

## SCOPE OF WORK

A picturesque seaside town, Seabrook, Texas is a popular tourist destination facing existential challenges, by both man-made and natural forces. Unlike its constant New England coastal counterparts, Seabrook has had to reinvent and rebuild itself with some regularity following episodic, epic hurricanes on the Upper Texas Gulf Coast. The Town and its public and private institutions have had to respond and adapt as a standard operating procedure. The natural circumstances of its location have also meant that man-made forces have brought significant changes to the Town, evidenced by loss of land from debilitating subsidence and erosion, in its downtown area, Old Town Seabrook ("the District"). More recently, major change has come in the form of rethinking SH146 as part of a superregional storm evacuation route. As planned, the new SH146, currently under construction, will bisect the town as a high-speed, elevated freeway. These and other changes, including effects from climate change, will merely accelerate and compound the challenges ahead.

The overall goal is to leverage the "2035 Comprehensive Master Plan" and "Master Landscaping and City Branding Plan", with a focused plan for Old Town Seabrook District that promotes walkable, mixed-use destinations, expands multi-modal travel choices, promotes economic development and place-making, expands housing choices and greatly improves environmental quality and quality of life in the city and the region.

Project Location: Seabrook's jurisdictional area is 9 square miles. The District encompasses about 55 acres, a footprint well scaled for a walkable, mixed-use area. Main Street has a length of three-quarters of a mile, which provides a scale that further reinforces walkability and civic gathering. The Old Town Seabrook District – Main Street H-GAC Livable Center Study Application study area is the traditional small-town center and local destination for goods and services, civic functions, and entertainment. Its preeminence as a commercial center has diminished as businesses have relocated to SH146 and NASA Parkway over the past several decades. The area's emphasis as a historical district and traditional center of the town is recent. With its mixed-uses and traditional street grid surrounded by a modestly resurgent residential neighborhood, the area lends itself to a holistic approach to create a plan for this special area. This plan will reassert Main Street's connectivity and value to the whole of Seabrook as its historical "Main Street" and the "heart" of the community. The study area boundary will match the boundary for Old Town Seabrook. Focus will be on the Main Street corridor, including adjacent land uses as well as connections and transitions between the District and the rest of the City.

The scope of work is outlined below.

### **TASK 1 – NEEDS ASSESSMENT**

Building on previous studies and plans, GIS data, and field observations, the Freese and Nichols team will collect and analyze any data necessary to understand the existing conditions of the study area as they relate to the Livable Centers Program.

#### 1.1: Analysis of Previous Studies and Plans

The Freese and Nichols team will collect and analyze existing studies and plans that relate to the study area, such as the City of Seabrook 2035 Comprehensive Master Plan, H-GAC's Our Great Region 2040 Plan, Adopted Zoning Regulations, and the City's current CIP. Other studies or projects related to the study area include:

- Master Landscaping and City Branding Plan 2017
- Major Thoroughfare Plan 2016
- City Strategic Plan 2016
- Comprehensive Communications Master Plan 2014
- Open Space and Parks Master Plan 2012
- Water Conservation and Drought Contingency Plan 2012
- Hike and Bike Trails Master Plan 2010
- JJR Study 2006

- 2nd Street Improvement Project 1992

We will determine appropriate data sets within the Needs Assessment that may be particularly informative regarding Economic Development. Confirm existing conditions via site visits and relevant research.

- Review Seabrook's development code to identify issues supporting or impeding revitalization.
- Review of existing plans and studies related to community needs, vision, goals, etc.
- Annotate opportunities and constraints of the existing built environment related to redevelopment and achieving full economic utilization of properties within the study area.
- Review and comment on data and conclusions of the housing study.

The Client should provide copies of any existing studies, plans, and codes if they are not available on the City's website. Any study or plan FNI does not currently possess, should be provided at the Project Kickoff meeting.

***(Deliverables – Summary Report of analysis and review of previous studies and plans)***

### 1.2: Existing Land Uses

The mix and proximity of current residential and non-residential land use will be evaluated, creating a baseline to understand the existing relationships. Recommendations and strategies to fill voids or enhance current connections will be assessed after the existing land uses are mapped.

***(Deliverables – Map and explanation of the existing land use patterns within the Study area including key study area features)***

### 1.3: Ownership Inventory

Understanding the geographical distribution of owner-occupied vs. rental properties will guide other plan elements. Working with the Harris County Appraisal District, the team will obtain all relevant ownership and value data for the study area. The data will be mapped as described in the deliverables and reviewed with City staff and the stakeholder advisory committee. This data will be combined with the other existing conditions inventories to develop a comprehensive understanding of the current conditions to form the basis for determining the obstacles that exist toward jump-starting the Livable Center implementation.

***(Deliverables – Color-coded maps showing owner-occupied properties; develop an analysis of the mapped data)***

### 1.4: Transportation Evaluation and Pedestrian Connectivity

An evaluation of the existing transportation network and traffic volumes will provide an understanding of how future development and revitalization within the Old Town Seabrook District will affect the study area and surrounding community. We will evaluate commuter behavior and trends, and existing levels of demand, as well as origins and destinations. Currently, underserved locations and populations will be investigated to identify needs and opportunities.

The current pedestrian network will be documented and mapped, and potential gaps and needs evaluated concerning proposed development/redevelopment projects. Future pedestrian connections will be identified based on the findings of the needs assessment and the desire to maintain logical, accessible connections. Bicycle facilities and potential trails are also important to multimodal connectivity in Seabrook and will be identified in the study area.

The Freese and Nichols Team will review existing documents related to pedestrian connectivity, mobility, and the overall transportation network. We will document the following local and regional transportation systems and data based on information from existing sources or obtained from field visits.

- Transportation system evaluation
- Existing and planned bike facilities
- Existing sidewalk facilities
- Level of comfort for bicyclists for all streets
- Level of comfort for pedestrians for all sidewalks
- Existing traffic volumes from available data, traffic control, and roadway geometry
- Parking

***(Deliverables – Map or illustrate existing conditions related to the outline items above, and illustrate findings and analysis)***

#### 1.5: Demographic Characteristics

The Freese and Nichols Team will prepare a thorough assessment of the demographic trends affecting demand for relevant land uses in the study area. This assessment will include:

- The delineation and evaluation of the appropriate market area from which the City's land uses will derive the bulk of its economic and demographic support. This market area will encompass a larger geographic area than the Study area itself.
- Analysis of social characteristics and economic base of the Study Area and the broader market area. This will include an evaluation of demographic characteristics and development patterns in terms of population growth, income distribution, household characteristics, housing tenure (owner/renter), employment trends, and residential location patterns of area employees as they relate to the area's growth and development. We will document employment trends at the closest industrial facilities and other large employers in proximity to the Study area. Projections for population and household growth will consider local business expansions and other factors not necessarily included in Census or other secondary source data.

***(Deliverables – Demographic trends report, with any supporting graphics, tables, and charts)***

#### 1.6: Market Conditions

The study will evaluate the historical trends, existing conditions, and market opportunities/ constraints for each relevant land use category in the Study Area, relative to the Study Area's competitive position within the broader market area.

The assessment of the market for various types of housing (rental and for-sale) will include:

- *Compilation of historical housing market data for the Study area and larger market area.* The Freese and Nichols Team will utilize information from the Census, multifamily apartment data services, and from the Multiple Listing Service (MLS) to document trends in sales activity and pricing in the Study Area and larger market area. Information on current and planned residential development activity will be gathered from the City of Seabrook as well.
- *Examination of housing stock in and around the Study Area.* The Freese and Nichols team will visually examine the current housing stock within and adjacent to the Study Area to examine its role in contributing to Study Area commercial and cultural activity. The team will seek contacts who are familiar with the resident profile and pricing of this housing stock.
- *Interviews with realtors, developers, and property managers.* The Freese and Nichols team will work with the City of Seabrook and through its own primary research efforts to contact those involved in the

residential development and leasing industry in Seabrook who are familiar with the overall market area and the Study Area, including those who may not have yet created any projects in the Study Area. Interviews with these individuals will focus on the general impression of the types of residents attracted to the Study Area, strengths and weaknesses of the Study Area and submarkets within the Study Area, and thoughts on what types of changes or improvements would make the Study Area more attractive to a broader range of home buyers.

- *Investigation of new development.* If there are relevant recent, current, or upcoming new residential developments within the overall market area that would be potentially competitive with residential uses in the Study Area, the Freese and Nichols team will assess their pricing and other characteristics to evaluate their competitiveness and role in filling market demand for housing.
- *Gathering of single family rental data.* The Freese and Nichols team will request information from realtors and property owners about the market characteristics and conditions for single family rental housing in and around the Study Area.
- *Understanding of storm surge considerations.* The Freese and Nichols team will investigate the implications of storm surge concerns on housing development, pricing, ownership costs such as insurance, and how this might vary within the Study Area and the larger market area.
- *Synthesis and conclusions.* A review and analysis of the data and information collected will allow for the Freese and Nichols team to make a set of conclusions about the office market in the Study Area and its submarkets. The conclusions will address:
  - a. Primary housing types and prices viable in the market under existing conditions, and the market profile of potential buyers.
  - b. Key Study Area features and amenities on which the City could capitalize to expand the size or breadth of market demand.
  - c. Potential physical improvements to the Study Area that could expand the size or breadth of market demand.
  - d. Key opportunity sites in the Study Area with market potential for new housing.

### **Retail/Commercial Uses**

The assessment of the market for retail uses (including dining and entertainment) will include:

- *Compilation of historical market data for the Study Area and larger market area.* The Freese and Nichols team will gather data from secondary sources, such as CoStar, to document trends in inventory, occupancy and lease rates in the Study Area and larger market area for retail / commercial uses. Building permit data for commercial new construction and demolition will be gathered from the City of Seabrook as well. The team will field check properties within the Study Area to confirm current market data.
- *Interviews with owners, managers, brokers and developers.* The Freese and Nichols team will work with the City of Seabrook and with its own information sources to identify commercial property owners, brokers, and developers familiar with the overall market area and the Study Area. CDS will also make field visits as appropriate to interview property and leasing managers. Interviews with these individuals will focus on the profile of businesses attracted retail space in the Study Area (including office employers that occupy retail space), strengths and weaknesses of the Study Area and submarkets within the Study Area, and thoughts on what types of changes or improvements would make the Study Area more attractive to a broader range of retail / commercial users. The interviews will also cover the topic of existing and potential customer segments, such as residents, workers, tourists, and pass-through traffic.

- *Investigation of new development.* If there are relevant recent, current, or upcoming new commercial developments within the overall market area, The Freese and Nichols team will assess their lease rates, occupant mix, and other characteristics to evaluate their competitiveness and role in filling market demand for businesses seeking retail space.
- *Retail sales analysis.* The Freese and Nichols team will analyze retail sales data for relevant ZIP codes to assemble a historical picture of sales trends by NAICS category. An over-under analysis and buying power analysis will identify business categories for which residential demographic indicate a need for additional establishments.
- *Review of commercial development policies, initiatives, and services.* The Freese and Nichols team will obtain information from the City of Seabrook on the types of public services and assistance offered which could affect retail market conditions, such as blight removal, crime and security measures, remodeling and repair assistance, new development incentives, land use regulation, etc.
- *Understanding of storm surge considerations.* The Freese and Nichols team will investigate the implications of storm surge concerns on retail / commercial development, pricing, ownership costs such as insurance, and how this might vary within the Study Area and the larger market area.
- *Synthesis and conclusions.* A review and analysis of the data and information collected will allow for The Freese and Nichols team to make a set of conclusions about the retail / commercial market in the Study Area and its submarkets. The conclusions will address:
  - a. Primary commercial product types and lease rates viable in the market under existing conditions, necessary amenities and features, and the market profile of potential occupants
  - b. Key Study Area features and amenities on which the City could capitalize to expand the size or breadth of commercial market demand
  - c. Potential physical improvements to the Study Area that could expand the size or breadth of commercial market demand
  - d. Key opportunity sites in the Study Area with market potential for new commercial development
  - e. Other initiatives and programs the City could consider helping spur or expand commercial market demand and development

***(Deliverable: Demographic Trends and Land Use Market Conditions Report)***

## **TASK 2 – CONCEPTUAL PLAN AND RECOMMENDATIONS**

Utilizing data from Task 1, the stakeholder advisory committee, community input, and professional experience with other successful implementation strategies, the team will formulate a conceptual plan and recommendations to implement the livable center goals and sustainability principles. The plan will focus on land use, housing, transit/transportation, and other strategic investment opportunities that seek to capitalize on the area's employment and assets. The plan will include policy strategies aimed at encouraging private investment consistent with the City's goals for development and redevelopment within the Study Area. A vital component of the plan will be specific implementation steps and necessary capital improvement recommendations. The plan will also include conceptual designs and recommendations for the following:

### 2.1: Circulation and Connectivity

The Freese and Nichols team will evaluate the potential for the rightsizing of streets to recommend reallocation of available street right-of-way (ROW) to other corridor needs, such as parking, bicycle lanes, or pedestrian walkways. Recommendations will be prepared, focusing on strengthening multimodal opportunities to circulate residents, employees, and visitors within the Study Area.

- Identify gaps in the existing mobility and transportation networks
- Identify preliminary concepts and strategies to the plan about mobility and transportation
- Develop Circulation and Connectivity sections of the Conceptual Plan to address multimodal opportunities, including:
  - Roadways, intersections, and parking
  - Bikeways and the existing off-street trail system
  - Improvements to the pedestrian realm, including sidewalks, crosswalks, and amenities

***(Deliverable: Recommendations, concepts, and strategies addressing multimodal opportunities, feeding into the conceptual plan)***

## 2.2: Economic and Urban Development

All pieces of the economic activity in the community are interrelated and dependent upon one another. Increasing parcel utilization is a crucial ingredient to improving all sectors as a way for the City to begin to gain a better return on any infrastructure investment, while at the same time implementing Livable Centers goals and sustainability principles. Property values, job availability, retail/service opportunities, housing choices, and school performance are all interrelated aspects of the local economy. Public and private catalyst projects and initiatives will be identified in the context of achieving multimodal circulation and connectivity.

***(Deliverables: Economic development opportunity and catalyst project recommendations)***

## 2.3: Housing Choice and Affordability

A natural offshoot of the overall Livable Centers and economic development strategies of this analysis is the development of a variety of housing options that appeal to contemporary populations based on the market studies evaluated in Task 1.

Utilizing all data gathered to this point with guidance from the stakeholder advisory committee, the planning team will:

- Identify the housing segments most likely to both fulfill the livable center's goals and be competitive in the market.
- Develop strategies that will fill initial catalyst needs, with strategies evolving as the housing market becomes more mature and stable.
- Determine age-in-place strategies.

***(Deliverable: Identification of housing options most likely to be successful at the various stages of progression of the market; public-private partnerships targeted to each stage of progress)***

## 2.4 Sustainability and Community Health

Sustainable designs are smart designs, which offer unique opportunities for creative solutions that are environmentally responsible. Design strategies that focus on the environment, whether it is a historic building or new construction, should be considered in the study area.

Community health elements will be incorporated into the recommendations where appropriate. Health-oriented infrastructure, such as recreational trails, walkable public spaces, and bike facilities, as well as outdoor

programming, encourages physical fitness and provides alternative transportation options for residents. The overall health of the community will be evaluated and incorporated into the plan's recommendations.

***(Deliverables: Recommendations for sustainability and community health)***

### 2.5 Place-making, Image and Branding

The Freese and Nichols team will develop concepts for the public realm along Main Street that will evaluate pedestrian and bike circulation along the corridor. We will incorporate previous branding efforts in concepts developed through the planning process.

***(Deliverables: Recommendations for place-making, image, and branding strategies)***

### 2.6 Conceptual Plan

The conceptual plan will help promote the vision and guide implementation as the Livable Center develops. The Freese and Nichols Team will prepare two-dimensional exhibits for the Study area, building on ideas generated before meetings. The concept plan(s) will be created with a development program of recommendations from information collected in Tasks 1. The conceptual plan(s) will show the physical buildout of development in critical areas within the Study Area. The conceptual plan(s) will become the map exhibits that will support the policy, strategies, and recommendations developed during the process. Planning level cost estimates with some itemized specifications will be provided for key recommendations from the conceptual plan to assist in future grant proposals.

***(Deliverable: Conceptual plan illustrating existing buildings, proposed infill, streetscapes and transportation, housing, district elements, and key planning strategies)***

## **TASK 3 – CONCEPTUAL RENDERINGS FOR SPECIFIC PROPOSED RECOMMENDATIONS**

### 3:1: Design Developments and Conceptual Renderings

Recommendations are essential for implementation and should be appropriately communicated. Architectural renderings, illustrations, and images will be developed to help communicate recommendations and how physical changes would be integrated into the existing environment. The Freese and Nichols Team will prepare conceptual renderings for specific proposed recommendations depicting such elements as:

- Single-family, Multifamily, or mixed-use residential character
- Retail/service character primarily focused on the study area
- Streetscape design elements
- Typical sections and locations for sidewalks and trails
- Capital improvements for non-automobile transportation modes

***(Deliverable: Architectural, 3D renderings (up to two (2)) illustrating existing buildings, proposed infill, housing, district elements, and key planning strategies. Streetscapes and transportation will be provided and, if appropriate, demonstrated as two-dimension renderings or cross sections.)***

## **TASK 4 – IMPLEMENTATION PLAN FOR PROPOSED RECOMMENDATIONS**

### 4:1: Implementation Plan

The implementation plan will consist of four primary areas:

- An assessment and recommendations of the land use, and development/ redevelopment opportunities given the existing conditions, the market study, and underlying market forces. Recommendations for actions to be taken by the City concerning updating current codes to encourage and facilitate these uses will be provided. Catalyst projects will be identified.
- Policy recommendations aimed at establishing a regulatory and incentive structure that encourages the implementation of the market recommendations will be provided. These strategies will include incentive tools that support private investment and public-private partnerships. Additional policy recommendations will also relate to transit-related recommendations to leverage Seabrook’s strategic partnership and membership with Bay Trans (Bay Area Houston Transportation Partnership).
- A list of proposed capital improvements that support the proposed development and redevelopment recommendations, including infrastructure capacity requirements necessary to support the level of intensity of the proposed development. The plan will include planning level estimates, priorities, and a sequencing plan and schedule. Planning level estimates will be provided where appropriate for future grant applications. Special attention will be given to matching potential catalytic public infrastructure projects with the high priority private development catalyst projects.
- The benefits of the recommendations will also be quantified to the greatest extent possible. For example, the health benefits, crash reduction, vehicle miles traveled (VMT) reduction, and emissions reductions of switching from vehicular modes to pedestrian or transit modes can be quantified.

Based on recommendations and the draft Program Tracker, an implementation framework plan will be developed that will:

- Identify recommended projects, programs and policies, and scope described
- Estimate project costs based on commercially available data
- Identify potential partners and funding sources
- Provide realistic phasing and timelines for projects with potential project barriers and milestones per recommendation
- Recommendations will be spatially represented.

*(Deliverable: An implementation plan structured into a coordinated action program. The implementation plan will identify action items, priorities, potential funding options, partners, and timeline)*

## **TASK 5 – PROJECT MEETINGS, PUBLIC ENGAGEMENT, AND MANAGEMENT**

### 5.1: Project Kickoff Meeting (1 Meeting)

Before initiating work, the Freese and Nichols Team (Freese and Nichols, CDS Community Development Strategies, Clark Condon, and Marsh Darcy Partners) will conduct a one-hour kickoff meeting to discuss our understanding of the project, the project schedule, scope, communication methods, as well as request/receive any additional data that will be required for the study. The City staff and H-GAC should provide GIS files for the study area, background materials on any previous studies, current design standards, any updates to the comprehensive plan and land use ordinances. Recommended attendees include the City of Seabrook Staff, H-GAC project managers, and others that will guide the progress, findings, and recommendations. The Freese and Nichols team would also like to discuss the following items:

- Project vision, goals, and objectives
- Priorities for transportation, housing, and land-use improvements
- Composition of the Stakeholder Advisory Committee
- Public involvement strategies
- Project expectations



The City will provide a meeting location and will notify attending Team members of the location and time for the meeting.

***(Deliverables: Meeting agenda, sign-in sheet, contact list, and summary notes)***

#### 5.2: Seabrook Staff Progress Meetings

The Freese and Nichols Team will meet with City staff periodically throughout the project to discuss project progress, key action items and responsibilities, and project schedule. These meetings will take place through standing conference calls to be determined by the H-GAC, Client and the Freese and Nichols Team

***(Deliverables: Progress Conference Call meetings)***

#### 5.3: Stakeholder Advisory Committee (5 Meetings)

The Stakeholder Advisory Committee (SAC) will be formed by the City of Seabrook and facilitated by members of the Freese and Nichols Team. The SAC will be composed of various stakeholders and has the primary responsibility of guiding the activities of the study and providing input into the process. The Freese and Nichols team will meet with the SAC at key points during the planning process to discuss key issues related to the development of the Livable Center Study. The City will be responsible for providing a venue for the SAC meetings and will notify committee members of meeting dates and times. The Freese and Nichols Team will provide agendas and materials for discussion at each meeting. The Freese and Nichols team will:

- Participate in five SAC meetings throughout the project to update the Committee and get feedback on the process and recommendations.
- Assist with defining the planning process.
- Receive input from the Committee on a plan for obtaining broad community support.

***(Deliverables – Meeting agendas, any meeting materials and summary notes with key discussion items noted and action items). Meetings should be held on the same day as Seabrook Staff Progress Meetings for a total of five (5) trips.***

#### 5.4: Public Engagement

The cornerstone to this Livable Centers Study will be public and stakeholder participation. Public and stakeholder engagement should be inclusive, creative, and energetic and will take into consideration the fluid environment surrounding COVID-19, including contingency planning for various levels of social distancing, and required isolation of various communities. Our public engagement process is aimed at educating various stakeholders and constituencies regarding the purpose of the livable center's study and garnering feedback and insight into community needs, perceptions, and interests as it relates to the study area. To bring the community into the process and keep them involved, the Freese and Nichols Team will develop a public engagement plan and utilize a variety of input techniques throughout the process.

##### 5.4.1: Project Website and Social Media

A Livable Center Study project website will be created or hosted by the City to provide information on the process, a list of events, and information such as presentations and graphics as they are developed. The project website will be used to host the online community survey, advertised primarily during the beginning of the project, or as needed throughout the project. Hosting and post-study maintenance

planning for the website will be determined in collaboration with the City. We will also utilize the City's Facebook and any other City social media accounts to keep the community informed of project updates, events, and to provide information on the importance of planning.

***(Deliverable – Development of project website, an online community survey and social media posts)***

#### 5.4.2: Community Engagement Events

Based on discussions with the Client and the public involvement plan, the Freese and Nichols Team will facilitate up to four (4) community engagement events for the public to share information about the project, gather community input, and generate further support for the study. Multiple events can be hosted in the same day and location to maximize travel costs. At a minimum, two (2) public meetings must be advertised as public meetings with a specific time and place. These events could be in the form of pop-ups (i.e., input table outside of City Hall, active community businesses, or another venue within the study area), Chamber of Commerce luncheon, or open house. The purpose will be to inform and engage the public in the planning process. Specifically, these events will explain the planning process, provide an update on the work completed to date, solicit input and feedback, and answer questions of concern and interest expressed by residents and business interests. A variety of engagement tools can be used during the process and will be discussed with City staff during the project kickoff. The community engagement events will occur near the beginning and end of the planning process. Due to current constraints on gathering in large numbers because of the COVID pandemic, FNI will structure opportunities for virtual engagement using websites, self-guided exhibits, online community surveys and virtual community meetings that may be broadcast live as well as recorded to ensure the project is accessible by as many people as possible and that engagement is broad and diverse.

The Client will be responsible for printing flyers, printing postcards, identifying meeting participants, providing postage and mailing brochures, and notes, if desired. The Freese and Nichols team will facilitate community engagement events. Meeting space and locations to be determined and hosted by the Client.

***(Deliverables – (1) Items for meeting agendas and preparation of boards or PowerPoint presentation to be used at meetings; (2) Press release write-ups; (3) Summary report of public involvement activities/results)***

#### 5.5: Agency Coordination and Packages

The Freese and Nichols team will meet with other government agencies and relevant implementing partners before finalizing recommendations that may require coordination with the City of Seabrook. The purpose is to coordinate projects, policies, and programs to avoid duplication. In some cases, funding efforts could be integrated. These agencies and partners will be identified during the project kickoff meeting.

***(Deliverable – Agency coordination meetings and plan integration)***

#### 5.6: City Council Project Update and Public Hearing and Adoption

The Freese and Nichols Team will present a Livable Center Study update to the Seabrook City Council during the planning process and a final presentation for comment and adoption.

***(Deliverable – Digital PowerPoint Presentation)***

## **TASK 6 – DRAFT SEABROOK LIVABLE CENTER STUDY**

### 6:1: Draft Report

The Freese and Nichols Team will prepare a Draft Seabrook Livable Center Study, documenting the work outlined in the previous tasks. The draft Seabrook Livable Centers Study will be provided via email. The Freese and Nichols Team will provide a digital format copy for review. The draft study will be submitted to the City of Seabrook, the SAC, and H-GAC for review. The draft study should include, but is not limited to, the following: an acknowledgment page, a table of contents, figures and tables, an executive summary, the findings of tasks one through five, conclusion, and appendices as needed.

A reasonable review period will be requested from the Client and one point-of-contact to collect all comments to be submitted to the Freese and Nichols Team.

***(Deliverables: Draft plan in electronic format for review; maps that are a part of the draft report will be submitted as separate files; existing conditions maps and policy level planning items such as land use, zoning or significant transportation route recommendations will be prepared in GIS format; site-specific recommendations such as conceptual planning will be developed in AutoCAD format and no more than three (3) revisions of the study)***

## **TASK 7 – FINAL SEABROOK LIVABLE CENTER STUDY**

### 7:1: Final Report

Upon completing a review of the draft livable center study, the Freese and Nichols Team will prepare the final Seabrook Livable Centers Study. The Final Study should include but is not limited to, the following: an acknowledgment page, a table of contents, figures and tables, an executive summary, the findings of tasks one through five, conclusion, and appendices as needed.

The Final Study will be of high quality with clear images and illustrations with written text. All maps and tables will be appropriately cited and contain keys when appropriate. The Freese and Nichols team will apply its internal quality assurance controls to achieve a high-quality Final Study. A reasonable review period will be requested from the Client and one point-of-contact to collect all comments to be submitted to the Freese and Nichols Team.

The Freese and Nichols Team will attend one (1) City Council meeting to adopt the study. The Consultant will present the planning scope, process, findings, and final recommendations for approval at this meeting. If additional meetings are necessary, the Client agrees to conduct the meetings or negotiate other Consultant services.

After adoption by the Seabrook City Council, the Freese and Nichols Team will provide the Final Study using Adobe InDesign along with all project files such as GIS layers, meeting minutes, survey results, etc.

***(Deliverables: Electronic submittal of study for one (1) final review; one (1) final presentation for City adoption; final Seabrook Livable Center Study (10 hard copies, one electronic format); two (2) Flash drives and CDs containing electronic files of final Study in InDesign and as a PDF, maps, photos and graphics, and all other project files; existing conditions maps and policy level planning items such as land use, zoning or significant transportation route recommendations will be prepared in GIS format; site-specific recommendations such as conceptual planning will be made in AutoCAD format; air quality benefits and reduction total vehicle miles traveled. All recommendations will be detailed via H GAC's Program Tracker.)***