

**RESOLUTION NO. 110-23**  
**CITY OF CENTERVILLE, OHIO**

SPONSORED BY COUNCILMEMBER Duke Lunstord ON THE  
18<sup>th</sup> DAY OF December, 2023.

A RESOLUTION AUTHORIZING AND DIRECTING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH ACP GREENE & ASSOCIATES, LLC, FOR PROFESSIONAL SERVICES ASSOCIATED WITH THE CREATION OF A NEW CITY OF CENTERVILLE COMPREHENSIVE PLAN.

WHEREAS, the City of Centerville desires to create a new comprehensive plan for the City of Centerville to replace the Create the Vision comprehensive plan; and

WHEREAS, ACP Greene & Associates, LLC, is a consultant that has provided a proposal to assist the City in creation of a new comprehensive plan; and

WHEREAS, the Centerville City Council is desirous of engaging ACP Greene & Associates, LLC, to provide the necessary professional services to develop a new comprehensive plan.

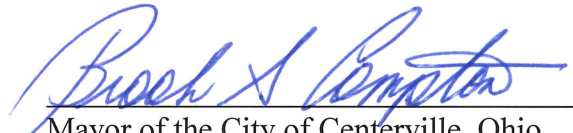
NOW, THEREFORE, THE MUNICIPALITY OF CENTERVILLE HEREBY RESOLVES:

Section 1. That the City Manager is hereby authorized and directed to execute an agreement between ACP Greene & Associates, LLC, and the City of Centerville for the necessary professional services in an amount not to exceed \$163,000 to create the new comprehensive plan for the City of Centerville. A Copy of the Agreement is attached and marked Exhibit "1" and incorporated herein.

Section 2. That the city Manager is hereby authorized and directed to do any and everything necessary to carry out the terms of said Agreement

Section 3. This Resolution shall become effective at the earliest date allowed by law.

PASSED this 18<sup>th</sup> day of December, 2023.


  
\_\_\_\_\_  
Mayor of the City of Centerville, Ohio

ATTEST:

  
\_\_\_\_\_  
Clerk of Council, City of Centerville, Ohio

**CERTIFICATE**

The undersigned, Clerk of the Council of the City of Centerville, Ohio, hereby certifies that the foregoing is a true and correct copy of Resolution Number 110-23, passed by the Council of the City of Centerville, Ohio, on the 18<sup>th</sup> day of December, 2023.

  
\_\_\_\_\_  
Clerk of Council

Approved as to form, consistency  
with the Charter and Constitutional Provisions.

Department of Law  
Scott A. Liberman  
Municipal Attorney



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[www.planning-next.com](http://www.planning-next.com)

## CONTRACT

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### STANDARD FORM CONTRACT FOR SPECIAL SERVICES

Provided to ACP Greene & Associates, LLC, dba Planning NEXT, an Ohio limited liability company

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AGREEMENT made this \_\_\_\_ day of December, 2023, between the City of Centerville (hereinafter referred to as the "Client") and ACP Greene & Associates, LLC (an Ohio limited liability company) also doing business as **Planning NEXT** (hereinafter referred to as the "Consultant").

In consideration of the mutual promises herein contained, the parties hereto agree as follows:

1. **Consultant's Services:** Consultant will provide the Scope of Services as enumerated in the Scope of Services, attached hereto as Exhibit "A" and incorporated and made a part of this Agreement as if fully set forth herein (the "Project").
2. **Client's Responsibilities:** The Client shall provide full and complete information regarding the requirements of the Project as expeditiously as necessary for the orderly progress of the Consultant's services, and the Consultant shall be entitled to rely on the accuracy and completeness thereof. The Client shall designate a representative authorized to act on the Client's behalf and shall timely make decisions pertaining to the Project to avoid unreasonable delays.
3. **Total Compensation:** The professional fee compensation to be allocated to this Project is a not-to-exceed amount of one hundred sixty-three thousand dollars (\$163,000). The project shall be invoiced monthly on work completed and include project expenses (see below). For services beyond the agreed-upon scope please see section 5.
4. **Project Expenses:** Included in the professional fee compensation, the Client agrees to pay the Consultant for costs incurred by the Consultant's employees and consultants in performing the Consultant's Services or otherwise in furtherance of the Project. These expenses include, but are not limited to:
  - a. transportation and living expenses for out of town travel (for transportation by personally owned vehicle, the Client agrees to reimburse the Consultant at the IRS-going rate);
  - b. governmental, public or other fees related to the Project;
  - c. graphic design, computer-aided design, film development, exhibit preparation, literature publication, renderings, models, printing and copying expenses;
  - d. long distance telephone calls, facsimiles, postage, overnight mail and courier services; and
  - e. premiums for any unique or additional insurance required by the Client or the nature of the Project.
5. **Additional Services:** If the Client verbally requests the Consultant to perform additional services ("Additional Services") not included in the Scope of Services and as provided for in Exhibit A, the Consultant shall confirm in writing the specific services that have been requested, specify that such services are Additional Services and identify terms of additional payment. Consultant shall not perform any Additional Services until Client has

confirmed approval of said Additional Services in writing (email confirmation by the Client of additional services and fees will be adequate to constitute a writing).

6. **Payments:** All payments for professional fees and documented reimbursable expenses are due and payable thirty (30) days from the date of Consultant's invoice. Any amounts remaining unpaid after thirty (30) days of an invoice shall bear interest at a rate of ten percent (10%) APR, simple interest. Consultant's records relating to the computation of its fees and reimbursable expense amounts pertaining to this Agreement shall be made available to the Client, or its authorized representative, at a time mutually agreed between the parties upon a written request by the Client.
7. **Subconsultants:** All subconsultants will be hired by and be responsible to the Consultant. All coordination, planning and input to the subconsultant will be by the Consultant.
8. **Suspension or Termination:** This Agreement may be terminated or suspended by either party, with or without cause, upon not less than fourteen (14) days written notice to the other party. A written notice shall be deemed duly served when personally delivered to the party to whom it is directed, or when sent overnight delivery through a nationally recognized courier and addressed to the last known address of the party to whom it is directed. The failure to meet any Project deadline or timetable after a suspension or termination has occurred will not constitute a breach of this Agreement.

If the Client fails to make payments when due to the Consultant for services and expenses, the Consultant may immediately suspend performance of services under this Agreement. In the event Consultant properly suspends its performance, it shall not be liable to the Client for any damages suffered because of the suspension of services or delay in the progress of the Project.

In the event of termination by the Client without cause, the Consultant shall be entitled to payment for services performed prior to termination, together with reimbursable expenses (if any) then due, prepaid reimbursable expenses incurred or committed, and a termination fee equal to fifteen percent (15%) of the value of the remaining Consultant's services left to be performed under this Agreement, provided, however, that if over fifty percent of the fixed-sum compensation has been earned by, or is due to, the Consultant prior to such termination by the Client then no termination fee shall be due to the Consultant. The Client and the Consultant agree that the termination fee is not a penalty and is reasonable based upon the facts and circumstances known to the parties at the time of entering this Agreement, and with due regard to future expectations.

9. **Document Use:** Except for documents that are proprietary to Consultant, the Client retains all rights to all documents and reports that are produced, compiled, or generated with respect to this project. Consultant shall identify any documents considered to be proprietary and the parties shall thereupon agree, in writing, upon the extent of use by either party.
10. **Applicable Law:** This Agreement shall be governed by the laws of the state where the Client has its primary place of business. If the Client is a federal entity or agency, this Agreement will be governed by the laws of the state of Ohio.
11. **Binding:** This Agreement shall be binding on the parties hereto and on their successors, assigns, and legal representatives. Neither the Contractor nor the Consultant, nor their successors, assigns, or legal representatives shall assign or delegate any rights or obligations under this Agreement without the prior written consent of the other party.

12. **Entire Agreement:** This Agreement, including Exhibit A, contains the entire agreement between the Client and the Consultant respecting the Project, and any agreement or representation respecting the Project or the duties and obligations of either the Client or the Consultant in relation thereto not expressly set forth in this instrument is null and void. This Agreement supersedes all prior agreements, negotiations and representations, either written or oral, and may be amended only by a written modification signed by both parties, which makes reference to this Agreement. Nothing in this Agreement shall be construed as creating any rights, obligations, contractual relationships or causes of action with any third parties as against either the Client or the Consultant.
  
13. **Nonwaiver:** No delay or failure by either party in exercising any right under this Agreement, and no partial or simple exercise of such right, shall constitute a waiver of that or any other right.
  
14. **Counterparts:** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together constitute one and the same agreement.
  
15. **Legal Construction:** In the event that any one or more of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.
  
16. **Effective Date:** This Agreement shall become effective as of the \_\_\_\_ day of December, 2023, and shall continue until the Consultant's Services are complete or the Agreement is suspended or terminated as provided herein.

**Client**

**Planning NEXT / ACP Greene & Associates**

\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

Jamie A. Greene  
Principal/Owner

Approved as to form

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

Attachments:

Exhibit "A" – City of Centerville Comprehensive Plan Scope of Services

Exhibit "B" – Cost and Compensation

## **Exhibit A – City of Centerville Comprehensive Plan Scope of Services**

### **Assumptions**

The proposed scope of work is based on the following assumptions.

1. This process is designed to create a plan that will replace the comprehensive plan that was adopted in 2004. However, while many recommendations have been successfully implemented, this new plan will reflect the changes that have occurred within and around the City and new priorities that have emerged since the previous plan was adopted.
2. The Team will work collaboratively with Staff and each City department throughout the process. It is anticipated that Staff will take an active role in the plan update.
3. A Steering Committee will be appointed and will be a key part of the community engagement process. The Committee will meet regularly and provide input and feedback on the plan's development.
4. The Team will work to incorporate the City's specific vision of being a diverse community with desirable neighborhoods, welcoming gateways, and tree-lined streets that enhance the vibrant downtown district.
5. The process will be community-led and will reflect the understanding of and input from the entire community and its core values.
6. Existing plans, projects, studies and data from the City will inform the analysis for the plan. This information will be provided to the Team by Staff. This will include an evaluation/audit process through which staff will share in memo or similar format which elements of previous planning are most important to this planning process, and how they should inform it.
7. The process has been designed to be completed within 15 months from the date of authorization, but the schedule may be adjusted in consultation with Staff.

### **Approach**

Following is the Team's proposed approach to update the City's Comprehensive Plan through meaningful public involvement and solid technical analysis. The approach describes the specific proposed tasks to be undertaken throughout the process in each component of the project.

The project is organized into four components.

1. Preparation
2. Community Engagement
3. Existing Conditions
4. Plan Development

## Exhibit A – City of Centerville Comprehensive Plan Scope of Services

### COMPONENT 1: PREPARATION

This component is focused on orienting Staff, the Steering Committee, and the public to the planning process and building a solid foundation for public engagement. The Team places great emphasis on preparation to create a strong foundation for the work.

**1.1 Conduct kick-off, plan audit working session, and tour.** The Team will organize a kick-off meeting with Staff. The primary focus of this meeting will be to discuss the existing comprehensive plan's successes and shortcomings, and to review and discuss other previous plans, practices, and studies to identify relevant topics and items that should be considered as part of this planning effort. Another goal of this meeting will be to define the areas of focus for the analysis and to understand emergent issues that will guide the technical planning. This meeting will also be used to establish key milestones, deliverables, and communication protocols for the project. Staff will also lead the Team on a tour of the City.

**1.2 Create plan brand platform and visual identity.** A process brand platform and visual identity will be created to provide a clear understanding of the project and its purpose, and to differentiate the plan process from other initiatives. This includes the development of an identity (name, logo and tagline) that will help to interest and engage the public, as well as key messages that will help to consistently brand the work.

**1.3 Develop communications, outreach and engagement plan.** To ensure the public is consistently engaged and informed, the Team will work with Staff on the following components of an integrated plan for outreach and communications. For each component below, The Team will work with Staff and the Steering Committee to develop creative methods to ensure all groups, including traditionally under-represented communities, are reached and able to participate throughout the process.

**1.3.1 Communications.** The communications component will include both innovative use of new media and technology, as well as traditional tools and will utilize various channels (public relations, social media, press releases, community events, and other opportunities). It will outline production schedules for publicity, identifying outlets for communication and assigning responsibility between the Team, Staff and the Steering Committee.

**1.3.2 Outreach.** The outreach component will be targeted to reach widespread participation across the community in the public engagement process. Staff and the Steering Committee will be asked to assist the Team in identifying target demographic, civic and geographic groups within the City.

**1.3.3 Engagement.** The engagement component will include recommendations for in-person workshops and/or virtual webinars, as well as other information-gathering techniques, such as meeting-in-a-box or tactical engagement. Various methods will be employed to ensure that engagement educates involved parties about the role and

## **Exhibit A – City of Centerville Comprehensive Plan Scope of Services**

importance of the comprehensive plan to the community. It will be well-rounded, inclusive, multiple-sourced, robust, fun and broad to provide the opportunity for anyone who cares about the future of the City to have input. Specific attention will be given to align engagement with appropriate requirements and restrictions that may be in place at the time of the process due to the ongoing pandemic.

**1.4 Create branded project website and online engagement.** The Team will work with Staff to design and launch a branded project website that will become the heart of the planning process communications. The site will include project background, resources, contact information, news, information about how to get involved during the strategic planning process, interim information, and drafts of the Plan. As well, online engagement opportunities will be provided in association with each round of public engagement. Tools will be integrated into the project website and include interactive activities that mimic workshops, mapping exercises, visual preference surveys, rating and ranking questionnaires, and more. Social media tools will be employed to share information about in-person and web-based opportunities.

**1.5 Establish Steering Committee.** The Team will advise Staff on the formation of a Steering Committee to oversee the process, guide community engagement, and review plan content. This group should be representative of the broader community interests and include individuals that are diverse demographically, geographically, and civically. The Steering Committee will be an extremely important component of the process. If desired, the Team can prepare materials to assist Staff with the Steering Committee selection, including a job description, online application form and diversity matrix. Staff will use materials to conduct a broad outreach campaign to solicit applicants for the Steering Committee. The Team will support this effort by advising on outreach methods and reviewing the proposed Steering Committee members prior to final selection.

**1.6 Facilitate Steering Committee meeting (1).** The Team will facilitate all meetings with this group, and will prepare necessary materials (agendas, presentations, hand-outs, etc.) in coordination with Staff. The first meeting with the Steering Committee will focus on review of the scope and schedule, the identification of preliminary opportunities and issues, and helping with the development of the communications and outreach plans.

### **COMPONENT 2: COMMUNITY ENGAGEMENT**

This component includes the design, promotion, facilitation, and documentation of three rounds of community engagement and regular meetings with the Steering Committee.

**2.1 Facilitate Steering Committee meetings (2-6).** The Team will facilitate meetings 2-6 throughout the process. Meetings conducted in advance of public engagement opportunities will be focused primarily on preparation for engagement. Other meetings will be used to discuss key elements of the analysis, development of the plan's recommendations, and the draft and



## Exhibit A – City of Centerville Comprehensive Plan Scope of Services

final plan documents. Up to two meetings may be longer (2-2.5 hours, with a break) workshop-style sessions.

**2.2 Conduct public engagement (2 rounds).** The Team will work with Staff to design and facilitate two rounds of community engagement; one at the outset of the planning process, and one towards the end of the process while the draft plan is being developed. The engagement can include public open houses, a presence at pre-existing community events, small focus group meetings with stakeholders, in-person workshops, online surveys or other online / virtual engagement activities. The final approach for each round will be decided in collaboration with Staff and with the most up to date information about the pandemic to ensure safe and productive engagement. It will involve the following activities, which will be managed by the Team.

**Design.** The Team will work with Staff to design the details for the engagement, including specific input gathering activities, as well as the creation of meeting materials. The Staff will help with meeting location logistics.

**Promote.** The Team will manage promotion of the workshop, including creating and producing print and electronic collateral and preparing press releases, etc. The Staff will be responsible for contacting local media outlets and assisting in organizing outreach to key stakeholder groups.

**Facilitate.** The Team will facilitate an informative and engaging program that will include both educational components and input or feedback activities for participants. All rounds of engagement could be conducted in-person or virtually depending on the comfort level and local restrictions in place due to the evolving nature of the pandemic.

**Document.** The Team will input raw results into a spreadsheet that will be analyzed and organized around key themes.

**2.3 Present the plan to elected officials and commissions.** The Team will present the plan to the City’s Planning Commission and City Council at a public hearing to meet necessary requirements. For the purposes of this proposal, one meeting/hearing is planned. The specific number of meetings and their timing in the process will be determined in collaboration with Staff.

## COMPONENT 3: EXISTING CONDITIONS

This component includes all existing conditions tasks outlined in the RFP and other work that the Team would undertake to support those tasks.

**3.1 Conduct demographic conditions analysis.** The Team will utilize available data to summarize existing population and demographics conditions and trends. This analysis will integrate an understanding of regional trends, highlight Centerville’s critical challenges and opportunities, and describe implications on land use, mobility, parks, and community services.

## **Exhibit A – City of Centerville Comprehensive Plan Scope of Services**

**3.2 Analyze housing inventory and conditions.** The Team will provide a granular understanding of the City’s current stock of housing that will draw, in part, from the City’s 2021 Housing Report. This will include:

**3.2.1 Analyze housing inventory and geographic distribution.** The Team will document the number and location of the City’s current stock of housing units by type, the age of units, owner-occupancy versus rental units, and an inventory of subsidized housing and estimates of housing vouchers.

**3.2.2 Analyze attainability and affordability of housing units.** The Team will examine and determine the present housing costs for owners and renters.

**3.2.3 Evaluate housing conditions.** The Team will determine the condition of housing units across the City by utilizing City code enforcement, building permit, and property tax data.

**3.2.4 Assess housing units under development.** The Team will identify the number of and type of housing units approved, target markets such as senior housing, the location of these future units, and the general sales price or lease range of the units.

**3.3 Conduct neighborhood assessment.** A neighborhood assessment will be conducted with the assistance of the City in determining neighborhood boundaries and accessing key sources of local data. This work will be closely coordinated with the housing and land use analysis and will include:

**3.3.1 Assess neighborhood propensity to change.** The Team will analyze the age and tenure profile of residents, housing stock and pricing, and socioeconomic indicators.

**3.3.2 Develop need indicators.** The team will perform an analysis to determine the needs of the City, such as housing stock quality, poverty levels, and crime statistics.

**3.3.3 Perform proximity to community assets analysis.** The Team will identify the proximity of housing and neighborhood transit, employment centers, retail, and other amenities.

**3.3.4 Research City investment patterns.** The Team will determine where the flow of CIP, bond dollars, and other investment dollars such as state and federal grants have flowed across neighborhoods.

**3.4 Prepare economic profile.** The Team will create an economic profile of the City. It will include the following:

**3.4.1 Perform base level analysis.** If data is available, the Team will produce a base level economic profile, which will include employment growth, establishment change, wages, industry concentrations, entrepreneurial activity, investment patterns, and City revenue changes, among others.

## **Exhibit A – City of Centerville Comprehensive Plan Scope of Services**

**3.4.2 Analyze economic infrastructure.** This will include logistics assets, such as transportation access, employment building (industrial/office) stock quality indicators, incubators and co-working space availability, and City revenue changes, among others.

**3.4.3 Compare policy and programs.** The City’s economic policies and programs will be analyzed on a comparative basis with two other comparable communities. This analysis will consider considering business incentives, small business assistance programs, qualitative insight into development regulations, and linkage of economic programs to city economic policy goals.

**3.4.4 Perform workforce analysis.** This will include commuter sheds, occupational distribution, educational levels, and talent pipeline if relevant and available.

**3.4.5 Formulate local context.** The Team will compile local context through review of progress on goals and strategies from the previous comprehensive plan, other economic development reports, targeted interviews and discussion groups to identify strengths, weaknesses, opportunities, and challenges.

**3.5 Analyze traffic loads and patterns.** The Team will take a multi-pronged approach to assess transportation and mobility conditions.

**3.5.1 Interview with City Staff (2).** The Team will conduct two interviews with City Staff in order to gain knowledge around transportation issues that the City wishes to address in the planning process. Traffic and multimodal in nature.

**3.5.2 Assess traffic volumes and congestion.** The Team will coordinate with the Miami Valley Regional Planning Commission (MVRPC) to obtain the existing and 2050 Travel Demand Model (TDM) output data to illustrate estimated traffic volume and capacity data sets for current and future model runs.

**3.5.3 Perform screening analysis for traffic crashes.** This screening will include heat maps for all crashes, fatal and serious injury crashes, and pedestrian and/or bicyclist involved crashes.

**3.5.5 Prepare transportation inventory report.** Our Team will prepare an exhibit showing the City’s overall transportation system and its characteristics including key corridors and key multimodal features based on readily available or City-wide data.

**3.5.6 Prepare memo.** A brief memo will be prepared to summarize all the issues uncovered throughout the analysis.

**3.6 Conduct land use existing conditions.**

**3.6.1 Conduct an inventory and analysis of existing land uses.** In the Team’s comprehensive planning work, the analysis of land use and three-dimensional aspects of form and character is an integrated task. The Team will take a character-based approach

## Exhibit A – City of Centerville Comprehensive Plan Scope of Services

that will describe development patterns, types and intensities that currently exist in the City. The Team will also review how these patterns relate to current zoning. The character types will not only infer land use, but also form and mobility characteristics such as street patterns and connectivity, building heights, and relationship to streets, mix of uses, etc. This analysis will be conducted in coordination with analysis pertaining to transportation, economics, parks, open space, recreation programs, facilities and other topical areas.

The Team will use this land use and character analysis to discuss the merits of potentially redefining the plan's future land use categories. A future land use character-type palette would describe compatible development patterns, types and intensities that are desired and feasible in the City in the future.

**3.6.2 Identify suitable public open space area: parks, safety, services, schools, historic resources.** The Team will review and identify existing community facilities and their service areas. Relevant findings will be incorporated into the land use analysis and may include recommendations (i.e., policies and programs) for these facilities.

**3.6.3 Identify placemaking destinations.** Through analysis of existing conditions and with insight gathered from the community, the Team will identify and describe (in images and text) existing locations in Centerville that provide the opportunity for placemaking. These locations will be a focus of recommendations for shaping development and enhancing the public realm to promote activity, social interaction, and aesthetic qualities that contribute positively to the community.

## COMPONENT 4: PLAN DEVELOPMENT

**4.1 Define vision and goals.** Based on the analysis conducted in Component 3, and with input from the community during the first round of engagement, the Team will draft a vision statement and goals. The Team and Staff will work to incorporate the City's existing mission, vision, and values into the plan. The Steering Committee will work the Team to refine for review by the public during the second round of community engagement.

The Team will prepare the plan elements based upon the analysis topics in Component 3 and other topics that may emerge from the community participation component. Each plan element will include goals and actionable recommendations (in the form of policies, programs and projects). The recommendations will include both bold and visionary strategies, and practical and cost effective measures.

### **4.2 Create the future land use plan.**

**4.2.1 Identify and map desired land uses.** The Team will prepare a dynamic future land use plan, including: a summary of key inputs to the plan, principles for land use and the City's land use intent, and a future land use and character map that illustrates preferred

## Exhibit A – City of Centerville Comprehensive Plan Scope of Services

land use for the entire City. Recommendations to support the plan will be made in the form of policies, programs, and projects that will help achieve the quality of place vision.

**4.3 Prepare mobility and connectivity analysis and high-level recommendations.** The Team will develop multimodal transportation recommendations that will improve mobility throughout the City. Recommendations will primarily include policy recommendations and will be crafted to establish vision, goals, and objectives for future The analysis that will be conducted will include:

- Based on available data and discussions with City Staff, identify key gaps in mobility. This will include primary areas of congestion for vehicles, significant barriers, and facility gaps for pedestrians and bicyclists.
- Facilitate an in-person Complete Streets Staff Workshop (2 hours) to review multimodal gaps and develop concepts to address these gaps. This will support mobility, connectivity, and safety objectives.
- Propose Sidewalk and Bikeway Connections exhibits. Based on input provided in the Complete Streets Staff Workshop, the Team will draft a proposed map with comments.
- Identify Regional Trail System Connections. Based on input provided in the Complete Streets Staff Workshop, the Team will draft a proposed map with comments.

This work will be used to prepare high-level mobility and connectivity recommendations to be integrated into the plan. Another goal of this work may be to set the City up for an active transportation plan grant, which could be used to fund future mobility planning work. The Team may also draw from MVRPC’s regional active transportation plan (2021) to identify priority projects.

**4.4 Create public open space strategies.** The public open space strategies will:

- Identify the City’s priority public spaces to be enhanced.
- Identify ongoing community stewardship opportunities for the parks system (partnerships and community involvement).
- Recommend ongoing strategies for expanding the parks system.

**4.5 Draft plan document.** The Team, in consultation with Staff and the Steering Committee, will draft the plan document. This will including drawing from the analysis conducted in Tasks 4.2-4.4 and incorporating it into plan chapters / sections. The Team understands that the plan document should be foundational, flexible, bold and innovative and based upon the community-led process involving all stakeholders in the community. Additionally, the Team will work with Staff and the Steering Committee to develop a post-adoption implementation strategy to initiate work on the plan’s actions. The strategy will make recommendations on organization, project prioritization, funding, feedback mechanisms, timeframes, entities with the responsibility for seeing items completed and other related topics.

**4.6 Finalize plan document.** The Team will prepare the final plan, incorporating final Staff and Steering Committee comments. The final plan will be graphically oriented using maps,

## **Exhibit A – City of Centerville Comprehensive Plan Scope of Services**

illustrations and photographs to convey planning recommendations to the community. The Team will provide a pdf with separate technical appendices, relevant data collected throughout the process and map files in GIS format.

### **Fee (includes expenses)**

Total for revised scope of work:

\$163,000

## Exhibit B - Cost and Compensation

# COST AND COMPENSATION

Following is a proposed not-to-exceed cost along with a detailed outline of all the costs necessary in order to complete the approach to the project.

	Fee
<b>Component 1: Preparation</b>	
1.1 Conduct kick-off, plan audit working session, and tour	\$4,400
1.2 Create plan brand platform and visual identity	\$2,700
1.3 Develop communications, outreach and engagement plan	\$1,170
1.4 Create branded project website and online engagement	\$7,200
1.5 Establish Steering Committee	\$600
1.6 Facilitate Steering Committee meeting (1)	\$2,640
Project Coordination	\$2,650
<b>Component 1 Subtotal</b>	<b>\$21,360</b>
<b>Component 2: Community Engagement</b>	
2.1 Facilitate Steering Committee meetings (2-6)	\$6,500
2.2 Conduct public engagement (2 rounds)	\$14,800
2.3 Present the plan to elected officials and commissions	\$1,320
Project Coordination	\$3,000
<b>Component 2 Subtotal</b>	<b>\$25,620</b>
<b>Component 3: Existing Conditions</b>	
3.1 Conduct demographic conditions analysis	\$3,000
3.2 Analyze housing and inventory conditions	\$8,100
3.3 Conduct neighborhood assessment	\$6,300
3.4 Prepare economic profile	\$15,600
3.5 Analyze traffic loads and patterns	\$14,540
3.6 Conduct existing land use analysis	\$4,800
Project Coordination	\$4,200
<b>Component 3 Subtotal</b>	<b>\$56,540</b>
<b>Component 4: Plan Development</b>	
4.1 Draft vision and goals	\$2,200
4.2 Create the future land use map	\$6,500
4.3 Prepare the multimodal transportation connectivity plan	\$21,070
4.4 Create public open space strategies	\$2,400
4.5 Draft plan document	\$11,400
4.6 Finalize plan document	\$4,500
Project Coordination	\$5,825
<b>Component 4 Subtotal</b>	<b>\$53,895</b>
<b>Expenses</b>	
Expenses (travel)	\$2,585
Expenses (printing of collateral, website hosting and domain)	\$3,000
<b>Expenses Subtotal</b>	<b>\$5,585</b>
<b>PROJECT TOTAL</b>	<b>\$163,000</b>