

**Proposed Comprehensive Master Planning Process Scope of Work  
Beck Avenue Campus, Downtown Fairfield Government Center, and Claybank Campus  
Six-Stage Approach**

**The three land use studies will include a six-stage approach, which will apply to each Campus area, as follows:**

**Stage One: *Review Previous Reports on the Properties***

Gather and review existing documentation related to each of the three Campus areas. Document historical contexts. Confirm/establish with County representatives the goals, objectives, and criteria for the land use studies and Comprehensive Master Planning process.

**Stage Two: *Site and Regulatory Assessment***

Evaluation of site conditions including, but not limited to, base mapping, physical description, zoning, current land use, current building inventory and use/s (if applicable), transportation network, vehicular circulation and parking (if applicable), existing infrastructure including campus infrastructure, utilities, storm water communications, water, sewer, gas, electrical, cable, regulatory issues, environmental issues, contiguous properties.

**Stage Three: *Programming and Needs Assessment***

Identify potential partners, stakeholders, and/or user groups pertinent to each study area. Gather information from these groups through various methods including, but not limited to, meetings with partners, meetings with user groups, questionnaires, and charrettes. Compile, organize, and analyze the data. Assess needs in relationship to the potential opportunities and constraints of each of the three Campus areas. Include in the assessment the marketing, development, and/or growth potential of each Campus study area.

**Stage Four: *Conceptual Land Use Alternatives and Evaluation***

Develop up to three broad-brush land use concept plans/options for each of the three Campus areas of study. Provide conceptual costs of each. The concept land use plans will illustrate existing facilities to remain (if applicable), location and size of designed improvements, pedestrian/vehicular circulation, landscaping, and connectivity to adjacent and/or functions in proximity.

**Stage Five: *Recommended Land Use Plans***

Summarize goals, objectives, and criteria that were first set forth in Stage One and any modifications that may have emerged during Stages Two through Four. Establish criteria for ranking each of the three Campus areas. Present the options in a series of meetings with County representatives and selected stakeholders associated with each land use Campus area. Facilitate group analysis, evaluation, and ranking of the Land Use Alternatives against established criteria. Selection and final rendering of recommended land use plans.

**Stage Six: *Final Reports***

Prepare and produce a final report for each of the three campus areas that includes executive summary, description of the previous five stages, narrative and tabular analysis of collected data, concept study options, evaluative methodology and ranking criteria, recommendations, and estimated costs.