



Planning Services Statement of Qualifications

**City of Ogden, Kansas
2009 Comprehensive Plan Update**

June 20, 2009

www.brrarch.com

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June 20, 2009

Dear Mr. Kramer,

The enclosed package constitutes our formal response and Statement of Qualifications to the request for qualified consulting firms to update the Comprehensive Plan of the City of Ogden.

BRR Architecture, founded in 1963, is a nationally recognized design/planning firm specializing in urban design, land use planning, project coordination, and entitlement. Based out of Kansas City, our Planners are a short drive from the City of Ogden. This proximity means our team is accessible on short notice. This distance offers us a fresh perspective of the community, positioning our team to creatively respond to the desires of the citizens of Ogden.

Over the last decade, our team of Planners has specialized in private sector retail development. That experience, in addition to the combined 20+ years of previous public sector planning service, provides our professionals a unique perspective on issues that are important to your city. We are prepared to focus on the challenges facing many of today's communities such as local character, design standards, smart growth and economic development. Ogden, situated in the scenic Flint Hills, at the eastern entrance to historic Fort Riley, and in a growing region, is faced with many challenges and opportunities specific to central Kansas. Those challenges and opportunities include availability, affordability and quality of housing, Main Street redevelopment and community aesthetics. Our goal is to partner with the city to provide valuable resources to ensure your community's viability for generations to come.

Our experience with retail development is an asset to communities looking to broaden their retail base in a well-planned and responsible manner. We can offer jurisdictions insight into forming public and private partnerships that are mutually beneficial. In addition to retail development, our Planners keep apprised of the many nuances related to the field of planning such as smart codes, sustainable design, resource protection, and web-based public participation.

Our desire is to provide the City of Ogden an inclusive process to update the Comprehensive Plan in a manner that will be embraced by the entire community. Our professional Planners possess the experience necessary to develop a unique plan that successfully addresses issues such as responsible growth, community investment and sense of place, sustainability and most importantly, quality of life. We're confident that our proven experience in the fields of planning and design will result in a document that outlines the community's goals and strategy to achieve the common vision. We thank you for your consideration and look forward to addressing the needs of your community.

Sincerely,



Kathy Kem, AICP, LEED® AP
Associate
TEL 913-236-3385

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Table of Contents

The BRR Advantage.....	1
Why Consider BRR for your Planning Needs?	2
Scope of Planning Services.....	3
Staff Qualifications	4-5
Proposed Planning Process.....	6-9
City of Ogden, Comprehensive Plan Timeline	10
Clients.....	11
Confidentiality.....	12
Consultant Availability.....	12
Contact.....	12
Appendix A	
BRR Planning Team Resumes.....	13-20
Appendix B	
Budget Spreadsheet.....	21-23
Appendix C	
BRR Architecture Firm Materials	24-35

The BRR Advantage

BRR Architecture has provided planning, retail & restaurant architectural services since 1963. With our depth and breadth of experience, we've become known as specialists in these fields. Our clients rely on us to provide smart solutions. We understand jurisdictions, development processes and the benefit of creating public & private partnerships to shape future growth in a manner that is beneficial to all stakeholders.

Members of the BRR Planning Team have over 20 years of private planning experience representing development projects for private clients. We thoroughly understand the complexities of the development process from the private perspective and understand the type of information and coordination that private sector clients require from municipalities in order to begin and successfully complete projects. Our insight in the inner workings of the private sector provides public sector clients with an understanding that enables them to better address issues such as economic development and market changes.

Our Planners extensively and routinely interact with other consultants, attorneys, political leaders, government officials, developers, brokers and the general public to effectively resolve issues that result in positive outcomes. Team members have been exposed to virtually every type of development code, development process and planning issue that comprise the public planning sector in 49 states. We can provide fresh perspectives and an array of solutions to address your planning needs.

Why Consider BRR for your Planning Needs?

All of the key members of The BRR Team have extensive background in the public sector and have held key planning roles in zoning and subdivision administration and the preparation of development codes. Team members have also played key roles in developing Comprehensive Plans, community visioning, neighborhood/corridor planning, capital improvement planning, recreational planning, historic preservation and coordinating annexations. We understand that the fundamental challenges facing today's communities is to provide quality service with limited funding resources. Additionally, Team members have recent experience in Riley County, Kansas and have served in other communities that include major military installations; including Fayetteville, NC (Fort Bragg), Indianapolis, IN (Fort Harrison) and Abilene, TX (Dyess AFB). Team members have direct experience with the unique issues inherent to communities that have military installations within, or adjacent to their corporate boundaries.

With over 20 years of public planning experience in municipal government, our planners know that means being accountable to, and responding directly to citizens, developers, political leaders, neighborhood activists and the staff of multiple departments and communities. Team members have served at the highest levels of municipal government as City Planner and Planning Director and have worked in the trenches of day-to-day current and long range planning. We thoroughly understand all aspects municipal government planning and have proven records of successful public service and commitment to the planning profession. It was this municipal government expertise that led to the creation of The BRR Team to provide effective interaction between clients and communities. Since joining BRR, BRR Team members have continued to obtain public planning experience representing clients in 49 states for ten years, successfully completing hundreds of multi-million dollar development projects. Our public sector expertise enables us to successfully convey public sector issues and requirements to clients to complete projects in a manner mutually beneficial to the public and our clients. This experience provides us an in-depth knowledge of the development community and exposure to innovative techniques used by governments across the nation to address development issues. The BRR Team has unique insight into the full gamete of public and private issues that relate to the planning and development process.

Team members have over 40 years of planning experience in the public & private sectors. We understand what each sector needs to make the other sector successful. We believe that our combined public and private sector planning experiences can be particularly beneficial to cities seeking to update their Comprehensive Plan, establish a desirable community image, update development codes, examining how to reinvigorate or redevelop corridors, attract community investment or seeking guidance on other planning related issues. Our national experience will provide you the added knowledge of the innovative measures being used by governments to tackle complex growth and development issues similar to those facing Ogden. The BRR Team is highly motivated to address your public planning needs and to assist you in bridging the divide between where Ogden is today and where it wants to be tomorrow.

In addition to our planning professionals, BRR has specialists from related professional fields, such as architecture, structural engineering, permitting, and computer aided drafting. BRR has Code Specialists that can perform building plan review and update building, life safety, and energy codes to address local issues and conditions.

BRR also has an excellent Architectural Illustration Department that produces three-dimensional photo realistic images and other forms of graphic representation & design. These professionals make buildings, designs and plans come alive, realistically depict streetscape elements, landscape plans, urban forms and more.

When our clients come to us, they can be confident that we'll provide a full spectrum of knowledge and insight.

Scope of Planning Services

The BRR Team specializes in representing clients in a wide range of planning matters. We are versatile and provide planning services tailored to meet your individual requirements. We have extensive experience in the fulfillment of project requirements and client satisfaction and have established a reputation of providing quality planning services.

Specialization areas of the BRR Planning Team:

- Architectural/Building Design Guidelines
- Sustainability
- Big Box Ordinances
- Site Design Guidelines
- On-Call Planning Services
- Sexually Oriented Business Codes
- Mobile Home (Transient) Housing Codes
- Site Investigations/Property Research
- Provide leadership & coordination to multi-disciplinary teams
- Coordinate public participation on proposed plans and development projects
- Provide Professional Planning opinions and analysis
- Conduct research to assess the impact and implications of changes to policy
- Best Practices Research
- Signage Codes
- Land Use Planning
- Code Research and Analysis
- Public Participation Plans
- Architectural/Graphic Design/3D Visualization Graphics
- Development Negotiations
- Development Agreements/PUD Development Codes
- Project Feasibility/Site Investigations
- Critical Path Analysis

Staff Qualifications

Key Team Members

The members of The BRR Team that we would envision playing the principal roles in completing the tasks described in the Request for Qualifications would be as follows:

Kathy Kem, AICP, LEED® AP, Associate
Randal Anderson, AICP, Planner
Ryan McKay, Planner
Dallas Dixon, Codes Specialist
Abbas Haideri, Planner, RA, LEED® AP, Associate
Matt McDonald, Architectural Illustrations Department Manager, Associate
Boyd Rau, AIA, Principal

Relevant Projects

Below are projects that our professional planners have either led or been involved as a team member. Each project includes an attribute that we believe relates to this RFP. Projects in this list relate to Ogden in terms of either; 1) community size, 2) location in Riley County, 3) proximity to large military installations, 4) potential for rapid community (and regional) growth, 5) the need to maintain and accentuate the community identify and quality of life, and 6) the need to engage the public in the planning process to ensure local ownership of the plan:

- Brenham, TX. **Parks & Recreation Master Plan.** Brenham is a historic town of 13,000 with a significant college population.
- Hearne, TX. **Comprehensive Plan & Codification of City Ordinances.** Hearne is a community of 6,000 in close proximity to rapidly growing Bryan-College Station.
- Abilene, TX. Developed Sexually Oriented Business Code and Mobile Home (Transient Population) Code, both of which were coordinated with Dyess Air Force Base military planners.
- Pittsboro, IN. **Unified Development Code & Comprehensive Plan.** Pittsboro, population 5,000, is located near Indianapolis and desired to maintain a small-town quality of life while supplementing their tax base by their proximity to Indianapolis.
- Longview, TX. **Director, Longview Metropolitan Planning Organization (MPO).** Encompasses a planning area of 6 counties and a population of over 200,000.
- Longview, TX. **Director, Comprehensive Plan Update.** In Longview, population 76,000, the public had never been included in the planning process, so public participation was critical.
- Longview, TX. **Director, MPO Transportation Plan Update.** The MPO Plan was updated to match the land use assumptions of the Longview Comprehensive Plan Update.
- Longview, TX. **Director, Ten Year Capital Improvements Plan (CIP).** The community CIP was updated to reflect the direction of the Comprehensive Plan Update.
- Sugar Land, TX. **Director, Ten Year Annexation/Fiscal Analysis Plan.** Plan to guide the expansion of the City from a population of 63,000 to approximately 100,000.
- Sugar Land, TX. **Director, City Vision Plan.** Precursor to the Comprehensive Plan Update for the fastest growing city in Texas, seeking to distinguish itself from other communities in metro-Houston.

Staff Qualifications (continued)

- Fayetteville, NC. **Public Tree Preservation Ordinance.** Fayetteville, population 175,000, sought to preserve and enhance its quality of life and community appearance.
- Fayetteville, NC. **Zoning Map Update.** Digitized hand drawn maps into GIS to simplify the production/update of City maps and the storage of critical community data.
- Fayetteville, NC. **Established Fence Standards** to enhance the community image.
- Fayetteville, NC. **Cellular Tower Ordinance.** Developed regulations to address an emerging technology in a manner that would ensure public health and safety and the appearance of the community.
- Manhattan, KS. **Bluemont Neighborhood Housing Study.** In a community of 38,000, developed a plan to assess the needs & future direction of the Bluemont neighborhood.
- Riley County, KS. **County Visioning.** Facilitated the visioning process as an element of the Comprehensive Plan Update for a county having a population of 75,000.
- Junction City, KS. **Comprehensive Plan Update.** Junction City, population 20,000, updated Comprehensive Plan and led public visioning & stakeholder focus group sessions.
- Westmoreland, KS. **Comprehensive Plan.** Updated the Comprehensive Plan in a community of 800 that was experiencing a 13% annual growth rate.

Each of the planning professionals on The BRR Team have completed additional projects not listed above because they do not directly relate to this RFQ. Those additional projects can be referenced in Appendix A of this Statement of Qualifications.

Proposed Planning Process

BRR would serve in the role of a facilitator for the City, offering recommendations, advice, direction, and support. It's critical that the consultant not dictate any particular direction to the City. For purposes of addressing this RFQ, BRR recommends a process that would incorporate elements of the following framework:

1. Conduct a joint workshop of the City Council and Planning and Zoning Committee to introduce the consultant to the community and to develop and refine the type of visioning and planning process desired by the community.
2. Upon the conclusion of the workshop or retreat, The BRR Team will develop a Comprehensive Work Program for the completion of the Comprehensive Plan. The Work Program will include in-depth public participation strategies and establishment of a Planning Advisory Committee of Community Stakeholders that would work with The BRR Team on behalf of the City Council and Planning Commission to implement the Work Program. The City Council, through the approval of a Resolution, will adopt the Work Plan to update of the Comprehensive Plan.
3. The BRR Team will establish a web-based platform to ensure that all of the information developed during the Comprehensive Plan Update process is readily available to the public.
4. Concurrent with the development of the Work Plan, the City will:
 - A. Provide The BRR Team with all existing codes, ordinances, planning area maps, development policies, capital improvement plans, annexation plans, transportation plans, parks and recreation plans and any other like documents currently used by the City as a basis for day-to-day public policy decisions.
 - B. Provide The BRR Team with all pertinent maps, utility records, flood plain maps, zoning maps, crime reports, and related information of Ogden. Coordinate with the BRR Team to update the existing land use inventory of Ogden.
 - C. Document the short and long term Capital Improvements Projects currently programmed for Ogden. Identify all utility related issues currently affecting Ogden, such as locales experiencing periodic flooding, traffic congestion, crime or the lack of utility capacity.
 - D. Identify neighborhoods that are currently experiencing any signs of distress, such as crime, property value depreciation, dilapidation and the like.
 - E. Coordinate with The BRR Team to develop a basic Community Needs Assessment, in terms of public resources; such as parks, community buildings, police substations or fire protection.
 - F. Coordinate with The BRR Team to develop an internet portal where all of the information pertaining to the Comprehensive Plan update is accessible to the public.
5. Upon the creation of the Work Program, the Mayor and City Council will appoint a Planning Advisory Committee (PAC) to work with The BRR Team. The PAC would ideally be comprised of a Mayoral appointment, an appointment from each Council Member, two Planning Commission members, and representatives from each of the Community Stakeholder groups. The PAC should be comprised of primary and secondary members, with the primary members tasked with representing the Mayor, City Council and Planning Commission. The primary members of the PAC would lead each PAC meeting, ensure that the opinions of all of the Stakeholders are represented, and determine PAC consensus. Once the PAC is established, all of the data developed by staff and The BRR Team will be

Proposed Planning Process (continued)

reviewed by the PAC to ensure that all PAC members and interested citizens have a common point of reference about the current status of the community.

Secondary PAC members would be tasked to represent the interests of each Stakeholder group and to convey the progress of the PAC back to each Stakeholder group. The City Council will designate that all PAC meetings be open to the public and that a portion of each meeting will be reserved for public input.

As a part of the planning process, the City of Ogden should invite liaisons from Fort Riley, Riley County, City of Manhattan and Kansas Department of Transportation to attend and participate in all technical planning meetings, PAC meetings and public hearings and workshops. Military Planners from Fort Riley should be integral to all aspects of this process.

6. Once the PAC is established, all of the data developed by staff and The BRR Team will be reviewed by the PAC to ensure that all PAC members and interested citizens have a common point of reference about the current status of the community.
7. The PAC and The BRR Team will conduct a series of workshop meetings, interviews and surveys designed to:
 - A. Engage the community in a Visioning process.
 - B. Identify national, regional, and local trends affecting the present and future of Ogden.
 - C. Complete a Community Needs Assessment.
 - D. Identify community assets, liabilities and opportunities.
 - E. Meet with local utility providers to assess the current status of each and the capacity of each to expand their services to accommodate the growth and development of community. Each utility should provide an update of projects that are programmed and/or planned to expand or upgrade their services.
 - F. Review the existing Goals, Objectives, and Policies of Ogden to determine if they are still current and relevant or need to be updated to achieve the community vision, address the needs of the community, respond to trends or to capitalize on the assets of the community. Goals, Objectives and Policies should be based on realistic assumptions for the future of the community.
 - G. At the conclusion of these meetings, the PAC will complete; 1) an Ogden 2009 Vision Statement, 2) Ogden 2009 Goals, Objectives and Policies and 3) Ogden 2009 Community Needs Assessment.
8. The PAC and The BRR Team will develop the following documents:
 - A. Ogden 2009 Vision Statement.
 - B. Ogden 2009 Goals, Objectives, and Policies.
 - C. Ogden 2009 Community Needs Assessment.
 - D. The Planning Commission and City Council will each conduct public hearings to review the documents developed by the PAC. By the approval of a Resolution, the City Council will adopt each of these documents and direct the PAC to continue with the Comprehensive Plan Update using these documents as the basis of the update.

Proposed Planning Process (continued)

9. The PAC will resume the process of PAC meetings and workshops to review, and develop Goals, Objectives and Policies for each of the following major planning elements of the Comprehensive Plan:
 - A. Parks and Recreation.
 - B. Transportation.
 - C. Housing.
 - D. Environmental (Natural Resource, Open Space, Sustainability, Drainage, Flood Plain Management).
 - E. Public Utility Services (Sanitary Sewer/Water Supply & Distribution).
 - F. Land Use and Historic Preservation.
 - G. Growth and Annexation.
 - H. Capital Improvements Plan [CIP].
 - I. Community Needs Survey & Analysis.
10. Each planning element will be analyzed for the purpose of developing strategies that will:
 - A. Strengthen and capitalize on community assets.
 - B. Address community deficiencies and liabilities.
 - C. Respond to emerging trends.
 - D. Identify CIP projects necessary to implement the community vision.
 - E. Identify code changes necessary to implement the community vision.
 - F. Prioritize critical actions necessary to implement the community vision.
 - G. Identify potential plan implementation strategies.
11. Since the Future Land Use Plan and Map is often the most contentious element of the Comprehensive Plan, The BRR Team recommends that this element be the first element of the update to come before the public. The BRR Team recommends the following process:
 - A. Community Open House to review, question and comment on the proposed Future Land Use Plan and Map.
 - B. A Joint Planning and City Council Workshop would be conducted to review, question, and comment on the proposed Future Land Use Plan and Map. It is advisable to allow public comment at the conclusion of the workshop.
 - C. The Planning Commission and City Council will each conduct separate Public Hearings concerning the proposed Future Land Use Plan and Map. The Planning Commission will make recommendations. The City Council, by Resolution, will vote to adopt the proposed Future Land Use Plan and Map and direct the PAC to complete the Comprehensive Plan Update using the newly adopted Future Land Use Plan and Map as the basis for all of the other elements of the Comprehensive Plan.
12. The PAC and The BRR Team will conclude each of the major elements of the Comprehensive Plan described in Step 8 above.

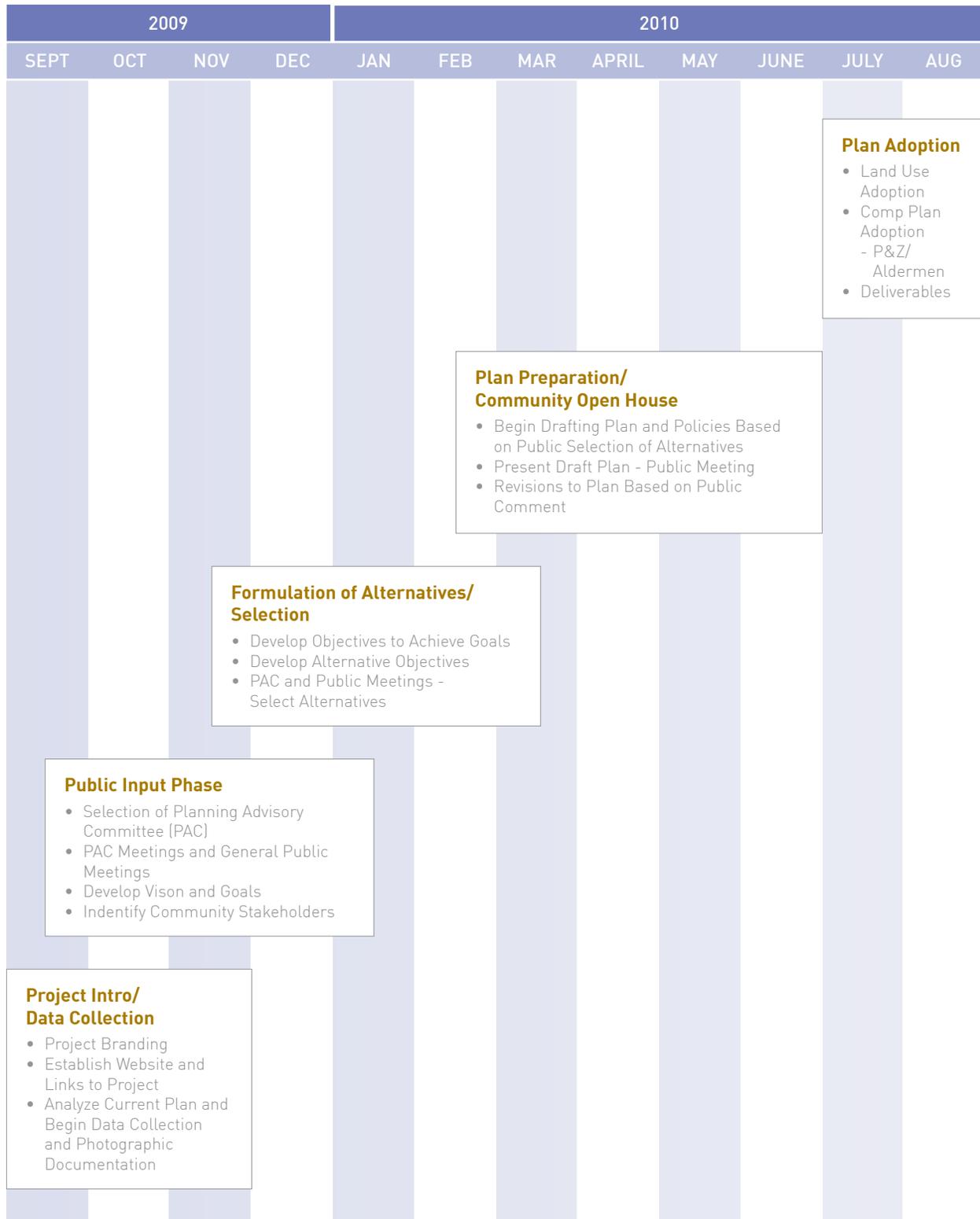
Proposed Planning Process (continued)

13. The PAC and The BRR Team will develop a Comprehensive Plan Implementation Strategy. Updated codes, the adoption of Impact Fees, the use of tax abatements or other fiscal incentives, the update of the City CIP program and the development of an annexation plan are examples of implementation tools available to the community.
14. At this point, the work of the PAC is nearly complete. The update process would conclude with the PAC holding a Community Open House to review, question, and comment on the Comprehensive Plan.
15. A Joint Planning and Zoning Committee and Board of Aldermen Workshop would be conducted to review, question, and comment on the Comprehensive Plan. It would be advisable to allow public comment at the conclusion of the workshop.
16. The Planning Commission and City Council will each conduct separate Public Hearings concerning the Comprehensive Plan. The Planning Commission will make recommendations to the City Council, by Ordinance, will vote to adopt the Comprehensive Plan. Until the updated Comprehensive Plan is adopted, the PAC would remain on-call in the event that the Planning Commission or City Council decided to refer any aspect of the Plan back to the PAC. With the adoption of the Plan, the PAC would be dismissed.
17. Once the Plan is adopted, it is recommended that the Mayor, City Council and former PAC members speak privately with citizens and various civic groups about the Plan to help foster community ownership of the Plan. Copies of the Plan should be made available on-line, at the public library, City Hall and any other appropriate location.

The above described process is conceptual and will be customized to suit the direction of the City. The Plan, as well as the planning process that is used to update the plan, must accurately reflect the common aspiration and direction of the citizens of Ogden in order to develop a document that will be embraced by the community.

On the following page of this Statement of Qualifications is a conceptual timeline based on the Planning Process described above, based on a one year time frame to update the Comprehensive Plan.

City of Kimberling City, Comprehensive Plan Timeline



Clients

BRR has extensive experience serving a wide range of Clients for projects of all sizes. We pride ourselves on our innovative approach to meeting the needs and aspirations of our Clients. This same attention to detail and excellence is what BRR offers public sector clients to allow communities to achieve their visions and aspirations.

Below are lists of 1) municipal clients represented by The BRR Team prior to their BRR employment, 2) clients represented by The BRR Team while at BRR, and 3) a partial list of the firm-wide clients of BRR:

The BRR Team's Public Sector Planning Clients Prior to joining BRR:

- County of Riley (KS)
- City of Manhattan (KS)
- City of Junction City (KS)
- Town of Westmoreland (KS)
- City of Brenham (TX)
- City of Hearn (TX)
- City of Abilene (TX)
- City of Georgetown (TX)
- City of Indianapolis (IN)
- Town of Pittsboro (IN)
- City of Sugar Land (TX)
- City of Fayetteville (NC)
- Cumberland County (NC)
- Town of Gurnee (IL)

The BRR Team's (BRR) Planning Clients:

- Lowe's Home Centers, Inc.
- Murphy Oil USA
- National Tire & Battery
- Ruby Tuesday
- Holiday Inn Express & Suites
- Walmart Supercenter
- Walmart Neighborhood Market
- Sam's Club

BRR's Clients | National

- 24 Hour Fitness USA, Inc.
- Diversified Partners
- Ethan Allen
- ImmediaDent Urgent Dental Care
- National Tire & Battery
- Newquist Commercial Properties
- Ruby Tuesday
- Sears
- Walmart Supercenter
- Lowe's Home Centers, Inc.
- Murphy Oil USA
- Country Mart Grocery Stores (AWG)
- Donahue Schriber
- Hy-Vee Food Stores, Inc.
- Lowe's H.I.W., Inc.
- Premier Bank
- Price Chopper Grocery Stores (AWG)
- Sam's Club
- Vestar Development Company
- Walmart Neighborhood Market
- Meram Building Companies
- Pizza Fusion

BRR's Clients | International

- Amigo (Puerto Rico)
- Bodega Aurrera (Mexico)
- Sam's Club (Mexico, Canada & Puerto Rico)
- Superama (Mexico)
- ASDA - Walmart (England)
- Lowe's Companies Canada, ULC
- Seiyu (Japan)
- Wal-Mart Supercenters (Mexico, Canada & Puerto Rico)

Confidentiality

The Consultant agrees to keep confidential and not to disclose to any person or entity, other than the Consultant's employees, and sub-consultants, if appropriate, any data or information not previously known to and generated by the Consultant or furnished to the Consultant and marked CONFIDENTIAL by the Client. These provisions shall not apply to information in whatever form that is in the public domain, nor shall they restrict the Consultant from giving notices required by law or complying with an order to provide information or data when such an order is issued by a court, administrative agency or other legitimate authority, or if disclosure is reasonably necessary for the Consultant to defend itself from any legal action or claim.

Consultant Availability

The BRR Team is available to meet with the City on short notice to discuss our qualifications and how The BRR Team can provide planning services to address the needs of the City. Additionally, The BRR Team is available to discuss how the planning process described above can be refined to align with the City's planning expectations and needs. It is our goal to ensure that a final product is developed that it is a true representation and reflection of the citizens of Ogden.

The BRR Team has carefully reviewed all aspects of the RFP for this project and is available to adhere to all Scope of Service Deliverable requirements of the RFP to update the Comprehensive Plan in the timeframe prescribed in the RFQ with all of the essential planning elements prescribed in the RFQ. The BRR Team also agrees with, understands, and accepts all of the City of Ogden Terms and Conditions described in the RFP.

Contact

If you have any questions relating to requests regarding our services, or require any additional information, please contact:

Kathy Kem, AICP, LEED® AP, Associate

BRR Architecture

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Katherine F. Kem | AICP, LEED® AP, Associate



Credentials

- Doctorate of Business Administration Student, Walden University, Projected Graduation January 2012
- Masters of Public Administration, Troy State University, June 1988
- Bachelor of Business Administration, University of Texas, December 1982

Planning Experience

- Professional Planning Experience; 12 years
- Public Sector Planning Experience; 5 years
- Private Sector Planning Experience; 7 years

Private Sector Employment

BRR Architecture

Determine the entitlement processes and requirements for proposed development across the nation. Act as a facilitator and coordinator between our client and jurisdictions for review and approval processes. Responsible for the gathering of information for the purpose of due diligence and code review, which includes the preparation of reports and documents, including architectural standards, ordinance amendments and comprehensive sign plans. Represent clients at jurisdictional meetings to facilitate the approval processes, including applications and public hearings for Rezoning, Ordinance Amendments, Variances, Special & Conditional Use Permits, Site Plan Reviews, PUD Reviews, Neighborhood Meetings, and Design Review Board meetings.

Additional duties at BRR as an Associate include contract preparation between clients and sub-consultants with our firm, as well as coordination of Planning Services Marketing. April 2002-Present.

Public Sector Employment

Planner II | City of Fayetteville, Fayetteville, North Carolina

Performed typical current & comprehensive planning activities, provided information and assistance to developers, business community and the public on planning, zoning, annexation and development matters. Responsible for public presentations before the Zoning Commission, Planning Commission, and City Council. Responsible for maintaining and creating GIS layers and the production of reports and maps in Arc Info and Arc View. June 1996-October 2001.

Administrative Assistant | Cumberland County Planning Department, Fayetteville, North Carolina

Preparation of documents including legal announcements, citizen notification letters, inspections memos, and agendas for the Joint Planning Board, County Board of Adjustment, County Commissioners, City Council and the Towns of Falcon, Stedman and Spring Lake Boards. Attended and acted as clerk for the County Board of Adjustment. January 1996-March 1996.

Katherine F. Kem | AICP, LEED® AP, Associate (continued)

Memberships/Honors

- Member of American Institute of Certified Planners (AICP).
- Member of American Planning Association
- LEED (Leadership in Energy and Environmental Design) Certification, 7/19/06
- Member of American Society of Public Administrators.
- Member of North Carolina American Planning Association. Active on Chapter Development Committee of the NC-APA: 1999-2000 and 2000-2001. (This committee is responsible for the annual statewide APA Convention.)
- Member of Marquis' Who's Who of American Women since 1999
- Member of Marquis' Who's Who in America since 2001
- Member of Madison Who's Who since 2007

Dependent Schools Officer | 425 Air Base Squadron, Izmir, Turkey

Served as the logistical and administrative liaison between the installation, school officials, and the local community. Primary advisor for DoDDS (Department of Defense Dependent Schools) financial support. Analyzed, planned, and developed an annual operating budget for reimbursable logistical support, which included transportation, maintenance, and repair of facilities, custodial services, communications, etc. Monitored and analyzed trends in the receipt, obligation, and expenditure of funds to assure program objectives were properly and effectively met. Administered the Department of Agriculture program of reduced price-free lunch meals and served as the community "GOALS 2000" project officer to increase the quality of education for children. April 1994-June 1995.

Significant Planning Accomplishments

- **BRR Architecture**
 - Holiday Inn Express, Overland Park, Kansas, Entitlement, 2008-2009
 - Entitlement of numerous Wal-Mart projects (Supercenters, Neighborhood Markets & Sam's) nationwide, 2002-Present
 - Numerous Sign Variance applications, 2007-Present
- **Fayetteville, North Carolina**
 - Establishment of Public Tree Preservation Ordinance, 2000
 - Zoning Map Update (Digitizing of hand drawn maps into GIS), 2000-2001
 - Established standards for Barbed and razor wire fences, 2001
 - Established Cellular Tower Ordinance, 2002
- **APA National Conference**, Philadelphia, 2007, Poster Presentation, "Getting More From Your Citizen Participation Plan"
- **APA National Conference**, Las Vegas, 2008, Session Moderator/Presenter; "Public and Private Partnerships for Big Box Development"
- **BRR Architecture**, represent national retailers and developers in development projects throughout the US. (2006-Present)

Randal Anderson | AICP



Credentials

- Master of Urban and Regional Planning, Texas A&M University; 1985.
- Bachelor of Science (Public Administration & Planning), Texas A&M University; 1982.
- Member of the American Institute of Certified Planners (AICP) as a Certified Planner.
- Member of the American Planning Association (APA) & the Kansas APA

Planning Experience

- Professional Planning Experience, 24 years
- Public Sector Planning Experience, 12 years, including 7 years as a Planning Director.
- Private Sector Planning Experience, 12 years

Private Sector Employment

Architectural Planner | BRR Architecture

Provide development code research, due diligence, code analysis, obtain entitlement approvals & permits, expedite permit and project approvals, ensure that retail building designs are adapted in accordance with all applicable design requirements & developed master sign programs. Represented national retail clients in projects across the US and coordinated multi-disciplinary team of internal and external professional consultants.

Owner/Private Consultant | Anderson Zoning Consultants

Represented local and national clients to obtain land development approval and permits locally & nationally. Completed site investigations, due diligence, site design, and expedited permit approval. Partnered with engineering & architectural firms to provide development services to nationally based clients and municipal governments.

Public Sector Employment

Planning Director | City of Sugar Land, Texas

Managed Planning & GIS Department of a metro-Houston city with a population of 120,000 in the 2nd fastest growing city in the US; administered land use regulations, long range planning, GIS mapping, annexation planning, development review and budgeting. Coordinated city planning issues with 7 adjoining cities and 2 counties.

City Planner | City of Longview, Texas

Managed the Planning Department; administered development regulations & long range planning in a city of 90,000, developed capital improvement plan, updated the Comprehensive Plan, developed initiatives to preserve & enhance neighborhood, coordinated state & federal transportation grants to administer a transportation program & served as an MPO Director.

Senior Planner I & Senior Planner II | City of Indianapolis, Indiana

Managed the activities of a division charged with the administration of land use regulations in a city of 1,000,000 citizens. Reviewed development requests, prepared 15-20 weekly technical reports to provide analysis & recommendations on development requests.

Randal Anderson | AICP (continued)

Urban Planner | City of Georgetown, Texas

Analyzed aesthetic, environmental, land use, historic and traffic safety issues and developed zoning and subdivision regulations to govern development in a historic suburban community of 36,000 that desired to maintain its historic identity in the shadow of Austin, Texas.

Planner | City of Abilene, Texas

Analyzed the relationship of infrastructure capacity/land development to maximize growth and balance the ability of the city to provide services. Administered development regulations in a community of 110,000.

Significant Planning Accomplishments

Texas A&M University (Urban Planning & Design Program):

- Brenham, TX; Master Parks & Recreation Plan
- Hearne, TX; Comprehensive Plan and Codification of all City Codes

City of Abilene, Texas:

- Updated Sign Code, Developed Mobile Home & Sexually Oriented Business Ordinances
- Served as staff liaison to Historic Preservation Commission

City of Georgetown, Texas

- Development Code Update
- Comprehensive Plan Update

City of Indianapolis, Indiana

- Zoning Ordinance Update
- Variance Department Manager

Owner/Consultant of Anderson Zoning Consultants (Indianapolis, Indiana)

- Developed Pittsboro (IN) Unified Development Code & Comprehensive Plan
- Represented General Mills Restaurants (Olive Garden & Red Lobster), Pepsico (Taco Bell, Pizza Hut), Fifth Third Bank, Clark Oil, Amoco (currently BP Oil), Michelin Tire, Steak & Ale Restaurants, Verizon, Schenkel-Shultz Architects and Bonar Engineers.

Randal Anderson | AICP (continued)

City of Longview, Texas (City Planner)

- Subdivision Ordinance Update
- Comprehensive Plan Update
- Developed a Landscape Ordinance
- Updated the 10 Year Longview Capital Improvements Program
- Served as Longview MPO Director
- Administered Public Transportation Program (Federal/State Grants)

Sugar Land, Texas (Planning Director)

- Created a City & Developer Team to resolve development issues
- Developed Annexation/Fiscal Impact Feasibility Study
- Developed the Sugar Land Comprehensive Plan Update Work Program

BRR Architecture, Merriam, Kansas

- Represent national retailers in the construction of multi-million dollar projects throughout the US in over 500 different jurisdictions.

Ryan Robert McKay



Credentials

- Member of the American Planning Association
- Member of the Kansas Chapter of the American Planning Association

Planning Experience

- Professional Planning Experience; 3 Years
- Public Sector Planning Experience; 2 Years
- Private Sector Planning Experience; 3 Years

Education

- Master of Regional and Community Planning (MRCP) (2006) Kansas State University
- Bachelor of Science, Geography (2004) University of Missouri-Columbia

Public Sector Employment

Planning Intern | City of Junction City, KS; population 20,000

Facilitated the update to the City's Comprehensive Plan including the selection of a Land Use Consultant and administering public visioning sessions and stakeholder focus groups. Co-managed phase one of establishing a downtown historic district comprising ten city blocks. The first phase constituted a comprehensive survey including photographic and written documentation of historic resources and presenting the data to local officials and the State of Kansas Historical Society.

Planning Intern | County of Riley, KS; population 70,000

Facilitated the public visioning process during the update to the County's Comprehensive Plan. Administered the Zoning Ordinance through current planning activities including but not limited to application meetings, development plan reviews, rezoning, variances, corridor studies and subdivisions.

Private Sector Employment

Architectural Planner | BRR Architecture; Merriam, KS

Perform due diligence and code analysis. Obtain entitlement approvals and permits. Expedite review and approval processes. Develop Comprehensive Signage Plans. Create architectural standards and guidelines. Negotiate development terms. Coordinate architectural team and various professional consultants.

Significant Planning Accomplishments

- City of Manhattan, KS; Bluemont Neighborhood Housing Study (2005)
- City of Junction City, KS; Comprehensive Plan Update (2006)
- Westmoreland, KS; Comprehensive Plan (2006)
- Riley County, KS; Comprehensive Plan Update (ongoing)
- City of St. Mary's, KS; Parks Plan (2006)
- **APA National Conference**, Las Vegas, 2008, Session Moderator/Presenter; "Public and Private Partnerships for Big Box Development"
- **BRR Architecture**, represent national retailers and developers in development projects throughout the US. (2006-Present)

Dallas Dixon



Credentials

- Intern Architect / Code Compliance Administrator
- Member of the International Code Council
- Member of National Fire Protection Association
- Member of Metropolitan Kansas City Chapter of ICC

Professional Experience

- Professional Architecture and Code experience; 14 years
- Code Enforcement:
 - Building Inspector for both commercial and residential; 2 years
 - Commercial Plans Examiner; 5 years
- Code Compliance:
 - Architectural practice; 8 years

Education

- Bachelor of Architecture (1994)
University of Kansas

Code Enforcement Employment

Building Inspector | City of Kansas City Missouri

Duties included site inspections for code compliance of residential and commercial projects. Projects ranged from demolition, repair-in kind, tenant finishes, building additions, and new construction. Phases of inspection included the following:

- Site utilities
- Foundation
- Plumbing Ground Rough-in
- Structural Framing
- Rough-in of building shell
- Building rough-in of Mechanical, Electrical and Plumbing.
- Above Ceiling (Mechanical, Electrical and Plumbing)
- Testing of various building and life safety systems
- Final inspections prior to the issuance of Certificates of Occupancy

Major projects inspected include:

- KCI Airport Renovations (Remodel)
- Citicorp Call Center (New Construction)
- St. Luke's North Hospital (New Construction)
- Ameristar Casino and Hotel (New Construction)
- Harley Davidson Plant (New Construction)
- Wal-Mart (New Construction)
- Hy-Vee Grocery (New Construction)

Plans Examiner | City of Kansas City Missouri

Duties included meeting with applicants for express reviews of small projects, taking turns to answer code questions by phone, in-house review of medium to large projects and to assist the general public research information regarding archived projects.

Major projects reviewed include:

- KCI Airport Renovations (Remodel)
- Valencia Place Office Tower and Adjacent Retail Center (New Construction)
- Harvest Church Renovation (Remodel)
- Harvest Church School Gymnasium Addition (New Construction)
- SAKS 5th Avenue Garage Addition (New Construction)
- CDS Credit Union (New Construction)

Dallas Dixon (continued)

- Kamp's Flowers and Greenhouse (New Construction)
- New Mark Middle School Addition (New Construction)

Code Compliance Employment

Code Compliance Administrator | BRR Architecture

Current duties require verification for full compliance of codes for life safety, egress, accessibility and fire protection, the training of interns and providing general assistance to all who have code issues. Code analysis is provided for prototypical design of national retail chains (Wal-Mart and Lowes) as well as regional and local retail businesses for full compliance. Code analysis is further provided for non-retail design for projects specific use.

Project Budget & Fees

The RFQ does not specify that the City would make staff and other resources available as necessary for the consultant team selected to create the Comprehensive Plan, but for purposes of responding to this RFQ, The Team assumes that the City will make all of their resources available to The Team. Based on that assumption, as well as the conceptual planning process described in a previous section of this document, The Team has developed a spreadsheet listing the number of person-hours anticipated to complete each task. This spreadsheet is attached with this Statement of Qualifications as Appendix B.

If selected to complete this RFQ, The BRR Team understands that the City and The BRR Team will meet to refine the proposed planning process in terms of sequencing, tasks, task details, anticipated person-hours per task, and the amount of hours to be completed by The BRR Team per task. Understanding that this process will occur, The BRR Team would propose a budget not to exceed \$30,030 inclusive of all overhead and expenses.

Budget

		Planned Hours	Fee	Running Total
1.0	Analyze Existing Plan			
1.1	Consulting Introduction to Community/Joint PC & CC workshop (2 Meetings)	18		
1.2	Collection of existing City of Ogden Data	10		
1.3	Project Coordination-Task #1	28	\$3,080.00	\$3,080.00
2.0	Public Input			
2.1	Selection of Planning Advisory Committee (PAC) by CC/Mayor	17		
2.2	Develop Internet Portal for Project	5		
2.3	Present work plan to PC/BA for adoption (2 Meetings)	20		
2.4	Project Coordination-Task #2	43	\$4,730.00	\$7,810.00
3.0	Complete Work Plan			
3.1	Review existing Goals, Objections & Policies of the current Comprehensive Plan	4		
3.2	Vision Statement Development	4		
3.3	Develop & Complete Community Needs Assessment	12		
3.4	Public Hearing to adopt 1-Vision Statement, 2-Goals, Objectives & Policies, 3-Community Needs Assessment (2 Meetings)	18		
3.5	Define short & long term CIP projects programmed	2		
3.6	Identify other issues (flood, traffic, crime, etc)	2		
3.7	Update existing land use inventory	9		
3.8	Identification of Neighborhoods in decline/growth	2		
3.9	Determine utility provider status and consider programmed projects	2		
3.10	Update mapping layers as required	18		
3.11	Project Coordination-Task #3	73	\$8,030.00	\$15,840.00
4.0	Draft Comprehensive Plan Preparation			
4.1	Develop Land Use Plan Goals, Objectives & Policies	18		
4.2	Hold Open House to review, question & comment on proposed Land Use Plan (1 Meeting)	10		
4.3	Hold joint PC & CC meeting for public comment on proposed Land Use Plan (1 Meeting)	10		
4.4	Hold Public hearings and adopt proposed Land Use Plan (2 Meetings)	18		
4.5	Develop Housing Goals, Objectives & Policies	4		
4.6	Develop Parks & Recreation Goals, Objectives & Policies	4		
4.7	Develop Transportation Goals, Objectives & Policies	4		
4.8	Develop Environmental (Open Space, Sustainability, Drainage, Flood Plan Management) Goals, Objectives & Policies	5		
4.9	Develop Public Utility Services (Sanitary Sewer/Water Supply & Distribution) Goals, Objectives & Policies	5		
4.10	Develop Growth and Annexation Goals, Objectives & Policies	5		

Budget (continued)

		Planned Hours	Fee	Running Total
4.11	Develop Capital Improvements Plan (CIP) Goals, Objectives & Policies	4		
4.12	Develop Community Needs Survey & Analysis Goals, Objectives & Policies	4		
4.13	Develop Comprehensive Plan Implementation Strategy Goals, Objectives & Policies	4		
4.14	Evaluate plan in relation to Zoning Ordinance for possible conflicts	2		
4.15	Hold Community Open House for New Comprehensive Plan (1 Meeting)	9		
4.16	Project Coordination-Task #4	106	\$11,660.00	\$27,500.00
5.0	Presentation to Planning Commission and City Council			
5.1	Joint PC & CC Workshop for final review [2 Meetings]	18		
5.2	Planning Commission Public Hearing to Review and Recommend Comprehensive Plan	9		
5.3	City Council Public Hearing to Adopt Comprehensive Plan	9		
5.4	Final Project Coordination-Task #5	23	\$2,530.00	\$30,030.00
TOTAL PROPOSED FEE		273		\$30,030.00

Our Heritage...

Founded in 1963 as Franklin Frieze Architects, BRR has a longstanding heritage in commercial and retail project design and development, planning and project entitlement. Beginning as a grocery/supermarket design specialist, the firm expanded its services, staff and project locations. In 1986, Bill Boice became a Partner, and the firm name changed to Franklin-Frieze-Boice Architects. Seven years later, when Chris Rhea was named President and Chuck Raidl was named Executive Vice President, the firm name changed to Boice-Raidl-Rhea Architects. In 2007, Bill Boice retired, James Hailey was named the newest Executive Vice President, and the firm's name officially changed to BRR Architecture.

For the past five decades BRR has provided superior retail architectural design and planning services with complementary core competencies such as renovation, prototype development, site adapts, and entitlement. We have always put our clients' needs first. Our heritage stands tall upon this concept, and our future looks bright with this same proven focus.

Our Future...

A vibrant company is a living company. At BRR Architecture, we intend to remain vibrant, finding and advocating new ideas and methods, while continuing to grow and take on new challenges for our clients and communities in which we work and do business. Our sense of identity is strong and well established. Our firm is financially secure. Our desire to continually improve our own performance and to serve our clients well is unswerving.

Public Service...

BRR is committed to the philosophy that we as individuals and as a firm must have a positive impact on the human environment as well as the built environment. To further this goal, BRR encourages participation in our firm-sponsored Community Caring Program. This benefit allows employee's annual paid time off for volunteering with organizations of his or her choice.

As a firm, we gladly support and assist organizations such as Harvesters, Habitat for Humanity and the Humane Society. Our staff participates in fundraising events such as the Boys and Girls Club of Kansas City and The AIDS Walk of Kansas City. In fact, BRR had the top fundraising team for the 2006 AIDS Walk. BRR also encourages participation in local and national AIA-sponsored public service opportunities.

BRR recognizes and promotes sustainable design. With the number of LEED (Leadership in Energy and Environmental Design) Accredited Professionals at BRR continually increasing and close to 35 more employees going through the accreditation process, we firmly believe that this is the future of the built environment! In this manner, we believe that we will have a positive impact and proactively put our philosophy to the test.

Company Mission & Philosophy

Our Vision...

BRR Architecture strives to develop & establish itself as a premier architectural and planning firm.

Our Mission...

BRR Architecture is committed to providing exceptional architectural & planning services to private and public sector clients. We strive to develop & maintain long-term relationships through our dedication to the continual improvement of our services & ourselves.

Our Methods...

Provide Exceptional Architectural & Planning Services.

- Listen & understand our clients' needs.
- Be innovative in our thinking, design and problem solving.
- Honor deadlines, budgets and commitments.
- Deliver accurate, timely and complete work.
- Provide thorough & prompt follow-through.
- Strive to meet & exceed the expectations of our clients.

Develop & Maintain Long Term Relationships.

- Be honest, trustworthy & adhere to professional ethics.
- Promote & foster win/win agreements, solutions and outcomes.
- Place the needs of clients, other consultants & citizens before our own.
- Be flexible & adaptable to the changing needs, goals, objectives, resources & direction of our clients.

Continual Improvement of Our Services & Ourselves.

- BRR promotes professional development & professional certification.
- BRR recognizes the importance of staying at the forefront of technology & innovation.
- BRR creates an environment that encourages innovation, effective communication & effective decision making.
- BRR, and each BRR employee, continually evaluates how to improve how we create & deliver timely, complete & cost effective services & solutions.

Retail Architecture

The retail shopping experience is an exciting and integral part of today's culture and lifestyle. At BRR, we work with our clients to fully realize their building needs, while designing retail centers that provide a safe and enjoyable shopping experience. Drawing on our knowledge and passion for retail design, BRR provides an "Ease to Market" experience for all of our clients.



Prototype Development



Whatever the size of your prototype, our streamlined processes facilitate the implementation of a national site adapt building program. Beginning with conceptual plan development, BRR understands the implications of creating a prototype that must adapt to different environments. Our experience in prototype development helps our clients quickly reach their ultimate goal of multiple grand openings.



Remodel and Retrofit Solutions

BRR specializes in modifying existing buildings and spaces to meet the needs of our clients' expanding and evolving brands. We take the lead for our clients through all phases, from initial site investigations and design development, to production of construction documents and permitting. We are experienced in handling interior finish and equipment replacement projects, as well as complete store remodels and building expansions. Unique and innovative solutions developed over the course of thousands of remodel projects have enabled BRR to help our clients strengthen their competitive edge.



International Retail Development



As the global economy continues to expand, U.S. retailers depend on BRR's experience to help them take their brand abroad. Since 1992, we have worked in multiple foreign markets including Mexico, Canada, Argentina, Brazil, Indonesia, China, Germany, Japan, South Korea and India. We offer solutions to aid U.S. retailers expanding into foreign countries by balancing our clients' domestic building program requirements with an awareness of these foreign cultures, local construction materials and methods. In addition to traditional design services, BRR offers training, quality control, and peer reviews of foreign, in-country architects and engineers, while communicating our clients' design standards and goals.



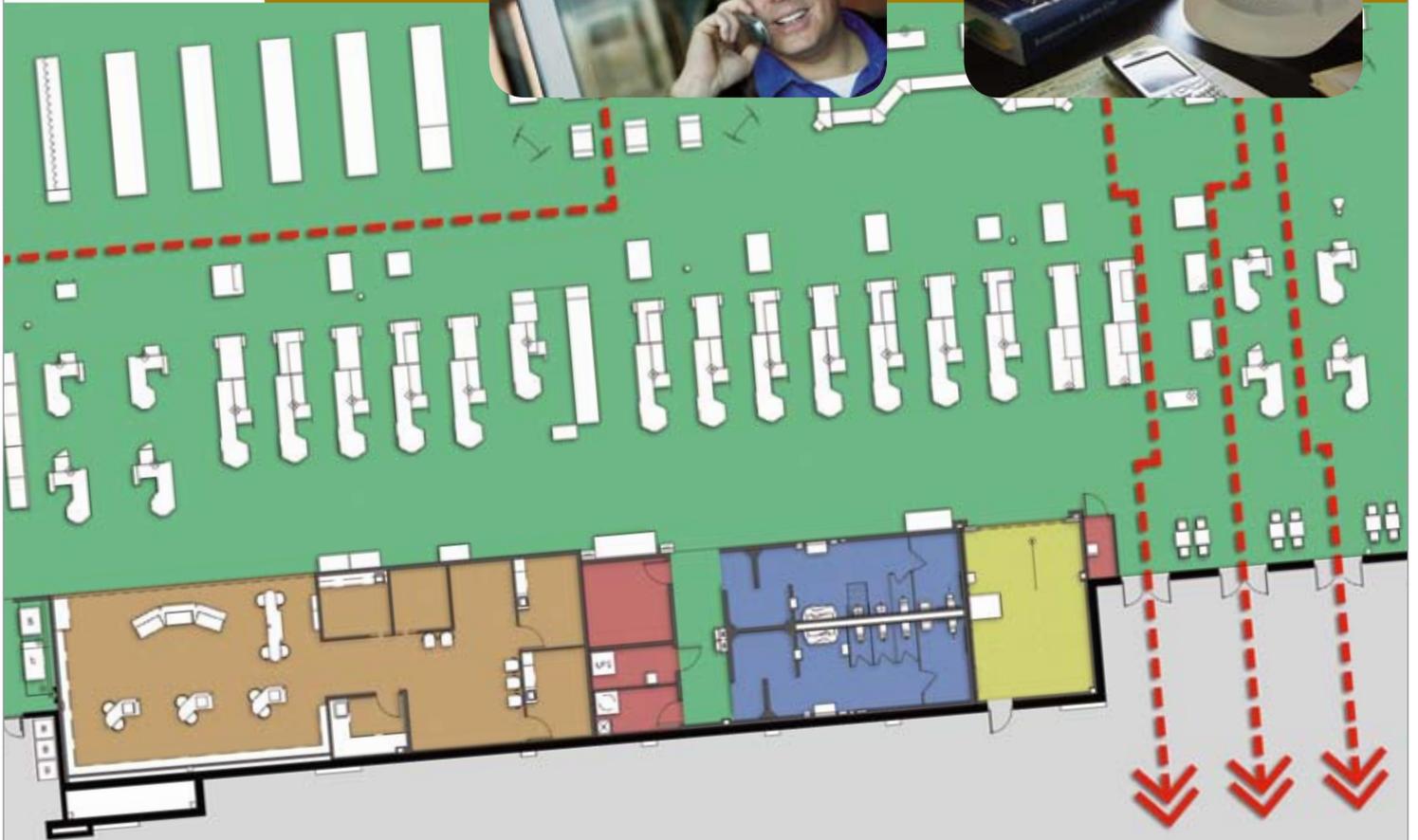
Planning, Design and Entitlement

Our Planning and Entitlement professionals offer unmatched nationwide experience. We navigate the often complex design guidelines and development requirements, while meeting our clients' building design parameters. Forging relationships with community representatives, BRR works on behalf of our clients to lay the groundwork for a successful project.



Nationwide Code Analysis and Permit Expediting

As the complexity of government regulations continues to expand, BRR employs specialists in the field of code analysis, compliance and permit expediting. We work diligently to accelerate jurisdictional approval while keeping our clients informed on the status of each project. Our knowledge and proactive approach help us to build positive relationships with the authorities that have jurisdictional approval over our projects. BRR has successfully permitted projects in more than 3000 jurisdictions nationwide.



$264'' / .20 =$
1320 OCCUPANTS

$66'' / .20 =$
330 OCCUPANTS

Pre-Visualization/ 3D Graphic Design

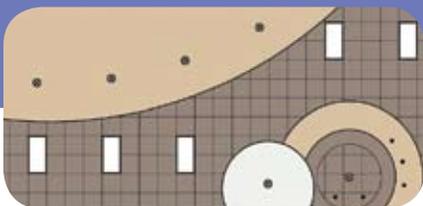
Our talented 3D
Graphics Team

brings designs to life. Our 3D expertise helps our clients make quality design decisions long before construction begins, at a time when such decisions can be made most economically. BRR's photo-realistic 3D capabilities support our "Ease to Market" approach by facilitating faster approval from jurisdictions.





We ask the right questions to create a professional environment that complements our clients' business function and brand, combining design elements that furnish special character that's unique to each. Whether a client wants to make the most of an existing space, or start from scratch, BRR works diligently to create areas that are highly personal, inviting and functional.



Construction Phase Services

From ground breaking to grand opening, BRR provides invaluable construction phase services, assisting our clients with the challenges of the construction process. As a result, our clients are confident, knowing that we make it our business to look out for their best interests.



Sustainability

At BRR, we recognize the responsibility we have to the built environment and consider sustainability an extension of design. With our LEED Accredited Professionals and programs developed to research the latest materials and technologies, BRR is helping our clients successfully adopt green building and facility management practices.

