



Stantec Consulting Services Inc.
70 NE Loop 410 Suite 1100, San Antonio TX 78216-5893

March 22, 2023
File: 22-105S Rev. 1 ID #954209

Attention: Jessica Huble
City of Sugar Land
2700 Town Center Blvd N.
Sugar Land, TX 77479

Dear Jessica,

Reference: Catalyst Site Tract 5 Economic & Urban Design Study

We have reviewed the above-referenced Request for Proposal in detail, evaluated the proposed project site and have spoken with key members of your staff and with key stakeholders (i.e. regulators, financing agencies, etc.). With a good understanding of the project objective, we have confirmed the availability of an excellent project team with the experience and technical expertise to deliver the outcome you seek.

We are therefore proud to present Stantec's proposal to deliver professional services associated with the Catalyst Site located in Sugar Land, Texas. This proposal will include services for Landscape Architecture.

If City of Sugar Land agrees with this proposal, City of Sugar Land shall authorize Stantec to perform the work by signing and returning a copy of the attached Professional Services Agreement

We appreciate the opportunity to submit this proposal and look forward to assisting you in the development of this project.

Regards,

Stantec Consulting Services Inc.

Mark Maldonado, PLA
Principal
Landscape Architecture/Planning Discipline
Lead- US Central South
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PROJECT BACKGROUND AND UNDERSTANDING

Sugar Land Economic Development Corporation (“Client”), has selected Stantec Consulting Services Inc. (“Stantec”) to complete a planning and economic feasibility study for the 83 Acre- Tract 5 Catalyst Site (“Project”). The City of Sugar Land and the Sugar Land office of Economic Development have made a lot of past and recent positive changes in understanding the potential value and desired vision of future development and their growth and are ready to take the next essential step for Tract 5 in the preparation of this study. The Tract 5 Vision and Urban Design Study will aim to ensure future enhancements, both public and private, align with the community’s and stakeholders’ vision for the area. Elements of the Project, as previously discussed with the Client will include:

- Identifying priorities and strategic opportunities to encourage appropriate development, improve underutilized spaces, and activate civic assets to their highest and best uses.
- Identifying best practices for continued efforts to make Sugar Land Tract 5 a more livable, walkable and thriving town center.
- Driving investment opportunities to Sugar Land Tract 5 and maximizing on the return of public and private investments.
- Integrating and synchronizing the aesthetics and amenities of both public and private investments in Sugar Land Tract 5.

The City has an opportunity to influence development on these sites and would like to conduct a urban design and economics study to depict the building masses, land uses, and overall site programming, to ensure future enhancements, both public and private, align with the vision for the area. Stantec will develop a series of plans, renderings, financial analysis, and fiscal impact analysis studies for the Tract 5 site as outline by the Client and attached as *Appendix A – Tract 5 Catalyst Site Scope Markups*:

The studies will be informed by a high-level market study and include 3D massing and proforma tables further defined in the Scope of Work. Stantec will reference Sugar Land’s current Land Use and Comprehensive Plan but have been instructed to define a set of assumptions that work best for each sub-parcel site. Stantec will compile and deliver an 11” x 17” PDF document to the Client within twelve (12) weeks of the executed contract.

PROJECT SCOPE OF SERVICES

The following information details the work to be completed and the deliverables that accompany the project’s scope of work.

Task 1.1: Staff Kick-off Meeting

The purpose of this meeting is to kick-off the Project between the Client and the Stantec Team, request data from the Client including all base file data in GIS format/ AutoCAD format to help prepare the basefiles for the massing studies, and review all items outlined within this scope of work. Stantec’s PM, Mark Maldonado, and other representatives from the Stantec team will attend via phone conference.

Task 1.1 Deliverables: No deliverables will be provided for this task.

Task 1.2: “Halfway Check-in” Meeting

Stantec’s PM, Mark Maldonado, will meet with the Client at the halfway point of the project to discuss the project’s progress and findings. The overall duration of the project is anticipated to be 8-10 weeks. The “Halfway Check-in” meeting should take place at the end of week 4 is anticipated to last approximately one (1) hour. The purpose of the meeting is to review completed work and keep both parties (Stantec and City) updated on the Project’s progress.



Task 1.2 Deliverables: No deliverables will be provided for this task.

Task 1.3: Location-Specific Market Context Analysis

Stantec's real estate market analyst will build on the previously completed Market Feasibility Assessment and complete a Location-specific market context Analysis. This analysis will help understand the location-specific market context and estimated performance of the proposed development types. This will yield a more accurate estimate of rents—the key metric for the “value” side of the proforma. Factors that will be considered include: industry trends among the similar major use groups, activities and undertakings in competitive markets, capacity of the Study Area to accommodate a financially-sound critical mass of product types, impacts from proposed and existing activity generators; and the community's potential to successfully position itself for investment.

Task 1.3 Deliverables: The deliverable for this task will include a summary of findings and may include identified demographic and socioeconomic trends, development trends for each proposed development product, market context and competitive context maps, estimates of demand for potential land uses and product types, and Research interviews with developers that are familiar with the site and the Sugar Land locational context.

Task 1.4: Tract 5 Catalyst Site Redevelopment Concepts

Stantec will build on the previous feasibility and density studies for Tract 5 and create a more vision specific and market supportable development concept for the Study Area. For this deliverable, Tract 5 will be divided into five (5) zones, please reference the attached diagram. Each concept will be analyzed for financial feasibility (from a private sector developer's perspective) and be accompanied by a set of program recommendations including: land use and product mix, image and theme, target market or user group, supporting infrastructure, amenities, and other critical factors. The Stantec team will use proprietary development proforma models to analyze and explain the market and financial feasibility of these concepts. Members of the Stantec Project Team will vet the concepts with City representatives to confirm the uses and program align with community intentions. The deliverables for this task will include plan view renderings, perspective visualizations, narrative development program, financial gap analysis, and fiscal impact analysis for each of the 5 sub-zones of Tract 5. Additional tasks within Task 1.4 include:

1. Visioning and Discovery worksession with Client
 - 1 kick-off worksession with Client
 - 1 internal design charette
 - Visioning material shared through Miro
 - Goal: understand look, feel, and character of design for vision
2. 3D massing based off of market analysis
 - Refine previous land use concept per updated market analysis
 - Layout site plan scenarios for visualization
 - Develop and verify program/land use totals in collaboration with market analysis
3. Visualization
 - Further develop architecture, public realm, and placemaking in 3D to align with City development vision
 - Goal: 3D design visualization to support EDC development vision when approaching developer partners and Council

Task 1.4 Deliverables: The deliverable for this task will include a 11x17 PDF Format of the “Tract 5 Vision and Urban Design Study” and will include: 3D massing coordinated with market analysis, Preliminary design for placemaking and public realm, 1- illustrative site plan, and 2-perspective renders per each of the 5 sub-zones of Tract 5.

Task 1.5: Financial Analysis

This research provides the basis for analyzing the proposed development types from a financial perspective. We will provide high level proforma modeling to estimate how the proposed development projects will “pencil out” from a financial perspective. This analysis also yields an estimated financial gap, which can be thought of as an estimate of the public sector support that is likely to be required to attract the proposed development.

Task 1.5 Deliverables: The deliverable for this task will include a summary of findings and project proforma for each of the five (5) sub-zones of Tract 5 to include the “estimated financial gap.”

Task 1.6: Fiscal Impact Analysis

Using the program developed in Task 1.4- Tract 5 Catalyst Site Redevelopment Concepts, the Stantec team will provide an estimate of the fiscal impact of the new development—that is the revenues that it produces to the City of Sugar Land through property taxes and sale taxes, and the costs associated with providing municipal services to the new development.

Task 1.6 Deliverables: The deliverable for this task will include a summary of the fiscal impact of the proposed new development for each of the 5 sub-zones of Tract 5.

FEE BREAKDOWN

Compensation will be fixed fee in the amount listed below (plus applicable taxes, if required). Reproduction, courier and delivery services will be considered reimbursable expenses provided for this project and billed in accordance to our Standard Rate Schedule. In addition, minor out-of-pocket expenses for outside reproduction, travel expenses, courier and review agency fees, etc. incurred will be billed at Cost+10%. We request that you issue checks for fees unless otherwise agreed upon in advance.

Unless otherwise noted, the fees in this agreement do not include any value added, sales, or other taxes that may be applied by Government on fees for services. Such taxes will be added to all invoices as required.

	TASKS	COST (PER TASK)
1 Tract 5 Vision and Urban Design Study	Staff Kick-off Meeting	\$550 (Fixed Fee)
	“Halfway Check-in” Meeting	\$550 (Fixed Fee)
	Location-Specific Market Context Analysis	\$13,000 (Fixed Fee)
	Tract 5 Catalyst Site Redevelopment Concepts (4 sub-zone focus areas and deliverables)	\$66,500 (Fixed Fee)
	Financial Analysis	\$11,000 (Fixed Fee)
	Fiscal Impact Analysis	\$8,000 (Fixed Fee)
	Total Project Cost	\$99,600 (Fixed Fee)

Please note that the above fees are based on a continuous project implementation and have assumed no major changes to the project after we begin Phase II of the project. Work provided outside the above-described work will be billed on an hourly basis in accordance with our hourly rate schedule.

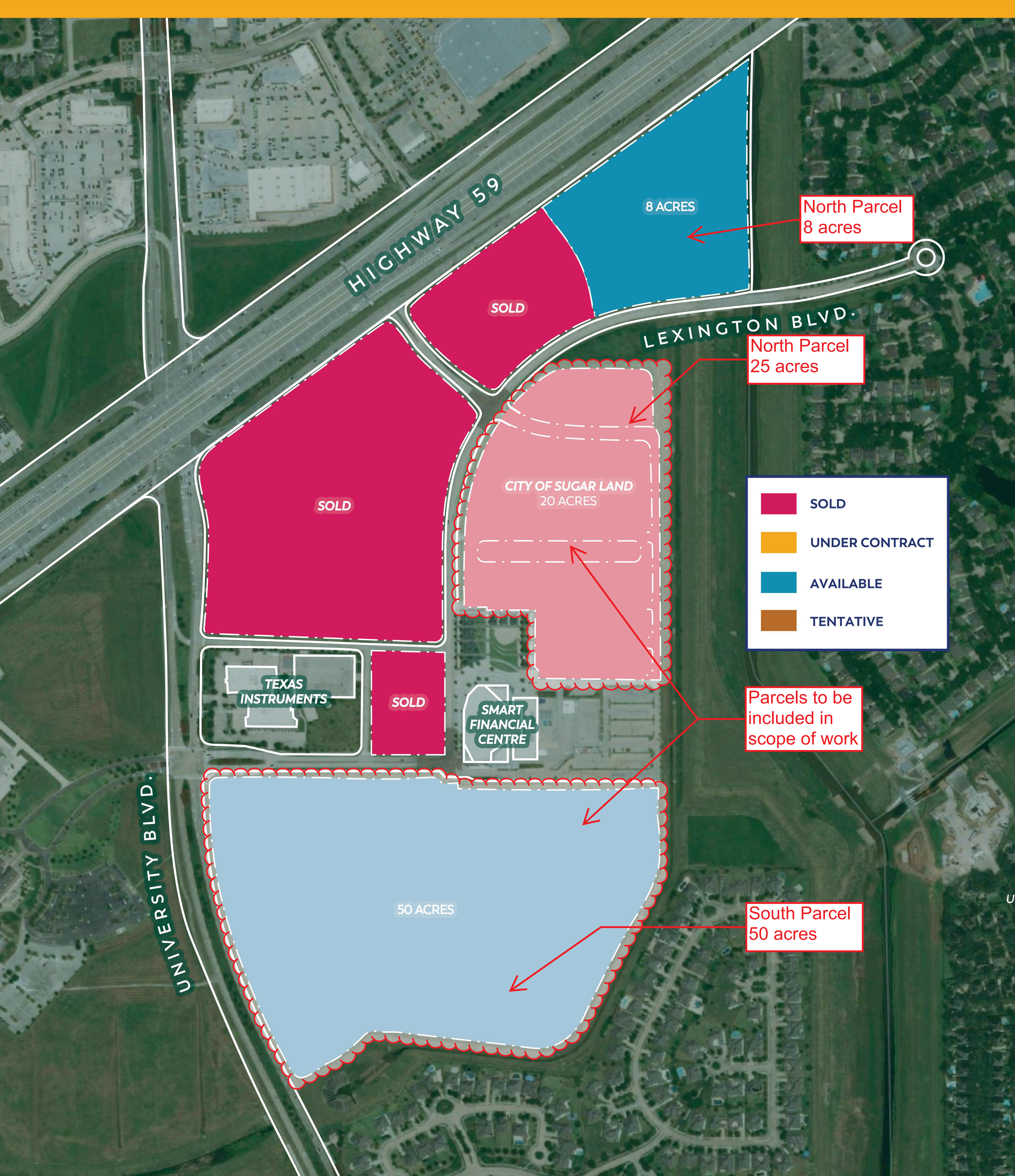


GENERAL EXCLUSIONS AND ASSUMPTIONS

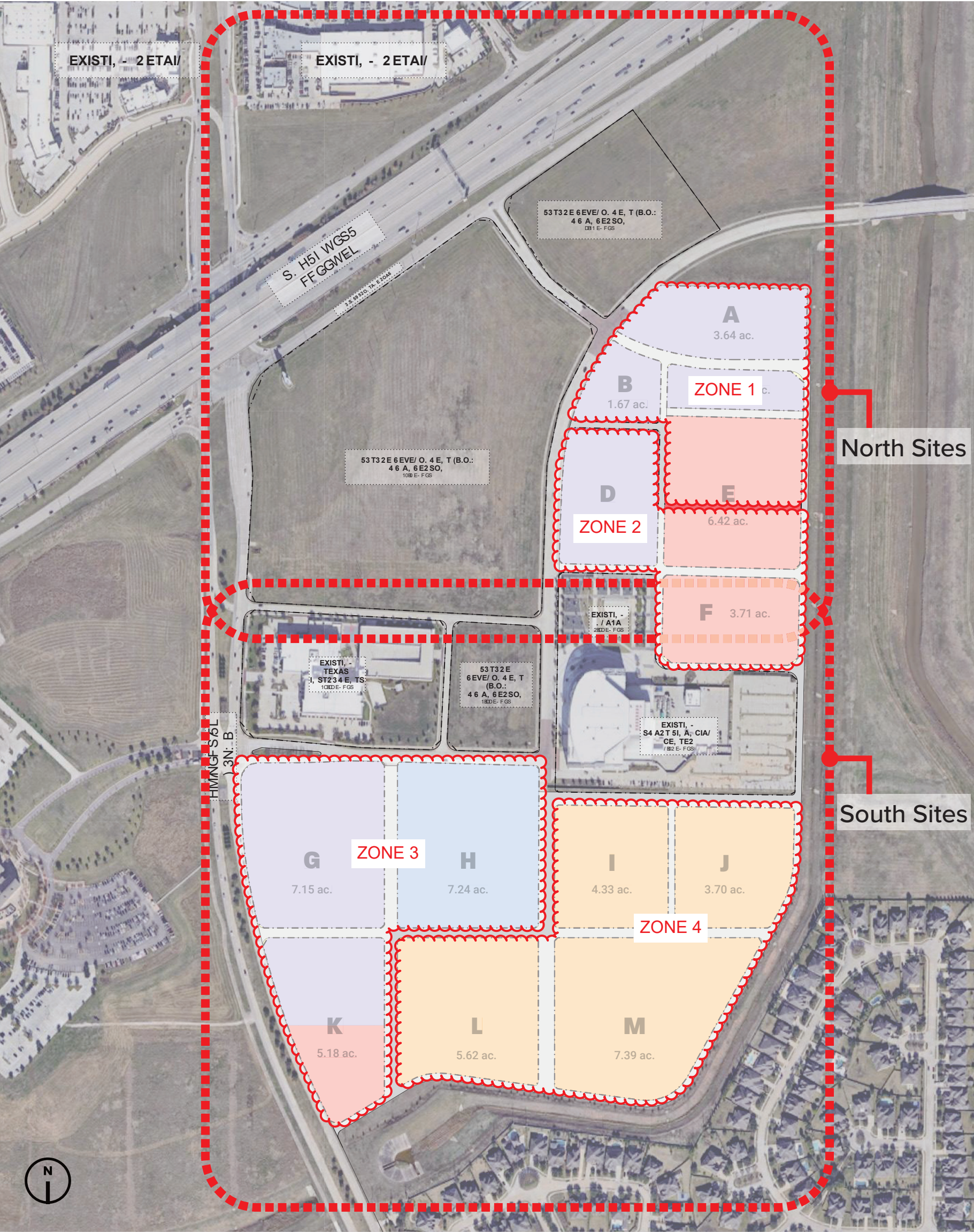
- As per conversations with the Sugar Land EDC, Stantec understands “public incentives” as public amenities and public improvements (i.e. Complete Streets, plazas, parks).
- Documentation in addition to that noted in above deliverables specific to city review, permitting, etc. is not anticipated in the scope and will be considered an Additional Service.
- Reviews and approvals from the Client will be prompt and thorough. If changes are made after approvals, the cost of implementing the changes will be considered an Additional Service.
- Any Engineering and/or Architectural services not specifically mentioned herein, are not included in this scope of work.
- Site, Topography, and Geotechnical Surveys will be provided by Owner.
- Professional renderings/marketing graphics can be provided as an additional service to this scope of work upon request.

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TRACT 5 – SMART FINANCIAL CENTRE AREA



City of Sugar Land | Tract 5 Sites Overview



Land Use + Density Metrics

Program	Units / Spaces	Square Feet
Residential	752	740,920
Commercial		91,250
Light Industrial - Life Sciences		939,250
Hotel & Convention Center		268,250
Community Center		29,970
Parking (Structured & Surface)	4,772	1,763,880

- PARK / OPEN SPACE / AMENITY
- COMMERCIAL / RETAIL
- INSTITUTIONAL
- OFFICE / LIGHT INDUSTRIAL
- PARKING
- RESIDENTIAL / MIXED USE

* Assumed residential unit mix: 20% STU, 30% 1BR, 30% 2BR, 20% 3BR
* Assumed residential areas: STU: 550 sf, 1BR: 750 sf, 2BR: 1,000 sf, 3BR: 1,250 sf
* Town homes / plexes include tuck-under parking in design
* Parking estimates based on approximation from 3D model. Additional study required to verify feasibility. Parking counts based on GSF divided by 350 SF - includes spot and circulation.