



**Town of Huntersville, North Carolina  
Community Plan Update  
Scope of Work  
Date of Approval: September 3, 2019**

**INTRODUCTION**

**STEWART** is the lead firm selected to prepare the Huntersville Community Plan Update, with Nealon Planning and Kimley-Horn serving as subcontractors to Stewart. The lead firm and subcontractors are referred to collectively in the scope of work as the CONSULTANT.

This scope of work outlines the work program for the development of the Huntersville Community Plan Update. It has been developed based upon a detailed proposal, conversations with Town staff, and prior experience creating similar plans. The work program is organized into the following phases:

- Phase 1: Project Initiation
- Phase 2: Analysis & Visioning
- Phase 3: Plan Development
- Phase 4: Implementation & Adoption

The CONSULTANT will work together with Huntersville Planning staff and other Town departments in all facets of the plan development process, including work with the Steering Committee appointed by the Huntersville Town Board of Commissioners, data analysis and mapping, public engagement, and the creation of policies and actionable implementation strategies.

# SCOPE OF WORK

## **PHASE 1: PROJECT INITIATION**

Prior to beginning the planning process, the CONSULTANT will meet with Town staff to refine the work plan, public engagement process, schedule, communication methods, and other items related to project execution.

### **1.1 Existing Plan and Document Review/Data Gathering**

The CONSULTANT will work with Town staff to identify and assemble relevant background documents for review. Spatial data and adopted plans will be collected from the Town, state, and federal agencies as well as private organizations. At a minimum the following will be reviewed:

- GIS Files
- Neighboring Jurisdiction and Regional Plans
- Zoning Ordinance
- Subdivision Ordinance
- 2030 Community Plan
- 2014 Strategic Economic Development Plan
- Small Area Plans
- Land Use Corridor Plans
- Downtown Master Plan
- Neighborhood Plans
- Redevelopment Plans
- Comprehensive & Metropolitan Transportation Plans
- NCTIP/Town CIP Projects

An Assessment of the adopted Community Plan is vital to understanding the challenges, opportunities, and successes stemming from the existing guidance document and implementation measures. The CONSULTANT will work with Town staff to produce an assessment of the existing plan focusing on policy, results of implementation strategies, and consistency with small area plans and other Town studies. As part of this the CONSULTANT will summarize progress and outstanding issues related to the Six Focus Areas established in the existing Community Plan:

1. Housing
2. Environment
3. Transportation
4. Economic & Commercial Development
5. Downtown
6. Public Systems, Facilities & Services

## **1.2 Tour and Initiation Meetings**

To initiate the planning process, the CONSULTANT will conduct an initial round of meetings with staff, the Steering Committee, elected/appointed officials, and stakeholders to help identify key issues to be addressed in the Community Plan Update and to understand expectations. The meetings will include the following:

- *Kickoff Meeting with Staff* – Key CONSULTANT team members will attend a kickoff meeting with Town staff. The meeting will take place the same day as the tour.
- *Community Tour* – CONSULTANT will conduct tour(s) with Town staff to document, inventory, and view key area and features such as Town-owned land and buildings, protected and unprotected natural resource areas, housing, recently approved developments (or areas proposed/being considered for development), and utilities/infrastructure. This tour will help the CONSULTANT understand how the land area is currently organized, used, and supported by public facilities.
- *Stakeholder Interviews* – The CONSULTANT will conduct a series of stakeholder interviews (6 meetings) taking place over the course of one day. The CONSULTANT will work with Town staff to identify these interests (business owners, community and neighborhood groups, economic development and tourism officials, representatives from the environmental community, etc.). The purpose of the meetings is to listen and understand concerns and identify plan opportunities and constraints.
- *Steering Committee Meeting* – The first meeting with the Steering Committee will occur during this phase of the project where we will discuss the project scope, schedule, stakeholder feedback, and identify issues. At least one member of the CONSULTANT team will attend all Steering Committee meetings unless specified in the scope or agreed upon through communications with Town staff.

## **1.3 Public Engagement Materials**

Website and Public Engagement materials – The CONSULTANT will create a standalone website and public engagement materials including a Frequently Asked Questions (FAQ) document or brochure for education purposes. A brief, introductory power point presentation will be created to assist with community outreach. The website will be set up early in the process to allow for people to register for updates during the planning process. Contact information provided via the website will be provided to the town staff to allow for periodic communication. It is also anticipated

that the town's existing email distribution list (Constant Contact) will also be leveraged to announce key opportunities for public involvement. The website will also be used to link to surveys, provide notices of upcoming meetings and events and serve as a repository for project documents and resources.

### **Phase 1 Meetings:**

- Project Initiation Meeting with Staff
- Community Tour
- Stakeholder Interviews (6)
- Steering Committee Meeting #1 – Project Initiation
- Monthly coordination calls with Town Staff

### **Phase 1 Deliverables:**

- Plan Review – A summary of previous planning efforts and adopted policy will be prepared and highlights will be presented to the Steering Committee. Highlights of the plan reviews will also be included in the final plan document. Town staff to provide the following:
  - Text or power-point based summary of progress since current Community Plan adoption related to the six focus areas, including policies and implementation recommendations.
  - Summary of progress made and key ideas within adopted small area plans that are relevant to the Community Plan Update.
- Stakeholder Interview Schedule and Invitation Template – The CONSULTANT will develop a schedule and an email invitation template for staff to use to invite stakeholders to participate in the plan update.
- Meeting Materials – The CONSULTANT will be responsible for producing materials and summaries for the Stakeholder Interviews, Steering Committee Meeting, and other meetings.
- Public Engagement Plan – The CONSULTANT will produce document that lists planned public outreach efforts including meetings and major touchpoints for social media, workshops, and Board and elected official presentations.
- Public Engagement and Branding Materials – FAQ or brochure and standalone website. Introduction power point. Branding including project name, color palette and font set.

## **PHASE 2: ANALYSIS & VISIONING**

### **2.1 Mapping and Community Profile**

The CONSULTANT will prepare a Community Profile (CP). The CP will include the Town history, a Town profile, and associated indicators (population, employment, income, socioeconomic data, housing, education, health, aging, development projects, etc.). Data from the Census Bureau, State of North Carolina, and other available sources will be used. Materials from Huntersville 101 will be integrated into the CP as appropriate.

The information collected and analyzed in the Community Profile will be used to inform the Community Plan Update and provide key facts and figures that can be integrated into presentations and documents in a highly graphic and easily understandable format. This data will be presented at a Steering Committee meeting, a community meeting in Phase 3, and provide educational materials for public engagement efforts, guide the team's work in future phases, and will ultimately be incorporated into the final plan.

This task will include developing maps that will be used throughout the process. Using data collected as part of Phase 1, the CONSULTANT will analyze existing land use patterns to determine development trends and establish character areas which will be useful for determining future land use recommendations. A land supply inventory will also be created that factors in utilized land (built lands not likely to redevelop or accommodate new development), underutilized land (determined by querying certain types of land uses based on a structure value to land value ratio), and vacant or available land. Environmental constraints will also be mapped. An inventory and summary of available, buildable land will be created to help identify areas of potential change.

### **2.2 Community Profile Deliverable**

Key maps, statistics and takeaways will be included in a standalone power point document to be available on the website and included as an appendix in the final plan.

### **2.3 Community Survey Phase 1**

The CONSULTANT will work closely with Town staff to develop a Community Survey to gather feedback from the public regarding plan development preferences and key issues to be addressed by plan policies, future regulatory efforts, and investment decisions. The survey will include a visual preference survey, utilizing local and regional precedents to the extent possible, which will allow participants to express preference for a variety of design options including streets, neighborhood design, open space, and architectural types. It is anticipated that the Community Survey will be available on-line, in print form, and as the focus of the public meetings during Phase 3. It is also important to note that questions/answers from the 2011 survey will be reviewed and utilized in the current survey as appropriate to explore changes in preferences, etc.

The CONSULTANT will work with a third-party provider (i.e. MetroQuest, PublicInput.com or other provider) to create an interactive survey that could include a community forum and/or map-based activities that allow participants to spatially locate priorities and/or identify land use preferences.

### **2.4 Visioning Workshop**

Following the analysis phase, the CONSULTANT will coordinate with Town staff to schedule and conduct a workshop over the course of 3.5 days with open studio times and a variety of formal and informal meetings. A concentrated effort focused on community betterment will build excitement and create momentum for the plan. The first day will focus on issues, opportunities, and visioning. The second day will include a meeting to convey themes of input received on the first day. The third day will focus on developing recommendations, concepts, and action items. An informal public meeting or event and a Steering Committee meeting will also be scheduled during the workshop. During this phase the CONSULTANT will prepare an activity meant to guide children through an interactive planning exercise. This activity could be used during the workshop or at a separate meeting facilitated by Town staff.

Planners and designers will present workshop results at a Steering Committee meeting, and two public open house/workshop sessions will be scheduled to gather input on the plan. As part of the workshop the CONSULTANT may also schedule a work session with staff and key stakeholders and/or an informal meeting.

## **Phase 2 Meetings:**

- Steering Committee Meeting #2 - Analysis
- 3.5 Days of Public Meetings
- Steering Committee Meeting #3
- Monthly coordination calls with Town Staff

## **Phase 2 Deliverables:**

- *Mapping Deliverables (provided in ArcGIS v10.5 Map Package (.mpk) format):*
  - Existing Land Use
  - Land Use Supply (Vacant, Developed, and Underdeveloped Lands)
  - Parcel Size Map
  - Environmental Constraints Map (Floodplains, Wetlands, Slope, Topography, Vegetation, and other Sensitive Resources)
  - Multi-Modal Transportation Maps
  - Infrastructure and Services (Water, Sewer, Storm, Schools, Police, Fire, EMS)
  - Parks, Recreation and Open Space (including Agricultural Lands)
  - Cultural and Historic Resources
- Community Survey (Phase 1)
- Community Profile Deliverable
- Workshop Materials
- Preliminary Vision, Goals, and Recommendations
- Meeting Materials and Summaries

## **PHASE 3: PLAN DEVELOPMENT**

### **3.1 Plan and Policy Framework**

Building on the draft vision, goals, and public input the CONSULTANT will prepare a detailed outline or framework of the proposed plan. Upon direction from Town staff, the framework could incorporate the previous plan's six focus areas as well as any other elements identified in the visioning process.

### **3.2 Land Use Suitability**

The CONSULTANT will conduct a Land Use Suitability Analysis that will determine areas most suitable for different types of development based on economic development and environmental inputs. It is anticipated that suitability maps will be created for residential, nonresidential (commercial, industrial, etc.), and conservation/open space. Exact land use types and inputs will be determined based on consultation with Town staff. Typical inputs include proximity to existing and proposed roadways and utility infrastructure, proximity to schools, parks and commercial areas, adjacent land uses, and environmental constraints.

The suitability analysis will be combined with input from public meetings to determine land use preferences including land use-mix, scale, and design character. Deliverables for this task will be utilized to formulate land use recommendations.

### **3.3 Build-Out Summary**

The CONSULTANT will coordinate with town staff to gather data on residential build-out estimates produced by town staff. A student generation rate will be applied to dwelling unit projections. Build-out estimates from staff will be compared to estimates in the Regional CONNECT Our Future model. This information will be summarized for use in the Community Plan Update process.

### **3.4 Future Land Use and Housing**

Following the Land Use Suitability Analysis, and processing of feedback from the workshop and Steering Committee meeting, the CONSULTANT will work to create a Future Land Use Map to accommodate growth and development through the next five to ten years.

The CONSULTANT will conduct detailed analyses of issues and opportunities in various portions of the Town. Residential growth areas, redevelopment opportunities, economic development opportunities and conservation priorities will be studied.

The map will be supplemented with descriptions of land use categories that will be brought to life using precedent imagery. The descriptions will specify intended use mix, scale, density, and other design features (i.e. – street standards, open space form, and footprint).

As part of this task the CONSULTANT will work with Town staff to provide guidance on the federal Fair Housing Act. Housing recommendations in the Community Plan Update will provide policy guidance on the Town’s housing stock and future location and mix of housing within Huntersville. The CONSULTANT will strive to emphasize the importance of providing a range of housing types for all segments of Huntersville’s population.

### **3.5 Transportation**

#### **Inventory.**

The CONSULTANT will inventory projects recommended in local, regional, and statewide transportation plans. The inventory will consider all modes, including roadway, bicycle, pedestrian, and transit. Funded transportation projects from the Charlotte Regional Transportation Planning Organization (CRTPO) 2045 Metropolitan Transportation Plan (MTP), North Carolina Surface Transportation Improvement Program (NC STIP), the Town’s Capital Improvements Program (CIP), and unfunded projects from the CRTPO Comprehensive Transportation Plan and the Town’s mode-specific plans will be inventoried. Projects from neighboring jurisdictions considered to have an impact on the Town will also be considered. The inventory of projects will document project source, funding status, and implementation timeframe. No additional traffic analysis or modeling will be conducted.

#### **Diagnostic.**

Once the community plan goals are finalized and a draft land use plan is available, the inventory of projects will be revisited to determine how well the projects address the community vision. The diagnostic will consider the proposed design (if

available) of the transportation projects and will recommend strategies that seek to limit community disruptions due to the number and magnitude of concurrent projects under construction.

### **Transit Assessment.**

The CONSULTANT will consider the long-term goal of commuter rail transit while acknowledging the land use benefits of different types of transit (e.g., commuter rail, light rail). The transit assessment will consider the recently completed North Corridor reassessment and parallel and perpendicular connections between the I-77 Express Lanes and the Norfolk-Southern “O” line commuter rail. Ridership forecasting or detailed transit analysis will not be conducted.

### **Transportation Policies and Action Items.**

Using the Huntersville 2030 Community Plan (Part 3, Section 15.0) as a model, the CONSULTANT will recommend transportation policies and programs that support the Plan Update’s other topical areas. Recommended policies and programs will include ways to integrate transportation design decisions into other Town decision-making processes.

## **3.6 Public Systems and Facilities Services**

Analyses and recommendations will address capacity and constraints as it relates to potential growth within Huntersville. A framework for public and privately funded utility infrastructure improvements needs to be updated regularly to ensure that it is in line with the type of growth that is envisioned as part of the land use element of the plan. Recommendations and priorities for public utility extensions will be included in this element.

## **3.7 Economic Development and Placemaking**

The Community Profile (population, households, building permits, employment, trends, incomes, and other key variables) will be utilized for this analysis. A comprehensive baseline of where the Town is today will be established. This will be compared with the surrounding markets and/or peer communities. Economic development is critical to the future success of the Town of Huntersville. To help understand and address this issue, the CONSULTANT will consult with the Charlotte Regional Business Alliance, Lake Norman Economic Development, the Lake Norman

Chamber, the Huntersville Chamber, and other agencies to gather information on existing policies, plans, and incentives.

Leveraging the Community Assessment, as well as other published data sources, the CONSULTANT will prepare a market review for Huntersville. This effort will focus on the market potential for housing, retail, job-producing, and entertainment-based sectors. This review will consider baseline and historical conditions; the location, direction, and outcomes of investment decisions; and the use of real estate by various sectors of the local economy. These factors will be synthesized to assess strengths, weaknesses, opportunities, and threats (SWOT) to better understand the development potential of the Town. Ultimately, the CONSULTANT will develop an inventory of potential catalyst sites and available and/or potentially developable land in Huntersville.

Economic development strategies and recommendations will be identified, including new and existing activities and policies. Strategies will be organized around the plan's goals and placed into a matrix that designates between short- and intermediate-term opportunities and longer-term strategic investments.

### **3.8 Environment and Open Space**

This element will incorporate and build off the Town's rural base and environmental resources. Protection and management strategies will be evaluated to ensure that future land use decision-making incorporates appropriate concerns and protection of priority areas such as the Critical Area of the Lake Norman Watershed. The Mecklenburg County Soil and Water Conservation District and the North Carolina Wildlife Resources Commission will be consulted for more input into this section of the Plan.

Open space and recreation resources are important not only to residents and visitors, but also the business community. This element of the plan will focus on meeting the current and future open space, parks, and recreation needs of the Town, and how the Town can use its existing and future open space resources as an opportunity to promote recreational opportunities that could facilitate economic development and promote recreational tourism. The Community Plan Update will include GIS mapping of existing facilities and ongoing open space protection efforts, and will highlight

priority park improvements/investments, greenway corridors, regional park locations and interconnection opportunities, and strategic open space priorities.

### **3.9 Community Survey Phase 2**

The CONSULTANT will work closely with Town staff to develop a second Community Survey to gather feedback from the public regarding draft recommendations and priority implementation steps.

### **3.10 Plan Development**

The CONSULTANT, in collaboration with Town staff, will prepare and submit a draft 2030 Community Plan Update (to be delivered in batches of chapters for ease of review) to Town staff and the Steering Committee for review. Following this review, the draft document will be posted on the Town website for public comment. Town staff and the CONSULTANT will also conduct a community open house to reveal the full plan. An online comment form will be created in order to capture public comments. All comments received from staff, the Steering Committee, and the public will be catalogued, and responses made. This careful tracking of comments will allow the CONSULTANT to identify common themes in feedback/ comments for discussion with staff and elected/appointed officials during the review and public hearing process. The draft document will be revised and amended as appropriate.

### **Phase 3 Meetings:**

- Steering Committee Meeting #4 – Framework and Vision
- Steering Committee Meeting #5 – Draft Plan
- Community Meetings/Open House – Draft Plan
- Monthly coordination calls with Town Staff

### **Phase 3 Deliverables:**

- Future Land Use Map and Policies
- Character Area Descriptions
- Community Survey (Phase 2)
- Draft Community Plan Update
- Summary of Comments on Draft Plan (pdf format)
- Meeting and Public Workshop materials

## **PHASE 4: IMPLEMENTATION & ADOPTION**

### **4.1 Implementation**

After the plan is in draft format the CONSULTANT will conduct a work session with planning staff and other Town departments to discuss implementation steps. Topics that will be discussed include potential amendments to the zoning ordinance, ways to address adequate public facilities, traffic impact analyses, tree preservation, affordable housing/inclusionary zoning and other design standards recommended during the Plan update process.

### **4.2 Plan Adoption**

Plan adoption will be a collaborative process between Town staff and the CONSULTANT. The final 2030 Community Plan Update will be presented to the public at a Community Meeting/Open House and to the Planning Board and Town Board of Commissioners during the review and public hearing process. Following the public hearing process, a final set of plan documents in printed and electronic format will be provided to the Town.

Optionally, the CONSULTANT will assist the town by conducting additional neighborhood meetings and/or attending existing meetings of civic groups to gather feedback on proposed recommendations.

### **Phase 4 Meetings:**

- Steering Committee #6 – Implementation
- Up to 2 Adoption Meetings (Planning Board and/or Town Board of Commissioners)
- Monthly coordination calls with Town staff

### **Phase 4 Deliverables:**

- Implementation Recommendations
- Final Adopted Plan
- Meeting Summaries

### **Training and Continuing Service**

The CONSULTANT will conduct a half-day training session for Town staff, Planning Board, and/or Board of Commissioners. As part of a Continuing Service promise, the CONSULTANT will be available by phone or email for a period of six months following plan adoption to assist staff with questions. This continuing service is included in the base fee and is not an additional cost to the Town.

### **TOWN RESPONSIBILITIES**

It shall be the responsibility of the Town staff to provide the following items:

1. Provide any available electronic information on the study area to be used in the preparation of plans.
2. Provide reasonable advanced notice of scheduled meetings.
3. Provide decisions on critical issues as necessary in a timely manner.
4. Payment of all invoices per Conditions of the Agreement.

### **COMPENSATION / BUDGET**

The CONSULTANT agrees to provide professional services as outlined above in the Scope of Services on a lump sum basis. The total project budget is \$124,960, which includes expenses for travel, basic food and supplies for meetings, and printing and deliverables specified in the scope of services. Optional services will be completed based upon a revised contract agreement.

<b>Phase</b>	<b>Description</b>	<b>Cost</b>
<b>1</b>	<b>Project Initiation</b>	<b>\$15,045</b>
<b>2</b>	<b>Analysis &amp; Visioning</b>	<b>\$52,090</b>
<b>3</b>	<b>Plan Development</b>	<b>\$42,310</b>
<b>4</b>	<b>Implementation &amp; Adoption</b>	<b>\$12,360</b>
	<b>Expenses</b>	<b>\$3,155</b>
	<b>Total</b>	<b>\$124,960</b>

## ADDITIONAL/OPTIONAL SERVICES

Any item not contained in the scope of services above will be deemed as an Additional Service. Additional services will be provided if requested by the Client for a negotiated lump sum fee or at our Standard Hourly Billing Rates. Potential optional services and deliverables include the following:

*Table 1: Optional Tasks*

<b>Optional Task</b>	<b>Description</b>	<b>Cost</b>
<p><b>Concept Designs</b></p> <p>[A Concept Design was approved for the Downtown on 9/3/2019]</p>	<p>Optionally conceptual designs will be created for one or more areas that illustrate placemaking opportunities key infrastructure and public realm improvements, building scale, orientation, and other features. Downtown Huntersville would be a prime candidate for a conceptual design that illustrates potential public and private investment and the impact of form-based design policies. The Hambright Road area and/or an undeveloped activity center on the east side of Town would also be candidate locations.</p>	<p>\$7,500 per area</p>
<p><b>Economic and Fiscal Health Analysis</b></p> <p>[The Lake Norman EDC will pay for analyses for Huntersville &amp; Cornelius]</p>	<p>Kimley-Horn will prepare a cost to serve analysis by land use type (residential, retail, office, industrial, hospitality) for the towns of Huntersville, Cornelius, and Davidson. This analysis will leverage, but update, the structure and findings of the CONNECT Our Future Cost to Serve analysis that was prepared in 2013. Cost to serve measures will focus municipal-provided services like emergency services, utilities, parks and recreation, and transportation. The cost of schools, which are a function of Mecklenburg County, will be excluded from the analysis. A high-level indication of potential tax revenue by land use type will also be included.</p>	<p>\$18,000*</p> <p><i>*The cost above represents analyses for the towns of Huntersville, Cornelius, and Davidson.</i></p>

	<p>The findings of the Economic and Fiscal Health Analysis task will be useful in comparing the impacts of growth alternatives for future land uses. They can also be used in future land use decisions to be made by staff and appointed/elected officials. The deliverable for this task will be a technical memorandum and an editable spreadsheet of findings for future use by each jurisdiction.</p>	
<p><b><i>Return on Investment Analysis</i></b></p>	<p>As directed by the Town of Huntersville, the CONSULTANT will prepare benefit-cost analyses for key infrastructure investments. This effort could be leveraged to support the prioritization process, particularly for those investments that are not currently funded or those that are controversial. Key metrics to be reviewed as part of analyses of return on investment include safety, economic competitiveness, environmental sustainability, quality of life, and state of good repair.</p>	<p>\$7,500 per analysis</p>
<p><b><i>Detailed Real Estate Analysis</i></b></p>	<p>Detailed real estate demand analyses can be prepared to support the development of specific small area plans or unique catalyst sites. These analyses would draw from the overarching market review prepared for the base planning effort but increase the level of detail based on a site's access, visibility, and surrounding land uses. This enhancement would be most beneficial for unique areas/sites and could be added, as needed, when beginning small area planning efforts or as key sites are identified.</p>	<p>\$5,000 per analysis</p>
<p><b><i>Financial Feasibility Analysis</i></b></p>	<p>As directed, test pro formas for detailed small area plans or catalyst projects could be prepared in order to test the marketability of attracting a</p>	<p>\$7,500 per pro forma</p>

	<p>private developer to the project based on target return levels. Information provided in this analysis could be used to market key catalyst projects to the development community. This enhancement would be most beneficial for unique areas/sites and could be added, as needed, when beginning small area planning efforts or as key sites are identified.</p>	
<p><b>Transportation Programming / Prioritization</b></p>	<p>Programming. The CONSULTANT will work with the Town to create a process to prioritize future transportation projects. This process will consider factors such as investment categories (e.g. mode, partnerships, congestion relief, development facilitation, small area plan), financial targets by category, and long-term value compared to short-term capital costs. Once the prioritization process is approved by the Town, the CONSULTANT will evaluate inventoried projects to identify no more than five additional major transportation projects to pursue over the next ten years.</p>	<p>\$5,000</p>
<p><b>Design Evaluation</b></p>	<p>As an optional service, the CONSULTANT will work with the Town to identify locations (e.g. intersections, short corridors, or project areas) for which a transportation project or other initiative is likely to affect travel modes and patterns. Upon request for the Design Evaluation Optional Service, the CONSULTANT will work with the Town to define the location(s) and determine the appropriate level of coordination with Town representatives and external stakeholders (e.g. CRTPO, NCDOT, CATS, etc.). For each location, the CONSULTANT will evaluate current design plans and identify potential design changes or improvements so the project better reflects Town interests such as land use</p>	<p>Cost dependent on scope</p>

	context (existing and/or planned) or bicycle and pedestrian needs.	
<b><i>Hot Spot Analysis</i></b>	The CONSULTANT will conduct a Town-wide review of crash data compiled by NCDOT. This data will be supplemented with feedback from stakeholders and the public. The CONSULTANT will create a process to select the highest priority intersections using a combination of severity, frequency, geographic distribution, and/or relationship to other plans. The CONSULTANT will collaborate with the Town to select 5 locations for more detailed evaluation, including field review to document contributing factors to the crashes and create a list of potential countermeasures. Opinion of probable cost to be included.	\$7,500
<b><i>Additional Meetings</i></b>	<ul style="list-style-type: none"> <li>• Adoption Meetings (in addition to the 2 meetings included in scope)</li> <li>• Focus Group Meetings</li> </ul>	\$1,200 per meeting per Stewart, Kimley Horn or Nealon Planning staff member

# PROJECT SCHEDULE

The CONSULTANT agrees to provide services to the Town in the most expeditious manner as is practical and will adhere to the project schedule as appropriate and realistic. It is anticipated that the project will be completed within 12 months from the Notice to Proceed. Note, the adoption process may extend beyond this period.

## PROJECT SCHEDULE

The following is a draft schedule for the Huntersville 2030 Community Plan Update:

