

**Tremonton City Corporation  
Redevelopment Agency Meeting  
February 21, 2017  
Meeting to be held immediately following Tremonton City Council Meeting  
which is scheduled at 7:00 p.m.  
102 South Tremont Street  
Tremonton, Utah**

**AGENDA**

1. Approval of agenda
2. Approval of minutes – January 17, 2017
3. RDA Business:
  - a. Discussion and consideration of approving Resolution No. RDA 17-02 adopting a professional services agreement between Community Studio and Tremonton City RDA to provide urban design services
4. Adjournment

Anchor location for Electronic Meeting by Telephone Device. With the adoption of Ordinance No. 13-04, the Board may participate per Electronic Meeting Rules. Those eligible to request participation by electronic means should contact Linsey Nessen, City Recorder, no later than 48 hours prior to the meeting to make arrangements.

*Persons with disabilities needing special assistance to participate in this meeting should contact  
Linsey Nessen no later than 48 hours prior to the meeting.*

**Notice was posted February 17, 2017, a date not less than 24 hours prior to the date and time of the meeting and remained so posted until after said meeting. A copy of the agenda was delivered to the Leader (Newspaper) on February 17, 2017.**

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Linsey Nessen, CITY RECORDER

## **Draft Minutes**

### **TREMONTON CITY CORPORATION REDEVELOPMENT AGENCY January 17, 2017**

#### Board Members Present:

Roger Fridal, Chairman  
Diana Doutre, Board Member  
Lyle Holmgren, Board Member  
Jeff Reese, Board Member  
Bret Rohde, Board Member  
Lyle Vance, Board Member  
Shawn Warnke, Executive Director  
Linsey Nessen, Executive Secretary

Chairman Fridal called the Tremonton Redevelopment Agency Meeting to order at 7:47 p.m. The meeting was held in the City Council Meeting Room at 102 South Tremont Street, Tremonton, Utah. Those in attendance were Chairman Fridal, Board Members Doutre, Holmgren, Reese, Rohde, and Vance, Executive Director Warnke, and Executive Secretary Nessen.

1. Approval of agenda:

**Motion by Board Member Reese to approve the agenda.** Motion seconded by Board Member Doutre. Vote: Board Member Doutre - aye, Board Member Holmgren - aye, Board Member Reese - aye, Board Member Rohde - aye, and Board Member Vance - aye. Motion approved.

2. Approval of minutes – January 3, 2017

**Motion by Board Member Doutre to approve the minutes of January 3rd.** Motion seconded by Board Member Vance. Vote: Board Member Doutre - aye, Board Member Holmgren - aye, Board Member Reese - aye, Board Member Rohde - aye, and Board Member Vance - aye. Motion approved.

3. RDA Business:

- a. Discussion and consideration of accepting Community Studio's Proposal & Statement of Qualifications for Main Street Urban Design Professional Services for the Tremont Center Community Development Project Area and direct the RDA staff to prepare a contract for formal consideration for the aforementioned services.

Manager Warnke noted the Board discussed this item during previous meetings. A proposal from Søren Simonsen was distributed to the Board last meeting. Mr. Simonsen worked with SDAT (Sustainable Design Assessment Team) and is familiar with Tremonton. If the Board would like to continue with Mr. Simonsen,

## **Draft Minutes**

the Board needs to decide which projects to pursue. There is currently \$30K budgeted, which would cover the Main Street and Midland Square projects. Board Member Reese would prefer to do work on gateway signage and entry before Midland Square as the gateway signage is in bad repair. Manager Warnke commented that signage would probably be less expensive to complete than some of the other projects. The Board asked about the plans for the building south of Midland Square. Manager Warnke noted he can look into it and try to get some information.

The Board can chose to do one project and determine if they would like to continue with Mr. Simonsen for other projects. The proposal gets the design to 30% and can require additional funds for engineering. The gateway signs may need to get approval from UDOT (Utah Department of Transportation) if they are in their right-of-way. The gateway signs may be completed without a lot of additional expense. Board Member Rohde would like to have something address park strips so they are not a concern with residents again. It would give Director Fulgham direction regarding park strips. The Board would like to prioritize and focus on Main Street design and gateway signage and entry.

Board Member Vance wondered if there was a definitive guideline for commercial park strips. Manager Warnke noted it is all tied to the Site Plan. A landscape architect is required for new plans and there can only be 50% of the site in turf. Board Member Rohde would like the Main Street Design to include park strips. Manager Warnke will contact Mr. Simonsen and see if they can add the park strips to the Main Street Design and work on a contract.

### 5. Adjournment

**Motion by Board Member Doutre to adjourn the meeting.** Motion seconded by Board Member Reese. Vote: Board Member Doutre - aye, Board Member Holmgren - aye, Board Member Reese - aye, Board Member Rohde - aye, and Board Member Vance - aye. Motion approved.

The meeting adjourned at 8:05 p.m.

The undersigned duly acting and appointed Executive Secretary for Tremonton City Corporation Redevelopment Agency hereby certifies that the foregoing is a true and correct copy of the minutes for the RDA Meeting held on the above referenced date. Minutes were prepared by Deputy Recorder Cynthia Nelson.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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Linsey Nessen, Executive Secretary

**TREMONTON CITY**  
**RDA MEETING**  
February 21, 2017

<b>TITLE:</b>	Discussion and consideration of approving Resolution No. RDA 17- 02 adopting a professional services agreement between Community Studio and Tremonton City RDA to provide urban design services												
<b>FISCAL IMPACT:</b>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Task Name</th> <th style="text-align: right;">Compensation Amount</th> </tr> </thead> <tbody> <tr> <td>Urban Design Standards</td> <td style="text-align: right;">\$8,500</td> </tr> <tr> <td>Gateway Signage &amp; Entry Features</td> <td style="text-align: right;">\$7,500</td> </tr> <tr> <td>Main Street Streetscape Design</td> <td style="text-align: right;">\$14,500</td> </tr> <tr> <td>Public Outreach &amp; Engagement</td> <td style="text-align: right;"><u>\$6,000</u></td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">\$36,500</td> </tr> </tbody> </table> <p>It is important to note that the Community Studio would do the design to approximately 30% of completion. An engineer would take the deliverables provided by Community Studio and complete the construction documents necessary to receive bids (the remaining 70% of design).</p>	Task Name	Compensation Amount	Urban Design Standards	\$8,500	Gateway Signage & Entry Features	\$7,500	Main Street Streetscape Design	\$14,500	Public Outreach & Engagement	<u>\$6,000</u>	Total	\$36,500
Task Name	Compensation Amount												
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Gateway Signage & Entry Features	\$7,500												
Main Street Streetscape Design	\$14,500												
Public Outreach & Engagement	<u>\$6,000</u>												
Total	\$36,500												
<b>PRESENTER:</b>	Shawn Warnke, Executive Director												

**RECOMMENDATION:**

I move that that the RDA Board approves Resolution No. RDA 17- 02 adopting a professional services agreement between Community Studio and Tremonton City RDA to provide urban design services.

**BACKGROUND:**

Who: As you know the RDA staff has reached out to Søren Simonsen of Community Studio regarding the RDA's desire to have an urban design work completed. Mr. Simonsen is also collaborating with a couple co-consultants to help with some of the specific deliverables.

What: There are 4 tasks that are being proposed for the Scope of Work which include the following: Urban Design Standards; Gateway Signage & Entry Features; Main Street Streetscape Design; and Public Outreach & Engagement. I would recommend that the RDA Board review the Scope of Work which is attached to the draft Resolution and contract. It is important that the RDA understand the Scope of Work and deliverables associated with the Contract.

Why: In the RDA is in need of professional design services to plan and improve downtown Tremonton. The RDA has mentioned the desire to establish a plan for this area. Engaging an urban design professional is the first step in planning process.

When The urban design work would likely be completed in Fiscal Year 17. Thereafter the RDA would need to engage an engineer to finish the design work in the form of construction bid documents. The actually funding of the improvements has yet to be decided.

Where: The urban design proposal is primarily focused on improvements on Main Street. The Main Street Streetscape Design is specific to 250 East to 400 West.

**Attachments:** Draft Resolution No. 17-02

**RESOLUTION NO. RDA 17-02**

**ADOPTING A PROFESSIONAL SERVICES AGREEMENT BETWEEN COMMUNITY STUDIO AND TREMONTON CITY RDA TO PROVIDE URBAN DESIGN SERVICES**

**WHEREAS**, to revitalize Tremonton City’s Main Street, Tremonton City underwent a Main Street visioning and planning process facilitated by the American Institute of Architects’ Sustainable Design Assistance Team (“SDAT”); and

**WHEREAS**, Soren Simonsen, Executive Director for Community Studio (hereafter known as “Contractor”) was a lead professional participating in the aforementioned SDAT process in Tremonton City and has nearly 3 decades of work experience in planning, urban design, and architecture; and

**WHEREAS**, Contractor has assembled a team of other professionals (hereafter known as “Associates” and “Subcontractors”) to assist Contractor in providing design services and deliverables; and

**WHEREAS**, Contractor and its Associates and Subcontractors possess highly specialized skills and talents associated with urban design; and

**WHEREAS**, the RDA is desirous to enter into a professional services agreement with Contractor, wherein Contractor will provide to the RDA professional urban design and landscape architecture; and

**WHEREAS**, in accordance with Subsection 5 Procurement *Not* Requiring Bids, Section II: Purchasing Policy & Contracts of the Tremonton City Personnel Policy and Procedure Manual, the Tremonton City RDA is approving a Professional Services Agreement and thus is not required to obtain multiple bids; and

**WHEREAS**, Contractor is desirous to provide the RDA with urban design and landscape architecture services, specific to Tremonton City’s Main Street.

**NOW, THEREFORE, be it resolved** by the RDA Board of Tremonton Utah that a Professional Services Agreement between Community Studio and Tremonton City Redevelopment Agency as contained in Exhibit “1” is approved.

Adopted and passed by the Board of Directors of the Redevelopment Agency of Tremonton City this 21<sup>st</sup> day of February, 2017.

REDEVELOPMENT AGENCY

\_\_\_\_\_  
Roger Fridal, Chair

ATTEST:

\_\_\_\_\_  
Linsey Nessen, Executive Secretary

**EXHIBIT “1”**

**PROFESSIONAL SERVICES AGREEMENT**

**URBAN DESIGN SERVICES**  
**PROFESSIONAL SERVICES AGREEMENT**

**THIS AGREEMENT** (hereinafter referred to as the “Agreement”) for professional urban design services is made by and between Tremonton City Redevelopment Agency, a body corporate and politic of the State of Utah (hereinafter referred to as “RDA”), and Community Studio (hereinafter referred to as “Contractor”), individually or jointly the RDA and Contractor shall be referred to as “Party” or “Parties”.

**RECITALS**

**WHEREAS**, to revitalize Tremonton City’s Main Street, Tremonton City underwent a Main Street visioning and planning process facilitated by the American Institute of Architects’ Sustainable Design Assistance Team (“SDAT”); and

**WHEREAS**, Soren Simonsen, Executive Director for Community Studio (hereafter known as “Contractor”) was a lead professional participating in the aforementioned SDAT process in Tremonton City and has nearly 3 decades of work experience in planning, urban design, and architecture; and

**WHEREAS**, Contractor has assembled a team of other professionals (hereafter known as “Associates” and “Subcontractors”) to assist Contractor in providing design services and deliverables; and

**WHEREAS**, Contractor and its Associates and Subcontractors possess highly specialized skills and talents associated with urban design; and

**WHEREAS**, the RDA is desirous to enter into a professional services agreement with Contractor, wherein Contractor will provide to the RDA professional urban design and landscape architecture; and

**WHEREAS**, in accordance with Subsection 5 Procurement *Not* Requiring Bids, Section II: Purchasing Policy & Contracts of the Tremonton City Personnel Policy and Procedure Manual, the Tremonton City RDA is approving a Professional Services Agreement and thus is not required to obtain multiple bids; and

**WHEREAS**, Contractor is desirous to provide the RDA with urban design and landscape architecture services, specific to Tremonton City’s Main Street.

**NOW, THEREFORE**, in consideration of the promises contained herein, the Parties agree as follows:

## SECTION 1 - SERVICES RENDERED

1.01 Services Rendered. Contractor agrees to provide urban design services consistent with, and in a manner, to achieve and provide the deliverables contained in Exhibit “A” of this Agreement. Under this Agreement, the RDA has selected to proceed with the following scope of work contained in Exhibit “A”: Urban Design Standards; Gateway Signage & Entry Feature(s); Main Street Streetscape Design - 250 East to 400 West; and Public Outreach & Engagement (hereafter known as “Scope of Work” or “Project”).

## SECTION 2 - TERMS OF AGREEMENT

2.01. Term of Agreement. The Agreement shall commence on the latter of the date that this Agreement is signed by the Parties and shall terminate upon completion of providing the deliverables. Additionally, the RDA may terminate or suspend the Project at any time, with or without cause, by providing written notice to the Contractor of the termination of this Agreement. If this Agreement is terminated or suspended for more than thirty (30) days, the Contractor shall provide an invoice to the RDA itemizing and describing reasonable expenses incurred by the Contractor prior to the RDA’s termination or suspension of the Agreement. The RDA shall pay only reasonable expenses, as determined solely by the RDA’s Executive Director, documented in the Contractor’s submitted invoice. The Contractor may appeal the RDA Executive Director’s decision of amount paid to the RDA Board whose decision shall be final. Upon paying invoiced amount for the work Contractor, Subcontractor, and Associates shall surrender work product and deliverables in a format that the City can easily reproduce and manipulate.

2.02. Compensation and Timelines. Contractor shall be compensated the amounts numerated in this Subsection for finishing in its entirety Scope of Work or Project and providing deliverables in a format that the City can easily reproduce and manipulate. As stated in Subsection 2.01, if the RDA provides written notice to the Contractor of the termination of this Agreement before completion of the Scope of Work or Project the RDA shall pay the reasonable expenses incurred by the Contractor prior to the RDA’s termination of the Agreement.

Task Name	Estimated Completion Timeline	Compensation Amount
Urban Design Standards	6 weeks	\$8,500
Gateway Signage & Entry Features	6 weeks	\$7,500
Main Street Streetscape Design	8 weeks	\$14,500
Public Outreach & Engagement	Concurrent with other tasks	\$6,000

Contractor will submit invoices for periodic payment as the Scope of Work progresses, approximately monthly. The initial invoice will be for 10% of the total contract amount, thereafter for the approximate percentage of work completed to date, with the final invoice of 10% retained until the Project is complete and all deliverables have been submitted to the RDA.

Contractor agrees to negotiate compensation that they shall pay Subcontractors and Associates that work on this Project. The RDA shall pay the aforementioned Compensation



Amount to Contractor, who shall in return pay their Subcontractors and Associates their negotiated compensation.

Contractor, Subcontractors, and Associates agree to expeditiously work towards completion of the Scope of Work or Project based upon their Estimated Completion Timelines.

2.03 Independent Contractor. Contractor, Subcontractor, and Associates are independent contractors, and as such, shall not be eligible for employee benefits from the RDA such as, but not limited to, health insurance, dental insurance, life insurance, 401(k) participation, or retirement plans. Furthermore, Contractor shall be compensated as an independent contractor receiving Internal Revenue Service Form 1099 from the RDA at the completion of the Tax year in which work is performed.

### SECTION 3 - OBLIGATIONS, REPRESENTATIONS AND WARRANTIES

3.01 Skills and Expertise. The Contractor represents that they and their Associates and Subcontractors possesses the requisite skill, expertise, and licensing to perform the required services. The Contractor, shall perform its services consistent with the professional skill and care ordinarily provided by urban design professionals practicing in the same or similar locality under the same or similar circumstances.

3.02 Authority. The undersigned each represents they have full authority to sign this Agreement and to enter into this Agreement on behalf of the Party to the Agreement so reflected by each signature. Contractor also represents that they have authority to bind his Subcontractors or Associates to the terms of this Agreement.

### SECTION 4 - OWNERSHIP OF ANY WORK PRODUCT

4.01. Copyright; Right of Use by RDA. The RDA and Tremonton City shall retain the following ownership, rights, together with the copyright, to any elements associated with the urban design and landscape architecture created as a result of the Scope of Work or Project, and deliverables by the Contractor and his Subcontractors and Associates engaged in Tremonton City's Scope of Work or Project. Upon paying invoiced amount for the work Contractor, Subcontractor, and Associates shall surrender work product and deliverables in a format that the City can easily reproduce and manipulate.

(a). To use any work product or deliverable, which includes but is not limited to writing, photographs, graphic illustrations, plans, brands, slogans, trademarks, etc. associated with and contributing to the Scope of Work, Project, work product and deliverables contained in this Agreement.

(b). To allow the various members of the media, including, but not limited to newspapers, magazines, newsletters, television stations, and movie makers to photograph, film or video tape the Scope of Work, Project, urban design work product and deliverables.

4.02. Right of Use by Contractor. Notwithstanding the aforementioned copyright retained by the RDA, the Contractor and his Subcontractors and Associates shall have

unrestricted use to provide representations, references, illustrations, or copies, in whole or in part, of any of the Scope of Work, Project, work products or deliverables, for its own marketing and promotional purposes, either in printed or electronic formats.

## SECTION 5 - INDEMNIFICATION

5.01 Indemnity. Contractor agrees to indemnify and hold harmless the RDA and Tremonton City from all liability arising from any and all services provided by Contractor, its Subcontractors and Associates and/or its agents, criminal wrongdoing on the part of Contractor its Subcontractors and Associates and/or its agents, negligent acts by Contractor its Subcontractors and Associates and/or its agents, intentional acts by Contractor its Subcontractors and Associates and/or its agents.

## SECTION 6 - INSURANCE

6.01 Insurance. Contractor shall provide evidence that they have acquired and maintain comprehensive general liability coverage, including liability insurance covering the contract concerned, prior to the execution of this Agreement. Tremonton City and its officials, employees, and agents shall be named as “additional insured” on the liability insurance policy and a copy of the policy shall be given to the Accounts Payable Clerk.

6.02 Workers’ Compensation Clause. Contractor shall provide evidence to the Accounts Payable Clerk that they have Workers’ Compensation insurance coverage or evidence of qualified self-insurance.

## SECTION 7 - MISCELLANEOUS

7.01 Non-Fiduciary Relationship. The Parties hereto expressly disclaim and disavow any partnership, joint venture or fiduciary status or relationship between them and expressly affirm that they have entered into this Agreement as independent contractors and that the same is in all respects an “arms-length” transaction.

7.02 Further Instruments. The Parties hereto agree they will execute any and all other documents or legal instruments that may be necessary or required to carry out and effectuate all of the provisions hereof.

7.03 Assignment. Parties agree that they may not assign this Agreement to any other person or entity without the express prior written consent of the other Party.

7.04 Preparation of Agreement. The Parties hereto acknowledge they have both participated in the preparation of this Agreement and, in the event any question arises regarding its interpretation, no presumption shall be drawn in favor of or against any Party hereto with respect to the drafting hereof.

7.05 Entire Agreement. This Agreement sets forth the entire understanding agreement of the Parties with respect to the subject matters stated herein and supersedes any prior or contemporaneous oral and/or written agreements or representations, if any, between the Parties; that the terms of this Agreement are contractual and not mere recitals; and the Parties

acknowledge no promise or agreement not included in this Agreement has been made, but that they are relying solely upon their own judgment after consultation with their respective attorney or attorneys.

7.06 Counterparts, Duplicate Copies, and Facsimile Copies. This Agreement may be executed in counterparts such that an Agreement with a complete set of signatures, whether or not on different copies of the page on which the signatures appear, shall constitute a fully-executed agreement; all executed copies of this Agreement shall constitute duplicate originals; and a copy or facsimile signature shall be treated for all purposes as an original signature.

7.07 Modification. The Agreement may not be modified in any manner except in writing signed by each of the Parties.

7.08 Waiver. A waiver by any Party of any provision hereof, whether in writing or by course of conduct or otherwise, shall be valid only in the instance for which it is given, and shall not be deemed a continuing waiver of said provision, nor shall it be construed as a waiver of any other provision hereof.

7.09 Notices. Any notice sent by either Party shall be sent, to the appropriate address contained herein, certified mail, return receipt requested:

Attention: Soren Simonsen  
Community Studio  
PO Box 526082  
Salt Lake City, UT 84152-6082

Attention: RDA Executive Director  
Tremonton City RDA  
102 South Tremont Street  
Tremonton, Utah 84337

7.10 Incorporation of Recitals and Exhibits. All recitals and exhibits contained herein and/or attached hereto are hereby incorporated into the Agreement.

7.11 Severability. In the event that any portion of this Agreement is nullified or voided by a Court of competent jurisdiction, that portion shall be severed from the remainder of the Agreement, and all other portions of the Agreement shall remain in full force.

7.12 Attorney's Fees and Costs. In the event any Party hereto shall be in default or breach of this Agreement, said Party shall be liable to pay all reasonable attorney's fees, court costs and other related collection costs and expenses incurred by the non-defaulting or non-breaching party in prosecuting its rights hereunder.

7.13 Applicable Law, Jurisdiction, and Venue. The Agreement shall be interpreted in accordance with the laws of the state of Utah, and the First District Court of the State of Utah, in and for Box Elder County shall have jurisdiction and be the proper venue for any suit arising here from.

7.14 Survival of Terms. Any term in the Agreement intended by its nature to survive the execution date of the Agreement, shall so survive.

7.15 Associates Compliance with Agreement. Contractor shall be responsible to ensure that Subcontractors and Associates working under this Agreement are bound and shall comply with all the terms in this Agreement.

**IN WITNESS WHEREOF**, the undersigned have executed this Agreement on the dates herein shown below.

**TREMONTON CITY REDEVELOPMENT AGENCY,  
A Utah Municipal Corporation**

\_\_\_\_\_  
Roger Fridal, Chair (Date)

Attest:

\_\_\_\_\_  
Linsey Nessen, Executive Secretary (Date)

**CONTRACTOR, COMMUNITY STUDIO**

\_\_\_\_\_  
Soren Simonsen, Executive Director (Date)

**EXHIBIT "A"**

**URBAN DESIGN SERVICES**  
**SCOPE OF WORK**

## TASK 1 – URBAN DESIGN STANDARDS

Task Summary: Tremonton City will provide any base drawings, CAD files, aerial photos, and/or other documents that provide a baseline illustration or representation of “existing conditions.”

The Contractor shall develop a design guidelines and standards document for Main Street urban design improvements, covering an area of Main Street (State Road 102) from 5200 West (State Road 13), also known as “The Crossroads,” on the east end, to the Interstate 84 interchange on the west end. The document will include drawings, illustrations and written narrative. Ideas will be developed and reviewed with input from Main Street stakeholders and public engagement (see Task 4 below). Recommendations will be guided by the Advisory Committee (a small working group created by the Mayor comprised of stakeholders, elected and appointed city officials), with final approval by the City Council/RDA Board.

Design guidelines and standards will provide a comprehensive guide for Main Street sidewalks, park strips, intersections, traffic islands, and other right-of-way improvements that improve pedestrian and traffic safety, walkability, wayfinding, and a consistent design theme and expression that enhance the character and attractiveness of the Tremonton business environment. The document will offer guidance for adapting design guidelines and standards in areas with varying right-of-way widths, as well as adapting to cross streets and parallel streets in the Tremonton downtown core area.

The document will also include recommendations for design and zoning alignment for buildings and signage that City staff can propose to the City Council for consistency within the core downtown business district.

Designs will be coordinated and comply with UDOT standards and restrictions for improvements within their right-of-way, through a coordinated effort including one or two meetings with UDOT and City Engineer professionals.

Deliverables: The design guidelines and construction standards document shall be detailed and created as described above, and shall include, at a minimum, design guidelines and standards for trees and landscaping, park strips, traffic islands, sidewalks, pedestrian amenities, signage and wayfinding features, lighting, paving, intersection treatments, hardscapes and softscapes, seasonal features such as banners and planters, and wheelchair and other accessibility improvements.

These design guidelines shall be suitable for adoption into the City’s Title III General Public Works Construction Standards and Specification, with enough detail and information that final construction documents can be provided by the City Engineer, UDOT engineers, and/or third party designers and engineers.

Final documents submitted will include 6 printed copies (letter or tabloid size), with electronic PDF and editable publication files (Illustrator, InDesign or similar) on a CD or other media storage.

Timeline: 6 weeks

Compensation: \$8,500

## TASK 2 – GATEWAY SIGNAGE & ENTRY FEATURES

Task Summary: Using elements from the Urban Design Standards above, the Contractor shall develop Schematic plans and illustrations for themed, iconic gateway features incorporating signage. Schematic plans include scaled and dimensioned drawings conveying design intent, with general descriptions of materials such as paving, landscaping, fixtures and features. Two major gateway entry locations will be recommended with input by the Advisory Committee, and final selection of the locations will be made by the City Council/RDA Board. Themes, elements, size and scope shall be coordinated with the Advisory Committee, with final design and budget established by the City Council/RDA Board.

Using the theme and ideas from the two major gateway features, the Contractor shall also develop Schematic plans and illustrations for minor gateway identification feature signs within the core Main Street commercial district at two locations recommended with input by the Advisory Committee and selected by the City Council/RDA Board.

Several design ideas for gateway signage and entry features will be developed and reviewed with input from Main Street stakeholders and public engagement (see Task 4 below). Recommendations for a final design concept will be guided by the Advisory Committee, with final approval by the City Council/RDA Board.

Designs for gateway signage and entry features and signs should be adaptable to other locations, including the Tremonton industrial park, County fairgrounds, freeway business districts, and other locations as desired by the City Council/RDA Board.

Design of features and signs other than the four specific locations is outside of the Scope of Work, but can be provided if desired as an additional service. Consulting on final construction and bid documents by the City Engineer or others is likewise outside of the Scope of work, but can be provided if desired as an additional service.

Deliverables: Full-color Schematic plans and illustrations for two major and two minor gateway signage and entry features as described above, with notes and identification of adaptability options for other locations.

Schematic drawings shall be produced with sufficient detail and information that the City Engineer can create construction and/or bid documents.

Final documents submitted will include a single large format (24" x 36") printed set, 6 reduced size copies (12" x 18" or tabloid), with electronic PDF and editable document files (Illustrator, CAD or similar) on a CD or other media storage.

Timeline: 6 weeks                      Compensation: \$7,500

### TASK 3 – MAIN STREET STREETScape DESIGN – 250 EAST TO 400 WEST

Task Summary: Using elements from the Urban Design Standards above, the Contractor shall develop Schematic plans for Main Street right-of-way improvements in the core downtown area between 250 East and 400 West, and at gateway features nodes (see Task 2 above). Concepts will be illustrated with scaled plans and visualization drawings or images of the streetscape design illustrating three key locations of Main Street.

Three concepts will be developed and reviewed with input from Main Street stakeholders and public engagement (see Task 4 below). Recommendations will be guided by the Advisory Committee, with final approval by the City Council/RDA Board.

Designs will be coordinated with UDOT standards and restrictions for improvements within their right-of-way, through a coordinated effort including one or two meetings with UDOT and City Engineer professionals. Designs will thereafter be made to conform with UDOT standards and restrictions.

Consulting on final construction and bid documents by the City Engineer, UDOT, or others is outside of the Scope of work, but can be provided if desired as an additional service.

Deliverables: As detailed and described above final plan documents will be full-color Schematic plans of entire area, with enlarged scale keyed plan drawings at a scale suitable for block-by-block design. Three visualization drawings or images of the streetscape design illustrating three key locations of Main Street.

Deliverables shall be produced with enough detail and information that final construction documents can be provided by the City Engineer, UDOT engineers, and/or third party designers and engineers.

Final documents provided will include a single large format (24" x 36") printed set, 6 reduced size copies (12" x 18" or tabloid), with electronic PDF and editable document files (CAD, Illustrator or similar) on a CD or other media storage.

Timeline: 8 weeks                      Compensation: \$14,500

### TASK 4 – PUBLIC OUTREACH AND ENGAGEMENT

Task Summary: Throughout each of the previous tasks, the Contractor will coordinate and facilitate a public outreach and engagement process to seek input from Main Street stakeholders and the general public, with additional involvement of the Advisory Committee, city staff, and the City Council/RDA Board.

This Task shall include three primary public outreach and engagement sub-tasks:



1. Conduct an initial public open house to engage the public and receive initial input for two concepts for the Gateway Signage & Entry Features, Urban Design Standards, and three initial concepts for the Main Street Streetscape Design;
2. Conduct an additional public open house to finalize public input and recommendations for Gateway Signage & Entry Features, Urban Design Standards, and Main Street Streetscape Design;
3. Create a mechanism for stakeholders and public to provide input on the web, which may include, but is not limited to, online surveys (SurveyMonkey, Google Survey or similar), social media, and/or web content with input and comment fields. Contractor shall summarize this data and report the findings of the public's input to the Advisory Committee and City Council/RDA Board.

The City will coordinate and provide official public notices, as well as mail out direct mail notices to property owners within the study area, and otherwise promote the public outreach efforts through its own web site, social media, newsletters, and other means. All web content will be hosted by Tremonton City using existing or dedicated pages on its own domain(s).

In addition to the specific public engagement and outreach efforts described above, the Contractor will provide supporting materials such drawings and illustrations, written materials, project descriptions, and infographics that can be used for announcements, notices and other promotional efforts, either in print or online.

Deliverables: There are no specific final product deliverables for this Task, as the deliverables shall be coordinated and the public's input integrated into the designs of the other work products and deliverables for Tasks 1 through 3 above.

Timeline: Concurrent with Tasks 1 – 3                      Compensation: \$6,000