CITY OF WEST DES MOINES
CITY COUNCIL MEETING COMMUNICATION

DATE: **September 7, 2021**

ITEM: Professional Services Agreement
Development Services Department – Design Services – Zoning Ordinance Update
(Gould Evans, Inc.) - AO-005021-2021

RESOLUTION: Approving Professional Services Agreement with Gould Evans, Inc.

FINANCIAL IMPACT: The cost of the Professional Services Agreement for a consultant to update the existing City Zoning Ordinance (Title 9 of the City Code) is anticipated not to exceed $221,750.00. Costs for these services can be paid from budget account number 100.500.700.5250.460. This project is expected to cross multiple fiscal years with $175,000 budgeted in FY 21/22 with the balance of the project ($46,750) to be included in the FY 22/23 budget proposal.

If the consultant does not complete $175,000 of the work by 6/30/2022, staff will do a budget amendment to carry over the unspent funds to FY 22/23.

Should the cost for the contract services be projected to exceed the amounts set forth in the contract, staff would not authorize such expenditures without further approval by the City Council. All work will be billed using the established hourly fee structure as set forth in the contract.

BACKGROUND: City staff is currently in the process of updating the City's Comprehensive Plan for the future development of West Des Moines. The proposed Comprehensive Plan will include new methodology that won't be supported by zoning requirements within the current zoning ordinance. Therefore, an updated zoning ordinance is necessary to implement the updated Comprehensive Plan in the most successful manner.

Staff sent out a request for qualifications (RFQ) from qualified consulting firms to provide services for the update to the City's zoning ordinance to align with the proposed Comprehensive Plan methodology. A total of six proposals were received for the zoning ordinance update request. A team consisting of Planning, Engineering, and the City Attorney's Office staff evaluated the proposals based on the following criteria: Qualifications, Project Approach, Understanding of Project Objectives, Opportunities and Constraints, Timeline and Project Schedule, and Client References.

The proposal provided by Gould Evans received the highest score in the RFQ evaluation process. Gould Evans is a planning and design firm out of Kansas City, Missouri. They specialize in design-based methodology that defines the pattern, form, scale, and character of a place, whether neighborhood, commercial corridor, or mixed-use districts. Gould Evans has contracted with numerous cities to complete updates and full re-writes of zoning ordinances, thus they have specific experience implementing effective techniques and ideas that would be applicable to this project.

The Development Services Department retains services based on experience, qualifications, familiarity with the project and availability of the consultant. Once selected, a fee is negotiated for performing the desired scope of services.

OUTSTANDING ISSUES: None

RECOMMENDATION: Staff recommends City Council Approval of the Professional Services Agreement and authorizing the City Clerk to execute the document on behalf of the City.

Lead Staff Member: Brian Portz, Planner

STAFF REVIEWS

Department Director	*LT*
Finance	
Legal	*JDS*
Agenda Acceptance	

PUBLICATION(S) (if applicable)

Published In	N/A
Dates(s) Published	

SUBCOMMITTEE REVIEW (if applicable)

Committee	Development and Planning		
Date Reviewed	N/A		
Recommendation	Yes	No	Split

ATTACHMENTS:

Exhibit I - Professional Services Agreement

RESOLUTION APPROVING PROFESSIONAL SERVICES AGREEMENT

WHEREAS, funding is available for the City of West Des Moines ("City") to retain a consultant to provide services for the update to the City's zoning ordinance to align with the proposed Comprehensive Plan methodology; and

WHEREAS, the City sent out a request for qualifications ("RFQ") to consulting firms; and

WHEREAS, the City received a written proposed from Gould Evans, Inc. to do provide the services requested, which estimates an amount not to exceed $221,750.00.

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEST DES MOINES, IOWA, that the City Clerk is authorized to enter into a professional services agreement with Gould Evans, Inc. for cost indicated above as payment by the City of West Des Moines for the services indicated.

PASSED AND APPROVED on this **7th** day of **September, 2021.**

_____
Steven K. Gaer, Mayor

ATTEST:

_____
Ryan T. Jacobson, City Clerk

AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES

This Agreement is made and entered into this 7th day of September, 2021, by and between the CITY OF WEST DES MOINES, a municipal corporation, hereinafter referred to as "City", and GOULD EVANS INC., (Fed. I.D. # 48--1010359), a professional corporation incorporated and licensed under the laws of the State of Kansas, party of the second part, hereinafter referred to as "Consultant" as follows:

THE CITY HEREBY AGREES TO RETAIN THE CONSULTANT FOR THE PROJECT AS DESCRIBED IN THIS AGREEMENT AND CONSULTANT AGREES TO PERFORM THE PROFESSIONAL SERVICES AND FURNISH THE NECESSARY DOCUMENTATION FOR THE PROJECT AS GENERALLY DESCRIBED IN THIS AGREEMENT.

1. SCOPE OF SERVICES

Services provided under this Agreement for the Zoning Ordinance Update (AO-005021-2021) shall be as further described in Attachment 1, Scope of Services.

2. SCHEDULE

The schedule of the professional services to be performed shall conform to the Schedule set forth in Attachment 2. Any deviations from the Schedule shall be approved by the authorized City representative. The City agrees that the Consultant is not responsible for delays arising from a change in the scope of services, a change in the scale of the Project or delays resulting from causes not directly or indirectly related to the actions of the Consultant.

3. COMPENSATION

A. In consideration of the professional services provided herein, the City agrees to pay the Consultant the following sum NOT-TO-EXCEED, including any authorized reimbursable expenses, pursuant to the Schedule of Fees set forth in Attachment 3.

I. Basic Services of the Consultant $221,750.00

B. The Consultant shall invoice the City monthly for services, any reimbursable expenses and any approved amendments to this Agreement, based upon services actually completed at the time of the invoice. Final payment shall be due and payable within 30 days of the City's acceptance of Consultant's submission of final deliverables in accordance with the Scope of Services.

C. In consideration of the compensation paid to the Consultant, the Consultant agrees to perform all professional services to the satisfaction of the City by performing the professional services in a manner consistent with that degree of care and skill ordinarily exercised by members of Consultant's profession currently practicing under similar circumstances. If the performance of this Agreement involves the services of others or the furnishing of equipment, supplies, or materials, the Consultant agrees to pay for the same in full.

4. INSURANCE

A. Consultant understands and agrees that Consultant shall have no right of coverage under any and all existing or future City comprehensive, self or personal injury policies. Consultant shall provide insurance coverage for and on behalf of Consultant that will sufficiently protect Consultant or Consultant' representative(s) in connection with the professional services which are to be provided by Consultant pursuant to this Agreement, including protection from claims for bodily injury, death, property damage, and lost income. Consultant shall provide worker's compensation insurance coverage for Consultant and all Consultant's personnel. Consultant shall file applicable

insurance certificates with the City, and shall also provide evidence of the following additional coverage.

B. The Consultant shall provide evidence of comprehensive general liability coverage and contractual liability insurance by an insurance company authorized to do business in the State of Iowa in the limits of at least $1,000,000 per occurrence $1,000,000 general aggregate. The evidence shall designate the City as an additional insured, and that it cannot be canceled or materially altered without giving the City at least thirty (30) days written notice by registered mail, return receipt requested.

C. The Consultant shall also provide evidence of automobile liability coverage in the limits of at least $1,000,000 bodily injury and property damage combined. The evidence shall designate the City as an additional insured, and that it cannot be cancelled or materially altered without giving the City at least thirty (30) days written notice by registered mail, return receipt requested.

D. The Consultant shall provide evidence of professional liability insurance, by an insurance company authorized to do business in the State of Iowa, in the limit of $1,000,000 for claims arising out of the professional liability of the Consultant. Consultant shall provide City written notice within five (5) days by mail, of the cancellation or material alteration of the professional liability policy.

E. Failure of Consultant to maintain any of the insurance coverages set forth above shall constitute a material breach of this Agreement.

5. NOTICE

Any notice to the parties required under this agreement shall be in writing, delivered to the person designated below, by United States mail or in hand delivery, at the indicated address unless otherwise designated in writing.

FOR THE CITY:

Name: City of West Des Moines
Attn: Ryan T. Jacobson, City Clerk
Address: 4200 Mills Civic Parkway
City, State: West Des Moines, IA 50265-0320

FOR THE CONSULTANT:

Name: Gould Evans Inc.
Attn: Graham Smith, Associate Principal
Address: 706 Massachusetts Street
City, State: Lawrence, KS 66044

6. GENERAL COMPLIANCE

In the conduct of the professional services contemplated hereunder, the Consultant shall comply with applicable state, federal, and local law, rules, and regulations, technical standards, or specifications issued by the City. Consultant must qualify for and obtain any required licenses prior to commencement of work, including any professional licenses necessary to perform work within the State of Iowa.

7. STANDARD OF CARE

Services provided by the Consultant under this Agreement shall be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

8. INDEPENDENT CONTRACTOR

Consultant understands and agrees that the Consultant and Consultant's employees and representatives are not City employees. Consultant shall be solely responsible for payment of salaries, wages, payroll taxes, unemployment benefits, or any other form of compensation or benefit to Consultant or Consultant's employees, representatives or other personnel performing the

professional services specified herein, whether it be of a direct or indirect nature. Further, it is expressly understood and agreed that for such purposes neither Consultant nor Consultant's employees, representatives or other personnel shall be entitled to any City payroll, insurance, unemployment, worker's compensation, retirement, or any other benefits whatsoever.

9. NON-DISCRIMINATION

Consultant will not discriminate against any employee of applicant for employment because of age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, or veteran status. Consultant will, where appropriate or required, take affirmative action to ensure that applicants are employed, and that employees are treated, during employment, without regard to their age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, or veteran status. Consultant will cooperate with the City in using Consultant's best efforts to ensure that Disadvantaged Business Enterprises are afforded the maximum opportunity to compete for subcontracts of work under this Agreement.

10. HOLD HARMLESS

Consultant agrees to indemnify and hold harmless the City, its officers, agents, and employees from any and all claims, settlements and judgments, to include all reasonable investigative fees, attorney's fees, and court costs recoverable by law for any damage or loss which is due to or arises from a breach of this Agreement, or from negligent acts, errors or omissions in the performance of professional services under this Agreement and those of its sub consultants or anyone for whom Consultant is legally liable.

11. ASSIGNMENT

Consultant shall not assign or otherwise transfer this Agreement or any right or obligations therein without first receiving prior written consent of the City.

12. APPROPRIATION OF FUNDS

The funds appropriated for this Agreement are equal to or exceed the compensation to be paid to Consultant. The City's continuing obligations under this Agreement may be subject to appropriation of funding by the City Council. In the event that sufficient funding is not appropriated in whole or in part for continued performance of the City's obligations under this Agreement, or if appropriated funding is not expended due to City spending limitations, the City may terminate this Agreement without further compensation to the Consultant. To the greatest extent allowed by law, the City shall compensate Consultant as provided in Section 18(B) of this Agreement.

13. AUTHORIZED AMENDMENTS TO AGREEMENT

A. The Consultant and the City acknowledge and agree that no amendment to this Agreement or other form, order or directive may be issued by the City which requires additional compensable work to be performed if such work causes the aggregate amount payable under the amendment, order or directive to exceed the amount appropriated for this Agreement as listed in Section 3, above, unless the Consultant has been given a written assurance by the City that lawful appropriation to cover the costs of the additional work has been made.

B. The Consultant and the City further acknowledge and agree that no amendment to this Agreement or other form, order or directive which requires additional compensable work to be performed under this Agreement shall be issued by the City unless funds are available to pay such additional costs, and the Consultant shall not be entitled to any additional compensation for any additional compensable work performed under this Agreement. The Consultant expressly waives any right to additional compensation, whether in law or equity, unless prior to commencing the additional work the Consultant was given a written amendment, order or directive describing the additional compensable work to be performed and setting forth the amount of compensation

to be paid, such amendment, order or directive to be signed by the authorized City representative. It is the Consultant's sole responsibility to know, determine, and ascertain the authority of the City representative signing any amendment, directive or order.

14. OWNERSHIP OF CONSULTING DOCUMENTS

All sketches, tracings, plans, specifications, reports, and other data prepared under this Agreement shall become the property of the City; a reproducible set shall be delivered to the City at no additional cost to the City upon completion of the plans or termination of the services of the Consultant. All drawings and data shall be transmitted in a durable material, with electronic files provided when feasible to do so. The Consultant's liability for use of the sketches, tracings, plans, specifications, reports, and other data prepared under this Agreement shall be limited to the Project.

15. INTERPRETATION

No amendment or modification of this Agreement shall be valid unless expressed in writing and executed by the parties hereto in the same manner as the execution of the Agreement. This is a completely integrated Agreement and contains the entire agreement of the parties; any prior written or oral agreements shall be of no force or effect and shall not be binding upon either party. The laws of the State of Iowa shall govern and any judicial action under the terms of this Agreement shall be exclusively within the jurisdiction of the district court for Polk County, Iowa.

16. COMPLIANCE WITH FEDERAL LAW

To the extent any federal appropriation has or will be provided for the Project, or any federal requirement is imposed on the Project, Consultant agrees that Consultant will comply with all relevant laws, rules and regulations imposed on City and/or Consultant necessary for receipt of the federal appropriation. Consultant shall provide appropriate certification regarding Consultant's compliance.

17. SOLICITATION AND PERFORMANCE

A. The Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working for the Consultant, to solicit or secure this Agreement, and that the Consultant has not paid or agreed to pay any company or person other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift or contingent fee.

B. The Consultant shall not engage the services of any person or persons in the employ of the City at the time of commencing such services without the written consent of the City.

18. SUSPENSION AND TERMINATION OF AGREEMENT

A. The right is reserved by the City to suspend this Agreement at any time. Such suspension may be effected by the City giving written notice to the Consultant, and shall be effective as of the date established in the suspension notice. Payment for Consultant's services shall be made by the City for services performed to the date established in the suspension notice. Should the City reinstate the work after notice of suspension, such reinstatement may be accomplished by thirty (30) days written notice within a period of six (6) months after such suspension, unless this period is extended by written consent of the Consultant.

B. Upon ten (10) days written notice to the Consultant, the City may terminate the Agreement at any time if it is found that reasons beyond the control of either the City or Consultant make it impossible or against the City's interest to complete the Agreement. In such case, the Consultant shall have no claims against the City except for the value of the work performed up to the date the Agreement is terminated.

C. The City may also terminate this Agreement at any time if it is found that the Consultant has violated any material term or condition of this Agreement or that Consultant has failed to maintain workers' compensation insurance or other insurance provided for in this Agreement. In the event

of such default by the Consultant, the City may give ten (10) days written notice to the Consultant of the City's intent to terminate the Agreement. Consultant shall have ten (10) days from notification to remedy the conditions constituting the default

D. In the event that this Agreement is terminated in accordance with paragraph C of this section, the City may take possession of any work and may complete any work by whatever means the City may select. The cost of completing said work shall be deducted from the balance which would have been due to the Consultant had the Agreement not been terminated and work completed in accordance with contract documents.

E. The Consultant may terminate this Agreement if it is found that the City has violated any material term or condition of this Agreement. In the event of such default by the City, the Consultant shall give ten (10) days written notice to the City of the Consultant's intent to terminate the Agreement. City shall have ten (10) days from notification to remedy the conditions constituting the default.

19. TAXES

The Consultant shall pay all sales and use taxes required to be paid to the State of Iowa on the work covered by this Agreement. The Consultant shall execute and deliver and shall cause any sub-consultant or subcontractor to execute and deliver to the City certificates as required to permit the City to make application for refunds of said sales and use taxes as applicable. The City is a municipal corporation and not subject to state and local tax, use tax, or federal excise taxes.

20. SEVERABILITY

If any portion of this Agreement is held invalid or unenforceable by a court of competent jurisdiction, the remaining portions of this Agreement shall continue in full force and effect.

21. MISCELLANEOUS HEADINGS

Title to articles, paragraphs, and subparagraphs are for information purposes only and shall not be considered a substantive part of this Agreement.

22. FURTHER ASSURANCES

Each party hereby agrees to execute and deliver such additional instruments and documents and to take all such other action as the other party may reasonably request from time to time in order to effect the provisions and purposes of this Agreement.

23. COUNTERPARTS

This Agreement may be executed in any number of counterparts, each of which shall constitute an original document, no other counterpart needing to be produced, and all of which when taken together shall constitute the same instrument.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers or agents on the day and year first above written.

CONSULTANT	CITY OF WEST DES MOINES
BY: _____	BY: _____
Graham Smith, Associate Principal	Ryan T. Jacobson, City Clerk

ATTACHMENT 1

SCOPE OF SERVICES

Phase 1: Code Diagnosis

Task 1.1 Code Diagnosis - This Task is about identifying conflicts and omissions with the current regulations that keep the community from achieving their vision for the future. The code review and development analysis will create a foundation for changes to the zoning and subdivision regulations. Phase one will focus on these primary tasks.

Task 1.1a Code Evaluation / Plan Conformance Report - A thorough evaluation of the current land use, zoning and subdivision regulations will be completed. The review will identify the initial topics for an informed discussion among all stakeholders regarding regulatory strategies appropriate to achieve West Des Moines' planning goals. The preliminary review will be expanded on by identifying specific connections to the Comprehensive Plan and other city plans to create a Plan Conformance Report. In direct response to the City's most recent policies within ***OurWDM***, it is important to determine what is working, what is not, and what is missing.

Task 1.1b Development Documentation – The variety of places, development patterns and scales, and design elements will be documented to create a common understanding of the built environment within West Des Moines. The documentation focus on the typologies – parks, open and civic spaces, streets, buildings, frontages - that have created the places people value in the community. The types present in the community, and the defined Place Types within the new comprehensive plan, will be used to inform the types of development and design elements necessary to create the places desired by the community.

Task 1.2 Critical Issues & Case Studies - The primary issues identified within the Code Evaluation and Plan Conformance Report will provide the topics for the creation of the Critical Issue Summaries/Case Studies on the key topics identified to date in the process. The critical issues are most important to the success of the future code and require special facilitation. Similarly, the Case Studies will identify and document best practices from multiple communities that have addressed similar issues, in a variety of ways. The case studies will intentionally focus on communities within the region and from outside the region to provide a diversity of experience. The critical issue summaries and case studies solutions identified will be modeled to provide a visual understanding of the change proposed. The modeling and documentation will be completed with the intent of being included in the zoning code and subdivision regulation updates.

Task 1.3 Regulatory Framework - The Regulation Framework will provide an annotated outline of the subdivision and zoning regulations identifying: (1) areas in need of change—new provisions that are needed or old approaches that do not align with current policies; (2) areas to maintain in current form; and (3) areas to revise and amend but keep the substantive provisions and intent the same.

Task 1.4 Code Interface – an understanding of the CodeHub tool and capabilities will be provided, and the tool will be assessed for accommodation of the new code framework. As part of this assessment the current code will be incorporated into the system and calculations prepared for every city parcel. This will provide data and visuals of the current maximum development potential of the city, identify parcels that cannot be developed due to the current zoning regulations, and other complexities that may be encountered during the review of the code. This analysis will also document the operation of the CodeHub and identify challenges with the proposed regulatory framework.

Education & Outreach – The intent of engagement in this phase will be to educate the consultant team regarding the current strengths, weaknesses, issues, and obstacles present in the current zoning code. Much of the engagement in this Phase will center on the city staff as day-to-day users of the code and

identify opportunities and challenges in it use. We will also use this phase to establish relationships with other departments and personnel that use the code regularly.

Phase 2: Code Development
The tasks performed within Phase 1, combined with the anecdotal understanding of the use of the community, will result in a menu of options to address specific issues based on the direction provided by the ***OurWDM***. From this foundation of information, the regulatory drafting will commence, resulting in the creation of a new draft Zoning Ordinance and Subdivision Regulations.

Task 2.1 Zoning Ordinance and Subdivision Regulations - Updates to the Zoning Ordinance and Subdivision Regulations will be prepared through multiple drafts focused on creating clear, simple, user-friendly codes and regulations that incorporate graphics that demonstrate the intent and impact of a standard.

> *Task 2.1a District Codes* – where appropriate the creation of specific district codes will be prepared to address the specific public space network, development pattern and scale, and design character. This will be accomplished through the creation of a regulating plan and form-based specifics for each district identified.

Task 2.2 Code & Engagement Support – To support the engagement and outreach within this task, supporting graphics and illustrations of new concepts within the code will be developed and analyzed. This analysis will include incorporation of development concepts into the CodeHub tool to illustrate parcel specific development potential (or assemblages of parcels), and test how certain modifications might affect that development potential.

Education & Outreach – The intent of engagement in this phase will be to educate the consultant team regarding the key opportunities and challenges from the community's perspective; and educate the public on the opportunities and challenges created by the current zoning code to implement ***OurWDM.*** This will be achieved through a variety of focus/stakeholder group discussions and interviews for specific feedback – both internally and externally, and an interactive public workshop that will illustrate the alignment between the community vision and its implementation through the current zoning code and provide residents to communicate their desires for the future. To supplement the in-person/virtual discussions and workshop, online engagement will be utilized including a community survey, document review and comment, web-based information, and other methods.

In addition to the public engagement, an Advisory Committee will be established to better understand the details of current code challenges and opportunities and assist in craft the zoning code updates. The Advisory Committee should be comprised of people that work most closely with the code including developers, realtors, neighborhood representatives, city staff, planning commissioners and others that understand the use and administration of regulations within the context of the community. Multiple workshops will be conducted with the Advisory Committee to review and evaluate the Code Diagnosis and assess the engagement feedback, in the preparation of the new zoning ordinance.

Phase 3: Implementation
Task 3.1 Final Draft, Zoning Ordinance and Subdivision Regulations – based on the feedback received from various stakeholder group as well as the Planning Commission, Board of Zoning Adjustment, and City Council a final draft of the new zoning ordinance and subdivision regulations will be prepared for the adoption process. Upon adoption by the City Council an electronic version of the final code will be delivered, to include any District Codes.

Task 3.2 CodeHub Update – To support the understanding and use of the new Zoning Ordinance and Subdivision Regulations the code and visuals will be incorporated into the CodeHub interface for use, and made public. Gridics will provide training and visual examples how to use the system, questions could be posted via the system with our bookmark system.

Task 3.3 Adoption – Support of the adoption process will be provided, recognizing that the adoption of the new zoning code and subdivision regulations signifies the end of the rewriting process, but the beginning

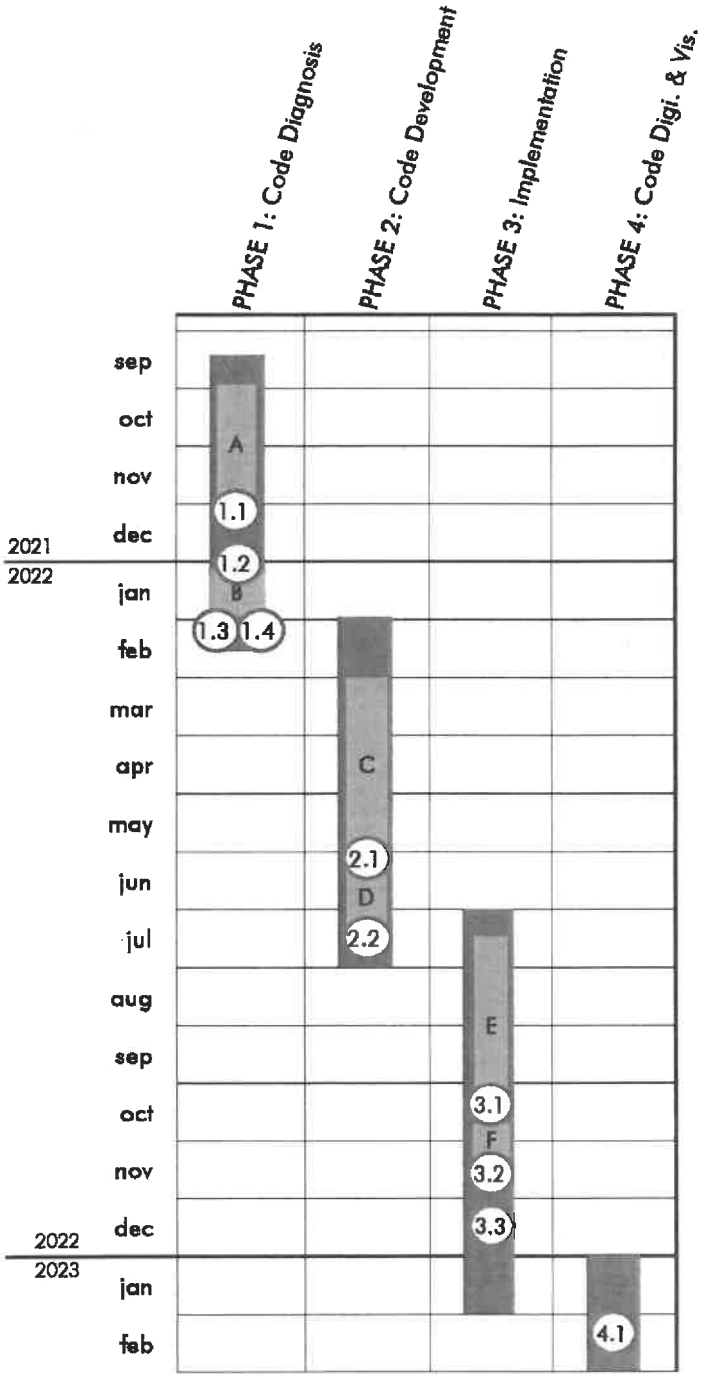
of implementation and change. Our team will be your partner in implementation of the new code through education of the public and stakeholders and through continued discussions and assistance in interpretation.

Education & Outreach – Implementation of the new Zoning Code and Subdivision Regulations starts with creating a community-wide understanding of the tool that will shape the future of the community. Using what we have learned in Phase 1 and Phase 2, we will provide meaningful engagement opportunities for people to review, discuss, and improve the draft code. This engagement will be targeted, strategic, by utilizing the stakeholder and focus groups used previously – both internal and external, and focus on creating understanding and ownership in the tools to create the community that is desired. To create understanding in the community, our code as well as all educational information will be highly graphic, yet simple, to convey the regulations and document the information and decision-making process that led to its creation, and demonstration and education of the CodeHub platform.

OPTIONAL SERVICES, Phase 4: Code Digitization & Visualization
Task 4.1 WDM CodeHub – The adopted version of the code and layers will be incorporated within the CodeHub platform, adding/replacing all relevant layers. As part of this project cost, Gridics will maintain the application and its contents live (including any amendments that may be needed) for up to 12 months from activation.

ATTACHMENT 2

PROJECT SCHEDULE



Tasks

Task 1.1	Code Diagnosis
Task 1.2	Critical Issues & Case Studies
Task 1.3	Regulatory Framework
Task 1.4	Code Interface
Task 2.1	Zoning Ordinance and Subdivision Regulations
Task 2.2	Code & Engagement Support
Task 3.1	Final Draft Zoning Ordinance
Task 3.2	CodeHub Update
Task 3.3	Adoption (begin process)
Task 4.1	WDM CodeHub

Engagement

A	Engagement Activities
B	Code Workshop #1 - Staff
C	Engagement Activities
D	Code Workshop #2 - Advisory Committee
F	Engagement Activities
G	Code Workshop #3 - AC, PC, BZA, CC

ATTACHMENT 3

SCHEDULE OF FEES

HOURLY RATES:
The hourly rates cited here shall be used for the entirety of the zoning code update project as defined by the scope of work. Any additional services requested after the approval of the Code Update Contract will adhere to the most current hourly rates for each firm. Gould Evans updates their hourly rates annually on January 2. Gridics hourly rates annual will not change for the duration of this contract.

Gould Evans

- Associate Principal - $215
- Senior Planner / Project Manager - $140
- Senior Landscape Architect - $145
- Planner - $90

Gridics

- Senior Planner - $220
- Planner - $180
- GIS Specialist - $140
- Senior Technical Support - $180
- Technical Support - $100

REIMBURSABLE EXPENSES:
Reimbursable expenses include travel, meals, lodging, car rental, printing and copies, mailing, and other expenses directly related to the project and planning process. Any request for additional services outside of the identified project scope that requires reimbursable expenses will be in addition to the not to exceed amount for the project and will be billed at cost.