

May 20, 2024

Mayor Eric Green
Town of Alpine
P.O. Box 3070
Alpine, WY 83128

Re: Alpine Comprehensive Plan Update

Dear Mayor Green,

We appreciate you taking the time to meet with us this past week. As discussed, we have created a proposal for your consideration on a path forward to completing the Alpine Comprehensive Plan. Here are the three key elements of the proposal:

1 – Amend Contract to Remove Ordinance Updates

As we discussed, no work or time has been spent either by the Town or Sunrise toward the ordinance updates in the original work release. This will be removed in an amended contract.

2 – Write Off Unpaid Invoice Hours

Sunrise provided an invoice to Alpine for the remaining of Lance's hours at a total of \$2,674.84 late last fall. We anticipate writing these hours off, so Alpine is not obligated to cover them.

3 – Sign New Work Release

I have attached a new budget that includes the phases and tasks I believe need to be completed to finalize the plan. The new budget is based on the amount remaining on the existing contract, the amount we anticipate writing off, and the amount that would have been used for the ordinance update for a total of \$17,302. This budget includes:

- Utilizing the applicable background information already accumulated but updating it with any regional plans or studies that have been recently amended or completed.
- Project maps from GIS, including large wall maps for office use. We plan on providing large maps of the following: future land use including potential expansion areas, current zoning, and roads. This GIS layers can also be provided to the Town.

- Daniel Jensen traveling to Alpine two times, once for a stakeholder committee meeting and to review the goals in person with staff/council, then a second time to hold an Open House one night, and then a preliminary approval with the Planning Commission the next night. By combining these trips, it reduces the costs. These in-person meetings are indicated with an asterisk on the budget, and at the Town’s discretion can remain in the plan or be removed.

PROJECT TEAM

The Sunrise project team will be led by Daniel Jensen, AICP. I have attached the Toquerville General Plan that Daniel recently completed so you can review his work product to see if it meets your needs. Daniel’s goal will be to create a finished product that outlines the goals, strategies, and implementation actions the Town would like to achieve to accommodate their ongoing growth. This plan should reflect the values and vision of the community.

PROFESSIONAL SERVICES FEE

Sunrise proposes to complete the work outlined in the Scope of Services as follows:

Phase	Fee	Fee Type	Completion
Alpine Comprehensive Plan Update	\$17,302	Fixed Fee	Four to Six Months
Total:	\$17,302		

If you are interested in proceeding, I will get a new work release put together. Please do not hesitate to reach out with any questions or concerns.

Sincerely,



Karen M Peterson
 Community Development Manager
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Attachment