

Project Purpose

The Town of Woodbridge is conducting a master planning process for the Former Country Club of Woodbridge property. This project is intended to bring together a wide variety of perspectives to identify a preferred plan for the property, which is owned by the Town. The purpose of this project is to develop a plan for the property that the Board of Selectman endorses. The plan will define future uses for the property and implementation steps necessary for realizing the vision, including enabling actions as immediate next steps. Enabling actions may include rezonings, RFP's for environmental or development activities, and grant applications.

Measuring Success

This is an important project for the Town, and success will be defined by the following overall project goals:

- Build consensus around a shared vision for the property
- Create a plan that defines and achieves the greatest environmental, economic and social value for the community
- Employ data to support decision-making
- Identify clear steps for near- and long-term implementation

Exclusions

This project excludes enabling actions that will support implementation of the plan, including any changes to zoning text, zoning maps, or rezonings, completion of grant applications, development of RFPs, and analysis and design not included in the scope of work.

Project Schedule

Phase	Date	Key Deliverables
Task 1: Kickoff and Analysis	Q4 2024	<ul style="list-style-type: none">• Opportunities and Challenges Presentation• Goals, Objectives, and Guiding Principles Materials• Technical memos for transportation, utilities
Task 2: Initial Concepts and Alternatives	Q1 2025	<ul style="list-style-type: none">• Site alternatives presentation• Site alternatives memo• Preferred plan direction presentation
Task 3: Final Recommendations	Q2 2025	<ul style="list-style-type: none">• Final Recommendations Presentation• 1 Photorealistic Rendering

Client Team Composition

Board of Selectmen	Core Team	Technical Assistance Committee
Mica Cardozo, First Selectman Sheila McCreven Maria Madonick Steve Munno Andrea Urbano David Vogel	Mica Cardozo, First Selectman, Primary Point-of-Contact Anthony Genovese, Administrative Officer/Director of Finance Karen Crosby, Assistant Administrative Officer	<u>Commissions</u> Conservation CUPOP Economic Development Housing Committee Recreation Agriculture Human Services Sustainability Committee Resident, Ad Hoc

Team Functions

Board of Selectmen will provide the Consultant with direction and decision-making guidance. As the primary and final decision-making body, the Board of Selectmen will:

- Meet with Consultant monthly or on a regular basis as appropriate to the stage of the project.
- Monitor project updates and provide constructive recommendations, as needed.
- Be proactive and transparent about potential risks or concerns that may delay or amend the project scope and/or timeline.

Core Team will have regular bi-weekly meetings and additional meetings as needed. Each of the Core Team members will have the following general responsibilities:

- Be assigned tasks and carry those tasks out in a timely manner; meetings will be used to report on progress and relay substantive updates.
- Function as a conduit to their area of expertise/responsibility for Town staff, tapping into additional expertise and resources and supporting preparation of policy, development standards and guidelines, as needed.
- Monitor project updates and provide constructive recommendations in a timely manner, as needed.

Technical Assistance Committee will serve as a project resource in their areas of expertise. TAC members will:

- Provide subject matter expertise to this effort as needed, including briefings and providing review and feedback on project materials.
- Relay public feedback related to subject matter expertise
- Attend meetings, as requested, for items requiring specific expertise.
- Receive project updates and progress reports and provide feedback/input as needed.

Decision-Making Protocol

Decision-making for the project will operate in the following ways:

1. The Consultant will prepare materials based on the scope of work and Client direction from previous tasks. Client direction will be provided as described below.
2. The Board of Selectmen will be the primary and final decision-making body for project development. The Core Team will distribute and/or present draft materials with the Board of Selectmen for review and comments. Core Team members will consolidate Board of Selectman comments and provide a single and coordinated written summary of comments within 5 business days of Consultant presentations or receipt of materials, unless otherwise requested by Consultant.
3. The Consultant will share draft materials with the Core Team for review and comments prior to review by other groups, including the Board of Selectman. Comments should be provided in writing; if comments are provided in a meeting, Consultant will provide a written summary of direction within 1 business day. Core Team members will provide comments within 3 business days of receipt of materials unless otherwise requested by Consultant. Core team feedback will be considered client direction for the purposes of project development.
4. Technical Assistance Committee will provide information and feedback relative to their area of expertise at key milestones in the process. Feedback should be provided in writing; if feedback is provided in a meeting, Consultant will provide a written summary of direction within 1 business day. Core Team members will provide feedback within 5 business days of receipt of materials unless otherwise requested by Consultant. Technical Assistance Committee feedback will be considered advisory for the purposes of decision-making.

Consultant Team

Consultant Team Leadership (for Cooper Robertson, Newman Architects, Langan, Coursey & Company) includes:

Firm/Staff	Role for this Project	Key Responsibilities	Email/Phone
Mike Aziz, Cooper Robertson	Partner-in-Charge	<ul style="list-style-type: none"> Serves as subject-matter expert. Consultant team oversight. To be included in project check-ins and key review sessions. Leads Quality Control review of major deliverables. 	maziz@cooperrobertson.com 917-542-0069
Brad Barnett, Cooper Robertson	Project Manager/ Senior Urban Designer	<ul style="list-style-type: none"> Day-to-day communication between City primary point-of-contact. Tracks project schedule and budget. Serves as subject-matter expert and leads consultant team production. 	bbarnett@cooperrobertson.com 917-546-6995
Newman Architects	Architecture	<ul style="list-style-type: none"> Provide recommendations regarding appropriate building types. Review plan concepts for state code considerations and permitting. 	

Langan	Landscape Architecture / Civil Engineering	<ul style="list-style-type: none"> • Conduct Phase I ESA. • Provides guidance on landscape and environmental considerations. • Provide guidance on potential transportation and site civil issues. 	
Coursey & Company	Engagement	<ul style="list-style-type: none"> • Co-organizing and conducts engagement strategy / activities. 	
Construction Cost Solutions	Cost Estimating	<ul style="list-style-type: none"> • Provide cost estimates for plan concepts and projects. 	

Daily Practices: Core Team Project Management and Consultants

- The Consultant will communicate directly through the Core Team Point of Contact, unless otherwise directed.
- The consultant Project Manager (PM) and Partner-in-Charge (PIC) will be included on all consultant team-related correspondences.
- The project schedule will be subject to periodic updates to account for evolving deadlines of active/planned complementary projects, though any extension of the overall project schedule may result in amended scope / project fees.
- File exchanges will take place using the project Sharepoint:
 - [Woodbridge Project Team Filesharing](#)
- Topics for bi-weekly check-ins will include at minimum:
 - Updates and announcements from Core Team.
 - Updates and announcements from Consultant.
 - Review and updates to schedule.
 - Project development review.

Materials Quality Control/Assurance

Preferred format for reviewing memos, presentations, and draft reports:

- Track changes in Word for redlined edits through Sharepoint.
- Comments directly in PPT for presentations through Sharepoint.
- PDF markups for maps and graphics through Sharepoint.
- The City and Consultant team PM and PIC will set aside time during or after bi-weekly check-ins to reflect on progress/practices on a quarterly basis.