



Memorandum

TO	Dennis Madsen, Shane Davis	DATE	16 February 2022
COMPANY	City of Huntsville	COPIES TO	
FROM	Rob Robinson		
PROJECT	Mill Creek Master Plan		
PURPOSE	Scope and Approach (<i>Revised</i>)		
REMARKS			

Dennis and Shane,

We have revised the proposed scope and process based on our meeting in Huntsville. This revision assumes we would utilize the previous strategy content in the existing draft Transformation Plan while focusing on physical plan alternatives. This proposal is based on our process with Charlotte to clearly define the vision for the larger Mill Creek District with the mixed-income housing plan as a sub-component. We would assume a 1 for 1 replacement of public housing units within the larger district.

UDA will work with the Huntsville team to refine the Mill Creek Transformation Plan in preparation for the next phase of implementation. We propose to organize this master planning effort as a two-part process. The overarching effort is to produce a more detailed master plan for the Mill Creek District with a clear vision of built form, identification of strategic investment initiatives, and infrastructure improvements required to meet the City's objectives for the evolving downtown and adjacent neighborhoods. This revised District Plan will set the stage for refinements to the redevelopment of HHA-owned properties into a more connected, appropriately-scaled urban environment.

In concert with the updated plan for the District, UDA will prepare more detailed design materials for the Butler Terrace and Butler Terrace Addition properties. This will include: specific neighborhood design components; proposed building types; architectural character; block types; and public space components.

Assumptions

CoH will re-engage the Mill Creek Steering Committee to serve in an advisory capacity for this phase of final plan development.

CoH would contract directly with a civil engineer to focus on site re-development components and cost projections for those improvements.

CoH will contract with a residential market analyst to establish mix, unit sizes and types.*

UDA will conduct 3 workshops with the City team to review the plan evolution.

**At this stage of refinement, we suggest that CoH develop a more definitive residential market strategy to inform the planning and market strategy. We have enjoyed good success with Zimmerman Volk, based in Providence, RI.*

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Process April - July 2022

This effort would build on the frameworks and priorities identified during the initial planning process. Would structure the Plan refinements around four Phases of work:

Phase One: Analysis & Understanding;

Phase Two: Testing Options;

Phase Three: Preparing a Preferred District-Wide Plan

Phase Four: Refined neighborhood plan, unit types, and building types for HHA Housing residents

Phase One Analysis and Understanding

In this initial phase of work, the design team will prepare the base information for physical site development at the same time the Market analysts collect data and develop and set guidelines to determine the optimum mix, location, unit types, and key strategies for mixed-income redevelopment given the Mill Creek context. HHA and CoH would confirm initiatives for infrastructure improvements, resources and facilities.

UDA will organize a kick-off meeting with CoH, HHA, and the consultant team to confirm roles and responsibilities, review the project schedule, and agree on key weeks for workshops and key deadlines. We will organize and participate in bi-weekly team calls.

UDA will analyze the existing site conditions, including topography, vehicular and pedestrian circulation, access to neighborhood amenities and services, neighborhood character, proposed parks and open spaces, frontages along major streets, and building use and character. We will work with CoH to research and analyze applicable development and zoning regulations affecting redevelopment options. UDA will produce a compilation map of all nearby existing and proposed development patterns, document public and private development, as well as proposed infrastructure improvement plans and projects.

UDA assumes that the Civil & Environmental Consultants will compile the technical components of the base maps including FEMA mapping, utilities, flood control, stormwater frameworks, etc.

UDA Deliverables:

- Neighborhood and site documentation - existing conditions
- Urban Analysis diagrams - building use; street patterns; parks and open space; flood plain and restricted development areas; topography
- Site Capacity testing
- Summary and confirmation of existing plans and projects (Neighborhood Investment Map)

Phase Two: Testing Options

During this Phase, UDA will test alternatives for the Mill Creek District with the CoH stakeholder group to reach consensus on a preferred direction. In this phase of work, we will develop a series of 3D renderings and plan options with associated character sketches for architecture and proposed building types. The outcomes of the household-level and neighborhood needs-assessments identified in the current Mill Creek Plan will guide the housing options that are tested.

Members of the UDA team will travel to Huntsville for a workshop with the CoH team. The goal is to collect input on two to three Mill Creek District Plan alternatives, and then modify into a preferred plan. The workshop would take place in Huntsville over three days. UDA will identify options for the HHA properties in concert with ideas for the physical components of the overall Mill Creek District Plan. UDA will present to the CoH team on the first day to review the ideas and again on the third day to get feedback on the preferred plan development.

UDA Deliverables:

- Neighborhood frameworks diagrams – parks & open space; street and block patterns, building use, floodway/flood plain constraints
- Two to Three conceptual District plan layouts (differing in locations of parks, block patterns, streets, building types, scale and density, etc.)
- Master Plan Options
 - Plans showing building types, scale, height, and character
 - 3D views/models
- Eye-level and low aerial perspective illustrations (3-4)
- Revised Concepts for neighborhood CCI projects
- Architectural character images to guide the conceptual designs of building types and elevations

Phase Three: Preferred District Plan/Housing Plan Development

In this Phase of work, UDA will prepare a preferred Plan for the Mill Creek District with a detailed Housing Plan component that identifies building types, site plan components, parks

UDA will participate in meetings with CoH at the beginning of the Preferred Master Plan step to confirm the housing master plan direction.

The Housing Master Plan would include:

- building footprints and placement,
- street and park designs
- potential phasing
- development program (building types, unit mix, accessible unit requirements, uses, square footage, etc.). UDA will provide conceptual building type and unit plans, as well as the front elevations for each building type.
- Perspective renderings of neighborhood character and architectural character

UDA will look to COH and the housing partner to provide assumptions about the ideal LIHTC application size and the preferred relocation strategy, the timing of demolition, and the phasing of streets and infrastructure.

Phase Four: Mill Creek Strategic Development Plan

UDA will participate in a final interactive workshop with residents, stakeholders, and the neighborhoods, coordinated and hosted by COH and HHA. These meetings must occur after the 2022 Choice Neighborhoods Implementation Grant NOFA is released. UDA will help prepare a presentation to show how previous input has guided the process and resulted in the final Housing, Neighborhood, and People Plans. Meeting participants and community members would share which components of the plan they agree with and which they still have comments on. UDA will update the interactive website with opportunities for residents to provide input on the Transformation Plan.

UDA will provide support to the team drafting the final Transformation Plan document. UDA will provide supporting narratives for portions of the document related to the physical plan.

The Transformation Plan will be reviewed by all project partners and consultants. Following this process, UDA will issue any amended drawings and text to the document team. Two rounds of review/edits are included in UDA's scope.

UDA Deliverables:

- Final graphic Mill Creek District Plan, with CCI projects illustrated (completed in collaboration with CoH)
- Final graphic Housing Master Plan
 - Final master plan refinement
 - Phasing Plan
 - Architectural concepts (building and unit plans)
 - Conceptual elevations
 - Perspective renderings
 - Quantitative analysis of development program
 - Narrative and program for Housing and District Plan Elements

URBAN DESIGN ASSOCIATES PROFESSIONAL FEES AND REIMBURSABLE EXPENSES

UDA Fees	
Phase One: Analysis & Understanding	\$ 27,450
Phase Two: Testing Alternatives.	\$ 43,700
Phase Three: Preferred Plan Development	\$ 45,000
Phase Four: Master Plan Document	\$ 28,260
Total Fee	\$144,410
<u>Reimbursable Expenses (<i>estimated</i>)</u>	<u>\$ 9,500</u>
Total not-to-exceed	\$160,000

UDA will bill hourly to the cap. The fees per step above are estimated based on number of hours and tasks described in the detailed scope. This scope does not include CNI implementation grant process and required public meetings

Reimbursable expenses are in addition to compensation for services and include, but are not limited to: travel expenses, communications, reproduction of drawings and other documents.