



# City of Austin

*Founded by Congress, Republic of Texas, 1839*

*Contract Management Department, PO Box 1088, Austin, Texas 78767 Telephone 512/974-7181 Fax 512/974-7427*

Item # C. 27

June 19, 2015

Karen Parolek  
Opticos Design, Inc.  
2100 Milvia Street, Suite125  
Berkeley, CA94704

RE: Supplemental Amendment #5

Project Name: Code Next - Comprehensive Land Development Code Revision  
Contract Number: SA130000005  
Solicitation Number: CLMP122

Dear Karen:

Enclosed please find your executed Supplemental Amendment #5 for the above referenced project. If you have any questions, please call the Project Manager, Jim Robertson at (512)974-3564.

Sincerely,

Steve Brand  
Contract Relations Consultant  
Contract Development Division  
Contract Management Department

Attachment: SA signature page

cc: Jim Robertson, Project Manager  
Contract File



PROFESSIONAL SERVICES AGREEMENT  
SUPPLEMENTAL AMENDMENT

SUPPLEMENTAL AMENDMENT NO. 5

Project Name: Comprehensive Land Development Code Revision for the City of Austin

CIP ID No.: 6735.039

MA No.: SA130000005

This Supplemental Amendment shall be considered supplemental to and amendatory of the AGREEMENT between the CITY of AUSTIN ("Owner") and Opticos Design, Inc. ("Consultant") entered into on July 22, 2013 for professional services required for the Comprehensive Land Development Code Revision for the City of Austin. This Supplemental Amendment shall be made part of the AGREEMENT and all sections of the AGREEMENT shall apply to this Amendment, except as amended below, as if fully written herein. The parties agree to the following changes to the AGREEMENT:

Section/subsection/paragraph: **4.1 Basis of Compensation**

*Revise as shown (new language underlined and deleted language shown with strike-through):*

4.1.3 The total amount of compensation to be paid the CONSULTANT will not exceed the amount stated in this paragraph without amendment to this AGREEMENT. The stipulated sum which shall include all labor, overhead, profit and expenses necessary to perform the requested services included in the original AGREEMENT, shall be:

**One Million Two Hundred Fifty Four Thousand Eight Hundred Thirty Nine Dollars and Zero Cents (\$1,254,839.00)**

In addition, the stipulated sum to be paid the CONSULTANT for this supplemental amendment #5 which shall include all labor, overhead, profit and expenses necessary to perform the requested services, shall be:

**Nine Hundred Twenty Five Thousand Dollars and Zero Cents (\$925,000.00)**

**~~Forty Thousand Dollars and Zero Cents (\$40,000.00)~~**

for a total contract amount of:

**Two Million One Hundred Seventy Nine Thousand Eight Hundred Thirty Nine Dollars and Zero Cents (\$2,179,839.00). ~~One Million Two Hundred Fifty Four Thousand, Eight Hundred Thirty Nine Dollars (\$1,254,839.00)~~** which is further detailed in Attachment 2.

**Attachments 1 (Scope of Work), 2 (Resource Allocation Plan) and 5 (Fee Proposal)** have been revised to include the revisions attached to this Supplemental Amendment.

This Supplemental Amendment is executed to be effective upon the date of the last party to sign.

City of Austin, OWNER  
P.O. Box 1088  
Austin, Texas 78767

By: Cynthia Gonzales 6/19/15

Printed Name: Cynthia Gonzales

Title: Division Manager

Contract Administration Division

Contract Management Department

Opticos Design, Inc., CONSULTANT  
2100 Milvia St., Suite 125  
Berkeley, CA 94704

By: Daniel H. Parolek

Printed Name: Daniel Parolek

Title: President

5-27-15

**PROFESSIONAL SERVICES AGREEMENT  
SUPPLEMENTAL AMENDMENT**

Date: \_\_\_\_\_

Date: 5-27-15

Approved As To Form:

Attest:

By: *C. Crosby 6-18-2015*  
Assistant City Attorney

By: *Karen E Parolek*  
Secretary, if a Corporation

**END**

## Amendment 5

### Attachment 1: Scope of Work, Part 1 of 2

## Comprehensive Land Development Code Revision for the City of Austin

### Phase 2 Administrative Draft

April 13, 2015 revised May 14, 2015

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#### Task 20: Finishing Community Character Analysis to Inform the Code

Preparations

**Intent:** This task will provide the opportunity to do additional analysis at the block and lot level to better inform Community Character Manual refinements, our understanding of the different contexts throughout the City based on recent trips and touring, and selecting the best approach to revising the standards of the revised Land Development Code.

#### Task 20.1 Refinement of Context Studies

The consultant team will make refinements to the contexts/place types to better understand what range of zoning districts could be used to successfully regulate them.

The Code Team will spend up to 64 hours to:

- Gather and assess typical residential lot sizes for various residential areas in walkable urban contexts to better understand the similarities and differences between the development patterns and the range of existing conditions.
- Make refinements to the retail types to understand their context in walkable urban, transitional, or suburban contexts. This will enable the team to gain an initial understanding in the range of conditions and contexts that will need to be included in the new base zone districts and that will inform future planning efforts.
- Supplement the photo boards that summarize building types, frontage types, and general character with additional photos gathered over the past several months and fill gaps with non-Austin photos.
- Build 3-D models of existing Austin building types, focusing on Missing Middle types as a start.

#### Consultant Team Deliverables:

- Refined contexts/place types matrix in digitally editable format and PDF format
- Refined photo pages in InDesign and PDF formats
- Draft 3-D exports of Austin building types
- Lot size studies including maps and matrix of typical lot sizes for a range of walkable urban neighborhoods

#### City of Austin General Responsibilities and Deliverables:

- Review refined contexts/place types, photo pages, and draft 3-D building types.
- Consider how place types will be utilized in future Comprehensive Plan updates and Neighborhood Planning efforts.
- Continue discussions with Urban Design and Comp Plan/Neighborhood Plan staff about coordination of efforts and completion of tasks that Opticos provided that will inform the coding process.
  - Mapping of Contexts and Retail Centers
  - Activity Centers and Activity Corridors
  - Priority Program Teams List of Major Concerns
  - Complete Next Edition of the Community Character Manual

**Intent:** This task will allow the Consultant team to reacquaint themselves with the code and more importantly to dive deeper into current regulations that are the focus of the CodeNEXT initiative to prepare them to begin drafting revisions to the Land Development Code.

**Task 21.1 Further Assessment of Land Development Code**

The Code Team will spend up to 72 hours to use this task to quickly reacquaint themselves with the code, review notes they had taken while reviewing the code for the Code Diagnosis task, as well as past spreadsheet comments from staff that were given to them. The team will focus on reviewing the existing Land Development Code based on the areas where the team will be focusing their recommended changes. See attached Table of Contents with responsibilities for the portions of the Land Development Code the Code Team will be focused on.

**Consultant Responsibilities:**

- Further in-depth review Land Development Code

**City of Austin General Responsibilities and Deliverables:**

- Send Code Team any refinements to priorities and issues with the Code prior to initiation of drafting of code content.

**Intent:** The Style Sheet and Code Template set the rules and standards for how the code will be presented. These documents will be reviewed and approved by the City to enable the Code Team and staff to move forward with the revisions to the Land Development Code. Opticos Design will lead the majority of the Code Team's efforts on these sub-tasks with limited participation from Lisa Wise Consulting focusing on reviewing the deliverables.

**Task 22.1 Create Style Sheet**

The Code Team will create a draft style sheet to provide a list of terms and phrases as well as rules for capitalization, numbering, and referencing and citations.

**Task 22.2 Create Code Template**

The Code team will create a draft code template document for use by the project team. The template will provide example layouts of the table of contents, chapter introduction pages, article introduction pages, and section formats.

**Task 22.3 Conference Call: Present Style Sheet and Code Template to Staff**

The Code Team will submit the draft Style Sheet and Code Template. Four member of the Code team will conduct a 2-hour conference call with the City to present the materials. At least one member of the Code Team will present the draft Style Sheet and Code Template to the staff steering committee either during a 2-hour conference call or attend in person if the meeting is scheduled to coincide with the first Code Update trip.

The City will provide the Consultant team with a single, consolidated, non-conflicting list of comments on the Style Sheet and Code Template within 15 working days of their receipt.

**Task 22.4 Final Style Sheet and Code Template**

The Code team will spend up to 24 hours to incorporate the City's comments as feasible and prepare and submit the final Style Sheet and Code Template. Once this is submitted to the City, the Consultant Team will base all future work on these documents. Any changes to items included in the style sheet or code template, such as layout, fonts or organization after this submittal are not included in this scope of work.

### **Consultant Team Deliverables:**

- Draft Style Sheet and Code Template in digitally editable format and PDF format
- Revised Style Sheet and Code Template in digitally editable format and PDF format
- Provide draft presentation in Powerpoint and PDF formats, on Style Sheet and Code Template a minimum 5 working days prior to presentation
- InDesign Code Template files

### **City of Austin General Responsibilities and Deliverables:**

- Internal coordination with other departments on the review of the draft Style Sheet and Code Template
- Coordination of the distribution of materials to the staff steering committee
- Single, consolidated, non-conflicting list of comments on the draft Style Sheet and Code Template
- Prepare staff steering committee meeting minutes and send them to Code Team
- Throughout the project the staff has the responsibility to keep the Code Team updated and informed about any new projects or issues that will or may potentially impact the project

### **Task 23: Create Administrative Draft**

### **Code Writing**

**Intent:** In this task the Code Team will create the first complete draft of the new code elements as defined in the Responsibilities Matrix and collaborate with the other elements to create a complete new code document. The Administrative Draft provides an opportunity for relevant departments to become more familiar with the new organization and standards found within the new code and how the document is formatted, and to gain an understanding of how all the elements within the code interact. This draft allows for internal discussions between the project team, and relevant city departments before a public draft is released.

#### **Task 23.1 Create Administrative Draft**

The Code team and staff will create an Administrative Draft of the code based on the Style Sheet and Code Template. The Code Team will lead revisions and rewriting of the chapters of the existing code listed in the attachment B, the Responsibilities Matrix. All other chapters of the Administrative Draft are the responsibility of the City.

It is the responsibility of each author to maintain consistency with the approved style sheet.

The Code Team and CodeNext staff will coordinate to schedule monthly hour-long conference calls, as needed, to discuss key questions or issues with chapters being developed by either the Code Team or staff. CodeNext staff will be responsible for ensuring appropriate city staff are available for calls and will prepare meeting notes.

Progress on the creation of the code language will also be discussed during the Code Update meetings with the staff steering committee. General updates on the creation of the Administrative draft or discussion of specific code-related topics will also be provided for the public during Code Update meetings.

### **Consultant Team Deliverables:**

- PDFs of draft chapters of the Administrative Draft of the Land Development Code, as per the attachment B, the Responsibility Matrix.
- If the city decides not to extend our contract to provide services for the revisions to the Administrative Draft of the Land Development Code, the consultant will provide the InDesign files of the consultants' lead portions.

### **City of Austin General Responsibilities and Deliverables:**

- Internal coordination with other departments on the creation of draft chapters of the Administrative Draft
- Maintain consistency with Style Sheet and Code Template
- Creation of draft chapters of the Administrative Draft of the Land Development Code, as per attachment B, the Responsibilities Matrix.

**Intent:** These are important milestone tasks that provide an opportunity for the consultant team to present updates to the public on the CodeNEXT initiative and thoughts on how content may be revised and cleaned up, and to have focused working sessions with staff members on code content. These updates will focus on draft code content related topics. Topics to be covered in each update and dates of each trip are tentative and subject to change. The composition of the consultant team that travels to Austin varies by trip.

Note: The Code Team will be available to attend the Council discussion of the Preferred Approach if the Council date is coordinated with one of the Code Updates, otherwise attendance of the Code Team will require additional funding.

### Task 24.1 Code Update Trip 1 (Dan, John, Lisa, Peter): May 2015

4 members of the Code Team will travel to Austin for 2 days to present information on the progress completed on the Code. The Code Team would be available for meetings with staff, as needed, and for one public meeting, or as mutually agreed upon by both parties. The public meeting could take the form of a public workshop, Planning Commission meeting or City Council briefing.

#### Topics to Cover with Public

- Overview of process, schedule, etc.
- How it all fits together (integration of various initiatives – staff, Community Character Manual–Opticos, new Comp Plan process focusing on centers and corridors – staff).
- Core Topic:
  - What is a Form-Based Code
  - How FBC's and conventional zoning coexist
  - How Community Character Manual will inform the new code
  - Other agreed upon topics

#### Topics to Cover with Staff

- The charrette— Opticos
  - What is a charrette and how will it inform the code
  - Staff responsibilities overview
  - Selection of Focus Areas
    - Preliminary list and criteria
    - Deadline for selection the areas
  - Types of background mapping and work we will need on the Focus Areas (From Sylvia)
- Airport Boulevard: meet with Jorge as needed
- Meeting with Steering Committee to discuss:
  - Style sheet and document template draft
  - Our team's progress on revisions to the Land Development Code on sections we are leading
  - Their team's progress on sections they are leading
    - Note: Each group leader should be able to give an update on their progress and schedule and ask any questions they have
  - Context-based approach discussion as needed
  - What the charrette is and how and why they should participate
- Individual meetings with individuals or groups who are leading sections of the code for staff
  - Ex. Watershed, green infrastructure, complete streets, etc.
- Meeting with Urban Design and Comprehensive Planning staff as needed to coordinate efforts.
- Other agreed upon topics

#### General

- Meetings with City Council Members or aides as time permits
- Meeting with Greg and/or Sue Edwards to discuss initial thoughts on restructuring departments and processes-Peter Park



## Task 24.2 Code Update Trip 2 (John, Lisa): June 2015

2 members of the Code Team will travel to Austin for 2 days to present information on the progress completed on the Code. The Code Team would be available for meetings with staff, as needed, and for one public meeting, or as mutually agreed upon by both parties. The public meeting could take the form of a public workshop, Planning Commission meeting or City Council briefing.

### Topics to Cover with the Public

- General approach to project
- Core Topics
  - Key issues or potential changes to code
  - Initial thoughts on simplification strategies
  - Draft list of Focus Areas and Criteria (Optional)
- Other agreed upon topics

### Topics to Cover with Staff

- The charrette— Opticos
  - Finalize selection of 2 Focus Areas
  - Logistics
  - Draft Program/Agenda
  - Staff responsibilities at charrette
  - Background information needed for each Focus Area
  - Draft list of stakeholders for the Focus Areas
- Airport Boulevard: meet with Jorge as needed
- Meeting with Steering Committee to discuss:
  - Our team's progress on revisions to the Land Development Code on sections we are leading.
  - Their team's progress on sections they are leading
    - Note: Each group leader should be able to give an update on their progress and schedule and ask any questions they have
  - Charrette
    - Overview of Focus Areas and issues within each of them
    - Schedule and Draft Agenda
    - Who can and should participate
- Individual meetings with individuals or groups who are leading sections of the code that need to discuss progress or ideas or ask questions of the consultant
  - Ex. Watershed, green infrastructure, complete streets, etc.
- Meeting with Urban Design and Comprehensive Planning staff as needed to coordinate efforts.
- Other agreed upon topics

### Task 24.3 Code Update Trip 3 (Dan, John): August/September 2015

2 members of the Code Team will travel to Austin for 2 days to present information on the progress completed on the Code. The Code Team would be available for meetings with staff, as needed, and for one public meeting, or as mutually agreed upon by both parties. The public meeting could take the form of a public workshop, Planning Commission meeting or City Council briefing.

#### Topics to Cover with Public

- Overview of process, schedule, etc.
- Core Topics:
  - The charrette
    - What is a charrette and how to participate
    - Program overview
    - Objectives
    - Overview of the charrette Focus Areas
    - Tying Focus Areas back to Community Character Manual. Ex. Contexts
  - Overview of Form-Based Code elements (optional-may be too much to cover)
  - Initial thoughts on zone consolidation
    - Tie back to Community Character Manual work and contexts
- Other agreed upon topics

#### Topics to Cover with Staff

- Final preparations for the charrette–Opticos
  - Discussion of politics and issues with Focus Areas
  - Final logistics
  - Finalize program/agenda
  - Staff responsibilities at charrette
  - Review of background information provided by staff for each Focus Area
- Airport Boulevard: meet with Jorge as needed
- Meeting with Steering Committee to discuss:
  - Our team's progress on revisions to the Land Development Code on sections we are leading
  - Their team's progress on sections they are leading
    - Note: Each group leader should be able to give an update on their progress and schedule and ask any questions they have
  - Final charrette program and how and why they should participate
- Individual meetings with individuals or groups who are leading sections of the code for staff
  - Ex. Watershed, green infrastructure, complete streets, etc.
- Meeting with Urban Design and Comprehensive Planning staff as needed to coordinate efforts.
- Other agreed upon topics

#### General

- Stakeholder meetings with primary stakeholders for charrette Focus Areas

#### **Task 24.4 Code Update Trip 4 (John, Lisa): November/December 2015**

2 members of the Code Team will travel to Austin for 2 days to present information on the progress completed on the Code. The composition of the consultant team that travels to Austin may vary by trip. The Code Team would be available for meetings with staff, as needed, and for one public meeting, or as mutually agreed upon by both parties. The public meeting could take the form of a public workshop, Planning Commission meeting or City Council briefing.

##### Topics to Cover with Public

- Overview of process, schedule, etc.
- Core Topics:
  - Charrette follow up
    - Summary of charrette process
    - Summary of products
    - How that can inform the code
  - Overview of preliminary form-based elements, where they are likely to apply, and how they relate to overall hybrid code
  - Overall simplification strategies for the Code
- Other agreed upon topics

##### Topics to Cover with Staff

- Airport Boulevard: meet with Jorge as needed
- Meeting with Steering Committee to discuss:
  - Our team's progress on revisions to the Land Development Code on sections we are leading
  - Their team's progress on sections they are leading
    - Note: Each group leader should be able to give an update on their progress and schedule and ask any questions they have
  - Charrette follow up: What was learned. How can it inform the code update
- Individual meetings with individuals or groups who are leading sections of the code for staff
  - Ex. Watershed, green infrastructure, complete streets, etc.
- Meeting with Urban Design and Comprehensive Planning staff as needed to coordinate efforts.
- Other agreed upon topics

##### General

- Follow up with charrette stakeholders (optional, as time permits)

### **Task 24.5 Code Update Trip 5 (Dan, John, Lisa): January/February 2016**

3 members of the Code Team will travel to Austin for 2 days to present information on the progress completed on the Code. The composition of the consultant team that travels to Austin may vary by trip. The Code Team would be available for one public meeting and for meetings with staff as needed. The public meeting could take the form of a public workshop, Planning Commission meeting or City Council briefing.

#### Topics to Cover with Public

- Overview of process, schedule, etc.
- Core Topics:
  - Specific simplification strategies integrating into the new code–Opticos & Lisa Wise
  - Overall hybrid code framework
  - Integration with staff-lead elements: Ex. Green infrastructure, etc.
- Other agreed upon topics

#### Topics to Cover with Staff

- Review of Administrative Draft with Staff Steering Committee
- Airport Boulevard: meet with Jorge as needed
- Meeting with Steering Committee to discuss:
  - Administrative Draft overview–Lisa
  - Their team's progress on sections they are leading
    - Note: Each group leader should be able to give an update on their progress and schedule and ask any questions they have
- Individual meetings with individuals or groups who are leading sections of the code for staff
  - Ex. Watershed, green infrastructure, complete streets, etc.
- Meeting with Urban Design and Comprehensive Planning staff as needed to coordinate efforts.
- Other agreed upon topics

### **Task 24.6 Code Update Trip 6 (John, Lisa): March/April 2016**

2 members of the Code Team will travel to Austin for 2 days to present information on the progress completed on the Code. The composition of the consultant team that travels to Austin may vary by trip. The Code Team would be available for meetings with staff, as needed, and for one public meeting, or as mutually agreed upon by both parties. The public meeting could take the form of a public workshop, Planning Commission meeting or City Council briefing.

#### Topics to Cover with Public

- Overview of process, schedule, etc.
- Core Topics:
  - Specific simplification strategies integrating into the new code
  - Administration and Procedures thoughts
  - Integration with staff-lead elements: Ex. Green infrastructure, etc.
- Other agreed upon topics

#### Topics to Cover with Staff

- Review of Administrative Draft comments with staff
- Airport Boulevard: meet with Jorge as needed
- Meeting with Steering Committee to discuss:
  - Administrative Draft overview
  - Their team's progress on sections they are leading
    - Note: Each group leader should be able to give an update on their progress and schedule and ask any questions they have
- Individual meetings with individuals or groups who are leading sections of the code for staff

- Ex. Watershed, green infrastructure, complete streets, etc.
- Meeting with Urban Design and Comprehensive Planning staff as needed to coordinate efforts.
- Other agreed upon topics

**Consultant Team Deliverables:**

- Provide draft Agendas a minimum 10 working days prior to beginning of trip
  - PDFs of presentations a minimum of 3 working days prior to presentation
  - Final versions of presentations in Powerpoint\* and PDF formats.
- \*note: presentations are created in Keynote, the final version of the presentation will be converted to powerpoint and PDF formats for staffs use.

**City of Austin General Responsibilities and Deliverables:**

- Finding and securing venues for the Code Updates.
- Staffing the event
- Preparing materials for events, as needed (agendas, handouts)
- Recording comments by the public
- Media outreach and engagement
- Coordinating meetings with staff, Council Aides, Council Members, etc.
- Posting website updates
- Matt Lewis will be the public face of the project, as such will lead each of the events and participate in the presentation of materials.

**Task 25: Charrette 1: Testing the Initial Code Concepts and Defining Compact and Connected in Different Contexts**

**Charrettes**

**Intent:** While the Administrative draft of the code is in progress, a multi-day workshop will be conducted to test and demonstrate how new standards would be applied to different types of contexts. Sites are larger than a single development site in order to explore how various standards and zones interact across a broader area. This is an opportunity for Austinites to ask questions and get clarification on the new standards being considered for the code and for the design team to utilize the design process to show how aspects of the code such as compatibility and transitions from corridors are being refined. The Charrette is also an opportunity for City staff to learn skills and techniques that may be applied in other areas. The Envision Tomorrow tool would be used as part of this task to test the in-progress new code. It is anticipated that 2 Focus Areas could be completed at the same time. Focus Areas could be grouped by geographic proximity or by uncommon contexts.

Outside of this scope of work, but coordinated with it, the Code Team will work with CodeNext, Comprehensive Planning and Urban Design staff to discuss the integration of Airport Boulevard, and potentially other areas, to serve as a potential addition to the 2 Focus Areas. Staff will be responsible for work related to any additional Focus Areas.

**Task 25.1 Pre-Charrette Planning**

The Code Team will work with staff to select 2 Focus Areas for the charrette, to generate a list of stakeholders for each Focus Area, complete logistics, and to market the event.

The 2 Focus Areas will be selected from the following types of places or similar:

1. Activity Center(s):
  - a. Greenfield context; or
  - b. Walkable Urban Context; or
  - c. Drivable Suburban Context; or
  - d. Transitional Context
2. Section of an Activity Corridor (s)
  - a. Walkable Urban Context; or

- b. Drivable Suburban Context; or
- c. Transitional Context

3. Partial neighborhood(s) focusing on a center and the transitions from the center

After the selection of the Focus Areas, the Code Team will coordinate with staff on the creation of base maps and analysis of the Focus Areas.

The Code Team shall prepare and submit a base maps request memo, detailing the base maps and analysis maps required by the Consultant. The City shall then prepare and send the requested base maps and analysis maps to the Consultant within 15 working days of receipt of the request memo.

As part of the pre-charrette planning staff will prepare the following:

1. Find and reserve a site suitable for the charrette
  - a. Site requirements:
    - i. Available to the charrette team for the full duration of the charrette, without requiring moving or switching spaces.
    - ii. Available from 8am to 11pm every day of the charrette
    - iii. Room large enough to hold the charrette team and small informal meetings.
    - iv. Tables and chairs
    - v. Presentation space that does not require working stations to be moved
    - vi. Breakout space for smaller meetings (ideally a separate, adjacent room)
    - vii. Internet Access
2. Define primary stakeholders for each Focus Area and hold stakeholder meeting and individual meetings.
3. Schedule meetings that are necessary during the charrette
4. Media Kits and generally getting the word out about the event starting 8 weeks prior and continuing through the event. This may include but is not limited to: TV, newspaper, and radio adds, e-newsletters, information on the project web site, banners in the project areas, announcing it at Council or Board and Commission Meetings.
5. Marketing materials

### Task 25.2 Pre-Charrette Preparations

The charrette team will conduct a pre-charrette conference call/working session to review the analysis completed for the Focus Areas and determine what further analysis or preparation is required before the charrette. Preparation for the charrette may include the following items:

- Digital modeling of existing conditions
- Preparation of posters highlighting the existing character of the Focus Areas
- Preparation of photography posters of potential building types and frontage types
- Preparation of boards describing potential refinements to zones or new zones
- Review of analysis completed on Focus Areas

### Task 25.3 Charrette

**Intent:** The intent of the process is to generate detailed design alternatives for 2 Focus Areas to enable the team to test initial draft code ideas, to tackle difficult issues, to build buy-in and trust for the process and the team, and to provide detailed answers and illustrations to frequently asked questions including how the new code concepts will be applied to neighborhoods.

It is important to complete 2 different Focus Areas in this first charrette in order to effectively inform the code draft and to maximize cost efficiencies. To successfully complete work for 2 Focus Areas the charrette will need to be 6 working days and include a design team.

The charrette will be 6 full working days, with the team setting up a working design studio within an easy to access location in the City. It will provide stakeholders to participate in both formal and informal ways, and also allow them to simply drop into the studio during the open studio hours on any of the days except the last day which is set aside for production of the final drawings and presentation. See the agenda included.

#### **Focus Areas for the charrette**

The Code Team will create a list of preferred Focus Areas based on geographic diversity, context diversity, and to be sure that a wide range of issues can be addressed.

#### **Team Composition and Size**

To enable the team to successfully address the issues and provide design solutions, and test the code concepts for the 2 Focus Areas, there will be one design team from the consultants and other multidisciplinary consultants present at the charrette to make sure that all aspects of the code are being considered and discussed, ranging from Household Affordability to compatibility and relationship with Neighborhood Plans.

- The minimum number of full time consultants at the charrette is: 6
- The minimum number of part time consultants at the charrette is: 8
- The minimum number of staff at charrette: 4

#### **Team Members That Will Lead Design**

The Code Team will bring a design team composed of following members:

1. Design team leader
2. Two design support members
3. Renderer

Dan Parolek and John Miki will be in and out of meetings and conversations all week, but will support the design teams as is possible. Lisa Wise will be meeting with code staff to discuss aspects of the in progress Admin Draft, and Peter Park will discuss political navigation, recommend approaches to mapping or comment on mapping approaches provided by staff, and meet with decision makers and major stakeholders as needed.

#### **Team Members That Will Assist Both Teams**

1. Transportation: Kimley Horn or similar (limited participation)
  - a. Review of street cross sections for Focus Areas
2. Subdivision, site planning, and green infrastructure: Urban Design Group (limited participation)
  - a. Review of infrastructure concepts for Focus Areas
3. Illustrations and Diagrams: Taniguchi (part time)
4. Envision Tomorrow: John Fregonese and Alex Joyce (part time)
  - a. Adjusting model settings to match input from charrette.
5. Economics: EcoNorthwest-Abe Farkus (part time)
  - a. Presentation on Household Affordability strategies and assist in calibrating Envision Tomorrow

6. Design and Coding: Jana McCann (part time)

#### **City Staff Necessary for Support**

1. A minimum of 2 core CodeNext team members in the studio all day every day to help guide visitors through the content generated and support the team as needed.
2. 1 staff member to be the "runner." Available the entire time to run errands such as copying/printing, or getting food and/or supplies.
3. PIO staff as necessary to complete the following tasks during the Charrette:
  - a. Filming and photographing the process;
  - b. Filming formal presentations;
  - c. Live tweeting;
  - d. Daily update on website;
  - e. Ensuring media presence at event; and
  - f. Translation as necessary.
4. Various staff available for pre-determined meeting times throughout the charrette.
  - a. Ex. Site planning, green infrastructure, etc.
5. Generally: It is important to get as many staff members to drop in, participate, and observe as is possible. If there are Neighborhood Planning or Urban Design staff who would likely lead similar future efforts through the City, it would be great to have them participate full time, even if it is in an observation role. Staff members who are able to commit to the entire week will work with the design teams, This close collaboration will provide opportunities for staff and the consultant team to build upon each team members strengths and apply lessons learned to future charrette and visioning exercises.

#### **Charrette Process**

The charrette process will include the following elements:

1. Formal Presentations:
  - a. Kick-off presentation
  - b. Mid-week presentation
  - c. Final evening presentation. The consultant team will coordinate with staff to identify key findings that should be incorporated in the final charrette presentation.
2. Informal Presentations
  - a. End of day pin ups on days without a formal presentation
3. Open Studio (assuming Monday-Saturday event):
  - a. Day 2, 3, 4, and morning of Day 5
4. Brown Bag lunches (2-3):

Topic-specific presentations such as mapping, administration and procedures, what is a form-based code, etc. led by the team in an informal location in a bring-your-own-lunch context.
5. Design Studio:

Unlike most public processes that are primarily about exercises and talking, the primary intent of the charrette is to generate detailed design alternatives to address issues and to enable the team to talk about the issues in detail and show detailed solutions to the issues or concerns. Initial sketches (plans, 3-D images, thoroughfare cross sections) are generated in the first couple days studying plan alternatives for the opportunity sites in terms of desired form, mix of building types, character, quality, and quantity of public spaces, thoroughfare design, and green infrastructure. These initial illustrative plan alternatives and



supporting drawings and models are then presented to the larger team and the public for feedback. The team then uses the feedback through the course of the week to select a preferred alternative and to create a set of supporting illustrative drawings, final site plan, and supporting 3-D images to clearly represent the intent of this preferred alternative for each Focus Area.

These design alternatives and the preferred alternatives are used to test the standards being considered for inclusion in the administrative draft code and to create draft zoning maps for the Focus Areas. The standards that will be tested will depend on the selection of Focus Areas (i.e. testing of the watershed/water quality standards will be dependent on the watersheds that are represented in the Focus Areas selected for the charrette.)

6. Private meetings with staff:

Prior to the charrette, we will determine who within the staff we will need to meet to get feedback on generated designs and to discuss some initial drafts of content from the code rewrite. As mentioned above, Lisa Wise's time at the Charrette will primarily be spent meeting with staff to discuss draft content, to get feedback on challenging aspects of the Administrative Draft, and to discuss sections of the code that staff are leading with those who are working on it.

7. Meetings with Stakeholders as needed:

Meetings with stakeholders of the 2 Focus Areas shall occur before the charrette. These meetings offer an opportunity for staff and the stakeholders to gain a better understanding of the charrette process and to gain additional input. Typically stakeholders include: Residents, property owners, business owners, and local civic organizations.

During the course of the charrette the consultant team would be available for additional meetings with stakeholders, as needed.

8. Meetings with Council Members as is possible:

Ideally we would get as many Council members to the opening and closing presentations as possible, thus requiring this to be posted as a Council Working Session.

If that is not possible, we would like to schedule times for each of them to drop in at the studio to see the work that is being produced and to get a feeling for the event and what it has and will accomplish. This is important because it is a major investment in public outreach for this process.

**Consultant Team Deliverables:**

- Draft detailed work plan describing process for conducting charrette 2 months prior to the charrette date
- Preliminary list of Focus Areas
- Review stakeholders lists for each Focus Area
- Provide list of typical items to discuss with stakeholders
- Base map and analysis request memo
- Opening and closing presentations in Powerpoint\* and PDF formats
- Brown bag lunch presentations in Powerpoint\* and PDF formats
- Notes from meetings
- Design Drawings (Digital photographs or scans in jpg or PDF format)
  - Minimum 2 perspective rendering per Focus Area
  - Illustrative Plans for each Focus Area
  - Draft zoning maps for each Focus Area
  - Supporting 2-D and 3-D design drawings
  - Thoroughfare cross sections (as applicable)
- Refinements to form-based code elements
- Refinements to non-form-based elements
- Comments on draft concepts for mapping zoning

\*note: presentations are created in Keynote, the final version of the presentation will be converted to Powerpoint and PDF formats for staffs use.

**City of Austin General Responsibilities and Deliverables:**

- Selection of charrette Focus Areas 3 months prior to charrette
- Introducing the charrette and the specific Focus Areas across departments to staff that will need to be engaged in the charrette

- Creation of base maps and analysis maps for Focus Areas
- Submittal of base maps and analysis maps to consultant team 2 months prior to charrette
- Finding and securing venues for the charrette
- Creating stakeholder lists for each Focus Area
- Conducting stakeholder meetings
- Staffing the event as per the list above
- Also making sure all city departments are represented at the charrette that are necessary to discuss and address obstacles that are currently in place for creating compact and connected communities throughout Austin. This may entail scheduling appropriate meetings to review potential issues and discuss items with them both after Focus Areas are selected and during the charrette as design ideas are created and tested.
- Recording comments by the public
- Media outreach and engagement
- Getting the word out about the charrette a minimum of 8 weeks prior to the event and building a media “buzz” as the event approaches
- PIO staff as necessary to complete the following tasks during the charrette:
  - Filming and photographing the process;
  - Filming formal presentations;
  - Live tweeting;
  - Daily update on website;
  - Ensuring media presence; and
  - Translation as necessary.
- Should staff choose to add additional Focus Areas, staff shall be responsible for those Focus Areas, including the following:
  - Prepare base maps and analysis maps for the additional Focus Areas.
  - Create a design team of staff members who are comfortable working in a charrette environment.
  - Preparing charrette drawings
  - Find an additional team member who can draw and render eye-level perspectives and aerial perspectives.
- Envision Tomorrow draft modeling for Focus Areas prior to the charrette
- Submit draft concepts for mapping zoning to Code Team at least 2 weeks prior to charrette

**Task 26: Staff Review of Administrative Draft**

**Code Writing**

**Intent:** To provide an opportunity for relevant staff to review and comment on the Administrative Draft of the Land Development Code.

**Task 26.1 Present Administrative Draft to Staff**

The Code team will submit the Administrative Draft and Preliminary Zoning Equivalence Table. The Consultant Team will conduct a 2-hour conference call to walk-through of the Administrative Draft of the code to City Staff.

Note: During Code Update trip 5, the code team will present an overview of the Administrative Draft of the code to the staff steering committee and be available to discuss the Draft

**Task 26.2 Review of Administrative Draft**

The City will circulate the draft for internal review by relevant city departments.

The code team will spend up to 58 hours reviewing portions of the code authored by staff for consistency and integration with sections authored by Code Team.

**Task 26.3 Conference Calls to Review Draft**

The Consultant team will participate in up to three 2-hour conference calls with the City to review recommended changes and answer questions and comments.

Note: In addition to the above listed conference calls, one Code Team member will meet with staff to review comments during Code Update Trip 6.

#### **Task 26.4 Consolidated List of Comments**

The City will create and maintain a list of comments, questions and recommended changes. The City will submit to the consultant a single, consolidated, non-conflicting list of recommended changes 10 weeks after receiving the Administrative Draft. Edits based on the consolidated list of comments to the Administrative Draft are not included in this scope of work.

#### **Consultant Team Responsibilities:**

- Present an overview of the Administrative Draft to staff as part of Code Update Trip 5
- Participate in up to three conference calls to review Administrative Draft with staff
- Review sections prepared by staff for consistency with other sections (up to 58 hours).
- Respond to questions on Administrative Draft.

#### **City of Austin General Responsibilities and Deliverables:**

- Participate in conference calls
- Review Administrative Draft
- Meet with Steering Committee to review Administrative Draft
- Manage communication with the Steering Committee relate to comments on the Administrative Draft as well as drafts of the sections of the code that Staff will be leading
- Consolidate comments on Administrative Draft within 10 weeks of receiving Draft from the Consultant
- Reconcile conflicting comments on Administrative Draft
- Respond to questions on Administrative Draft

#### **Task 27: Project Management**

**PM**

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**Intent:** This task is set aside to enable consistent and effective communication and coordination for the project.

A bi-weekly conference call will be scheduled between the Code Team and the City of Austin to track progress in relation to the Project Management Plan.

**Intent:** This task is set aside to enable the consultant team to respond to items that might come up during the course of the project, which cannot be fully anticipated or that cannot be scoped out without the completion of other tasks. Prior written approval by the City is required before funds for contingency items are expended. Contingency tasks shall be reimbursed for actual time and expenses.

General Contingency Task for the Code Team could include, but are not limited to:

- Scenario Testing with Envision Tomorrow
- Public Outreach and Engagement
- Review of Proposed Interim Code Amendments
- Coordination with other city-led projects and initiatives
- Attending meetings in addition to those listed in separately in this scope of work
- Information for the CAG
- Code Team assistance in Production of Items for Public Engagement
- Consult with staff on Tracking Matrix
- Packaging the Administrative Draft Chapters into a set of PDFs
- Review Administrative Draft for Consistency with Style Sheet and Code Template
- Making template digital code ready
- Participate, when available, in additional trips with a minimum of 4 weeks notice
- Other agreed upon tasks

Note: There is not enough contingency for the Code Team to complete all of these tasks.

## Other Terms

- The City recognizes that adoption of the updated code into law is a public process that the Consultant cannot control. Therefore, the Consultant cannot guarantee that the code update will be adopted into law.
- The City is responsible for providing all necessary base information regarding the site and any project requirements before design commences. Opticos is not responsible for any errors, omissions, or changes required due to late, incorrect, or missing base information.
- All deliverables by the Consultant will be provided in PDF format, unless otherwise specified in the scope or mutually agreed upon by both parties.
- Opportunities for the City to review and comment on the Consultant's deliverables are provided in the above scope of work. Each submission to the City of a version of a document as described in the scope of work will be considered the final deliverable provided that it accurately responds to previous comments made by the City. The Consultant will provide additional revisions to a final deliverable, if needed, as Additional Services.
- Additional meetings, conference calls, and visits beyond those listed above will only be attended, as needed, with a contract amendment for an additional fee.
- City will provide space and equipment (chairs, tables, etc) for the workshops and other meetings. (Consultant to bring computers and drafting supplies.) City will provide food for participants other than the design team for workshops and working sessions. Consultant will not be responsible for any such planning or expenses.
- The final dates for all visits must be set at least 4 weeks in advance. If any dates are set or changed within that 4-week time period, the Consultant will make its best efforts to attend, but cannot guarantee attendance. In addition, any increase in expenses above what was budgeted will be reimbursed by the City as Additional Services.

## Amendment 5

### Attachment 1: Scope of Work, Part 2 of 2

### Comprehensive Land Development Code Revision for the City of Austin

### Phase 2 Administrative Draft

April 13, 2015 revised May 14, 2015

#### Outline of Rewrite Responsibilities

	Lead roles	Notes
CHAPTER 25-1. GENERAL REQUIREMENTS AND PROCEDURES.	ODI/LWC	This Chapter should provide requirements and procedures that apply to Title 25 in its entirety. Requirements/procedures that apply to certain Chapters (e.g 25-2) should be moved to those Chapters. City Law Dept. should be heavily involved in Article 7 (Appeals). LWC will draft procedures for 25-2 and other portions of the Code that the Code Team is in charge of. LWC to provide an outline approach to procedures from which staff can create procedures with the Law Department.
CHAPTER 25-2. ZONING.	ODI/LWC	This Chapter needs substantial reorganization, rewriting, deleting, and additions of text/graphics. Subchapter C, Article 9 includes Landscaping which City is reviewing and should be coordinated with Chapters 25-6 and 25-8.
CHAPTER 25-3. TRADITIONAL NEIGHBORHOOD DISTRICT.	Replace	Replace with form-based districts and community design standards.
CHAPTER 25-4. SUBDIVISION.	City/Code team	Under review and revision by the City. Need support from Code Team on formatting, procedures, best practices, and integration with zoning.
CHAPTER 25-5. SITE PLANS.	ODI/LWC	Can this fold into 25-2?
CHAPTER 25-6. TRANSPORTATION.	City (PDRD, ATD, DPW)	This Chapter deals with establishing ROWs, street design, traffic impacts, driveways, sidewalks. Off-street parking could move to 25-2. Need help from Code Team on formatting & parking standards. Need to add Complete Streets.
CHAPTER 25-7. DRAINAGE.	City (WPD, PDRD)	Under review by City. Coordinate with changes to 25-8.
CHAPTER 25-8. ENVIRONMENT.	City (PDRD, WPD)	This Chapter contains Water Quality (Subchapter A), which is under revision by WPD, and Tree and Natural Area Protection/Endangered Species (Subchapter B). Needs to incorporate green infrastructure.
CHAPTER 25-9. WATER AND WASTEWATER.	City (AWU)	This Chapter deals with utility service, water districts, capital recovery fees, and reclaimed water. Minor changes.
CHAPTER 25-10. SIGN REGULATIONS.	ODI/LWC	TBD - Could combine with 25-2 if signs are calibrated with the zones.
CHAPTER 25-11. BUILDING, DEMO, AND RELOCATION PERMITS; SPECIAL REQUIREMENTS FOR HISTORIC STRUCTURES.	City	Consider moving Historic regulations to 25-2.
CHAPTER 25-12. TECHNICAL CODES.	No Changes	
CHAPTER 25-13. AIRPORT HAZARD AND COMPATIBLE LAND USE REGS.	ODI/LWC	Consider moving to 25-2.

This project scope and the associated fee and timeline are based on the use of Opticos' standard framework for use tables which are based on three levels of permitting: Permitted uses, Minor Use Permit (Administrative Review), and a Conditional Use Permit (Public Review). Any requests for major deviations are not included in this scope.

The Form-based standards portions of the code shall only include the following sections:

- o Building Form Standards
- o Building Type Standards
- o Frontage Type Standards
- o Civic Space Standards
- o Site Development Standards (Landscaping and Parking)
- o Infill Community Plan/TND Ordinance (Site Layout Standards)
- o Thoroughfare Standards

**Attachment 2: RESOURCE ALLOCATION PLAN  
Amendment 5**

Updated: 2/1/15

*Note: PM will advise Consultant of level of detail and payment benchmarks desired for Task Descriptions*

Task Description	Budget	Start Date	End Date	% Complete	% Paid	% Time
2. Administrative Draft	\$925,000.00					
2.20 Refinements to Context Studies	\$9,840.00	2/1/15	6/7/15			
2.21 Further Assessment of Existing Code	\$11,760.00	2/1/15	6/7/15			
2.22 Style Sheet	\$24,445.00	2/1/15	7/12/15			
2.23 Create Administrative Draft	\$375,354.00	2/1/15	2/21/16			
2.24 Code Update Trips	\$100,895.00	2/1/15	5/15/16			
2.25 Charrette 1 Testing the Admin Draft	\$192,737.00	2/1/15	11/15/15			
2.26 Staff Review of the Admin Draft	\$27,180.00	2/1/15	5/15/16			
2.27 Project Management	\$73,430.00	2/1/15	5/15/16			
2.28 Contingency	\$109,359.00	2/1/15	5/15/16			
<i>Phase Total</i>				0.0%	0.0%	0.0%
<i>Project Total</i>	\$925,000.00			0.0%	0.0%	0.0%

APPROVED FIXED CONSTRUCTION BUDGET:
DATE OF CURRENT FCB: