

October 9, 2017

Christopher Heineman
Community Planning & Development Director
801 Washington Street
Northfield, MN 55057
Chris.Heineman@ci.northfield.mn.us

RE: Professional Services Proposal for Southbridge Development Affordable Housing Concept Plan
Northfield, Minnesota

Chris,

Thank you for the opportunity to provide you with a professional services proposal for concept development services for affordable housing as part of the proposed Southbridge Subdivision. Having worked with the Koesters to prepare concepts for the HRA land swap and corresponding adjacent subdivision, ISG is very familiar with the property. Based on our knowledge of the area, we look forward to helping the City of Northfield to cost effectively streamline development of the proposed affordable housing properties.

It is anticipated that concept plans will include lots for single-family homes as well as 24 to 36 townhomes which will expand the existing Spring Creek Townhomes development. Connectivity with neighboring developments, parks, and trails will also be important factors in planning the new affordable housing properties. With these considerations in mind, ISG has prepared the following scope of services to meet the City's goals for development of the property.

SITE CONCEPT PLANS + PRELIMINARY MEETING

ISG will prepare two concept plans to illustrate possible layouts of the future lots for single-family homes and 24 to 36 townhomes within the adjacent Springcreek Townhomes area. Concepts will be based upon available information including the previous Southbridge Site Plan, LIDAR data, aerial contours, photography, GIS property lines, etc. Concepts will establish approximate lot sizes, shapes and development configuration of the project based on City zoning and land development codes and requirements.

In addition, concept plans will consider access points, flood plains and drainage requirements, the proposed land swap with the Koester property and connectivity as it relates to neighboring developments and City of Northfield parks, open spaces, and trail systems.

ISG will coordinate a preliminary meeting with staff from the City of Northfield, HRA, and Three Rivers Community Action Agency to discuss project details and goals.

STAKEHOLDER MEETINGS + COORDINATION (AS REQUESTED)

ISG will participate in review meetings with staff from the City of Northfield, HRA, and Three Rivers Community Action Agency to review and discuss the project as required. If requested, presentation of the preferred concept plan(s) to the HRA Board will also be provided.

If requested, ISG is also able to prepare presentation quality exhibits and participate in neighborhood meetings to present the proposed development concepts to community members. Participation will involve a brief presentation and fielding questions regarding the proposed development as requested.



COMPENSATION

ISG proposes to provide the scope of services described within this proposal for compensation in accordance with the following schedule:

SERVICE	COMPENSATION
Task 1 – Site Concept Plans (two) + Preliminary Stakeholder Meeting	\$750
Task 2 – Stakeholder Meetings + Coordination (As Requested)	Time + Materials

FUTURE SERVICES

Upon confirmation of a lot layout and approval of the preferred concept, ISG is able to provide you with a subsequent design proposal tailored to the specific scope and phases anticipated for development of the proposed affordable housing project.

REIMBURSABLE EXPENSES

Anticipated reimbursable expenses such as travel time, mileage, and printing costs are included within the compensation listed.

Please contact me at 952.426.0699 with any questions regarding our services or this proposal. To provide ISG with authorization to proceed, please acknowledge receipt and acceptance of this proposal as indicated below. We look forward to the opportunity to assist you with this project.

Sincerely,

Andrew T. Brandel, PE
Associate Principal

<p>ACKNOWLEDGEMENT OF ACCEPTANCE</p> <p>Accepted this ____ day of _____, 2017</p> <p>For: _____</p> <p>By: _____</p> <p>Title: _____</p> <p>This proposal is valid for 30 days.</p>
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