

# Memo

To: City Council

CC: Tracey Nicholson, City Administrator  
Ron Brooks, City Treasurer  
Holly Simmons, City Planner  
Lesley Riddle, Director, Public Works

From: Jim Chandler, Assistant City Administrator

Date: April 25, 2023

Re: Neighborhood Design Center – Work Order

---

The purpose of this cover memorandum is to provide the City Council with a summary of a work order to be preformed by Neighborhood Design Center (NDC).

On Monday, April 17, 2023, the City Council approved HCC-356-FY23, increasing the maximum value of the master contract for services with the Neighborhood Design Center (NDC), with any encumbrances related to the master contract requiring additional Council actions.

The City is commissioning NDC to assist the City in designing the site layout for ‘The Spot’, a vacant parcel of land located at the east terminus of Hamilton Street, adjacent to the Rhode Island Avenue Trolley Trail. The NDC deliverables will include the following:

- Spatial Use and Adjacency diagrams;
- Conceptual Landscape Design
- Planting palettes;
- Furnishing & Materials recommendations;
- Visualization of a key project area.

The final design will be completed by the end of October 2023 and will enable the City to proceed with any permit applications for water/sewer and electrical services. The NDC project costs is \$40,000, which will be funded out of the Community & Economic Development FY2023 budget and could be eligible for ARPA reimbursement.