

September 28, 2009

Kevin McOmber
Interim Community Development Director
City of Dunwoody

Dear Kevin,

As per our discussions, Pond has prepared a set of additional service cost estimates to conduct four (4) subsequent subarea public involvement meetings and two (2) steering committee meetings. These additions reflect a change to the Participation Plan approved by City Council (see attached schedule) to include these meetings. These will augment the originally defined "themed" meetings, and, if understood correctly, will be conducted in a similar format as the September 24th meeting. Costs are defined below.

The current contract expires December 31, 2009. You requested scheduling public hearings by the end of February 2010 for transmittal to ARC/DCA. As DCA requires a 60-day review period prior to adoption, the earliest the City of Dunwoody would be able to adopt the Comprehensive Plan is May 2010. We suggest the contract be extended to July 1, 2010 in order to ensure sufficient time to allow the City to incorporate any recommendations from ARC and DCA,.

The additional services incorporate the preparation, production, staffing meetings, and processing of results. The costs are based upon estimated hours multiplied by the blended hourly rate of \$115 an hour that was included in our contract for additional services, plus direct costs (plotted maps, mileage etc).

Scope of Work:

Four (4) Community Informational Meetings:

Objective: Conduct an orientation to the process, conduct a presentation focused on the sub area and provide opportunity for input (comments) regarding recommended policies and vision for character areas and future development.

Format: Presentation with questions and answer format. Presentations will focus on the subarea and include additional techniques such as design preference surveys, as directed by Staff with input by Steering Committee.

Resources: 2 facilitators, preparation and consolidating results: \$3,500

Two (2) additional Steering Committee Meetings:

Objective: Provide additional opportunity to prepare policies and implementation program and make final recommendations for City Council consideration.

Format: Working meeting refining preliminary draft documents

Resources: Facilitator, preparation and consolidating results: \$1,000 evening

Fee Schedule

4 Community Meetings	\$3,500 x 4 = \$14,000	
2 Steering Committee Meetings:	\$1,000 x 2 = \$ 2,000	
TOTAL ADD-SERVICES:		\$16,000

If this is acceptable to the City to execute a change order to our existing contract, please indicate by signature below. Otherwise, we look forward to the City's Task Order form for execution.

Sincerely,



Dan Cohen
Director of Planning
Pond and Company

Accepted by CITY OF DUNWOODY

By: _____
Title: _____
Date: _____



COMMUNITY PARTICIPATION PLAN

COMPREHENSIVE PLAN SCHEDULE OF ACTIVITIES

City of Dunwoody Comprehensive Plan Proposed Schedule March 2 - Dec. 31

TASK ITEM	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Project Mgt Plan										
Client Kick-Off March 16 (bi-monthly thereafter)	*									
<i>Assess existing data</i>										
<i>Community Outreach networks</i>										
<i>Establish dates & protocol</i>										
<i>Obtain PH schedule & ads</i>										
Community Assessment (CAs)										
Data Collection										
Data Analysis										
<i>Existing Land Use</i>										
<i>Areas Req.Special Attention</i>										
<i>Character Areas</i>										
<i>Quality Community Objectives</i>										
<i>Supporting Data</i>										
Exec Summary & Tech Addendum										
Internal Quality Control Draft due: April 30th		*								
Draft to City: May 11th			*							
Document Production										
Public Hearing #1 (CAs & CPP): May 26th			*							
Transmittal DCA (with Resolution)			*							
DCA Review(60-120 days)										
Community Participation (CP & CP Plan)										
Draft (CP Plan): April 3rd		*								
City Council Work Session: Comp. Plan Kick-off and Present										
Participation Plan Draft: April 20th		*								
Establish Steering Committee List										
Council Appoints Steering Committee: April 27th			*							
Community Meetings **										
Kick-off : June 2nd				*						
Themed: June 23rd, July 7th, August 3rd				*	*	*				
Final / Re-Cap: Sept. 24th							*			
Steering Committee Meetings										
Kick-off: May 28th			*							
June 16th, June 30th, July 21st, August 25th				*	*	*				
Final / Re-Cap: Oct. 15th								*		
Interviews and/or Focus Group										
Community Agenda (CAg)										
Issues and Opportunities										
Vision and Policy Objectives										
Future Development Map										
Future Development Narrative										
STWP/Implementation Plan										
CIE coordination (if Add-service)										
Draft Due: Nov. 16th (Thanksgiving Nov. 26th)										
Public Hearing #2 PC (CAg): Dec. 8th										*
Public Hearing #3 Council (CAg): Dec. 21st										*
City Transmit DCA (60 day approval)										*

* Desired Task or Meeting ** DCA prefers no public input until CA & CP Plan are revised

NOTE: Submittals must be delivered 7 business days prior to a scheduled meeting per City of Dunwoody requirements.