

Southwick Master Plan - Phase I

Scope of Services

The Consultant is expected to complete the following tasks, at a minimum:

1. Provide a public participation process that includes but is not limited to community outreach, engagement, and education throughout the project. The public engagement shall include facilitated *Discovery and Visioning workshop(s)* scheduled to ensure the broadest civic engagement from the outset of the project and develop Vision Statements. There should also be time allocated for individual meetings with department representatives to gather resources and information.
2. Provide completed vision statements, goals and objectives.
3. Complete an analysis of existing conditions and projections of likely future conditions for all Master Plan elements. Master Plan elements include:
 - a. **Vision and Goals** - This is an important element of Phase I of the Master Plan as it will begin by involving members of the community to envision a pathway to the future.
 - b. **Land Use** - This section of the Master Plan must include an analysis of the distribution of existing uses and density and identify future locations for new residential, commercial, industrial and mixed use development in Town as well as areas that should be protected for open space and recreational uses. This section should include a discussion on the projected impacts of changes in land use and development. This section must include an existing land use map, housing and growth projections, and a build out analysis for both residential and commercial uses based upon existing regulations.
 - c. **Housing** - This section of the Master Plan shall build upon the Town's Housing Plan to be completed in 2022, include goals and objectives to support the recommendations in the Housing Plan and if possible connect housing initiatives to other community goals including land conservation and economic development.
 - d. **Economic Development** - The consultant will review the Town as a whole using existing data sources and develop goals and objectives that support continued economic growth without compromising the character of the Town and maintaining or improving quality of life.
 - e. **Natural and Cultural Resources** - This section of the Master Plan must

include an updated inventory of cultural and historic resources and a review of existing policies and programs to protect and manage identified cultural and historic resources and landscapes. This section should also include goals and objectives for encouraging historic preservation while allowing reuse of historic structures.

- f. **Open Space and Recreation** - This section of the Master Plan should build upon and reflect the 2019 Open Space and Recreation Plan. This section shall include a complete inventory of resources and facilities with a description of uses and the responsible entity or department. This section should incorporate how the Conservation Commission and other land management entities can protect and improve public use.
- g. **Community Services and Facilities** - The section should include maps of and information on the utility (water, sewer, natural gas and electrical) service areas. Also, this section should include an assessment of the adequacy of existing and proposed water supplies to meet projected demands, water quality and treatment issues, and an analysis of wastewater disposal system capacity. Also, drought management, water supply protection, water conservation and improvements anticipated to meet future needs. This section should include a discussion on energy consumption and explore locally feasible land use strategies to maximize energy efficiency and conservation. This section should include maps and a discussion on storm water infrastructure and storm water management goals and objectives.
- h. **Transportation and Circulation** - This section of the Master Plan should analyze the existing and proposed transportation system with a focus on road conditions and structures. This section shall include but not be limited to an analysis of overall traffic patterns and the street network with capacities and projected traffic volumes, identification and assessment of problem spots in the transportation circulation network and opportunities for improving vehicular and pedestrian safety.

Deliverables

Upon completion of Phase I of the Master Plan, the consultant must provide the following deliverables to the Town:

- Ten (10) bound copies of Phase I of the Master Plan, including a separate stand alone Executive Summary, along with electronic copies of each document in Microsoft Word and pdf format; and GIS data files that contain shape and data files for any maps or graphics prepared for the plan.