

## Scope of Work Amendment

August 29, 2023

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This letter is to amend the contract and scope of work between the City of Suffolk and ACP/Greene + Associates, LLC, also doing business as Planning NEXT (hereinafter referred to as the “consultant”). The scope of work for a Review and Update of the 2035 Comprehensive Plan for the City of Suffolk, Virginia, was executed on August 16, 2021, and refined during the orientation meeting held on February 10, 2022, and through contract amendments on April 15 and August 22, 2022, and April 17, 2023.

The Planning NEXT team is excited about the progress that has been made to date, and we feel we are in a good position to work with staff to complete the plan expeditiously, while giving it the attention needed to result in the high-quality final document that is expected. This memo includes the following components:

1. Project status update
2. Recommended schedule for completion of work
3. Scope of work and fee

### 1. Project status update

At the end of July, the planning team (consultants and planning staff) completed the third and final round of public engagement, which included three in-person open houses and an online survey. Core current activities include:

- The planning team is now working to complete remaining technical analysis that will inform plan recommendations with a focus on transportation and land use.
- The planning team has recommended an approach to the future land use map that is a change from the existing plan, and will require a different type of analysis. This is a more involved process than what was conducted for the existing plan, but it will provide much clearer guidance and will address some of the shortcomings that have been identified with the current land use map. This approach has been agreed to by staff and we have been given direction to proceed with a first of six proposed work sessions completed. Planning NEXT and subconsultant EPR will be collaborating on this work.
- The planning team is preparing for and conducting a series of work sessions designed to provide Council with information on the direction the team is heading in relative to key topics for the plan.
- The planning team is maintaining public communications, primarily via the project website and email, to ensure that the Suffolk community is kept informed about the work that is underway.

**2. Recommended schedule for completion of work**

The planning team has developed schedule that would allow for plan adoption by January 2024. Below is the proposed schedule, which depends on close coordination between and responsiveness by consultant team members and staff and the ability to meet interim milestones. Any changes to deliverable dates or review times may impact the other items that follow in the schedule. Items included through today's date have been completed. All other dates in the schedule are targets and could be adjusted slightly (generally within a few days if needed) without significantly impacting the schedule. Draft chapter deadlines are in bold italics. In addition to in-person participation by a consultant team member from EPR at the land use work sessions, the schedule assumes up to five (5) in-person trips for the project manager or representative of the project team for Steering Committee, Planning Commission, and Council meetings and presentations.

**Proposed Revised Project Schedule, Suffolk 2045**

Due*	Task	Council Work Sessions
<i>August 2023</i>		
Aug 2		Engagement
Aug 16		Land Use / UDO (orientation)
Aug 18	Finalize future land use approach, including use types, methodology, and process for development and review	
Aug 24	Land use (LU) work session #1: Conduct work session on Future land use concepts (major change areas and use district allocations) with a focus on finalizing the process for updating the map and advancing the future land use mapping for North Suffolk*	
Aug 31	Meeting focused on development type refinements and desired density ranges.	
<i>September 2023</i>		
Sep 6		Economic Development and Ag
Sep 8	LU work session #2: <u>Consultant</u> prepares draft 1 North Suffolk future land use map	
Sep 14	LU work session #3: <u>Consultant</u> prepares draft 2 North Suffolk future land use map	
Sep 15	<u>Consultant</u> completes 5 existing conditions reports, including some supplemental analysis and mapping requested.	
Sep 20		Transportation
Sep 21	LU work session #4: <u>Consultant</u> prepares final North Suffolk future land use map / Discuss Central and Southern Suffolk future land use	
	<b><i>Consultant prepares draft Ch 1</i></b>	
Sep 29	LU work session #5: <u>Consultant</u> prepares draft 1 Central and Southern Suffolk future land use map	

	<i>Staff provides comments on Ch 1</i>	
	<i>Consultant prepares draft Chs 3, 4, 5</i>	
<i>October 2023</i>		
Oct. 5	LU work session #6: <u>Consultant</u> prepares draft 2 Central and Southern Suffolk future land use map	
	<i>Staff provides comments on Ch s 3, 4, 5</i>	
	<i>Consultant prepares draft Chs 6, 7</i>	
Oct 12	<u>Consultant</u> prepares final future land use map for public review	
	<u>Consultant</u> prepares draft Chs 2, 8	
Oct 12	Launch online sharing of future land use map for public comment (through November 12)	
Late Oct	Steering Committee Meeting 6	
Oct 18		Growth Areas and Land Use Plan
Oct 22	<u>Staff</u> provides comments on Chs 2, 8	
<i>November 2023</i>		
Nov 1	Full draft plan complete and to senior staff for review (assumes senior staff has been reviewing chapters as available, so this is final review)	
Nov 7	<u>Staff</u> provides final draft plan comments	
Nov 15	Draft plan complete	
Nov 21	Draft plan presentation to Plan Commission	
<i>December 2023</i>		
Early Dec	Steering Committee Meeting 7	
Dec 11-15	Council 2 on 2's	
Dec 19	Plan Commission Vote	
Dec 20	Draft Comp. plan presentation to Council	
<i>January 2024</i>		
Jan 17	Council Adoption	
<i>February 2024</i>		
TBD	Prepare fiscal analysis report / appendix**	
TBD	Develop fiscal model (Details to be discussed in Sept 2023)	

\*It is proposed that the future land use analysis is conducted in two phases, focused on the North and Central growth areas, respectively, in order to complete the work most efficiently and allow time for other plan components to move forward at the same time.

\*\* Based on recent discussions with staff, the outline for the plan document itself has been adjusted to remove the fiscal analysis. Instead, only an explanation of the fiscal analysis and model, and recommendations pertaining to improvements that can be made to the process in how development-specific analysis is conducted, will be described in the plan. Fiscal analysis to determine the impact of

the future land use plan will be conducted after the plan is adopted and included as a supplemental report/appendix. The fiscal model will also be developed after the plan is completed.

### 3. Scope of work and fee

In association with the work described, the Planning NEXT team will be undertaking tasks that are in addition to what is described in the current scope of work. This work will be completed for a total additional fee, including expenses, of \$55,000. This includes the following:

- Completion of the future land use plan with a revised approach, including technical work required as well as participation in six work sessions (1-2 staff participating in person at each session and other key staff participating virtually).
- Additional coordination and content production for Council meetings;
- Designing, promoting and facilitating an online public engagement opportunity focused on the future land use map in mid-October through mid-November 2023.
- Additional coordination for the concurrent plan land use development and plan production schedule; and
- Extension of the schedule to allow for adoption and completion of the fiscal analysis and associated report / appendix of the fiscal components through February 2024.

It is recommended that any additional work that is conducted beyond the scope of work with this amendment is completed for an hourly fee.

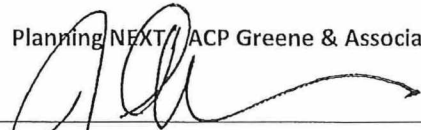
PRINCIPAL

  
\_\_\_\_\_  
(Signature)

Kevin M. Wyne  
\_\_\_\_\_  
(Printed Name and Title)

Effective Date: 8.31.23

Planning NEXT / ACP Greene & Associates

  
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(Signature)

Jamie A. Greene, Principal/Owner