

Bill Farmer, Chair

Chuck Ellinger, Vice Chair

Linda Gorton

Steve Kay

Chris Ford

Tom Blues

Diane Lawless

Julian Beard

Doug Martin

Peggy Henson

Staff:

Jenifer Benningfield

AGENDA
PLANNING AND PUBLIC WORKS
COMMITTEE
November 20th, 2012
1:00pm

- | | | |
|---|----------------|----------------|
| 1. October 16th, 2012 Summary | | (1-5) |
| 2. Review of Street Tree and | | |
| Street Tree Protection Ordinances | Martin | (6-19) |
| 3. Working with FCPS to Sustain Road Salt Services | EQ Link | |
| 4. Leaf Collection Update | Wente | (20-32) |
| 5. Design Excellence Update | Blues | (33-42) |
| 6. Items Referred to Committee | | (43) |

Future Committee Meetings

December 11 - 1:00pm

“Planning and Public Works Committee, to which should be referred matters relating to the Division of Planning and including, but not limited to, matters related to housing, infill and redevelopment, purchase of development rights and historic preservation, and any related partner agencies and the Department of Public Works and its related divisions, including capital improvement projects and any related partner agencies.”

Planning and Public Works Committee

October 16th, 2012

Summary and Motions

CM Bill Farmer chaired the meeting and called it to order at 1:00pm. CM Stinnett attended the meeting as a non-voting member.

1. September 18th, 2012 Summary

Motion by Ellinger to approve the September 18th, 2012 summary. Seconded by Beard. Passed without dissent.

2. Re-Paving Program: Municipal Aid Fund

Stinnett began a discussion on the paving needs in Fayette County. He said that the Council needs to review how they are going to use municipal aid funds going forward. He suggested implementing a long-term road plan.

Kevin Wente said that paving specifications were the initial reason the item was placed into committee.

Henson asked Wente to provide how many roads, in a dollar amount, fall below 65 annually. Wente said that he will look it up and communicate that number with her. Henson asked if they would continue to decrease their deficit as they go forward. Wente said that they can accommodate \$7MM each year so they should see a decrease in the numbers of roads below 65. If this amount of money is allocated each year, the number should continue to go down.

Henson reminded the Council Members that they have a \$27MM deficit currently. She wants to know the amount of money they need to get caught up and stay caught up.

Blues asked if they could count on the MAP money in future years. Stinnett said that the LFUCG averages \$3MM each year. Stinnett reminded Blues that a future Council could decide to pay the bond back out of the General Fund if that was their desire.

Gorton asked Commissioner Jane Driskell how this bond would look in context to the LFUCG's overall bonding capacity. Driskell said that it will add \$1.4MM to \$1.5MM in debt service each year. This payment will come before certain other obligations. Gorton asked if there were debts that would be rolling off anytime soon. Driskell said that the debt service is downward sloping and that there were debts that would be rolling off.

Beard suggested to Wente that they should approach the list from the bottom up instead of from the top down. Wente said that his numbers are a snapshot in time.

Stinnett said that in 2007 the LFUCG completed \$40MM of paving with one contractor. Wente said that it was a combination of the city and the state. Wente said that since the LFUCG only has two inspectors that are state certified, from a management perspective, they can only do a certain amount of paving each year.

Martin asked about Clays Mill Road and what allocating the MAP funds will do to the project. Bob Bayert came to the podium and said that while Clays Mill will require several million dollars of city funds; it has utilized Toll credits thus far. He said that Todds Road will use Toll Credits as well.

Martin said that he has concerns that we are not currently meeting the needs that the city has to contribute to the pension fund and now we are looking to borrow money because they are not keeping up with paving needs. He urged them to look at revenue needs. Martin cautioned against borrowing.

Lawless said that a road can degrade quickly and mentioned a street in her district that did just that.

Kay asked about the Estimated Capital Improvement Plan spreadsheet in the packet. Driskell said they need to do a comprehensive road plan going forward. She took the information from the most recent CIP process what the agency indicated that they spent money on. Bayert said that the chart is intended to illustrate what they could do year after year and what types of funds it would take to do them. Kay said it appeared to be a projection, not a specific plan.

Gorton asked about the ending fund balance. She asked if there were projects that were not completed or if they purposely kept a fund balance. Bayert said that some of what would carry over does represent projects that they anticipated that did not ultimately happen. Gorton asked for examples and Bayert said that he would have to get her a list of projects.

Driskell put a chart on the overhead that illustrated bonding obligations.

Farmer asked Bill O'Mara if they are anticipating any growth. O'Mara said there will be modest growth. O'Mara said that his goal is to have debt be 10% or less of our revenue. If we continue to add, we will be above the 10% threshold until at least 2017.

Driskell mentioned the County Aid money and said that it can be used for paving.

Stinnett said that he thinks they should keep the issue of the use of Municipal Aid Funds in committee. He mentioned that we are using the money for personnel and trails. He said that the LFUCG does not use much of their own money to pave roads.

Martin said that he supports the effort, but he cautioned that the state and federal funds will likely be decreasing in future years.

Driskell said that the rating agencies have affirmed their rating as stable and she does not expect the LFUCG to be downgraded.

Motion by Farmer to approve scenario 2: A \$13M Bond and \$1.5MM per year in paving. Seconded by Beard. Motion passed 8-1. Martin voted nay.

3. Newtown Pike Extension Update

Andrew Grunwald came to the podium to present on the Newtown Pike Extension. He started with Phase 1, redevelopment and mitigation area. He said that Central Bridge was awarded the KYTC contract to reconstruct a portion of the Lower Branch Box Culvert. Construction will begin in October 2012 and will continue into mid to late spring of 2013. On April 5, AU Associates was selected to be the developer for financing and constructing the rental units in the new neighborhood.

Grunwald went on to say that Fitzsimmons Office of Architecture has completed design renovations for the Carver Center. Design plans for the mitigation area are approximately 85% complete. The noise wall along the railroad yard is complete.

Grunwald said that the Community Land Trust is working on its 501C3 application with the IRS. Kay expressed concern regarding the timeline for the 501C3 application. Grunwald said that the IRS is backlogged with applications and said that it is a lengthy process.

Blues said that there are working to keep a fragile neighborhood whole.

Grunwald moved his presentation to Phase 2, Versailles Road to South Broadway. He said that the design plans are 60% complete. The KYTC is proceeding with acquisitions for the 21 "total takes" within Phases II and III. These include Nathaniel Mission and Harry Gordon Steel. Grunwald told Committee members that there have been a series of meetings held with Nathaniel Mission representatives and various scenarios have been investigated. He said that Phase II utility costs are estimated at \$5.4MM and construction costs at \$16.1MM; funds are programmed but not authorized.

Finally, he spoke about Phase III, the Scott Street Connector. He said that the final design has not begun. The utility costs are estimated at \$3.5MM and construction costs at \$8.7MM; funds are programmed for beyond 2014.

4. Article 17-7(E): Permitted Signage in Professional Office and Mixed Use 1 Zones

Martin began his presentation on a Zoning Text Amendment for Permitted Signage in Professional Office and Mixed Use 1 Zones. His proposal would allow a 3rd wall-mounted sign for buildings with two street frontages that are three stories or higher, with the following restrictions:

- The signs must be on different wall faces
- Signs may not face an adjacent residential zone, unless located on a street frontage.

The revision would extend 3rd sign exceptions for “professional office projects” to building with three stories or greater. Martin told committee members that the language was drafted by his Council office in consultation with the LFUCG Planning staff. King came to the podium and said that he was comfortable with the draft.

Martin made a motion to approve the initiation of the ZOTA for Article 17-7 (E) and send it to the full Council. Beard seconded the motion. The motion passed without dissent.

See Attachment A for the ZOTA language

5. Todds Road Widening Update

Bayert was called to speak to provide the Committee members an update on the Todds Road widening project.

Bayert said the project will begin on Todds Road near Andover Forest Drive and will extend 1.6 miles southeast to the future Polo Club intersection just east of the I-75 overpass. The project will widen the existing rural 2-lane section of Todds Road to an urban 2-lane section plus a center turn lane, bike lanes, curb and gutter and sidewalks. The design plans are approximately 60% complete. The funding/reimbursement agreement for the contract modification was recently approved by Council and by KYTC, and the design changes are proceeding.

He told Committee members that it might be necessary to do the project in two sections because of the expenses associated with it. He said that there will be a utility relocation investment of \$2MM and construction costs thereafter. If split, Phase 2A will be from Kimbolton Drive/Cypress Point Way to Andover Forest Drive/Forest Hill Drive and Phase 2B will be from Polo Club Blvd to Kimbolton Drive/Cypress Point Way. Phase 2B will be expedited, as will the completion of Polo Club Blvd, in anticipation of the August, 2015 opening of the new elementary school.

The Right of acquisition process will begin when the design is complete. \$1MM is programmed in the TIP for right of way acquisition.

Construction funding is estimated at \$10MM and is spread between two fiscal years in the TIP. However, SLX fund programming is begin re-examined to see if all of Section 2 may be bid as one project.

Stinnett urged Bayert to look at all costs to complete the project at one time.

6. Items Referred to Committee

Motion by Beard to remove Chapter 4 of UCG Code re: Harboring of Animals from the Committee referral list. Seconded by Gorton. Motion passed without dissent.

Motion by Henson to remove Itinerant Merchant from Committee referral list. Seconded by Ellinger. Motion passed without dissent.

Motion by Martin to remove Article 17-7(E): Permitted signage in Professional Office and Mixed Use Zones from the Committee referral list. Seconded by Henson. Motion passed without dissent.

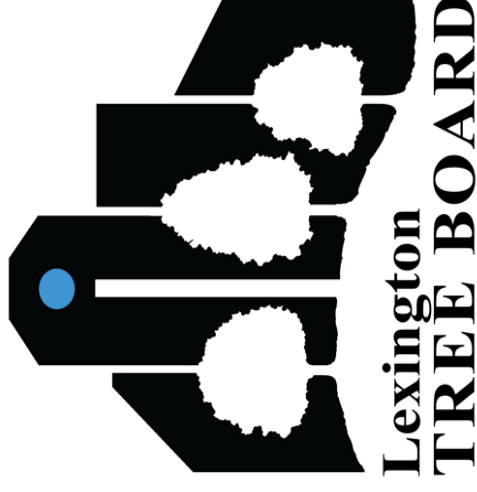
Motion by Stinnett to remove the Right of Entry and Administrative Warrants from the Committee referral list. Motion passed 8-2. Beard and Martin voted nay.

Motion by Blues to adjourn. Seconded by Gorton. Motion passed without dissent.

Submitted by Jenifer Benningfield, Council Administrative Specialist

Lexington's Urban Forest

Challenges & Recommendations for a Healthy
Urban Forest



A Healthy Urban Forest Provides:

- Environmental Benefits:
 - Reduce Energy Consumption
 - Decrease Stormwater Runoff
 - Improve Water Quality
 - Improve Air Quality
 - Reduce Heat Island Effect
 - Create Wildlife Habitat
 - Improved Aesthetics

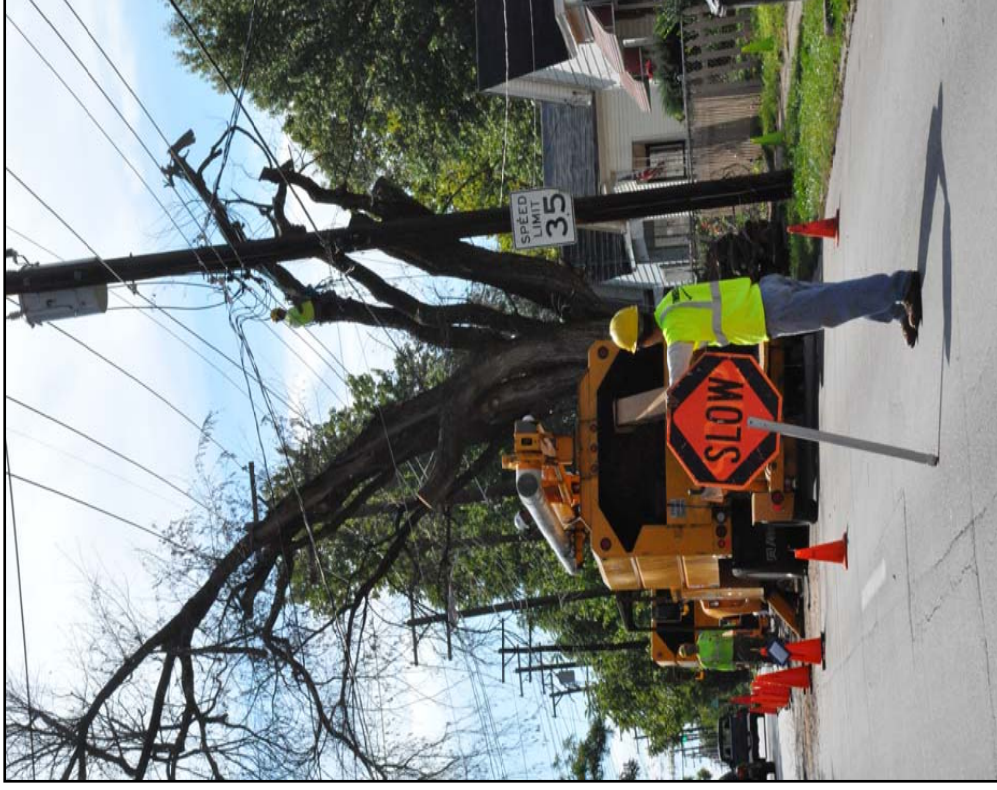




Benefits - Continued

- ❑ Social Benefits:
 - Traffic Calming Effect
 - Proven Deterrent to Crime
 - Encourage Healthy Social Interactions
- ❑ Economic Benefits:
 - Increases Consumer Business Activity
 - Increased Property Values
 - Lower Utility Bills
 - Creates Jobs

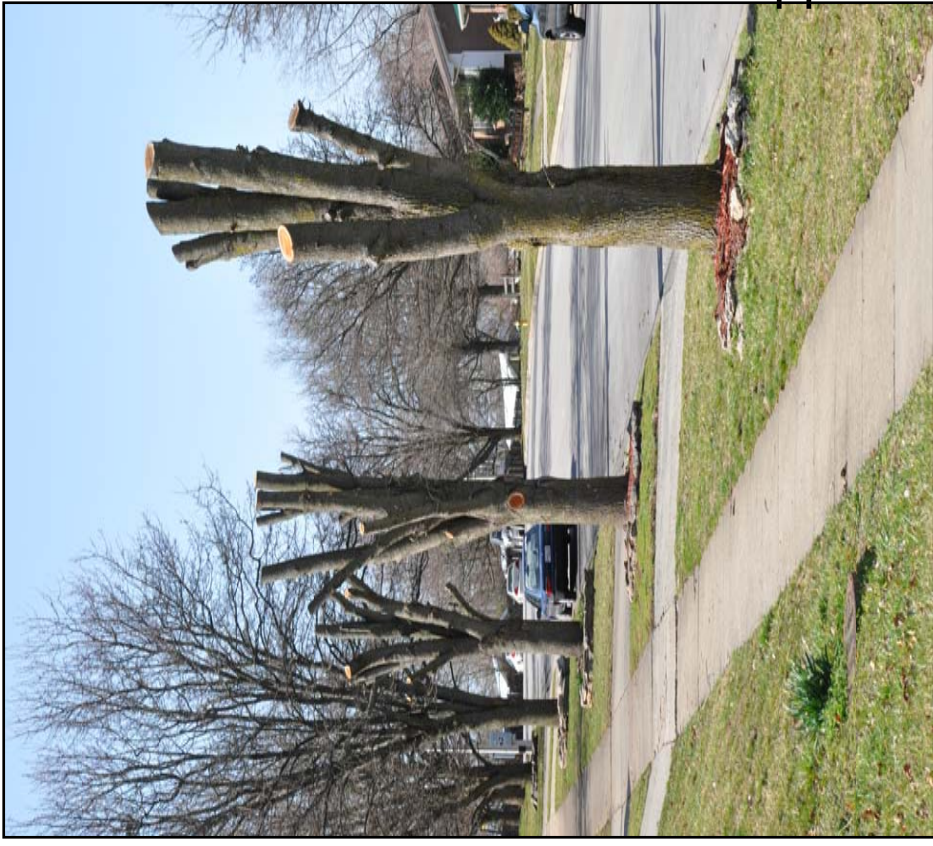
Current Urban Forest Challenges



Decline of Tree Canopy Due To Pest & Disease



Wrong Tree for Space & Improper Maintenance



Challenging Planting Conditions for Street Trees



Lack of Tree Diversity



Tree Board Recommendations

For a Healthy Diverse Urban Forest





Utilize the Tools We Have:

- ❑ Chapter 17B Code of Ordinances– *Street Trees*
- ❑ Article 6-10 of Subdivision Regulations: *Tree Planting Standards*
- ❑ Article 18 Zoning Ordinance-*Commercial Landscaping Requirements*
- ❑ Article 26 Zoning Ordinance –*Tree Protection Standards for New Development and Redevelopment*



Recommendations for Public Property

- Optimize planting conditions for street trees with adequate space and suitable soil:
 - Encourages healthy growth.
 - Allows tree to grow to full maturity.
- Promote *Right Tree Right Place*
 - Minimizes interference with overhead utility lines, buildings, curbs & sidewalks.
 - Allows tree to reach full maturity.



Residential Property

- ❑ Strong Public Outreach and Education Program – *Residential property occupies 60% of the Urban Service Area and public support is essential to increasing the forest canopy and maintaining a healthy urban forest.*
- ❑ Create authority to compel removal of hazardous trees on private property that are a safety hazard.



Commercial Property

- ❑ Recommend adequate inspection resources (Landscape Examiner) to proactively enforce landscaping requirements: Article 18 of Zoning Ordinance.
- ❑ Promote installation of Green Infrastructure.
- ❑ Work with city & business community to resolve conflicts between street trees and commercial signage.

QUESTIONS??



Vacuum Leaf Collection

November 2012

Division of Streets & Roads

**LFUCG Department of
Environmental Quality
& Public Works**

What is vacuum leaf collection service?

- Streets & Roads crews will collect leaves that have been raked to the curb.



Who receives this service?

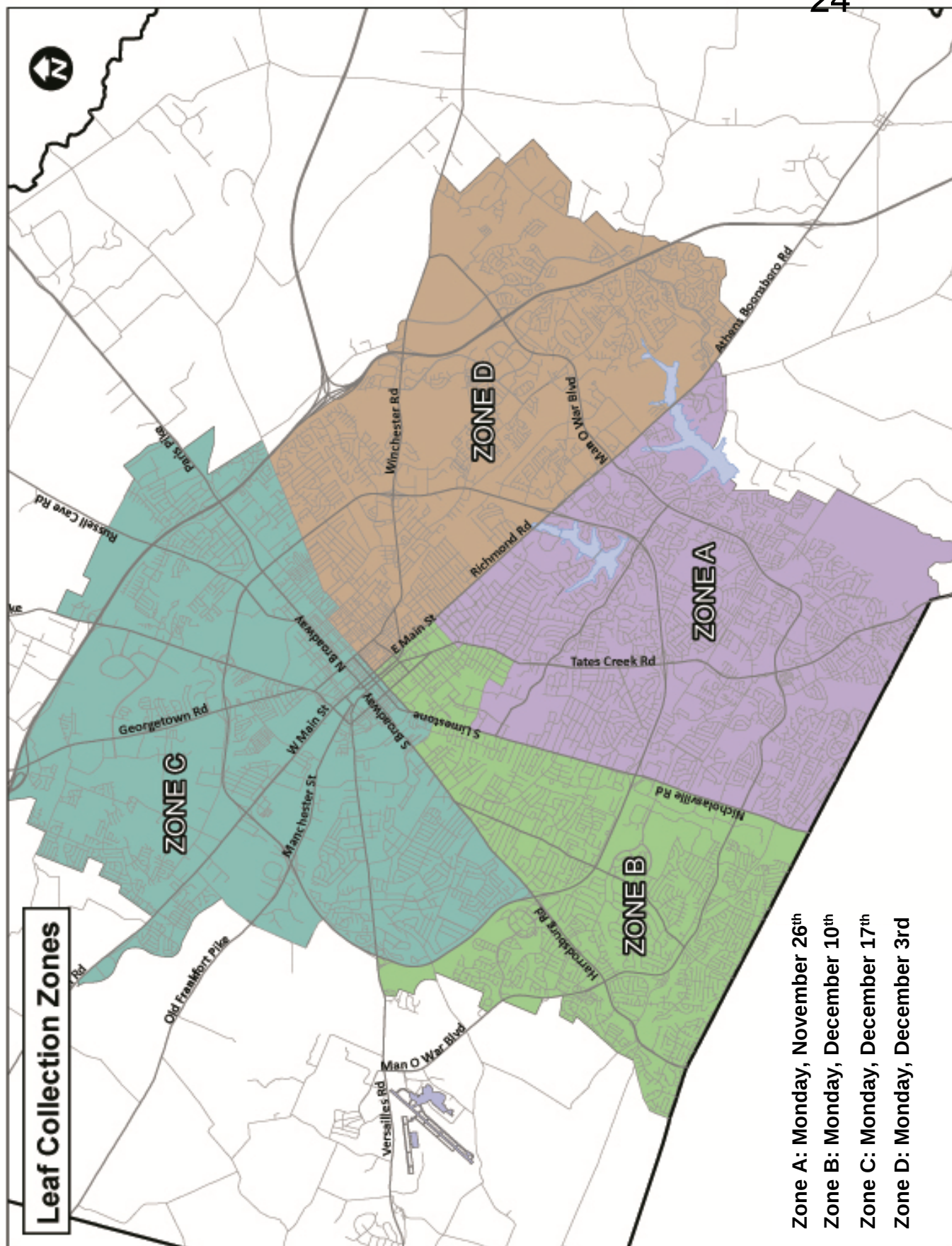
- All citizens in the Urban Service Area who receive Urban County Government waste collection services (approximately 90,000 residential addresses).
- Citizens can look up this information on the government website - <http://www.lexingtonky.gov>



When does it begin?

- Starts Monday, November 26, 2012. Plan is to complete by the end of the year.
- Service area is divided into 4 separate zones and a downtown zone. Each zone is assigned one week of leaf pick up.





What do citizens need to do?

- Put their leaves in piles between the sidewalk and the curb or close to the street if there is no sidewalk.
- **DO NOT PUT THE LEAVES IN THE STREET!** This is a serious safety hazard. It is also unsightly and causes problems for our workers, traffic, and storm sewers and could lead to a citation.
- Do not rake limbs, rocks, or trash into the piles.

What other options do citizens have?

- ❑ “Lenny” yard waste container
- ❑ Paper yard waste bags
- ❑ Mulch leaves when mowing
- ❑ Home compost operation
- ❑ Residents can take leaves directly to Haley Pike landfill
- ❑ Private collection

How is this information communicated?

Vacuum leaf collection is advertised to the community:

- ❑ Government Communications news releases
- ❑ GTV3 (Lexington Now & bulletin board)
- ❑ LFUCG Website - <http://www.lexingtonky.gov/leaves>
- ❑ Information is sent to all local media (radio, print, and TV)
- ❑ Council Members (Neighborhood Association meetings, council newsletters & publications)
- ❑ Citizens can call LexCall at 311
- ❑ Division of Waste Management's WasteNot Newsletter

What changes were made or what stayed the same from 2011?

- ❑ Streets & Roads will perform leaf collection instead of Parks and Recreation.
- ❑ Again, only **one** round of collection for each zone starting after Thanksgiving on Monday, November 26th.
- ❑ Using both Haley Pike and same alternate dump site, reducing travel, down time, and fuel consumption.
- ❑ Adding temporary restroom facilities to alternate dump site further reducing down time.
- ❑ Street sweeping will be suspended **except** for Downtown and monthly University of Kentucky Area sweeping.
- ❑ Citation Officers asked to cite citizens for raking leaves in to street.

Who is involved in leaf collection?

- Streets and Roads
- Parks and Recreation
- Waste Management
- LexCall
- GIS/IT
- Public Information
- Fleet Services

Resources from Streets & Roads, Parks, & Fleet Services

- Two managers, three supervisors, approximately seventeen full-time employees, two administrative staffers, and thirty-five temporary workers.
- Eleven leaf vacuums, six dump trucks with collection boxes, five rear-end load garbage trucks, and at least two street sweepers.

Schedule

- Monday through Friday, 730AM to 400PM.
- Shift length may be extended to make up for lost time depending on weather and light.
- Saturdays may be used as a make-up day for lost time.
- Collection will be suspended for snow removal and major events requiring a response from Streets & Roads.

Vacuum leaf collection questions?



DESIGN EXCELLENCE TASK FORCE
Membership November 2012

ELECTED OFFICIALS

Mayor Jim Gray
CM Julian Beard
CM Tom Blues, Chair
CM Chuck Ellinger
CM and Vice Mayor Linda Gorton
CM Steve Kay
CM Ed Lane

CITIZENS

Joan Brannon, Film Maker and Community Activist
Ned Crankshaw, Landscape Architect, Chair UK Dept Landscape Architecture
Rick Ekhoﬀ, Architect, EOP
Bill Johnston, President Western Suburb Neighborhood Association
Bill Lear, Attorney and Developer, Stoll Keenan Ogden
Graham Pohl, Architect, Pohl Rosa Pohl
Michael Speaks, Architect, Dean UK College of Design
Knox Van Nagell, Executive Director Fayette Alliance
Mike Meuser, Attorney, Chair Courthouse Area Design Review Board
John Rhorer, Attorney, Chair Historic Preservation Commission

LFUCG / DDA

Brandi Berryman, Urban Designer, Downtown Development Authority
Jeff Fugate, Executive Director Downtown Development Authority
Bettie Kerr, Director Division of Historic Preservation
Chris King, Director Division of Planning
Derek Paulsen, Commissioner Planning, Preservation, and Development
Billy Van Pelt, Design Review Officer for Courthouse Area Overlay Zone

DESIGN EXCELLENCE TASK FORCE (draft: 10-23-12)

The Design Excellence Task Force recognizes and accepts the challenge to enhance the standing of Lexington as a distinctive city. Our task is to produce work that will

Elevate the quality of design in downtown Lexington.

Support a vibrant professional design community.

Encourage public support for design excellence.

Identify barriers and incentives to downtown investment

We know that good architecture and urban design contribute to making cities both functional and attractive to residents, visitors, and investors by creating places with distinct beauty and identity. Architecture is about the design of buildings. Urban design is about the relationships between buildings, the roads and spaces they front, and the people who make use of them. A well-designed city takes into consideration these important relationships in order to promote design excellence and to create a successful downtown.

We agree with the creators of Seattle’s design review program that design excellence is measured by “the degree to which new development fits comfortably within the existing fabric of the city,” by the capacity of a new or rehabilitation project to stand the test of time, and by a project’s affect on the environment—materials used, energy or resources consumed, the impact on the quality of life of its occupants.

That is why we recommend Design Guidelines requiring

New buildings to address the context of their surroundings—mass and spacing; placement on site; adjacent uses, heights, densities.

Historic buildings to be appropriately renovated, retaining their historic integrity and character, while accommodating potential new uses.

The context of historic structures and streetscape to be protected, retained, and enhanced, through renovation of historic buildings, review of proposed demolitions, and creative and compatible new construction.

The use of durable, long-lasting materials, and designs that accommodate future uses.

Consideration of the human environment—defined street edges, height and mass scaled to pedestrians.

Connectivity to existing and future networks, ensuring cohesive interaction from block to block—convenient for vehicles, comfortable and safe for pedestrians.

As Ann Arbor’s Downtown Development Authority points out, design guidelines neither create nor ensure excellence in design; rather, they address “the qualities of architecture, urban design, and public space that make for successful projects and communities.” Accordingly, we aspire to a design review process that will

Provide a predictable and transparent set of rules: the core of the design guidelines will be an illustrated and straightforward document that provides clear constraints and opportunities.

Promote economic viability: projects should encourage economic development in our downtown core, thereby invigorating all of Lexington.

Encourage creativity and innovation: Push the envelope and create a higher quality of life in our downtown core through creative and innovative projects.

Support sustainability efforts: Incorporate sustainable practices and materials into all development projects.

Design Excellence Task Force (DETF) Created*August 20, 2010*

- Reviewed downtown masterplan
- Set DETF Study Boundary
- Explored existing zoning and overlays
- Determined design overlay for downtown is needed and boundary for implementation suggested

DETF Update #1 to Planning Committee*January 24, 2012*

- Identified Phase I and Phase II areas in downtown to implement design guidelines
- Examined precedents and additional case studies learning from other cities and their design guidelines development process

DETF Update #2 to Planning Committee*June 19, 2012*

- Established a workplan and timeline addressing steps to guidelines and review process development
- Subcommittees created to do background research and set basis for guidelines development

Subcommittees Created and Work Completed*Summer 2012***Downtown Inventory Subcommittee**

- Documented existing downtown conditions
- Determined sub-districts for downtown and classified corridor types
- Explored each sub-district noting the positive and negative design components of each
- Created final recommendations for important components to inform design guidelines

Existing Guidelines Review Subcommittee

- Examined existing Courthouse Design Overlay
- Determined strengths and weaknesses in guidelines and process
- Created Recommendations Matrix identifying project types, guidelines and standards needed, and review processes to explore

DETF Consultant RFQ Released*November 5, 2012*

- Submittals due November 28, 2012
- Contract to be awarded early January

DETF Update #3 to Planning Committee*November 20, 2012***Next Steps:**

- Draft design guidelines, develop review process, and draft ZOTA with LFUCG and DDA staff being lead with guidance from hired consultant
- Conduct council workshops
- Host public input meetings
- Test drafted guidelines
- Present final draft to council to initiate ZOTA and adoption of design guidelines
- Proposed timeline to have ZOTA, adoption of guidelines, and process by end of 2013

Request for Qualifications for Professional Services

DRAFT 24 October 2012

BACKGROUND INFORMATION

A number of recent plans and studies setting forth strategies for energizing our downtown renaissance recommend that Lexington consider approaches or design review standards to promote and guide the architectural character of our community.

In May 2010 the Urban County Council created the Design Excellence Task Force (DETF)—comprised of design professionals, neighborhood representatives, business leaders, council members, and government officials— charged to explore all aspects of how the architectural character of downtown can and should be addressed.

The task force has met 15 times over a 24 month period since beginning work in August 2010. We linked case studies from around the world to a ground level assessment of our downtown—its strengths, weaknesses, and opportunities. The task force realized early on that to energize our downtown we need to permit, encourage, and inspire creative and imaginative design, thus our commitment to downtown design excellence.

The Lexington-Fayette Urban County Government (LFUCG) is working to establish a design review process for the core commercial area of downtown Lexington and its immediate edge areas (as described by the B-2 zoning designation), encompassing approximately 1000 commercial and residential properties. The center of this area currently includes the Courthouse Area Design Overlay District, encompassing approximately 100 properties and anchored by the historic courthouse square that will be absorbed by the proposed Downtown Design Excellence District.

The purpose of the Design Excellence District is to facilitate the successful evolution of rehabilitation, infill, redevelopment and institutional projects to further enhance the character-defining aspects of downtown Lexington. The downtown core area proposed for this district designation (see attached map) includes many historic structures, as well as more contemporary buildings, some parking garages and a number of surface parking lots. Several blocks of the area are listed on the National Register of Historic Places, as well as some individual historic buildings (approximately 180 properties). Additional historic properties may be eligible for listing on the National Register. The Downtown Lexington Building Inventory provides a brief overview of some individual structures and the parcels included in the proposed Downtown Design Excellence District. This document is available online at the LFUCG website:

<http://www.lexingtonky.gov/Modules/ShowDocument.aspx?documentid=10755>

To the extent possible, LFUCG intends to issue permits through an administrative process, with more substantive projects being reviewed by a Design Excellence Review Board. All four elevations of existing or proposed structures and entire sites are to be reviewed and permits issued reflecting the same. The

proposed review process is intended to establish a regulatory baseline of codified design form, with an accompanying review process to encourage design excellence through board feedback and approval.

The task force has taken the first steps in gathering background information and defining the downtown district in order to better inform the development process of design guidelines. A downtown inventory has been completed that includes the area within the study boundary as defined by the DETF. The inventory was created through background research, site visits, macro and micro data collection, and multiple meetings of a DETF subcommittee. This documentation was taken at various levels of detail resulting in clearly identified downtown subdistricts and the key characteristics for each that will inform the creation of place-specific guidelines. Based on this inventory, the guidelines should build upon and strengthen the unique characteristics of our downtown subdistricts.

The existing Courthouse Area Design Overlay District's guidelines and processes have been thoroughly reviewed by another DETF subcommittee. From this assessment, we have identified its successes with rehab projects, while noting the weaknesses of the process regarding infill, redevelopment, institutional, and demolition projects. Based on this assessment, the subcommittee recommended the creation of urban design standards and guidelines, along with a new review processes, including staff and board approval for each project type. A recommendations matrix is attached (see Appendix A).

The work from both subcommittees is the basis for the next steps and owes much to our recent work, studies and plans created over the past decade. A list of reference documents is attached (see Appendix B) and may be referenced as needed.

PURPOSE OF THE REQUEST

The Lexington-Fayette Urban County Government requests Statements of Qualifications to be submitted by qualified professionals to provide a strategic consultant with experience in downtown areas in the development or application of the following:

- Urban Rehabilitation Guidelines for existing buildings.
- Urban Design Regulations and Guidelines for infill projects.
- Urban Design Guidelines for redevelopment and civic projects.

LFUCG will review these qualifications and select qualified firms to assist LFUCG and the Lexington Downtown Development Authority (LDDA) design staff with developing Urban Rehabilitation Guidelines, Urban Design Guidelines and Regulations.

The purpose of this project is to synthesize current community goals and previous downtown efforts and policies; provide a clear guide and predictable framework for both developers and citizens; and serve as a powerful graphic tool for visualizing preferred downtown rehabilitation, infill and redevelopment.

The respondent will exhibit the capacity to provide professional consultation to the LFUCG and LDDA design staff as they create a document that insures development results in the desired physical form and responds to the social needs of the community. The finished product should be detailed enough to address Downtown Lexington's immediate needs and flexible enough to serve as a guide for the future of design excellence.

The required professional services will include the following essential tasks:

- 1) Advise the LFUCG and LDDA design staff on an implementation process that will successfully carry out the intent of the proposed Downtown Design Review District.
- 2) Advise the LFUCG and LDDA design staff in the creation of concise, illustrated urban rehabilitation guidelines, urban design guidelines, and urban design standards based on the policies, themes, goals and objectives as set forth by the DETF for the following:

- Rehab of Existing Buildings
- Infill Construction
- Redevelopment
- Institutional Buildings
- Demolition

(See Appendix A for more information)

Additionally, the consultant will review and edit the rough and final drafts of the design guidelines and regulations for format and content.

- 3) Support the public engagement process and meetings with public officials to encourage acceptance of the principles of the design excellence program by citizens, developers, and design professionals.

Firms and/or teams should use the scope of work listed above as a guide for their proposed approach. Additional scope items may be recommended, but respondents should be mindful that the schedule and budget for this effort is 4-5 months and a cost not to exceed \$30,000.

PROJECTED TIMELINE

The following projected timeline should be used as a working guide for planning purposes. LFUCG and LDDA reserve the right to adjust this timetable as required.

<u>Benchmark</u>	<u>Date</u>
RFQ Issued	November 5, 2012
Pre-proposal Meeting	October 14, 2012
Deadline for submittal of questions	November 19, 2012

Proposals Due	November 28, 2012
Interviews	January 2013
Consultant to begin/ initial project briefing	January 2013

PROJECT MANAGEMENT

The project will be administered by the Lexington Downtown Development Authority. A project technical advisory steering committee will guide the prioritization of study elements, alternatives to be pursued, any revisions to the project schedule, and similar decisions likely to arise in the execution of the project. DETF shall serve in an advisory capacity for the project. The LFUCG and LDDA staff will be lead on project management and production. The consulting firm is to work directly with identified individuals to provide strategic consulting on the creation of the final design guidelines and review process.

MINIMUM QUALIFICATIONS OF CONSULTING FIRM

- A demonstrated expertise in the disciplines of urban design, architecture, planning, and landscape architecture, especially as such disciplines are applied to the development of urban design guidelines and regulations. If the lead respondent proposes to meet this qualification through a multi-firm team and/or subcontracting certain project activities, the identity of such other firms or subcontractors shall be identified in the response to the RFQ.
- A list of clients, including local governments, or equivalent, (including name of contact, address, phone numbers and description of work performed) for which similar projects have been performed. Name and qualifications of key personnel involved should be identified.
- Ability and commitment to provide continuous professional service during the contract period on a time-sensitive basis.

COMPETITIVE SELECTION CRITERIA

- Specialized experience and technical competence of the person or firm (including a joint venture or association) with the type of service required -- specifically demonstrated ability to: understand existing conditions; translate street and district typologies into codified attributes; craft urban rehabilitation guidelines, urban design guidelines and regulations specific to individual communities.
- Specialized experience and technical competence of the person or firm (including a joint venture or association) with the type of service required -- specifically demonstrated ability to: develop urban

rehabilitation guidelines, urban design guidelines and regulations for the rehabilitation of existing buildings, infill development, the redevelopment of parcels and development of civic buildings and spaces in the downtown core area.

- Character, integrity, reputation, judgment, experience, and efficiency of the firm(s); -- references will be asked about timeliness of expected product delivery; ease of relationship; and responsiveness.
- Familiarity with Kentucky's enabling zoning legislation and knowledge of the Secretary of Interior's Standards.
- Degree of local employment to be provided by the person or firm in the performance of the contract by the person or firm.

SUBMITTALS

Statements of Qualifications (SOQ) are due to the LDDA by 4:00 PM (Eastern Time) Wednesday November 28, 2012. Submittals received after this time and date will not be considered.

Respondents are to send two (2) copies of the qualifications and one (1) electronic version in PDF format on CD of complete proposals with a cover letter to:

Todd Slatin
 Division of Central Purchasing
 200 East Main Street
 Lexington KY 40507
 859-258-3320

Questions regarding the Request for Statements of Qualifications should be directed to the same.

Format Requirements:

1. Firm Information

- a. Firm Name
- b. Contact Person
- c. Address
- d. Website
- e. Phone
- f. Email

2. Firm Description

- a. Describe firm and its particular abilities as related to this project and the competitive selection criteria listed above.
- b. Describe any additional services available through your Firm and how the availability of these services can be beneficial to the LFUCG and LDDA.
- c. Explain how you will become familiar with the LFUCG's planning goals and DETF priorities.
- d. State and explain your experience in providing consulting services of a similar nature to the ones outlined in this RFQ to other public entities; in particular, experience with providing consultation services to assist in the development of Urban Rehabilitation Guidelines, Urban Design Guidelines and Regulations, facilitating public workshops/design charrettes, and producing user friendly documents (with graphics, illustrations, photos).
- e. Describe, in general, the nature, structure and flexibility involved in providing consulting services on a time-sensitive schedule.

3. Personnel

- a. List the firm's professional and support positions and number of personnel in each position. Provide an organizational chart of the firm.
- b. Provide resumes of all personnel who would work on the project and information as to their experience on similar projects. Please provide 3 to 5 professional references for the project manager s).
- c. List any professional consultants outside your firm you may expect to participate in this project.
- d. Provide information on the firm's ability to commence work immediately and current workload of firm.

4. Experience

Provide information regarding experience on similar projects that are comparable to or include elements related to this effort. Indicate the project name, location, project budget, client contact, scheduled and actual completion dates and website address, if document(s) is available on the Internet. Submit two (2) sample documents of similar nature to those requested within the RFQ. (If large, only one (1) set of each sample document need be submitted)

Additional Format Requirements

1. Organize presentation in the following order: Firm Information; Firm Description; Personnel; Experience.
2. Label each section accordingly.
3. Number all pages consecutively.

Printed submissions should be concise and limited to no more than 5 printed pages (not including the cover). PDF submissions on the CD or via web link are not limited.

SELECTION PROCESS

This document is an RFQ, and it should not be considered a Request for Bids or Proposals. Respondents acknowledge that the nature of the project and the selection of the winning developer are inherently subjective and that the LDDA and LFUCG reserve the right to reject any and all submissions at its discretion.

The LDDA and LFUCG will reject any submissions that are incomplete or non-responsive or submitted after the deadline. The LDDA and LFUCG reserve the right to cancel or re-issue this RFQ, or to reject, in whole or in part, any and all submissions received in response to this RFQ should the LDDA and LFUCG determine, in its sole discretion, that the responses received to this RFQ are unsatisfactory or that such cancellation or rejection is in the best interest of the LDDA and LFUCG. The LDDA and LFUCG further reserve the right to waive any minor technical deficiency in a submission package. The determination of the selection criteria and the process for evaluating proposals shall be at the sole and absolute discretion of the LDDA and LFUCG.

An initial review of submissions will be completed to determine that all submission packets include the information required by this RFQ. Submissions deemed complete will be forwarded for review to a committee ("Selection Committee"). The LDDA and LFUCG may, at its sole discretion, choose to interview any or all firms. Applicants will be evaluated based on expertise and experience with the areas outlined in the above competitive selection criteria. Respondents may be asked to give a presentation regarding their submissions to the Selection Committee. The Selection Committee may request additional information from the Preferred Respondents. Following any presentations, the Selection Committee will rank order the submissions and invite the Preferred Respondent to begin negotiations.

Planning and Public Works Committee Referrals

Item	Referred by	Date	Status
Oliver Lewis Way Project	Blues	04/09/2009	Quarterly Update
Todds Road Widening Phase II	Stinnett	04/15/2010	Quarterly Update
Erecting Large Utility Poles in ROW	Martin	03/12/2010	12/11/2012
Re-Paving Program	Martin	04/13/2011	08/14/2012, 10/16/2012
Working with FCPS to sustain Road Salt Services	EQ Link	06/19/2011	11/20/2012
Downtown Traffic Study			Quarterly Update
Review Street Tree and Tree Protection Ordinances	Martin	09/27/2011	11/20/2012
Article 16 Zoning Ord: Off Parking Requirements/StormWater Management	Lawless	11/22/2011	
Building Permit Extensions in ND-1 and H-1	Lawless	02/21/2012	
Emergency Preparedness	PS Link	05/17/2012	
Possible Revision of Sign Ordinance	Farmer	06/12/2012	
Design Excellence Update	Blues		11/20/2012
Exploring the Use of Alternative Fuel Resources for Fayette County	Farmer	07/10/2012	08/14/2012
Adult Day Care Centers	Kay	10/11/2012	09/18/2012
Amendment of Article 5-1(a) Right-of-Entry		Gorton	08/18/2011