

January 20, 2016

Mr. Jim Rees  
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Colorado Springs CO 80903

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**Re: Letter Contract for Southwest Downtown Urban Renewal Area in Colorado Springs, Colorado**

Dear Jim,

As you requested, DGC Community Planning and Design (Consultant) is providing this letter contract to perform urban renewal studies and reports that will meet Colorado Urban Renewal Law for the area known as Southwest Downtown and City Gate, in Colorado Springs. This letter is organized as follows:

1. Scope of Services
2. Fees and Expenses
3. Schedule
4. Payment
5. Acknowledgements

## 1. Scope of Services

### Task 1: Conditions (“Blight”) Study

Task 1-A: Project Initiation, Data Collection, and Mapping

- Confirm project goals, study area boundaries, scope of services, and schedule with the Colorado Springs Urban Renewal Authority (CSURA or “Client”).
- The boundary has been provided by the Client. The study area includes the Southwest Downtown Area (approximately 100 acres) as well as the existing City Gate Urban Renewal Area (approximately 20 acres .) These areas are depicted on map exhibits for the “Urban Renewal Plan for SW Downtown” as SW URD Plan #1 to #5, prepared by Norwood (9/22/2015).
- Collect and analyze relevant physical information within the study area, which could include information on public facilities, property ownership data, street layout, land use, utilities, future development plans, and other appropriate information.
- Assemble digital base maps and/or aerial photographs that document the location of information such as streets, parcels boundaries, and other physical and political information that are identified as relevant to this study.
- The Client and property owner will be responsible for providing environmental reports and studies that may be useful in supporting a finding of blight.

- The Client will be responsible for notification of property owners pursuant to Colorado Urban Renewal Law requirements.

#### Task 1-B: Field Survey

- Conduct a detailed visual survey of the study area for the purpose of identifying and documenting conditions that meet the criteria of “blight” as required and defined by Colorado Urban Renewal Law and to provide an unbiased, objective report. Not all blight factors will be evaluated if 5 factors are readily identified during the field survey portion.
- After completion of the field survey, report to Client any unusual findings or conditions.

#### Task 1-C: Documentation of Findings and Report Preparation

- Organize and analyze the findings from the field survey into conclusions based upon Colorado Urban Renewal Law.
- Submit a digital version of the draft report for review and comment. After receiving comments, the agreed-upon changes will be made and the final report will be issued in digital format. The final report will include:
  1. Introduction
    - Purpose
    - Colorado Urban Renewal Law
    - Study Methodology
  2. Study Area Analysis
    - Study Area
    - Field Survey Approach
    - Blight Factors
    - Results of the Field Survey
  3. Summary of Findings and Conclusions
    - Findings
    - Conclusions
  4. Appendix
    - Contacts and Sources
    - Photographs

#### Task 2: Urban Renewal Plan

##### Task 2-A: Table of Contents of the Urban Renewal Plan

- The Urban Renewal Plan will cover the area known as the “Museum District” on the “Urban Renewal Plan for SW Downtown” prepared by Norwood (9/22/2015). This appears to be approximately half the Study Area, and is the same area that will be covered by the County Impact Report.
- Confirm content and scope of the Urban Renewal Plan with the Client. Legal review and the urban renewal area legal describing will be provided by the Client. The Urban Renewal Plan will include the following:
  1. Preface and Background
  2. Findings

3. Conformance
4. Urban Renewal Activities
5. Redevelopment Opportunities
6. Project Financing
7. Development Standards and Procedures
8. Modification of the Plan
9. Term of the Plan
10. Appendices

Task 2-C: Draft/Final Urban Renewal Plan

- Submit a digital version of the draft report for review and comment. After receiving comments, the agreed-upon changes will be made and the final plan distributed in digital format.

**Task 3: County Impact Report**

Task 3-A: County Impact Report

- The County Impact report will cover the same area as the Urban Renewal Plan.
- Upon completion of a final concept, development program and absorption schedule, we will estimate the tax increment potential of the area for the County and El Paso School District (2 analyses) and prepare supporting impact documentation (the Impact Report). Calculations for other taxing entities, if requested, are outside the scope of work. We will meet with the Client to discuss the results of the report, make changes as appropriate, and issue a final digital report.

Task 3-B: County Notification

- In accordance with the requirements of Colorado Urban Renewal Law, the Client will distribute copies of the impact report to appropriate El Paso County, El Paso School District, and other elected officials. The Consultant will review comments and make changes, as appropriate.

**Task 4: Meetings and Presentations**

Task 4-A: Coordination Meetings

- Up to three coordination/review meetings (telcon or in person) with the Client, Client Attorney, and/or CSURA are included (one per deliverable).

Task 4-B: Presentations and Public Hearing

- A total of 4 meetings or presentations in Colorado Springs are included in this scope of work. They are identified in the Project Schedule.
  - Public Open House (Feb 29)
  - URA Board (March 23)
  - City Council Work Session (April 11)
  - City Council Public hearing (April 26)

- Consultant will prepare a Powerpoint presentation to summarize the final results and recommendations.
- Public noticing is not included in the scope of work.

## 2. Fee and Expenses

DGC Community Planning and Design will provide the services described above for the following fee, plus expenses, which will be billed at cost.

Condition Study	\$8,500
Urban Renewal Plan	\$5,000
County Impact Report	\$6,000
Meetings/Presentations	\$3,500
<b>Total</b>	<b>\$23,000</b>

Expenses (estimated to be approximately \$800, based on report reproduction costs, mileage at \$57/mile, field meals, and other project costs, if necessary).

## 3. Schedule

### PROJECT SCHEDULE

CSURA Southwest Urban Renewal Area	Week														
	1/25	2/1	2/8	2/15	2/22	2/29	3/7	3/14	3/21	3/28	4/4	4/11	4/18	4/25	5/2
<b>1/14/2016 FINAL</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
<b>Task 1: Condition Study</b>															
Notice to Proceed	28-Jan														
Project initiation, data collection, and mapping															
Field survey															
Preliminary findings to CSURA															
Draft report to CSURA					25-Feb										
Final report to CSURA						29-Feb									
<b>Task 2: Urban Renewal Plan</b>															
Prepare draft urban renewal plan															
Draft report to CSURA					25-Feb										
Final report to CSURA							7-Mar								
<b>Task 3: County Impact Report</b>															
Prepare draft county impact report															
Draft report to CSURA								10-Mar							
Final report to CSURA										24-Mar					
County and taxing entity notification										25-Mar					
<b>Task 4: Meetings and Presentations</b>															
Consultant contract signed and Notice to Proceed	28-Jan														
Coordination Meetings (telcons) Consultant and Staff															
Meeting (City Council) Staff		8-Feb													
Public Open House Consultant and Staff			11-Feb												
Submit Draft CS and URP to PC						29-Feb									
Submit Final CS and URP to PC						3-Mar									
Briefing (Planning Commission) Staff							7-Mar								
Meeting (Planning Commission conformance) Staff								17-Mar							
Meeting (URA Board) Consultant and Staff										23-Mar					
Submit Final CS and URP to CC											28-Mar				
Meeting (City Council - work session) Consultant and Staff												11-Apr			
Meeting (City Council - public hearing) Consultant and Staff														26-Apr	

#### 4. Payment

DGC Community Planning and Design will bill monthly based on percentage of job complete, plus expenses. Payment is due in 30 days. Late payments will be charged 1% interest per month.

#### 6. Acknowledgements

David G. Cooper            1-20-16



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Owner, DGC Community Planning and Design

City of Colorado Springs Urban Renewal Authority

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