

EXHIBIT A

SCOPE OF WORK

The omission of specific duties does not exclude them from the Scope of Work to the extent such duties are necessary and proper for the fulfillment of Consultant's duties under this Agreement.

COMMUNITY ENGAGEMENT AND EVENTS

Innovative Housing Summit

- Partnership (i.e., recognition of support by District 6) Innovative Housing Summit (IHS).
- Consultant will work with District 6 to create marketing material that will be featured in all event promotion. District 6 will receive:
 - Allotted time for introduction and Welcome at IHS
 - Inclusion in all event collateral including posters, banners, brochures, and other promotional items
 - Inclusion in all event press releases plus one sponsor-specific press release announcing partnership
 - Inclusion on all on-site event sponsor signage
 - Speaking opportunities during events where offered (Times will be decided by District 6 and MicroLife for IHS)
 - Inclusion in social media for events with a minimum of six (6) messages
 - Logo and link featured prominently on all created event websites Opportunity to use event and logo in cross- promotional plans
 - Event tickets to IHS

HOUSING POLICY

Consultant's role is to advise, convene, as well as be a strategic implementer of ideas that can spark conversation about new housing measures for DeKalb County.

Through research, community engagement events, strategic planning and advice, the MicroLife Institute will work towards the goal of improving housing policy and use of space in DeKalb County. Further, MicroLife will work with the Planning and Sustainability Department and District Offices to recommend revisions to the zoning ordinance and related permitting policies in regard to cottages and cottage courts, as well as accessory dwelling units in order to increase the diversity of housing types in DeKalb County. MicroLife Institute will also provide feedback and recommendations to improve DeKalb County's community engagement and education processes as they relate to zoning and land use.

The MicroLife Institute will provide community outreach and education regarding the engagement process around zoning, housing policy, and productively providing feedback through the Community Council and BOC process.

- Advise and support weekly zoning submissions for District 6
- Serve as council for Commissioner Terry to improve housing options in DeKalb County by addressing policy
- Provide community outreach and education regarding the engagement process around zoning, housing policy, and productively providing feedback through the Community Council and BOC process.
- Meet with applicants to review and discuss proposed projects in District 6

ORDINANCE UPDATE

The MicroLife Institute will provide community outreach and education regarding the engagement process around pocket neighborhoods, cottage courts, conservation communities, and accessory dwelling units (ADUs), and productively providing feedback through the Community Council and BOC process.

- Continue to host up to 6 organized tours of the Cottages on Vaughan (COV) for groups of 15 or larger, with tours being public and free to DeKalb County residents through July, 2022. (\$6,000 value)
- Provide a virtual tour of COV to all DeKalb County commissioners for cottage court ordinance promotion
- Provide virtual tour of COV to any DeKalb county resident
- Host up to 10 Private Tours (Under 15 people) for DeKalb county Builders, Developers and Professionals interested in developing cottage communities in DeKalb county (\$5,000 value) Establish a letter of support for ADUs from AARP

PROJECT MANAGEMENT

Manage Village Habitat and Kimley Horn to promote DeKalb County Pedestrian Neighborhood Conservation Community Ordinance (PNCC). Below Scope of Work to be performed by Village Habitat and Kimley Horn, respectively, direct passthrough subcontractors

- SEE ATTACHED SCOPE OF WORK Exhibit C
- Oversight and Coordination with Village Habitat Design and Kimely Horn (The PNCC Team)
- Up to 8 meeting with PNCC Team

EXHIBIT B
PROJECT DELIVERABLES

- Consultant shall provide Commissioner Ted Terry with a monthly briefing on all policy matters impacting the DeKalb County Comprehensive Land Use Plan.
- Consultant shall also deliver to the County monthly reports in the form acceptable to Commissioner Ted Terry. Such reports shall contain updates regarding the progress of Consultant's work, including at a minimum, a detailed description of actions taken in the previous month.
- Presentation for Cottage Court Ordinance Community Outreach
- Proposed ordinance and redline recommendations for Cottage Court and ADU
- Consultant should provide periodic updates regarding cottage court, ADU, PNCC Ordinance initiatives

PAYMENT

Housing Policy- Ongoing Total \$65,000- (\$5,000 Monthly) January 2022- January 2023.

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- Consultant shall also deliver to the County monthly reports in the form acceptable to Commissioner Ted Terry. Such reports shall contain updates regarding the progress of Consultant's work, including at a minimum, a detailed description of actions taken in the previous month.
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- Consultant should provide periodic updates regarding cottage court, ADU, PNCC Ordinance initiatives

Summary:

Policy- \$65,000 (13 months)

Summit- \$10,000

Conservation Community Ordinance Phase 1- \$30,000

Total: \$105,000

EXHIBIT C

DEKALB COUNTY VILLAGE CONSERVATION COMMUNITY STRATEGIC PLAN SCOPE OF WORK

PHASE I –DEVELOP PURPOSE AND INTENT STATEMENT, LAND ANALYSIS, AND INITIAL POLICY CONSIDERATIONS (DUE MAY 31, 2022) SUBTOTAL: \$30,000

Task 0 - PROJECT MANAGEMENT

Village Habitat Design - \$2,500 Project Management):

- Oversight and coordination of VCC theme
- Up to eight (4) meetings with the Project Management Team - Meeting summaries, communication and coordination

Kimley Horn \$2,500

- Up to four (4) meetings with the Project Management Team - Meeting summaries, communication and coordination

Task 1 – DEVELOP AND REFINE PURPOSE AND INTENT STATEMENT

Deliverable: Draft Purpose and Intent Statement

Village Habitat Design: \$2,500 Kimley Horn: \$2,500

- Separators for VCC from conservation subdivision - Intent and desired outcomes
 - o Environmental Preservation
 - o Pedestrian/Bicycle Priority Transportation
 - o MissingMiddleHousing
 - o Access Greenspace, healthy foods,etc.
 - o Add Neighborhood Employment And Limited Services
 - o Education And Workforce
 - o Different models for different areas:residential infill,commercial redevelopment,etc.

Task 2 - LAND ANALYSIS

Deliverable: Introductory program, Map with potential sites and technical memo explaining analysis and results

Village Habitat Design - \$8500

- Development and refinement of **VCC** mapping criteria
- Sketch overlay research for county wide and district maps
- Review of maps to insure **VCC** theme consistency
- Development of program introduction to maps and technical memo Kimley Horn - \$11,500
 1. - High level GIS and policy analysis to identify sites most suitable for **VCC** within the overall county and within commission districts.
 2. - Identification based on GIS data may include but is not limited to the following criteria:
 - o Parcels Of 5 Acres Or Greater
 - o Current Zoning And Future Land Use Designation
 - o Critical Natural Environments: riparian, forest, farmland/pastureland, natural connectivity)
 - o Potential or former agriculture sites: community ag, production, value-added product opportunities
 - o Underserved Areas: lower income areas and areas with low access to food
 - o Proximity to Community Facilities: Schools, Community Centers, Libraries, etc.
 - o Goal of identifying overall patterns and a limited number of sites for candidate site selection