

**ATTACHMENT I
SCOPE OF WORK
JAMES CITY COUNTY COMPREHENSIVE PLAN UPDATE – 2014**

To support the 2014 update to the Comprehensive Plan for James City County, the Hampton Roads Planning District Commission (HRPDC) staff will undertake the following activities:

Analysis will be conducted for James City County, the surrounding region including the City of Williamsburg and York Counties, the Hampton Roads Region and the Commonwealth of Virginia.

The most recent U.S. Census and the most recent American Community Survey will be incorporated into the analysis, as will the most recent economic data available through the HRPDC from state, federal and regional sources.

Current Conditions

Population Characteristics – Total, Age, Sex, Race, Education, Income
Economic Characteristics – Employment and unemployment, Composition – Job Types, Wages, Retail Sales
Housing Characteristics – Owner-occupied, Renter-occupied, Condition, Age, Type – Single Family, Multi-Family and Density, Others

Historic Socioeconomic Characteristics – Identify trends in the above factors

Projected Conditions

Population
Employment

NOTE: The Hampton Roads 2040 Forecast will be used as the basis for this analysis.

Specialized Issues

To Be Determined up to 2 issues

Documentation

Technical memoranda will be prepared documenting the data and the various analyses conducted. The memoranda will include charts, GIS maps and tables. Information will be formatted so that it can be incorporated into the Comprehensive Plan document being prepared by County staff. In addition to hard copy reports, digital data and GIS maps will be produced.

NOTE:

All mapping will be accomplished using the ESRI-based HRPDC GIS System. All products and GIS files will be provided to the County for incorporation into the County's GIS system. All presentation materials will be provided in both electronic and paper copy for future use by the County.

PROJECT COSTS

Cost to James City County for this work will not exceed \$10,000. This will cover HRPDC personnel costs, direct charges and administrative costs. Any excess costs will be covered through the basic HRPDC budget (annual contributions) and will be treated as the HRPDC contribution to the effort.

If the County elects to expand the Scope of Work beyond the items in Attachment I, the County and HRPDC will develop an amendment to the Scope, Project Schedule and Project Budget to accommodate the additional work.