMENT

THIS AGREEMENT, made and entered into the _____ day of February 2024, by and between LANDMARK DESIGN, INC., a Utah Corporation, hereinafter referred to as "Consultant" and City of North Salt Lake, hereinafter referred to as "Client."

WITNESSETH

WHEREAS the Client desires to engage Consultant to provide professional and technical services to complete the **Update the North Salt Lake General Plan** for the City of North Salt Lake, and

WHEREAS, the Consultant has the resources expertise and the desire to perform such services for and on behalf of the Client.

NOW, THEREFORE, in consideration of the mutual covenants herein set forth and for other good and valuable consideration, the parties agree as follows:

1. Agreement: The Client agrees to engage the Consultant as an independent contractor, and the consultant agrees to provide its professional and technical services as hereinafter provided.
2. Scope of Services: The Client and the Consultant agree that the Scope of Service shall consist of Tasks shown on Exhibit "A" attached hereto and incorporated herein. All work must be performed and completed to the satisfaction of the Consultant and the Client.
3. Commencement of Work: Work shall begin on the date of this agreement and will be completed within a period of 13 months beginning in February 2024 and completed by March 2025 or earlier, unless extended by mutual agreement of the Client and the Consultant.
4. Compensation: As total compensation and expenses, the Consultant shall be paid for services under this Agreement a sum of \$145,035.00 as shown in the Proposed Fees, to be paid monthly for work completed to date. Client agrees to make payment within 30 days of receipt of invoice.
5. Amendments: This Agreement can only be modified or amended in writing. Any change in this Agreement, including any increase or decrease in the amount of Consultant's compensation, shall be mutually agreed upon by the Client and the Consultant and shall be set forth only in written amendments to this Agreement.
6. Independent Contractor Relationship: The legal relationship of the Client to the Consultant with respect to the services required under this Agreement shall be that of an independent contractor and not that of an agent or employee.
7. Representations and Notices: The following are designated as representatives of parties to this Agreement:

(a) The Consultant designates Sam Taylor, President of Landmark Design, Inc., as its representative in all matters under this agreement and all notices given to Consultant shall be by regular U.S. mail to:

Landmark Design Inc.
850 South 400, #104
Salt Lake City, Utah 84101
Attention: Sam Taylor

(b) The Client designates as its representative in all matters under this Agreement and all notices given to Consultant shall be by regular U.S. mail to the above designated representative at:

City of North Salt Lake
10 East Center Street
North Salt Lake, Utah 84054
Attention: Sherrie Pace

8. Indemnification: The Consultant agrees and covenants to hold harmless and indemnify the Client from claims, losses, injury, expenses and attorneys' fees proximately caused by any negligent conduct or omissions that constitute a form of tortious behavior on the part of the Consultant, its officers, employees, or agents in the execution of the work performed in accordance with this Agreement, or which constitutes a breach of this Agreement.

9. Successors: The Consultant agrees that the provisions of this Agreement shall be binding on heirs, permitted assigns and successors, subcontractors, and agents.

10. Termination: Either party to this Contract has the right to terminate the agreement on 15 days' notice. In the event such termination occurs, regardless of who initiates the termination, Consultant shall be paid for the work completed to date of termination. In such event, all unfinished work shall, at the option of the Consultant, become its property.

11. Entire Agreement: This Agreement including Exhibit "A," contains the complete agreement and understanding of the parties hereto and supersedes any previous understandings, commitments, proposals, or agreements whether oral or written, and may only be modified or amended in writing or executed by authorized individuals of Consultant and Client.

12. Jurisdiction: This agreement shall be governed by the laws of the State of Utah.

IN WITNESS THEREFORE, the Consultant and the Client have hereunto executed this Agreement the day and year first above written.

LANDMARK DESIGN, INC.

By _____
Sam Taylor, President

CITY OF NORTH SALT LAKE

By _____
Ken Leetham, City Manager

Attest: _____
Wendy Page, City Recorder

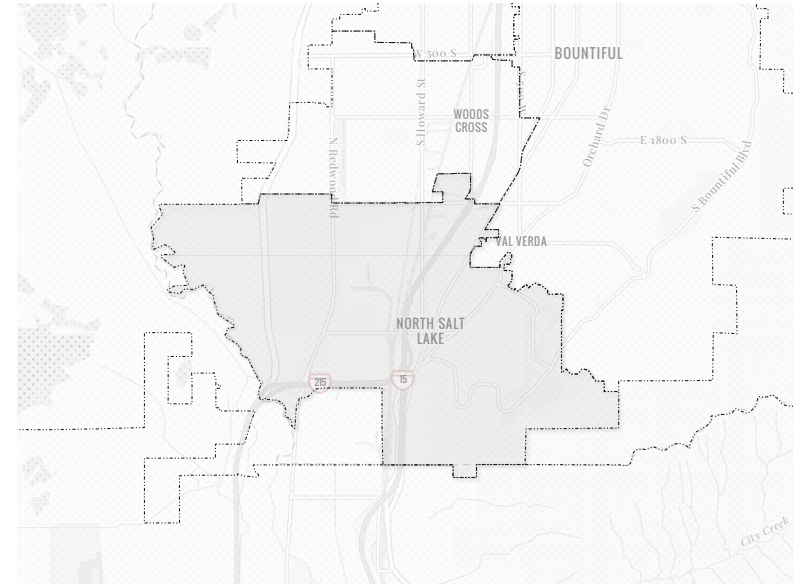
1 STATEMENT OF STUDY APPROACH

Situated at the southern end of Davis County, the **City of North Salt Lake is a cherished community** that many people call home. With its adjacency to the Wasatch Mountains and a unique setting between work centers in Salt Lake City and Davis County, the City provides a high quality of life to its residents and is an enviable place to live. Growth and development pose both opportunities and challenges for maintaining and enhancing the characteristics that people love about this place, necessitating a proactive planning approach.

Now is the time to make good choices. With the last vestiges of remaining open land soon to be developed, an updated general plan is essential to retain the essence of what residents value about North Salt Lake, while forging a clear path forward in solidifying the City's identity and quality of life as it approaches buildout. A **robust community engagement process** lies at the heart of this process, which strives to reach all corners of the community and ensure that many perspectives are reflected in the new plan. Public input will help develop a clear vision that strengthens and protects existing neighborhoods while identifying new opportunities to establish and reinforce special districts and nodes for visitors and residents alike.

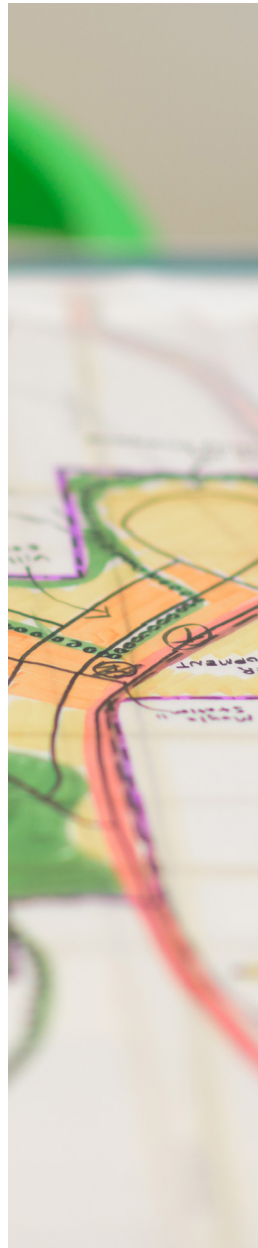
Understanding specific opportunities for this nearly built-out community is essential to strengthen neighborhoods and foster economic success. North Salt Lake is a place where new growth is most likely to occur through targeted infill and redevelopment. The City is uniquely positioned with a robust business community and regional access opportunities. Tied to the City's economic strength is the challenge of being physically divided, with the separation of neighborhoods by a dense barrier of transportation and industrial infrastructure. This plan will aim at linking the community together, connecting neighborhoods to each other and the emerging Town Center. The plan must clearly identify how to align economic development efforts with a **clear land use vision** and **well-connected transportation network** that moves automobiles, pedestrians, and cyclists through the area safely and efficiently while expanding choices and removing barriers. This process is also an opportunity to **explore new ideas** to meet changing needs, which will be supported through activity center development, new housing options, and other targeted investments that make the City of North Salt Lake a more attractive and desirable City while maintaining its unique identity.

The Landmark Design Team understands how to achieve these goals. We will utilize our experience and knowledge to ensure the updated general plan is complete and thorough, incorporating the identified elements/chapters outlined in the RFP with the flexibility to address unanticipated issues and ideas that emerge during the visioning process. Much groundwork has already been laid for this plan in recent years, and our focus will be to synthesize and incorporate the foundations of other relevant planning studies into the updated plan. Our approach begins with establishing a clear vision for the future and then translating it into a complete, long-reaching, and comprehensive general plan, as described in the following pages.



SUMMARY OF ANTICIPATED TASKS

The Landmark Design Team will utilize a variation of the classic planning paradigm to develop the plan, as follows:



(1) Review Existing Plans + Documentation/Project Kickoff

This task is designed to get the Landmark Design Team “up to speed” with past planning processes and existing conditions. We will review existing and past plans, including the *2013 General Plan*, *2016 Town Center Master Plan*, *Moderate Income Housing Plan*, *South Davis Active Transportation Plan*, *Town Center Branding Study*, *Town Center Traffic Circulation Study*, *Town Center Market Analysis*, and other relevant plans and studies. We also anticipate a field trip with staff and others at this stage to collect information about existing conditions.

(2) Community Engagement

A robust community engagement process is critical to understanding the needs of residents and an overall vision for what the community wants the City to become. We will engage the community and stakeholders through a multi-faceted approach, including the formation of a Plan Steering Committee, the development of a project website, public meetings, stakeholder interviews, and briefings with City leadership.

(3) Assess Goals + Values

We will revisit the community vision expressed in the General Plan and Town Center Master Plan, establishing new goals and priorities as determined by feedback received through the community engagement process. The revised vision will set the framework for the development of the plan.

(4) Analysis + Alternatives Development

The Landmark Design Team will analyze issues and data, blending the information obtained during the Plan Steering Committee meetings with our analysis of existing conditions, plans, and documents. Once existing conditions have been documented and analyzed, the planning team will develop the critical elements for review by the Plan Steering Committee and the public. These will include a range of alternative plan ideas and options.

(5) Draft General Plan

The Draft Plan will update the community profile and detail the plan elements to address land use; the Town Center; transportation; housing; water use and preservation; economic development; parks, recreation, trails, and open space; and other topics that may emerge. The Draft Plan will then be presented for review and refinement.

(6) Draft Final General Plan

Once the Open House meeting has been held and comments received and analyzed, a Draft Final Plan will be developed, incorporating necessary revisions and summarizing the vision, planning implications, and future growth directions of the City.

(7) Adoption Process/Final General Plan

The Landmark Design Team will present the Draft Final City of North Salt Lake General Plan to the Planning Commission and City Council as part of the approval process. Once approved, final changes will be made and the adopted plan delivered, including all working files in InDesign and GIS formats, and a one-page Citizen's Guide to the plan for publication on the City website.



COMMUNITY ENGAGEMENT APPROACH

In order for the future community to match its long-term vision, we will utilize a robust public participation and outreach process as the basis for defining how the City wants to grow. We believe it is essential to maintain a dialogue with the public, ensuring that all members of the community have an opportunity to weigh in as the plan is developed, updated, and adopted. The following is a public outreach process we propose for meeting that goal.



A. Plan Steering Committee

We propose the creation of a Plan Steering Committee to help inform the planning team and give direction to the planning process. This group may include representatives of City staff, decision-makers, stakeholders, and the public. Representatives from UDOT, UTA, utility providers, and the business community may also be included as required. They will actively work with our team, meeting three times at key junctures and providing overall guidance during the planning process.

B. Project Website

We will maintain a project website as a hub for online public involvement. Linking through the City's website and social media platforms, the public will be able to track the plan's progress, access draft documents and review concepts, and submit comments. We will also utilize the website and social media to reach out to the local artist community for engagement.

C. SocialPinpoint Online Engagement

We have had great success engaging the public through SocialPinpoint™, an interactive geospatial comment tool, and propose utilizing this platform in the early stages of the project for public scoping to identify needs, desires, and issues. Linked via the project website, this platform gives the public an additional opportunity to meaningfully engage with the planning process. Comments provided through this platform will then be categorically analyzed, with a summary report provided to City staff and the Plan Steering Committee.

D. Public Meetings + Workshops

We will engage with the community through three public meetings targeted to receive direct feedback on ideas and concepts for the plan.

Two of these meetings will be held in conjunction with City-sponsored events to maximize resident outreach and participation. The first, a Public Scoping Meeting, will help identify community needs, desires, and issues, which will have bearing on the development of guiding principles for the plan. The second, an Alternative Futures Public Workshop, will present key alternative concepts and ideas based on the input received from the community and results of our existing conditions analysis. Public feedback collected at this workshop will aid in the selection of a Preferred Alternative as a basis for the Draft Plan. The third meeting will present the document at a Draft Plan Open House near the end of the process to ensure the planning direction is well-understood and embraced before being submitted for adoption.

E. Neighborhood Meetings/Focus Groups

Focus group meetings will be held specifically in the Foxboro, Mid-town, and East Side neighborhoods, as well as a focus group with the local business community. We will prepare relevant presentation materials and facilitate these meetings, with City staff facilitating when necessary and/or participating to ensure local knowledge is understood and interpreted correctly.

F. City Leadership Briefings

Our experience has found engagement of city leadership at key stages of the planning process to be invaluable in obtaining support for plan adoption. We propose meeting with members of the Planning Commission and City Council in a joint session mid-stage to review concepts and the direction of the plan, providing a summary of findings and soliciting feedback as appropriate. During the adoption process, we will also brief the Planning Commission and City Council on the Draft Plan prior to public hearings and approvals.



ASSESSING GOALS + VALUES

Our community engagement process will be pivotal in helping to clarify how the City wants to evolve. With feedback received from the Public Scoping Meeting, we will establish a set of guiding principles rooted in the vision of the existing *2013 General Plan* and *2016 Town Center Master Plan*. Since the City is nearly built-out and these documents are likely to remain relevant, we assume that many opportunities for achieving community goals and addressing issues will lie in specific details through “tweaks” and modifications rather than wholesale changes. However, this remains to be verified once a unified vision emerges.

ANALYSIS OF EXISTING CONDITIONS + ALTERNATIVE CONCEPTS

We will document and analyze existing conditions in the earliest stages of the process, focusing on the elements identified in the RFP along with additional assessments for your consideration, as follows:

Land Use – engaging and easy-to-understand future land use map / visioning for commercial districts and key corridors / zoning change recommendations / coordination with transportation and other elements

Transportation – street and pathway connectivity improvements / intersection control / active transportation routes / public transit options / improved access and connectivity across I-15, railways, and other “barriers” / impacts from planned highway construction

Housing – State statute requirements and Moderate-Income Housing options / investigation of new and diverse housing types / neighborhood preservation enhancement strategies as part of housing assessment/ infill / impact of recently mandated accessory dwelling unit legislation and other possible changes in the future

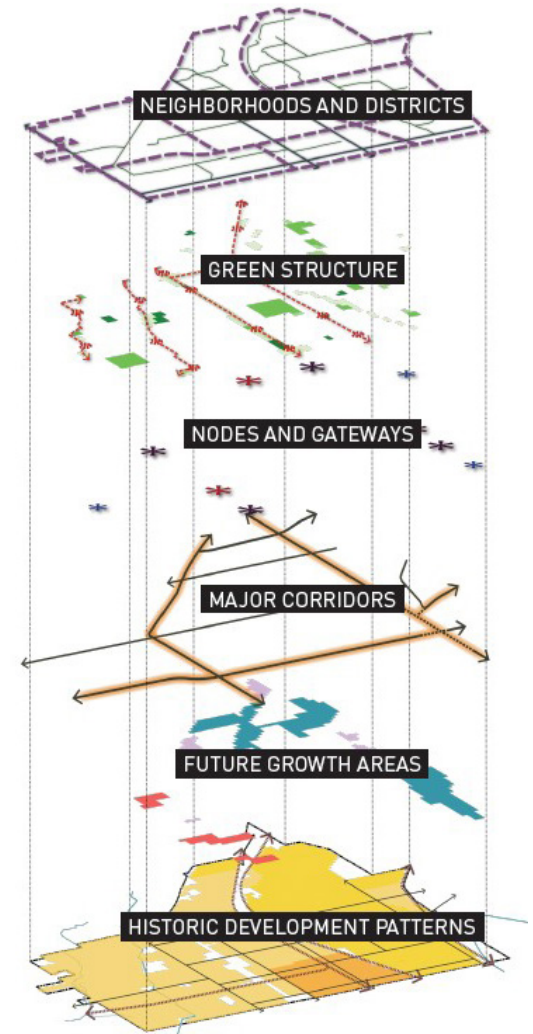
Parks, Recreation, Trails, and Open Space – existing and future needs assessments / LOS and distribution analysis / enhancement options for existing parks / integrated park, open space and trail system plan / acquisition, implementation and cost assessments and strategies

Economic Development – strategies to enhance community identity and viability for business in key locations / strategies to increase the tax base while maintaining the existing scale and “sense of place” / market analysis and sales leakage study to identify strengths and weaknesses for attracting businesses / strategies for encouraging desired business types and nodes/ local retention strategies

Water Use and Preservation – State statute requirements / effects of development on water demand and infrastructure / water conservation policies and strategies / principles of sustainable landscaping

Environment and Sustainability – natural systems assessment and implications / “green” systems and initiatives / water quality / urban forest and green structure / clean air and noise reduction strategies / dark skies

The existing conditions analysis is crucial for clarifying the baseline conditions and informing the Alternative Concepts that reflect specific opportunities and conditions. A Preferred Alternative will eventually emerge, at which stage we will dive deeper to create a clear and cohesive blueprint for the future.



Example of “deconstructing” a city, then reassembling it to match the future vision. From Roy General Plan (2022).



DEVELOPMENT OF THE PLAN ELEMENTS

We will apply the Guiding Principles, our technical analyses, and the Preferred Alternative to establish the direction of the plan. We anticipate working closely with City staff and the community throughout this process to ensure the ideas and details are fully embraced and reflect the vision of the City of North Salt Lake. We will give special attention to land use and transportation, focusing on their intersection with the other elements of the plan as follows:

Community Profile

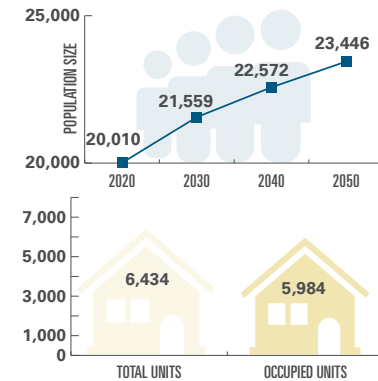
The updated community profile will include data and graphics that tell the story of North Salt Lake, trends over the years, and comparisons with surrounding communities. Data will be mapped so that the City can see changes in land uses, population density, and household characteristics by location. Based on historical data and trends, availability of land, WFRC data and other inputs, projections will be made for future population and employment growth in the City. This information forms the foundation for analyzing future housing needs as well as appropriate land uses.

Land Use Element

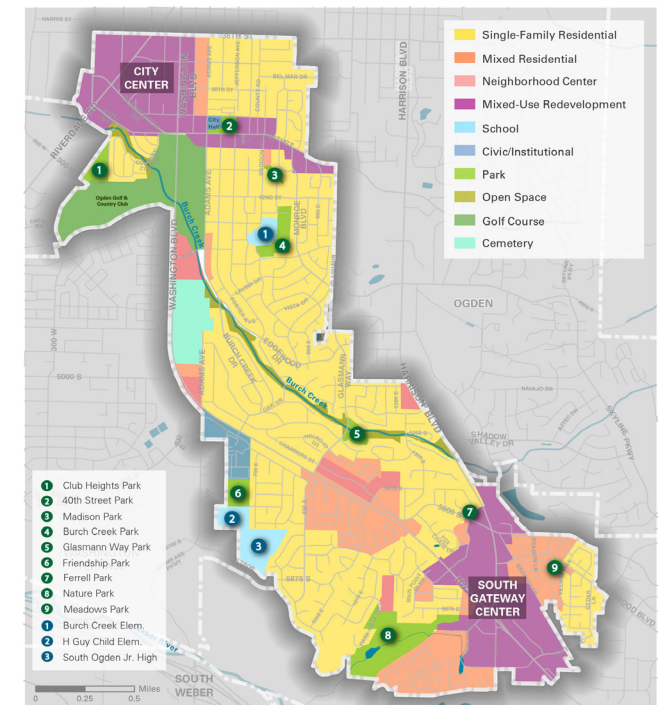
Landmark Design will utilize the public input and guiding principles for the plan to examine land use in detail throughout the City. We will focus on opportunities for remaining infill areas and redevelopment along key corridors to establish distinctive nodes and districts for economic development, to provide affordable housing, and enhance placemaking. This analysis will inform and respond to proposed transportation improvements to ensure synergy with the rest of the City. In addition, we will examine opportunities for the integration of affordable housing models that are compatible with existing neighborhoods, the impacts of proposed development on water use, and opportunities for the preservation of open space and its integration into the park system.

Another important aspect of the land use assessment will be a detailed examination of commercial and industrial uses within the City. With new developing trends in commercial retail, office, and industrial markets, a balanced portfolio of development sites is required to capitalize on those that can provide maximum fiscal revenues to the City and thus provide for fiscal sustainability, while releasing any surplus for higher uses in redevelopment as mixed-use, residential, or other emerging needs. Recognizing that North Salt Lake is largely built-out, our efforts will be focused on identifying these potential redevelopment areas – areas that are deteriorating, not performing well, have new or planned transportation access and visibility, or that have less than ideal current uses given the potential of those sites.

Once a framework of key activity centers and nodes is established in conjunction with a balanced ratio of commercial-residential development, we will reexamine current land uses as a whole to develop a future land use map for the City that reflects the new vision for highest and best uses of land. We will also reexamine existing zoning districts and make recommendations for revisions to the zoning ordinance to align it with the new land use vision. The result will be a detailed future land use plan for the City that strikes a balance between effective placemaking and functional requirements to guide the City of North Salt Lake's future development in a meaningful way.



Example of community profile graphics highlighting population trends and total housing units. From South Ogden General Plan (2023).



Example of future land use plan, highlighting key districts and public open space. From South Ogden General Plan (2023).



Town Center Master Plan

The *Town Center Master Plan* remains an important document in establishing a direction for the development of the Town Center, a key activity center which will ultimately shape the identity of North Salt Lake. While the plan has been influential in guiding the development of a few catalytic projects for the City, there have been some difficulties in the full implementation of the vision. Based on the feedback received by the public, we will evaluate the *Town Center Master Plan* and give it a “tune-up,” adjusting the goals and policies while leaving the plan intact. We will also develop general recommendations for the creation of specific design guidelines and ordinances to be completed as part of a future planning effort.

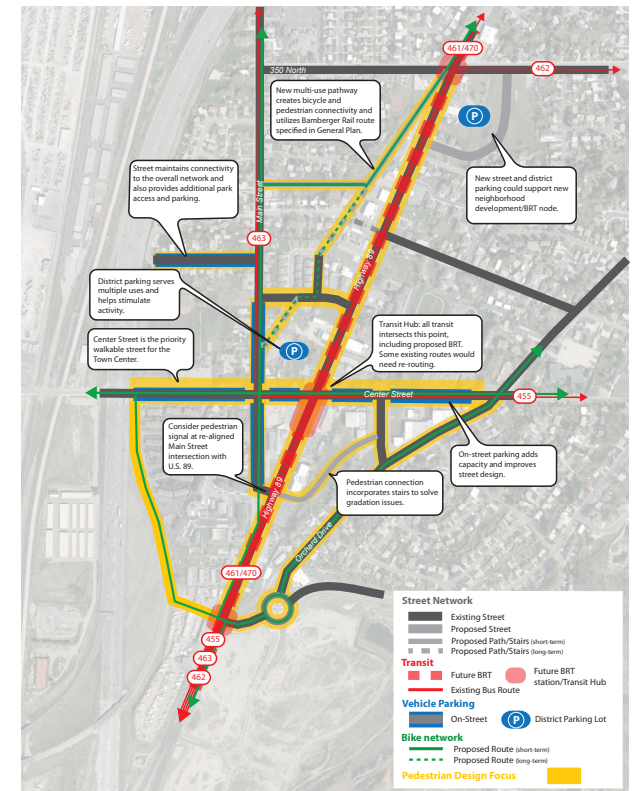
Transportation Element

Our team’s approach to the Transportation Element is to synthesize North Salt Lake’s planning for the range of transportation modes to help inform the overall vision for the community and its neighborhoods and districts. The plan will develop an approach to the overall transportation network that embodies the General Plan vision. The Transportation Element will focus on access to and the walkability of the City’s evolving activity centers, especially its Town Center. Township + Range will develop visions and goals for connectivity, access, mobility, and urban design for the various centers in North Salt Lake, including the Town Center and mixed-use centers at 1100 North/2600 South, along Orchard Drive, and in the Foxboro/Redwood Road area.

We will identify additional opportunities by synthesizing current active transportation plans such as the *South Davis Active Transportation Plan* and the City’s planning and implementation of the Town Center with the vision developed for the General Plan, including specific improvements to the pedestrian environment and bicycle facilities that can help implement the vision. We will also identify strategies to improve first-last mile connections to transit stops and planned Davis-SLC Community Connector stations.

Ongoing and planned regional transportation investments will impact and improve future mobility patterns and options in North Salt Lake. Kimley-Horn will examine multiple projects as part of this process, assessing vehicular access and circulation for the updated General Plan, including the following:

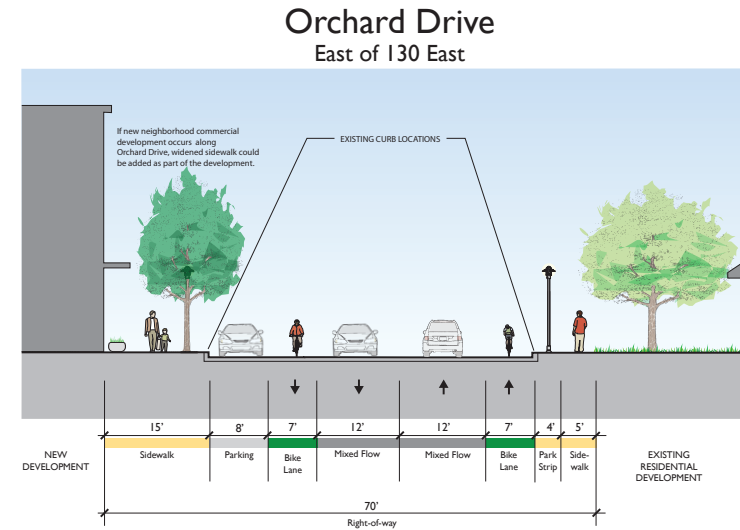
- **UDOT, I-15 EIS (Environmental Impact Statement)** – In March of 2022, the Utah Department of Transportation (UDOT) began the Environmental Impact Study (EIS) for a needs assessment to improve mobility and address growth along Interstate 15 (I-15). The I-15 EIS study area extends from Farmington to Salt Lake City, passing through North Salt Lake where the proposed reconstruction of I-15 will significantly impact local traffic and transportation systems. The planned addition of a new interchange at the south end of North Salt Lake will influence traffic patterns throughout the City. The proposed new interchange will provide direct access to both northbound and southbound I-15 and full access to I-215, reducing reliance on 2600 N in Woods Cross. The project also removes the current Center Street off-ramp, directly impacting the Town Center area. The new interchange may reduce the need for large trucks to use Highway 89 to access northbound I-15, reducing their impact on the City. From a land use perspective, improved access may introduce new commercial opportunities for the City.
- **UTA (Utah Transit Authority), Davis-SLC Connector, Bus Rapid Transit** – UTA is planning a new enhanced bus/bus rapid transit route that extends from Farmington to the University of Utah. The system will replace existing Route 455 and Route 470. The system will pass through North Salt Lake City’s Town Center. The General Plan should identify strong multimodal connections to the BRT for pedestrians and bicycles, as well as convenient park and ride access. The General Plan should encourage transit-supportive land uses, including Town Center development and streetscape enhancements to contribute to the project’s success.



Transportation Element Continued

In the context of planned projects, the General Plan is also an opportunity to revisit key mobility corridors in North Salt Lake, including Orchard Drive, Center Street, and Redwood Road. Center Street and Redwood Road are important freight corridors serving adjacent industrial uses. As a UDOT facility, Redwood Road provides critical access to I-215. However, its auto-focus also presents a barrier for east-west travel for those who choose to walk or bicycle. The Transportation Element may explore whether multimodal improvements to Redwood Road are desired, in balance with maintaining its ability to adequately serve freight uses.

Orchard Drive is a key commuter corridor leading to US 89 and I-15. While Orchard Drive already has many elements of a complete street – sidewalks throughout most of the corridor, and modest traffic volumes – it can be enhanced to better meet needs.



Moderate-Income Housing Element

The goal of the Moderate-Income Housing Element is to create a balanced housing plan for the City. The housing chapter will be prepared by ZPF and will include all elements required by Utah Code 10-9a-403 for the moderate-income housing report that is required to be filed annually, including estimates of the City's housing needs based on 30%, 50%, and 80% of AMI. These needs will be compared with the available supply of both owner-occupied and rental units. In addition to sourcing an updated and discernible data set so that it can be easily updated, we will use GIS mapping to tell the story of housing in North Salt Lake. We will then coordinate with the City to update goals and strategies for inclusion in the housing plan, drawing upon synergies developed in the land use assessment.

Parks, Recreation, Trails, and Open Space Element

North Salt Lake is uniquely equipped with a wide range of park, open space, and trail amenities, ranging from natural lands to more developed parks and recreation facilities. As the City continues to grow, it will be important to take stock of existing recreational assets and identify opportunities for maintaining or improving the level of service for these features to the community.

As part of our approach to this element, Landmark Design will determine the existing and future Levels of Service (LOS) and conduct a Distribution Analysis to determine where park needs are being met and where there is room for improvement. This section will also include park standards correlated with the community desires and values gleaned from the community engagement process. The standards will determine acreage requirements for each type of park and recreation facility, which will be projected into the future for the short-term planning horizon. These findings will be projected forward, and with the input of City staff, we will determine service levels and distribution patterns to meet future needs.

The plan will also include an analysis of individual park amenities according to both the park standards and a population-based amenity ratio. Shortcomings and/or over-provision of parks and amenities will be analyzed for a 10-year planning horizon, and the results will be reviewed with City staff to determine future direction. In addition to developed parklands, we will also document the City's open space system and make recommendations that capture the community's desire for open space as part of a comprehensive recreation system.



Parks, Recreation, Trails, and Open Space Element Continued

We will address existing recreation programs and facilities generally, making recommendations for meeting existing and future needs, including a discussion of potential improvements. These recommendations will be based on public feedback on unmet needs, coupled with a high-level analysis of the City's recreation programming.

In conjunction with the Transportation Element, we will analyze the existing recreational trail system. This will include preparing an updated map of the existing trail system, including connections to adjacent communities and public land, creating charts and matrices as required, and identifying a proposed trails system that complements the network that is already established. Various types of trails will be considered and classified, as well as support facilities adjacent to or incorporated into the trail system.

Economic Development Element

Based on the market analysis conducted as part of the land use assessment, we will update the economic development element with current data and recommendations for maximizing sales capture.

Water Use and Preservation Element

The City's Water Use and Preservation Element was recently completed in 2023. We anticipate that this plan still remains relevant and will incorporate the element into the General Plan document, making only minor revisions as necessary.

Environment and Sustainability Element or Other Special Topics

The goal of the Environment and Sustainability Element is to examine key environmental systems and their relationship to other plan elements in creating a balanced plan for the City. This chapter will examine important topics such as air and water quality, noise and light pollution, and urban forestry. If the City feels that another special topic should be explored, we can reallocate our efforts to that subject as required.

Goals, Policies, and Implementation Measures

In order to ensure realization of the plan, each element will conclude with a list of strategies aimed at implementation of the vision, with specific measures identified for future action. The goals, policies, and implementation measures provided will directly build on the vision established through public involvement, the input of the Steering Committee and City staff, and the detailed findings in each element of the plan.



Chapter 2:
Land Use &
Placemaking



Chapter 3:
Transportation





Chapter 4:
Economic
Development



Chapter 5:
Housing



Chapter 6:
Water Use &
Preservation

ACTION ITEMS	SCORING CRITERIA				PRIORITY SCORE	PHASING
ITEM 1						
Create a Small Area Master Plan for a community gathering place, establishing the site, details and function of the space. Consider actively programming this new public amenity to attract business activity and enhance the economic benefits from the investment of public funds. 	Cost	Impact	Ease	High 3	16	0-5 Years
				Medium 4		
				Low 2		
Conduct a study to determine feasibility of implementing two grade-separated or at-grade street crossings along Washington Boulevard. Implement results. 	Cost	Impact	Ease	High 3	16	0-5 Years
				Medium 4		
				Low 2		

Example of an implementation matrix from the South Ogden General Plan (2023). Key catalytic projects were extracted from the implementation measures in each chapter and specific action items and projects were recommended for prioritized implementation to ensure the City grows and develops as envisioned

DRAFT FINAL GENERAL PLAN + ADOPTION PROCESS

Following the completion of the Draft Plan, we will present the plan to the Steering Committee and a Public Open House. Feedback received during this review period will be used to revise the plan in preparation for adoption, resulting in the Draft Final Plan. We will assist the City in the adoption process by making a presentation of the Draft Final Plan to both the Planning Commission and City Council, making additional adjustments to the document as necessary based on their feedback. The completed Final General Plan will be a concise and graphic document that is readily accessible and understood by the public. Each element will conclude with a list of strategies aimed at implementation of the vision, with specific measures identified for future action. The plan will also include brief user-specific guidelines aimed at City leadership, citizens, and developers to help understand how to best utilize the plan. We will deliver the plan in hard copy and pdf format to the City along with all GIS mapping files, InDesign files, and other working files for future use.



ESTIMATED PERSON HOURS

FIRM	LANDMARK DESIGN			ZIONS PUBLIC FINANCE		TOWNSHIP + RANGE		KIMLEY-HORN		
Staff	Sam	Lisa	Staff	Susie	Staff	Tim	Sophie	Brent	Eric	Hours by Task
Tasks										
Coordination with Team & City Staff	24	24	8	16	8	16	8	6	4	114
1. Review Existing Plans & Documentation	4	8	4			2	8	4	2	32
2. Community Engagement & Outreach										0
A. Steering Committee Meetings (3)	8	12	0			8	8	3	3	42
B. Project Website	0	4	16							20
C. SocialPinpoint Online Engagement	2	16	36	0				0		54
D. Public Meetings (3)	15	24	36			8	8	2	4	97
E. Neighborhood Meetings/Focus Groups (4)	3	8	0			2	2			15
F. Leadership Briefings (3)	6	6	0			2	2			16
3. Assess Goals & Values	4	8	8			8	8	2	2	40
4. Analysis & Alternatives Development	12	24	24	8	30	12	26	6	10	152
5. Draft General Plan										0
A. Introduction and Community Profile	1	4	12	2	20					39
B. Land Use Element	6	16	36	4	6	4	4			76
C. Town Center Master Plan	6	12	24			4	4			50
D. Transportation Element	2	4	6			16	30	10	30	98
E. Moderate Income Housing Element	2	4	6	4	32					48
F. Parks, Recreation, Trails & Open Space Element	4	18	36							58
G. Economic Development Element	1	4	6	4	6					21
H. Water Use and Preservation Element	1	2	4							7
I. Environment or Other Special Topics	2	8	16							26
J. Implementation Strategies	4	16	8			4	4	2	2	40
6. Draft Final General Plan	6	12	8					1	3	30
7. Adoption Process/Final General Plan	4	8	4					1	3	20
TOTAL HOURS BY STAFF	117	242	298	38	102	86	112	37	63	1,032



PROJECT ORGANIZATIONAL CHART



City of North Salt Lake

Plan Steering Committee

Landmark Design

City Staff/ Liaison

Sam Taylor PLA, ASLA
Principal-in-Charge + Owner

Lisa Benson, AICP, PLA, ASLA
Project Manager/Point of Contact

Aubrey Larsen
Project Planner

Key Duties

Project Management / Plan Review / Public Engagement / Goal, Value, & Policy Assessment / Land Use Assessment / Town Center Master Plan / Urban Design Recommendations / Parks, Recreation, Trails, and Open Space Assessment / Planning, Research & Analysis / Mapping & Plan Production

PROJECT MANAGEMENT LOCATION

Landmark Design
Artspace Solar Gardens
850 South 400 West | Studio 104
Salt Lake City, Utah 84101
801.474.3300

Team Availability and Schedule Control

Landmark Design and its team members are currently completing or will have decreasing responsibility on several long-standing projects, which will allow our staff to readily assume additional work of the nature indicated. Landmark Design takes great care to ensure that the quality of work we produce meets your needs and expectations. Once a final schedule is determined, it will be followed, managed, and modified if needed. The Landmark Design Team project manager will review the schedule weekly, identify any potential problem areas, and report to the City's Project Manager any issues that may affect the schedule. Key milestones will be identified, important and timely reviews scheduled, and the all-important communications process implemented to assure the project stays on schedule.

Landmark Design is experienced with projects that are strictly scheduled and budgeted and understand the importance of initiating and maintaining communication channels between our team members, clients, interest groups and community groups in a manner that results in projects that are supported, accepted and implemented. The recent clients listed in our references can confirm Landmark Design's ability to deliver a project services in a timely manner.

Township + Range

Tim Sullivan, AICP
Principal, Transportation Planner

Sophie Bellina
Planner

Key Duties

Transportation Needs & Opportunities / Active Transportation / Urban Design & Placemaking

Kimley-Horn

Brent Crowther, P.E., PTOE, RSP
Senior Associate, Transportation Planner

Eric Sweat, P.E.
Transportation Planner

Key Duties

Multimodal Circulation/Transit/Freight/ Traffic Analysis

Zions Public Finance

Susan Becker, AICP
Vice President

Key Duties

Update Community Profile / Assess Moderate Income Housing Element / Market Analysis and Economic Development



5 PROPOSED SCHEDULE & PROJECT MILESTONES

As illustrated in our proposed schedule, the Landmark Design Team proposes a 11-month planning process for preparing the plan. Assuming we receive a notice-to-proceed in January 2024, the draft plan will be ready for adoption beginning in December 2024. We anticipate two months for adoption to be complete. While this schedule is based on our experience with similar projects, we are happy to discuss adjustments and refinements to meet your needs. We assume a presentation to the Planning Commission and City Council as part of the adoption.

TASKS		2024												2025
		FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB
Planning Process		1	2	3	4	5	6	7	8	9	10	11	12	13
1	Review Existing Plans & Documentation	●												
2	Community Engagement & Outreach													
	A. Plan Steering Committee		★			★				★				
	B. Project Website													
	C. SocialPinpoint Online Engagement													
	D. Public Meetings		* 1				* 2				* 3			
	E. Neighborhood Meetings/Focus Groups													
	F. Leadership Briefings					◆						◆		
3	Assess Goals & Values													
4	Analysis & Alternatives Development													
5	Draft General Plan										■			
6	Draft Final General Plan													
7	Adoption Process/Final General Plan													

- Kick-off Meeting
- ★ Steering Committee Meeting
- * Public Meeting/Workshop
 - 1. Public Forum (Scoping)
 - 2. Alternative Futures Public Workshop
 - 3. Draft Plan Open House
- ◆ City Leadership Briefing
- Draft Plan Review

Plan Development

Adoption



6 PROPOSED FEE

As illustrated below, the Landmark Design Team proposes a fee of \$145,035 to prepare the updated City of North Salt Lake General Plan as described in our proposal. We acknowledge that we can effectively complete the project within this budget. Please note that firm and staff hours and fees are estimated by task according to established rates. All expenses for mileage, travel, workshop preparation and similar project needs are included.

FIRM	LANDMARK DESIGN			ZPF		TOWNSHIP + RANGE		KIMLEY-HORN			
Staff	Sam	Lisa	Staff	Susie	Staff	Tim	Sophie	Brent	Eric	Hours by Task	Fees by Task
Tasks											
Coordination with Team & City Staff	24	24	8	16	8	16	8	6	4	114	\$14,450
1. Review Existing Plans & Documentation	4	8	4			2	8	4	2	32	\$3,840
2. Community Engagement & Outreach											
A. Steering Committee Meetings (3)	8	12	0			8	8	3	3	42	\$5,365
B. Project Website	0	4	16							20	\$2,220
C. SocialPinpoint Online Engagement	2	16	36	0				0		54	\$6,290
D. Public Meetings (3)	15	24	36			8	8	2	4	97	\$11,795
E. Neighborhood Meetings/Focus Groups (4)	3	8	0			2	2			15	\$2,045
F. Leadership Briefings (3)	6	6	0			2	2			16	\$2,300
3. Assess Goals & Values	4	8	8			8	8	2	2	40	\$4,770
4. Analysis & Alternatives Development	12	24	24	8	30	12	26	6	10	152	\$18,400
5. Draft General Plan											
A. Introduction and Community Profile	1	4	12	2	20					39	\$4,975
B. Land Use Element	6	16	36	4	6	4	4			76	\$9,620
C. Town Center Master Plan	6	12	24			4	4			50	\$6,070
D. Transportation Element	2	4	6			16	30	10	30	98	\$7,970
E. Moderate Income Housing Element	2	4	6	4	32					48	\$6,520
F. Parks, Recreation, Trails & Open Space Element	4	18	36							58	\$6,910
G. Economic Development Element	1	4	6	4	6					21	\$3,095
H. Water Use and Preservation Element	1	2	4							7	\$865
I. Environment or Other Special Topics	2	8	16							26	\$3,110
J. Implementation Strategies	4	16	8			4	4	2	2	40	\$4,970
6. Draft Final General Plan	6	12	8					1	3	30	\$3,705
7. Adoption Process/Final General Plan	4	8	4					1	3	20	\$2,395
TOTAL HOURS BY STAFF	117	242	298	38	102	86	112	37	63	1,032	\$145,035
TOTAL FEE BY STAFF	\$20,475	\$32,670	\$31,290	\$9,500	\$12,750	\$12,900	\$7,840	\$7,215	\$10,395		
SUBTOTAL BY FIRM	\$84,435			\$22,250		\$20,740		\$17,610			
TOTAL FEE	\$145,035										

