

NO NAME MOUNTAIN/GRANITE CREEK LAND USE MASTER PLAN

PROJECT SCOPE OF SERVICES

Jones & Jones, with our sub-consultants PND Engineers, McDowell Group, and Anderson Land Planning, propose the following scope of services to develop the land use master plan for the 800 acre No Name Mountain/Granite Creek site area in Sitka.

A. PROJECT INITIATION

1. Conduct Kick-off Meeting with CBS in Sitka to affirm project goals, objectives, schedule, work plan and deliverables.
2. Identify project stakeholders and discuss stakeholder/public involvement with CBS during kick-off meeting.
3. Affirm availability and content of existing site-related background data, mapping, studies, reports, etc.*
4. As part of kick-off meeting, tour project site with consultant team and CBS.
5. **DELIVERABLES: Kick-off Meeting minutes; outline of stakeholder/public involvement process with projected meeting dates; list of available site-related data, and identification of possible data gaps.**

Note: Staff from each firm on the consultant team will attend the kick-off meeting and site tour.***

B. DATA COLLECTION AND ANALYSIS

1. Site Inventory & Analysis: Obtain existing available site (LIDAR) mapping from CBS and collect other available data on site; identify existing general site conditions and characteristics, including geological and hydrologic conditions, vegetation cover and typologies, current land use, critical areas (wetlands, steep slopes), views, vehicle and pedestrian access, etc.*
2. Market Analysis: Assemble and analyze original and secondary economic source data and current baseline economic conditions and trends to identify range of potential development opportunities including rock extraction, housing, visitor/tourism industry, and other commercial/industrial uses for the site. Conduct Benefit/Cost Analysis of potential development opportunities.
3. Landslide Risk: Review and assess results of recent landslide risk hazard assessment and debris-flow mapping developed by AK Division of Geological and Geophysical Surveys (AK DGGS). If site area is not included in AK DGGS assessment and mapping, review other currently available data (topo mapping, soil surveys, etc.) to provide rudimentary assessment of site's potential for landslides.*
4. Prepare illustrative maps and exhibits to depict information and findings from B.1 – 3 above.
5. Present Data Collection and Analysis findings to CBS Staff and Assembly, and to project stakeholders and larger community - during Task C.1. below.

6. **DELIVERABLES: Illustrative site analysis maps; Market Analysis including baseline conditions and development opportunities; rudimentary landslide risk assessment from existing available data sources.**

Note: Economic source data will be obtained from current available sources and interviews with local stakeholders.

C. LAND USE “VISION” AND ALTERNATIVES

1. Visioning: Conduct “Visioning Workshop” with CBS Staff, Assembly, project stakeholders and general public to present Site Analysis and Market Analysis findings, and to explore community’s ideas on how project site should be developed.**
2. Alternatives: Based on input from Visioning Workshop, develop alternative land use concepts and schemes for project site. Prepare maps and exhibits to depict alternatives, including general land use/development types and layout, circulation and access, conservation areas, etc.
3. Alternatives Workshop: Present and discuss alternative land use schemes with CBS Staff, Assembly, stakeholders and general public. Reach general agreement among above parties on a “preferred” land use scheme.
4. **DELIVERABLES: Maps and exhibits for conducting Visioning Workshop; Alternative and “preferred” land use schemes; notes and comments from meetings and workshops.**

Note: Visioning Workshop and Alternatives Workshop are proposed to occur over a two-day period whereby the Visioning Workshop takes place on one evening, followed by development of alternatives by the consultant team the next day, with the Alternatives Workshop occurring that evening. Staff from each firm on the consultant team will participate in both workshops and in the development of alternatives.****

D. DRAFT AND FINAL LAND USE MASTER PLAN

1. “Draft” Plan: Based on information obtained from Tasks A-C above, develop preliminary or “draft” land use master plan, depicted by mapping, illustrations, exhibits and other material, showing recommended locations for housing, rock quarrying, road access, and other types of site land use and development.
2. Economic Viability: Revisit Market Analysis to test economic viability of land use recommendations in Draft Plan.
3. Improvement Costs: Develop estimate of probable construction costs for utility and road infrastructure associated with proposed development patterns and type.
4. Review: Present Draft Plan recommendations to CBS Staff, Assembly, project stakeholders and general public.**
5. Revise and Finalize Master Plan: Based on review comments and input, revise and assemble Master Plan into final report document to submit to CBS.

6. DELIVERABLES: Draft Land Use Master Plan; Updated Market Analysis; Construction Cost Estimate; Final Land Use Master Plan Report.

Note: Members of the entire consultant team will participate in review meeting(s) of Draft Plan.***

PROJECT SCHEDULE

Jones & Jones proposes the following timeline to carry out Tasks A through D above:

Task A: Project Initiation – Two weeks

Task B: Data Collection and Analysis – Eight weeks

Task C: Land Use Vision and Alternatives (Workshops) – One week

Task D: Draft and Final Land Use Master Plan – Eight weeks

Total Project Duration: Approximately Twenty Weeks

ASSUMPTIONS AND EXCLUSIONS

*Assumes existing digital LIDAR topographic mapping, landslide risk assessment and debris-flow mapping, wetland mapping and inventories, and historical geotechnical information are available from CBS or other sources. Detailed on-site verification, testing, or delineation of critical areas including wetlands, riparian corridors, endangered/threatened species habitat, geologic conditions, landslide risk areas, etc. are beyond the scope of this project.

**Assumes CBS will post information about the project on the City's website, issue notices for public meetings, and reserve the venues for public meetings. Project information will be provided by the consultant team for posting on the City's website.

***Trip/meetings involving a one-night stay in Sitka by consultant team members.

****Trip/meetings involving a two-night stay in Sitka by consultant team members.

Site plans, maps, sections will be diagrammatic or illustrative in nature; detailed engineering plans, studies, or drawings are excluded.

Consultant Team shall make a total of three trips to Sitka for meetings as indicated above. Additional trips, if required, will be provided as an additional service for additional compensation as agreed to by CBS prior to trip.

COMPENSATION

The Jones & Jones consultant team proposes to perform the above Scope of Services on a Time-and-Materials Fee basis according to the attached spreadsheet showing projected staff labor hours and associated billing rates and anticipated travel expenses.