



Quote for Services

Date: 9/9/22

For

Neighborhood Development Area Application and
Bylaw Development

Provided To

Tracy Martin | Community Development | Town of Hardwick
20 Church Street, Hardwick, VT, 05843
802.472.4082

Task Name	Task Description	Hours	Hourly Rate	Cost
Project Kick-off Meeting	Prepare materials and meet with Steering Committee/Planning Commission	3	\$100	\$300
Inventory and Analysis (47 hours)				
Site Visit	Visit both Hardwick Downtown area and East Hardwick Village Center and surrounding neighborhoods	8	\$100	\$800
Inventory/Background Planning Document Review	Review current municipal and regional plan documents, housing studies, existing designations, demographic data, historic districts, natural resources, and flood zones	24	\$100	\$2,400
Identify and map potential NDA boundaries	2 areas – adjacent to Hardwick proposed Downtown Designation and East Hardwick Village Center	12	\$100	\$1,200
DHCD Pre-Application Meeting/Site Visit	Prepare and review proposed NDA boundaries with DHCD staff	3	\$100	\$300
Public Engagement (60 hours)				
Key Stakeholder Interviews	At least 10 and up to 15 interview meetings may take the form of individual meetings or focus groups as appropriate	20	\$100	\$2,000
Public Meetings/Hearings	Hold 4 public input and engagement meetings	12	\$100	\$1,200
Planning Commission Meetings	Prepare, attend and facilitate Planning Commission public hearings and bylaw review and changes (6 meetings)	18	\$100	\$1,800
Select Board Presentations	Prepare for and attend 2 interim and 1 final presentation to Select Board and the public	10	\$100	\$1,000
NDA Bylaw Requirements (61 hours)				
Review existing bylaws	Review existing bylaws for alignment with NDA requirements and identify areas for amendment	16	\$100	\$1,600
Draft Bylaw Recommendations	Prepare and deliver draft bylaw recommendations to Planning Commission and Select Board	45	\$100	\$4,500
NDA Application (73 hours)	Preparation of required documents for NDA application submission	65	\$100	\$6,500
Mapping:	Prepare required maps for application			
natural resources				
existing slopes 25%+				
public facilities				
planned public facilities				
historic districts				
designated areas				
land for residential development				
Complete Streets Documentation	Prepare documentation of complete streets requirements			
Residential Density and Lot Patterns Documentation	Prepare documentation of residential density and lot patterns requirements			
Attend Downtown Board Meeting	Prepare presentation and attend meeting	8	\$100	\$800
Subtotal				\$24,400.00
Other Costs				\$0.00
Total Cost (not to exceed)				\$24,400.00

Make all checks payable to: CCDS, LLC

If you have any questions concerning this quote, use the following contact information:

Heather Carrington, 802.999.4689, heather@ccdsvt.com