

The following tasks will be completed by the Bergmann Associates team in addition to the tasks identified in the NYS Department of State Work Plan for the Step 2 Nomination Study.

Task 1: Public Participation and Community Outreach Efforts

To encourage involvement by the local community, Bergmann Associates is proposing a range of community outreach efforts be incorporated into the Step 2 planning process for the First Ward Redevelopment Plan. Outreach efforts will be coordinated with the on-going Blueprint Binghamton effort to the extent practical and upon request of City. Specific methods for the public participation and community outreach will include the following:

- Regular (up to 8) steering committee meetings.
- Up to three (3) public meetings and workshops.
- Two days of stakeholder meetings at times TBD.
- Spreading the word about project meetings through one (1) mass mailing about the project and meetings, email list serves, preparation of meeting flyers and newspaper media.
- Organize and hold a “roundtable” session for developers/businesses by bringing in developers who have carried out projects in BOAs in other areas.
- Solicit the assistance of neighborhood groups in spreading the word about the project and distributing materials.
- Prepare an online community survey (Survey Monkey, estimate 10-15 questions), with up to 250 hard copies provided for distribution in the neighborhood (distribution by neighborhood partners).

Task 2: First Ward BOA Project Web Content

Bergmann Associates will develop a stand-alone project website, with a direct link provided from the City’s website. The website will be adaptable to multiple mobile devices. The website will include regular updates and notices, providing residents with new/fresh information on a regular basis and reflecting the on-going and developing nature of the project. Content will be structured such that it will continue to be an active part of the First Ward BOA through Step 3 and beyond. At a minimum, the website will include the following elements and features:

- Background information on project.
- A calendar of events and meetings, including agendas and meeting minutes/notes.
- “Submit Your Ideas” section to provide residents the ability to be continually engaged in the process.
- Interactive map(s) feature for specific sites, allowing residents to be actively engaged in the project conceptualization. This may include a 3D GIS feature.
- Links to draft and in-progress materials, as well as regular status updates.

- Link to project survey.

Task 3: Retail and Light Industrial Market Analysis

The Bergmann Associates team will assess the existing retail and light industrial climate in the study area. The assessment and analysis will look at existing conditions and trends associated with retail, commercial, and light industrial businesses development. The assessment and analysis will be carried out in coordination with, and build off, the work being preformed as part of the City's Comprehensive Plan update, the North Chenango BOA and the Broome County-led EJ Industrial Spine BOA; the coordination will ensure this analysis does not duplicate efforts between the various on-going projects. Industrial, retail, and commercial markets will be identified based on existing plans and analyses, sales data and market potentials. Economic proformas for the adaptive reuse of specific buildings may be developed to coincide with structural analyses and feasibility studies.

The retail and light industrial analysis will focus on the following key topic areas:

- Identification of "rail-dependant" industries which might make use of the study area's ready access to rail lines.
- Development of a strategy for marketing and promoting available sites in the Charles Street Business Park, including engaging a site selection advisor to identify target industries for the business park. Types of businesses may include those that are able to capitalize on the existing co-generation plant and water users that could tap into existing on-site aquifer.
- Identification of business attraction strategy for the Clinton / Glenwood corridors.
- Address impacts and constraints for business development associated with new flood zone boundaries.

Task 4: Housing Analysis and Needs Assessment

The Bergmann Associates team will incorporate findings from the housing component of the Comprehensive Plan and First Ward Action Council Housing Study into the First Ward BOA Nomination Study. Based on recommendations and findings from these studies, the project team will identify any potential investors that specialize in adaptive reuse and housing rehabilitation projects to gauge interest in projects in the study area.

The Housing Analysis and Needs Assessment component of the Nomination Study will focus on identifying recommendations associated with addressing housing in an area with a history of flooding and in a 100-year flood zone. We will analyze the impacts of the Biggerts-Water Reform Act (BWRA) on housing and property owners in the First Ward, specifically looking at the potential monetary impacts that the BWRA will have on the local market. If the FEMA database is made available to the City or Bergmann, we will seek to identify *Repetitive Loss Structures* and current policy holders. However, this information may not be made available at the parcel level. Bergmann will look at base flood elevations and identify

recommendations for addressing housing options, including mitigation, elevation changes or demolition. FEMA and other federal programs available to assist with housing programs will be identified.

Task 5: Structural Analysis and Feasibility Study

Bergmann Associates will assess up to two (2) buildings (maximum combined square footage of 120,000 SF) in the study area as identified by the City and project steering committee. The buildings will require public ownership or willing participation by a private property owner in order to complete the proposed scope of work, which will require building access. We will prepare an architectural analysis that considers the integrity, structural stability, safety and adaptive reuse potential of the structures. If deemed suitable for an adaptive reuse project, we will also consider how to best reuse the buildings in a manner that is supportive of the desire to spur private investment. The economic sub-consultant selected for the team can prepare a pro forma for each building that can be used by the property owner (if privately owned) or the City (as part of a developer RFP) to indicate the potential return on investment associated with the adaptive reuse project.

Task 6: Infrastructure Study and Analysis

The Bergmann Associates team will complete an infrastructure study and analysis within the BOA study area. The purpose of this task is to identify those infrastructure issues which can be improved to make the area more attractive to potential investors. Topics for inclusion in the infrastructure study will include:

- **Parking analysis** – Bergmann will complete a parking analysis for the lengths of Clinton Street, Glenwood Avenue and Front Street within the BOA study area to assess parking availability (counts from aerial photography and field verification), issues and opportunities on these primary commercial corridors. Potential locations for off-street parking facilities will be considered. Recommendations for improvements to on-street parking and off-street lots will be identified. Conceptual design plans for a green infrastructure demonstration project will be developed.
- **Streetscape, Pedestrian, and Bicycle Facility Plan** – a streetscape, pedestrian and bicycle facility plan will be prepared to identify improvements and enhancements for study area streetscapes, including conceptual streetscape designs for improving the aesthetics, walkability and bankability of the neighborhood. Traffic calming measures and recommendations for roadway improvements and circulation patterns will be considered. Recommendations will be based on actual conditions and reflect requirements and guidelines as defined in the Manual of Uniform Traffic Code.
- **Evaluation of existing public utilities and green infrastructure** to identify potential short- and medium-term issues which need to be addressed to maintain/improve service. Identify any constraints and recommended mitigation strategies associated with sanitary / water / sewer service. Identify opportunities for green infrastructure.
- **Flood Hazards and Mitigation Strategies** - Building on known information including updated FEMA flood area mapping and any available documentation associated with the current floodwalls in the BOA, our team of water resource engineers will assess and identify flood hazards and mitigation strategies for the First Ward. Mitigation strategies will be identified as a means to address concerns

associated with significant portions of the study area being re-classified as within the 100-year floodplain. This classification can have significant impacts to homeowners in the form of increased insurance requirements and to developers in the form of increased engineering and costs.

Task 7: Gateway and Wayfinding Plan

Concepts for gateway enhancements for Front Street are being developed for the City, with construction expected by 2014; in 2012, the Binghamton Metropolitan Transportation Study (BMTS) completed a wayfinding signage plan for the Two Rivers Greenway (formerly known as the Greater Binghamton Greenways). Through the BOA program, the City intends to build upon these planning and design efforts to identify and design gateway concepts for identified secondary and railroad gateways. Secondary gateway concept plans will be established for the intersections of Glenwood Avenue and Prospect Street; Glenwood Avenue and Clinton Street; and Charles Street and Clinton Street. Railroad gateway concept plans will be prepared for railroad underpass entryways into the study area from locations to the south, including Jarvis Street and Murray Street. The product from this task will include graphic representations of improvements at noted locations.

Task 8: Historic Building Survey and National Register Designations

Bergmann will prepare up to two National Register designations for buildings in the study area which are 1) determined to be eligible, 2) have revitalization potential consistent with plan vision, and 3) are publicly owned or has a willing private owner. The two buildings will be selected after the planning process has identified redevelopment opportunities, in coordination with City staff and the project steering committee.

Task 9: Charles Street Business Park Master Plan

A master plan for the Charles Street Business Park will be re-visited and updated (originally completed as part of 2003 Comprehensive Plan). As identified as a priority in the Step 1 BOA, the master plan will seek to incorporate green design principles with future development occurring in a manner that is environmentally, economically and socially sustainable. The conceptual master plan for the Charles Street Business Park will consider site design and layout, stormwater management, access, linkages to surrounding properties and roadways and flood mitigation strategies. The Business Park Master Plan will incorporate all existing design parameters for the site and will seek to maximize usage while supporting the neighborhood goals of integration and sustainability.

We will identify a combination of traditional and green infrastructure design to manage and treat stormwater generated from current and future build out.

The Business Park Master Plan will include the following elements:

- Identify current roadblocks for investment in the business park and provide specific recommendations on how to address/correct these.

- Identify specific industries/business types which would be an appropriate fit for the business park, with specific focus on steam-hosts that could capitalize on existing co-gen plant and aquifer, and provide recommendations and strategies on how to attract these industries/business types.
- Work with the existing business, Emerson, to identify issues/concerns related to the business park and the neighborhood and develop recommendations to the address any such issues.
- Evaluate potential options for providing better access (vehicular, bicycle, and pedestrian) to the business park area. Any recommendations related to the Charles Street Business Park will consider potential impacts of the I-86/US-17 Realignment project.
- Development of marketing materials to help promote the park sites to businesses and investors.
- Coordination and outreach with Broome County Industrial Development Agency.

Task 10: Clinton Street and Glenwood Avenue Land Use Master Plan

Bergmann Associates will incorporate land use recommendations from the Citywide Comprehensive Plan as they relate to the Clinton Street and Glenwood Avenue corridors. Specific recommendations for appropriate land uses will be identified. Bergmann will work with the City to also identify preferred design characteristics for adaptive reuse and infill development projects. Recommendations for architectural style, materials, facades, lighting, site design, parking and landscaping will be developed. We will also incorporate the City's Complete Streets Policy and green infrastructure design guidelines. Recommendations will be prepared in a manner that allows the City to incorporate the design standards into the City's zoning code, either as an overlay district or through the development of a form-based code. The approach will be consistent with the direction undertaken for the Main Street corridor, to the extent practicable.

Our team will also prepare schematic redevelopment options for catalyst sites along the corridors, which will be determined over the course of the planning process through discussion with the City, project steering committee and public.

The identification of preferred end uses along Clinton Street and Glenwood Avenue will take into consideration the vision and "identity" of the corridor in the future. We will consider and evaluate the branding of "Antiques Row" and whether this is still an appropriate and recognizable identity for Clinton Street. If not, we will consider alternative themes as a means to market and promote this neighborhood.

Task 11: Phase I Environmental Site Assessment

Bergmann Associates will prepare up to two Phase 1 Environmental Site Assessments (ESA) for properties within the study area. The purpose of the Phase I ESA is to identify the potential for on-site contamination within the scope of the Federal Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), and to satisfy requirements to qualify the innocent land-owner defense of CERCLA liability by taking all appropriate inquiry into the previous ownership and uses of the property consistent with good commercial or customary practice.

In accordance with Federal AAI and the current ASTM standard, the scope of the Phase I ESA will consist of:

- Reviewing readily available public environmental information to determine the environmental setting of the site and immediate surroundings as well as establish the site-specific history.
- Conducting a site reconnaissance of the property. The site reconnaissance will include a systematic walk-over of the property. Representative photographs of the parcel and of any environmental concerns will be taken and will be included in the report.
- Submitting written Freedom of Information Act (FOIA) request applications to Federal, State and/or Local agencies will be submitted.
- Conducting environmental interviews with readily available representatives who currently own the property and any other former property owners who can be reached.
- Evaluation of information and preparation of a Phase I ESA report that meets requirements using the recommended Table of Contents and associated format of the ASTM E 1527-05 procedure. The report will also include any applicable environmental records provided by the site owner.

Potential sites for Phase 1 investigations include:

- The Titchner Site (1-2 Titchner Place)
- 187 Clinton Street
- Several of the smaller parcels in the Clinton Street area

Task 12: State Environmental Quality Review Act

Our team will provide all technical and administrative services required to fulfill the requirements of State Environmental Quality Review as defined in the NYS DOS Project Work Plan. All work will be completed in accordance with the SEQRA process and in coordination with the City of Binghamton. This includes the preparation of the SEQR Long Form, facilitation of public scoping meeting and preparation of the scoping document. We will ensure that the Nomination Study is developed in such a manner that it can satisfy the requirements for portions of the GEIS related to existing conditions and alternatives.

Task 13: Preparation of Standard Nomination Study document - Draft, Final, and Approvals

In addition to the tasks identified above, Bergmann Associates will compile all data and information as required in the DOS Standard Work Plan for a Nomination Study. As part of the development of the Nomination Study, an updated demographic analysis will be completed utilizing 2010 census data. The project boundary from the Step 1 phase will be re-evaluated and modified as deemed appropriate by the Steering Committee, stakeholders and City of Binghamton. The project team will assess expanding boundary to west to accommodate remaining residential neighborhoods outside of the BOA.

Task 14: Preparation of the Step 3 Implementation Strategy Application

In conjunction with the development of the Nomination Study, Bergmann Associates will work with the City to prepare the Step 3 Implementation Strategy application for submission to the Department of State. Bergmann and the City anticipate completing and submitting an application in the fall of 2014.