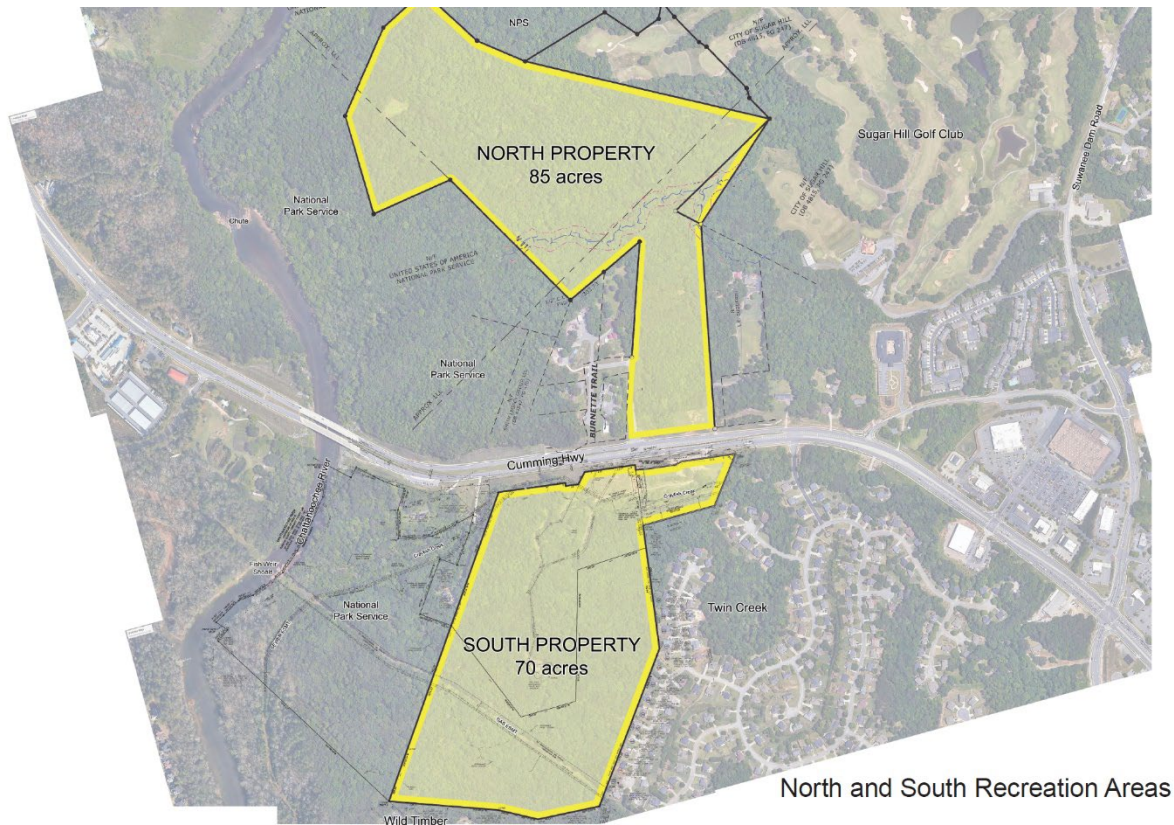


Appendix A: Scope of Services

Scope of Work

I. General: The work to be accomplished is in support of the City of Sugar Hill Development Authority and will guide development in accordance with their vision.

II. Area covered: All the necessary services provided in this contract will support the Riverlands Master Plan. This plan will focus on the City owned properties adjacent to Highway 20 near the Chattahoochee River highlighted below:



North and South Recreation Areas

Properties highlighted include parcel numbers: 7346 157, 7346 001, and the majority of 7346 005.

III. Goal: The City of Sugar Hill seeks to create a master plan for the Riverlands area. The Riverlands Master Plan will be managed by the City of Sugar Hill Development Authority, doing business as the Riverlands Authority. This group is first charged with facilitating activation of the area designated above. The goals of the Riverlands Authority include stewarding natural and cultural resources, promoting economic growth, and building community. The resulting plan should align with the Authority's vision.

City staff and the development authority will perform the site inventory looking at the physical attributes of the property including but not limited to boundaries, adjacent properties and uses, topography, streams and MRPA buffer, and the viewshed. The inventory will include culturally and historically significant features, as well as identify environmentally sensitive areas.

City staff and the riverlands authority will conduct a public involvement campaign that will build off of public input from the Parks, Recreation, and Greenspace Master Plan conducted in 2022 and the ENVISION100 Comprehensive Plan conducted in 2023.

KB Advisory Group will perform a market analysis for a variety of complementary commercial opportunities on the site.

The Riverlands properties have potential for adding both recreational and commercial value to our community. The Riverlands Master Plan shall incorporate different use options best suited to the land and project as a whole. The final document shall incorporate findings from public involvement and inventory study conducted by city staff, the market analysis conducted by KB Advisory group, and the consultant tasks as outlined below.

IV. Work Tasks: The City of Sugar Hill, in collaboration with the Development Authority, will prepare a master plan for the specified properties to activate potential economic, recreational, and community uses. The primary objectives for this project are to:

- Analyze suitability of programming options and provide concept plans.
- Gather input from our community.
- Create an action plan for the subject site including project phase descriptions, identifying potential partners, and a short-term work program.

The work to be accomplished under this contract is divided into the following tasks:

Task 1 – Concept Development & Suitability Analysis

The offeror will assist the city in developing a menu of recommended uses and associated site improvements using the site analysis, public involvement results, and market analysis provided by the city and KB Advisory Group. This proposed program should include a selection of commercial, office, hospitality, retail and recreation uses to support the goals of the master plan as well as the vision of the Riverlands Authority.

The offeror will work with the city to develop multiple design options and create at least three conceptual site plans incorporating information gathered through the site analysis, public involvement, market analysis and proposed program.

Task 2 – Final Public Involvement

Working with city staff, the offeror will provide community members the opportunity to review concept plans and give feedback in an open house format. Results shall be incorporated into the final plan.

Task 3 – Final Illustrative Plan & Next Actions

The goal of this task is to compile the results of the overall work effort, the study process, relevant findings, and recommendations into a final plan document. The final document(s) may be published as a PDF, website, or other interactive digital tool and shall include the following (not necessarily in this order):

- Deliverables:

- Riverlands Plan Summary Document: Brief document summarizing the goals of the project, methodology, public involvement, and alternatives considered.
 - Final Illustrative Plan organized into phases for development.
 - Partnership opportunities for thoughtful development of program elements.
 - Financial Resource Recommendations and Planning
 - Next Quarter Action Plan for Authority
 - Short Term Work Program
- Format:
 - One printed copy of all of the above as a combined final report. Summary document and Concept Report in 8.5"x11", and Concept Layout and Typical Sections in 11"x17".
 - One single combined PDF file of the final report document
 - Electronic editable original documents for each report element, such as MS Word documents of Concept Report and summary documents, GIS shape files, InDesign files, Excel/CAD or other files.