

Contract for Professional Services
GIS and Map drawing services for Redistricting

City of Diamondhead

and,

Gulf Regional Planning Commission
1635 Poppo Ferry Road, Suite G
Biloxi, MS 39532

The Gulf Regional Planning Commission (GRPC) will provide GIS and map drawing services to the City of Diamondhead to create new ward boundaries based on the 2020 Census. GRPC will have no legal duties regarding redistricting, related case law, Mississippi Open Meetings Act, and compliance with the Voting Rights Act of 1965. The City should seek independent advice for this engagement. This document describes a proposed scope of work, schedule of work, fee schedule, and other additional information.

I. SCOPE OF WORK

The Gulf Regional Planning Commission (GRPC) will provide the City of Diamondhead with the following services.

A. Map drawing of Districts Boundaries and Supporting Data

The City will submit district boundaries in GIS format to GRPC. If GIS files are not available, GRPC will draw district boundaries using an agreed-upon methodology between GRPC and the City. GRPC will develop no more than three (3) draft redistricting plans for comment before the final adoption of one redistricting plan by the City. The City understands that the basic geographical unit for which population figures are available is the Census Block. These Blocks often vary significantly in population and size, and they may cut across recognized boundaries. When creating districts, Blocks must be moved intact because the data are not available at a sub-block level. Any supporting demographic data will be in tabular form in an Excel file format, and the GIS data will be in ESRI shapefiles.

B. Work Sessions

The GRPC will meet with the Board, City Manager, Mayor, the City Attorney, and technical staff to discuss proposed boundary delineations and to review the maps and tabular data. The first meeting will be to agree upon the methodology and criteria for drawing the District boundaries and to agree upon a schedule for the project. The subsequent meetings will be work sessions to review the maps drawn by GRPC. Meetings with the Board will be subject to the rules of the Mississippi Open Meetings Act and will be scheduled and attended by the City's Attorney.

C. Public Meeting Materials and Support

In addition to the work sessions set forth in Section B above, GRPC will be responsible for providing supportive maps and data for up to two public meetings. GRPC staff will be on hand to attend these meetings and will be available to answer questions concerning the mapping work that GRPC has produced. The City will be responsible for the scheduling of these meetings, the public notice of these meetings, and any required legal record of the meeting.

D. Census Bureau Submission

The City will be responsible for preparing the final documents for submission to the United States Census Bureau. GRPC will assist in this process by providing maps and digital files and any other necessary materials

created during the redistricting process. GRPC will work with the City to develop the required data necessary for this submission. GRPC is not responsible for the final submission of maps by the City.

II. DELIVERABLES

GRPC will provide working maps for discussion during work sessions. GRPC will also provide maps for the public hearings, and GRPC will deliver a final set of paper maps outlining the District boundaries and provide the digital files and supporting tabular data in an Excel file format to the City.

III. SCHEDULE OF WORK

GRPC will begin work on the project in coordination with the City. The schedule is contingent upon the availability of the City. Upon approval of this engagement, the City and GRPC will schedule an initial meeting with the Board to develop a schedule for the proposed work.

IV. COMPENSATION AND PAYMENT SCHEDULE

GRPC will provide these services on an hourly rate basis using the GRPC FY23 charge rate with an upset limit **not to exceed \$7,500.00** without prior written approval. The level of effort and completion schedule of each item of work will be mutually agreed upon by GRPC and the City. Under this contract, expenses may also include travel by GRPC for activities related to the Scope of Work and reimbursable at the federally published mileage and per diem rates. GRPC will notify the City when it has expended 75% of the not-to-exceed amount and will provide an estimate of time to complete the redistricting effort.

The City will be invoiced on a monthly basis for work completed during the billing period. If complications or other unforeseen factors cause a change in the scope of work which may cause GRPC to exceed the established budget, GRPC will promptly notify the City and proceed only upon a mutually agreed basis. The City's obligation for payment for the services shall be unconditional except for the right to dispute payment for services not conforming to the standards of this Agreement.

Demographer/GIS analysis = \$110.98
Support Mapping = \$82.79
Workshop/Meeting Coordination = \$98.64

V. TERM

The Contract will terminate twelve months after the date of execution unless it is renewed or work is completed at a date earlier than twelve months.

VI. EFFECTIVE DATE

The Effective Date for this Contract shall be at the time of execution by the City.

Mr. Jon McCraw, City Manager
City of Diamondhead

Date

Dr. Chuck Wood, Chairman
Gulf Regional Planning Commission

Date