

## **Proposed Scope of Work (Exhibit A)**

The planning study must contain the following minimum requirements:

**Economic Impact Assessment:** Analyze the economic impact of the project on the local, regional, national economy, and international (Lower Mainland BC) including job creation, income generation, tax revenue, and economic diversification. An analysis of how the project will assist local economic diversification efforts. List one or more economic outcomes that is expected from this proposed project.

**Market Demand Analysis:** Evaluate the market demand locally, regionally, nationally, and international (Lower Mainland BC) for the infrastructure services or future projects such as housing, or a business park as a result of the sewer extension project, including market size, growth trends, competition, and customer preferences. Identification of targeted industries that maybe attracted to the area as a result of the project

**Financial Feasibility Analysis:** Perform a detailed financial analysis to determine the financial cost for a public sewer extension, including cost estimates for the project, revenue projections, financing options for construction, and financial indicators and internal rate of return, if there is one. Total funding for the public facilities improvements is secured or will be secured within a given time frame for current and future projects

**Future Project:** Determine the nature and planning-level scope and costs of future infrastructure improvements (in addition to the sewer project) that will become necessary to support the anticipated development potential of the area.

**Funding Source:** Identify potential funding federal, state, and local level that could be used for future planning and constructing of the current project and potentially related infrastructure projects.

**Stakeholder Engagement:** Engage with key stakeholders, including government agencies, community groups, businesses, property owners, and other relevant parties, to gather input, address concerns, and build support for the project.

**Risk Analysis and Mitigation:** Identify and evaluate potential risks and uncertainties associated with the project, including technical, financial, market, environmental, and regulatory risks, and develop strategies to mitigate them.

**Land Analysis:** Determine the site's appropriateness for development by addressing, at minimum, appropriate zoning, effect on the state or local transportation system, environmental restrictions, and the site's overall adequacy to support the anticipated development upon project

completion. Assessment of existing land with infrastructure and capacity for commercial and residential development. Cultural resource review if needed.

**Future Trends:** Anticipating future trends in demographics, technology, income, economic development, land pricing, that may impact the demand for housing and commercial development.

**Workforce Analysis:** The estimated median hourly wage of the jobs created when development occurs. What potential workforce would be needed and the availability of that work for in our region.

**Environmental Analysis:** Evaluation of environmental impact and regulatory requirements at a high level.

**Study Implementation:** Identification of the group best responsible for implementing a marketing strategy intended to attract additional investment to the study area. Describe the group's capacity to complete the responsibility and recommendations outlined in the study.

**Feasibility Report:** Describe the specific, quantifiable measures of the outcome(s) that will indicate success. Summarize the findings, conclusions, and recommendations of the study, including executive summary, methodology, analysis results, and action plan. Describe in measurable terms what you expect to be able to show as progress toward the outcome for each year before the whole outcome has been achieved, and the anticipated actions necessary to support each outcome.