

June 28, 2016

Bruce Nelson
Interim City Manager
300 W. 4th Street
Craig, CO 81625

RE: Proposal for planning services

Dear Bruce:

At your request, SGM has completed this proposal to provide the City of Craig with land planning services in the absence of Jim Ferree. SGM specializes in municipal engineering for western slope communities and acts as the engineer or record for 15 western slope municipal organizations many of which SGM has served over the last 30 years. SGM offers full civil engineering consulting services as required to each of these organizations including land planning.

SGM specifically assists the planning departments in all of their review needs with multiple staff at SGM that provide that service including me. In addition to internal expertise, SGM teams with land planning consultants as needed. SGM can provide consulting land planning services for the City of Craig. SGM will act as staff and be directed by City staff to complete land use application reviews. I have familiarity with typical land use processes as I have filled this role with several communities over the last 10 years.

SGM's recommended approach for assisting the City with land planning would be the following:

1. Have the potential developer complete a cost reimbursement agreement with the City so all of the consultant fees can be reimbursed by the developer so the City does incur a cost and development pays its way. We have several examples of these agreements we can share. We would recommend eliminating the application fee and simply charge the actual cost to the applicant.
2. City Staff receives the land use applications, includes the appropriate forms and forwards onto SGM electronically for review.
3. SGM reviews application for completeness and provides either an application complete or incomplete letter to the City or directly to the applicant at the City's choice.
4. Once application is deemed complete, SGM will coordinate a staff site visit with appropriate department heads, if needed.
5. SGM will then review all applications with staff as needed and communicate all comments/concerns directly with applicant once staff has approved comment letter.

6. Once application has been revised to meet the City's municipal code, SGM will draft approval letter to the planning and zoning (P&Z) department and will attend and present at P&Z meetings as necessary.
7. Once the City has approved the project, SGM can assist the City with inspection, letter of credit releases or anything else required to assure the project is constructed as was approved.

The approach presented above for the City for Land Planning services, is a similar model that has been used successfully in several communities. SGM will bill by time and materials with detailed invoices and if a land planner is consulted, they also will bill by time and materials to the City.

SGM has worked closely with several land planners that are capable of filling this role but for the City of Craig, SGM recommends using Jon Fredericks, with LandWest out of Carbondale to help. SGM recommends hiring LandWest because they are small, cost effective, and responsive and have a strong background in land planning reviews. SGM and LandWest have worked together in the past and provide cost effective and practical approach to land planning reviews that are timely. LandWest's statement of qualifications and resume is attached for your review.

SGM is happy to provide land planning services for the City in any way the City would prefer and can begin immediately with the most recent application for a variance on the Prescott Fence.

Please let us know if you have any questions or concerns regarding this proposal.

Sincerely,

SGM



Chris Lehrman, PE
Project Manager

Attachments:
LandWest SOQ and Resume



June 21, 2016

Mr. Chris Lehrman, PE, Project Manager
SGM
118 W. 6th St., Suite 200
Glenwood Springs, CO 81601

Via Email: ChrisL@sgm-inc.com

RE: Statement of Qualifications for Land Planning Services – City of Craig

Dear Mr. Lehrman,

Thank you for the opportunity to provide our Statement of Qualifications for the City of Craig. LANDWEST has the capacity and specialized experience to provide the following services to the City of Craig on a Time and Materials basis:

- Provide support and guidance to land use applicants;
- Review of land use/zoning applications in relation to Land Use Code;
- Preparation of land use/zoning application reports;
- Attendance at City meetings and/or public hearings;
- Other planning or design related tasks as necessary.

RATE SCHEDULE

Our land use review and planning services shall be provided to the City of Craig at the following rates. Hourly rates are subject to an annual increase on January 1 of each year.

Planner 1.....	\$120/hr
Public Hearings.....	\$180/hr
Planning Assistant.....	\$80/hr
Mileage.....	\$0.60/mile
Reimbursable Expenses	at cost.



We appreciate the opportunity to provide these services to the City of Craig. Thank you in advance for your time, and please call me with any questions at (970) 379-4155.

Sincerely,

LANDWEST

A handwritten signature in black ink, appearing to read 'Jon Fredericks', with a long horizontal line extending to the right.

Jon Fredericks
Principal

Att: 1) LANDWEST Statement of Qualifications

LANDWEST

PLANNING | LANDSCAPE ARCHITECTURE | DEVELOPMENT SERVICES



About LANDWEST

LANDWEST is a Colorado based planning and landscape architecture firm whose primary focus is facilitating the success of our clients. We strive to generate significant value for our clients and their projects, in both the public and private sectors.

LANDWEST provides a high level of experience with contemporary land planning and development solutions in a local context, with particular emphasis on creating socially and environmentally responsible solutions. We are active strategists in seeking project resolutions that provide realistic financial viability, community support, and approvability. Our proven success on a wide array of projects involves maintaining a high level of collaboration with our clients, project team members, local government staff, and stakeholders. Our efforts are always focused on respect for our client's time and financial resources, while consistently meeting their project objectives. Throughout the life cycle of each project, we understand and promote our clients' interests.

LANDWEST offers extensive experience in a wide range of projects including community planning, public transportation, natural resource industries, school campuses, parks & open space, recreation & trails, campground design, habitat restoration, land development, master planning, traditional neighborhood design, transit oriented development, residential & estate properties, visual assessment & mitigation, mapping & analysis, and construction administration.

QUALIFICATIONS & EXPERIENCE



Jon Fredericks – Principal/Land Planner

Jon Fredericks brings management and leadership skills to a diverse array of planning and design projects, with a focus on the successful integration of the built and natural environments. Jon has lead the development teams of many successful projects in western Colorado, and strives to plan for and design places that sustain the human needs of housing, health, nature, and community. His work spans many project types, from recreation planning to mixed-use communities. Jon has recently served as the project manager and planning director for both The Tree Farm mixed-use community in El Jebel, and TCI Lane Ranch net-zero community near Carbondale.

References:

David Marrs, Chief Financial Officer – Geronimo Ventures, LLC
dave@geronimoventures.biz (970) 948-1880

Scot Hunn, Planning Manager - Eagle County
scot.hunn@eaglecounty.us (970) 328-8624

Fred Jarman, Deputy County Manager - Garfield County
fredjarman@garfield-county.com (970) 945-5004