

RESOLUTION NUMBER 12-93

CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCILMEMBER James Singer
ON THE 15th DAY OF March, 1993.

A RESOLUTION AUTHORIZING AND DIRECTING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH THE NORRIS DULLEA COMPANY FOR PROFESSIONAL PLANNING SERVICES IN CONJUNCTION WITH THE RESIDENTIAL DEVELOPMENT OF CENTERVILLE'S YANKEE TRACE GOLF COURSE PROJECT AND PROVIDING FOR THE PAYMENT OF SAID SERVICES IN ACCORDANCE WITH THE PROFESSIONAL SERVICE PROPOSAL AS SUBMITTED BY THE NORRIS DULLEA COMPANY, DATED MARCH 10, 1993.

THE MUNICIPALITY OF CENTERVILLE HEREBY RESOLVES:

Section 1. The City Manager is hereby authorized and directed to do all things necessary to execute a professional services contract with the Norris Dullea Company in order to provide the necessary professional planning services for the proposed residential development of the Centerville's Yankee Trace Golf Course. A copy of the proposed professional services as offered by the Norris Dullea Company and as accepted by the City of Centerville is attached hereto as Exhibit "A" and incorporated herein.

Section 2. This Resolution shall become effective immediately upon passage.

PASSED this 15th day of March, 1993



Mayor City of Centerville, Ohio

ATTEST:



Clerk of Council of the
City of Centerville, Ohio

C E R T I F I C A T E

The undersigned, Clerk of Council of the City of Centerville, Ohio, hereby certifies that the foregoing is a true and correct copy of Resolution Number 12-93, passed by the Council of the City of Centerville, Ohio, on the 15th day of March, 1993.

Maui D. Laughlin
Clerk of Council

Approved as to legal form and consistency with existing ordinances, the Charter and constitutional provisions.

Department of Law
Robert N. Farquhar
Municipal Attorney

•••• The
NORRIS DULLEA
Company

Planning and Landscape Architecture

RECEIVED

MAR 12 1993

CITY OF CENTERVILLE
CITY MANAGER'S OFFICE

March 10, 1993

Mr. Gregory B. Horn
City Manager
City of Centerville
100 W. Spring Valley Road
Centerville, Ohio 45458

**Proposal for Professional Planning Services
Residential Properties - Yankee Trace Golf Course**

Objective of Study

The NORRIS DULLEA Company (NDC) will provide the City of Centerville assistance in preparing the residential properties for development and/or for sale.

Description of Services

Task 1: Market Review

We suggest that the market analysis for the project (completed in October 1991) be reviewed to ensure that conditions have not dramatically changed and growth trends for the area are still relevant. We would briefly review employment and population, household and permit activity since 1991. Next we would check sales activity at key projects to monitor sales prices and velocity. Based on this review we would prepare a memorandum regarding the projected absorption and pricing schedule for residential development.

Task 2: Identify Potential Project Developers/Builders

The NORRIS DULLEA Company will assist the City of Centerville in identifying potential residential developers or builders. A list of potential prospects will be prepared, based on a review of projects in the region, and discussions with the development and building community (HBA), and other municipal agencies. This list will identify a potential Builder or Developer's capabilities and interest in being involved in the project. A review of past projects and any special terms required will be considered. Identified Builders or Developers will reflect the product that has been identified in the market study. Once an overall list has been generated a questionnaire developed by the NORRIS DULLEA Company will be sent to each prospect to evaluate their

potential level of involvement. All of this information will be summarized in a comprehensive list and used to invite a "short list" of Builders or Developers for consideration.

Task 3: Development Alternatives/Finalize Master Plan

The most important decision facing Centerville is in which fashion to dispose of the residential real estate. There are three primary alternatives: sell the project to a master developer; sell parcels to builders or sell finished lots.

The NORRIS DULLEA Company proposes to research other communities in the area that are developed by the master developers identified on the short list in Task 2. NDC would gather information on other communities that are being completed by a master developer or that have been taken over by master developers to determine sales prices, terms of sales, cash flow to the seller, and other factors.

At the same time, NDC will obtain more detailed information on parcel and lot sales prices for the Centerville area. Included in this task will be an estimation of expenses to install infrastructure for parcels, infrastructure to finish lots, administrative and marketing costs, financing/interest expenses, and other related project expenses.

From this information, and that gathered in Tasks 1 and 2, the NDC will prepare three overall master plans for the site. The plans will reflect the quantity of units identified in the market study with any applicable revisions based on the information gathered in Task 1:

- Plan A: Approximately 350 units traditional large lot with few patio home/cluster sites
- Plan B: Approximately 400 units traditional large lot with moderate number of patio/cluster sites
- Plan C: Approximately 430 units lifestyle oriented project

This work will be coordinated with work being done on the golf course and will reflect:

- * plan graphics @ 1" = 100' scale
- * plans illustrating:
 - streets (final layout of spine road)
 - lots, size, location, quantity, type
 - any special lot orientation, setbacks, grading required
 - finalize parcel boundaries
 - location of entries, open spaces, pedestrian connections
 - golf corridor as designed by Bates.
- * The NDC will consider the impacts of a potential private recreation area tied to the residential development within this task.
- * The NDC will provide up to six 3-D wire frame computer sketches of selected views as part of this task. Location shall be determined by the City. Additional sketches can be prepared at the request of the City at an additional \$240/sketch. The City's engineer will provide NDC with CAD topo and boundaries.
- * NDC will provide a revised colored illustrative plan to serve as a marketing graphic until the final Master Plan has been completed as part of this task.

This establishes the overall development criteria for each parcel and along with the cash flow for each plan allows the City to establish a reasonable estimate of the value of the property, as well as establishes the overall development constraints for which future builders must work within. Once the master plans have been reviewed by the City, and has the input of potential Developer/Builders, and is evaluated by the associated cash flow and

lot premium study, a final site master plan will be developed for the property. This will be a colored illustrative plan that is usable in marketing the property.

We recommend that a Developer/Builder Focus Group Meeting be held in Centerville during this task to get input on the plan from the development community.

Note: It is recognized that certain site planning aspects will have to move ahead of the overall master planning effort. Due to time and coordination constraints, and items included in the golf course scope of work, the design of entry locations, wetland crossings, parcel boundaries and parcel grades, spine road alignment and grades and the location of the maintenance area will be provided immediately with Task 1. A decision on the Ryland Property will also be addressed.

Task 4: Cash Flow/Lot Premiums

Once the three master plans have been developed in Task 3 and prior to a decision on the final master plan, the NDC will prepare a cash flow estimate for the three alternatives. Working closely with the City, and local builders and developers to insure accurate cost projections, these cash flows will illustrate net costs vs. revenues projected to the City. An analysis of lot prices/premiums will also be included in this task that will include establish premiums associated with golf frontage, water frontage, wooded lots, etc.

Once a final Master Plan has been selected, three additional cash flows will be provided that reflects the benefits or opportunities associated with:

- 1) selling the project to a master developer
- 2) sell parcels to builders
- 3) sell finished lots

Based on this information, the City will make a decision on how to develop or sell the residential properties.

Task 5: Project Schedule

The NDC will prepare an overall project schedule for use by the City. Based on information gathered by the Golf Architect, Clubhouse Architect, Engineering Consultant, local Builders and Developers and the City of Centerville and local utility companies, the NDC will provide a graphic representation of this schedule. Critical times, decisions, completion dates, etc. will be illustrated.

Task 6: Residential Design Guidelines

The NDC will create an overall set of project design guidelines for use by the City. These guidelines will take into consideration the design, building materials, and landscaping generated for the golf course, clubhouse, and main entries. The content of these guidelines will include:

- Application Procedures
- Site Planning Design Criteria
- Architectural Design Criteria
- Landscape/Entries/Fencing
- Signage, Fencing, Lighting, etc.
- Construction Procedures

A determination of the level of detail required for the guidelines will be determined at the completion of the Final Master Plan. Depending on if the City sells the entire property to a master developer, or chooses to develop parcels or lots for sale will define the level of information required to be provided to a perspective

parcel/lot buyer.

All text and graphics necessary to communicate this information is included in this task. Many of the graphics produced as part of this task can be used in marketing information.

Task 7: Meetings/Site Trips/Presentations

The NDC estimates six trips for Jim Dullea and four trips for Peter Elzi will be required within this workscope. These allow for two days per trip in Centerville to gather data, research other projects or builder information, walk the property, presentations and meetings with the City. Time for these meetings is included within the costs for Tasks 1-6. However, expenses associated with these trips are an additional cost and subject to the conditions stated within the Terms and Conditions of this contract. The Norris Dullea Company will attempt to keep the cost for a two day trip to under \$1,000 which is an estimate of the average trip cost. Any additional trips at the request of the City will be billed under this format.

Possible Future Services

The NORRIS DULLEA Company would be pleased to provide future services that are in addition to those described within this workscope.

- 1) Construction level plans for the Neighborhood Entries, and project residential edges (Yankee/Social Row R.O.W.)
- 2) Landscape Design/Construction Plans for landscaping at the Clubhouse.
- 3) Zoning documents appropriate to get Centerville zoning on the property.
- 4) Preliminary Plat support for each parcel.
- 5) Bidding/Construction observation
- 6) Other meetings in addition to those specified in the agreement.

TERMS AND CONDITIONS

The NORRIS DULLEA Company shall provide the services described within this contract and as much provided for within the terms and conditions set forth.

General Assumptions:

- 1) The City of Centerville, or its other consultants will provide NDC with base information as requested by NDC and required to complete the work described. Accuracy of this information is the responsibility of the City or its consultants.
- 2) The City of Centerville is responsible for preparation of zoning documents applications, etc. associated with zoning the master plan to meet City criteria. The NDC will provide this service if requested by the City at an additional cost.
- 3) Coordination with entry design, golf course landscaping, grading, etc. will occur as part of this workscope. However, design of these items are covered under Bates' original agreement and not covered in this workscope.

Fee Schedule

Task 1	\$2500.00
Task 2	\$3000.00
Task 3	\$9000.00
Task 4	\$5000.00
Task 5	\$1500.00
Task 6	Range \$4500.00-\$6500.00*
Task 7	Included in Tasks 1-6
Total	\$25,500-\$27,500

*depending on level of detail required

The NORRIS DULLEA Company will bill the work on a monthly basis based on work completed.

Typical reimbursable expenses such as printing costs, mileage, hotel, car rental, travel and other miscellaneous project costs will be billed above and beyond the fee indicated above at cost plus 10 percent.

We will attempt to keep the estimated average trip cost under \$1000.

Revisions to the workscope or additional services requested by the City shall be billed at our standard hourly rates, in addition to the fixed fees, or a specific fee will be authorized for the additional work prior to commencement.

Standard Hourly Rates

Principal	\$50.00/hr.
Senior Landscape Arch.	\$40.00 - \$45.00/hr.
Landscape Arch.	\$25.00 - \$40.00/hr.
Clerical	\$25.00/hr.

If the conditions of this contract are acceptable, please sign and return a copy for our files. We look forward to working with you on this project.

The NORRIS DULLEA Company

City of Centerville

James A. Dullea
Name

Name

President
Title

Title

3.11.93
Date

Date