



**Project Change Order Request**

**Project Title:** Huerfano County Cooperative Planning Projects - Comprehensive Plan  
**Client:** Huerfano County, Colorado  
**Project Number/PO:** 22161001  
**Project Manager:** Gabby Voeller

	<b>Contract Total</b>
<b>Current Contract Amount</b>	\$38,300.00
<b>Proposed Amendment</b>	\$63,700.00
<b>Proposed Contract Amount</b>	\$102,000.00

**Identify Change:**

This Change Order includes additional fees associated with the following:

1. The phases of the Comprehensive Plan past the existing conditions phase and initial public engagement (see additional scope sheet).
2. This is just one part of the larger Cooperative Planning Projects, so the total for all 3 projects is now \$292,005.
3. I just want to clarify this does still not include a plan for La Veta.

This Project Change Order Request is in accordance with the contract.

**Impact To:**

**Budget:** \$63,700, raising the Comprehensive Plan portion to \$102,000 out of a total 3 project budget of \$292,005.

**Schedule:** No change to schedule or reflect schedule change

**Other:**

**Authorization to Proceed With Change:**

  
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 Gabby Voeller, Senior Community Planner  
 Date:

\_\_\_\_\_  
 John Galusha, County Commissioner  
 Date:

## Additional Scope for Project Change Order, Huerfano County Comprehensive Plan Update April 4, 2023

### **Task C: Public Engagement (Updated)**

This task outlines all the public engagement planned for the Comprehensive Plan project.

During this task, The consultant team will start to coordinate with local business owners and civic/non-profit organizations and institutions (churches, libraries, COG, schools, etc.) to help with outreach to traditionally underrepresented groups. We will find key “ambassadors” that can help with word-of-mouth outreach to different groups within the community. We will work with the County staff on a county-wide mailing if feasible. We will ensure there are paper and online options for surveys. The survey will combine questions from all three projects to streamline outreach efforts.

Other joint-plan public engagement efforts include stakeholder interviews, focus groups, and Steering Committee meetings where particular subject-matter experts and stakeholders are asked to join as ad hoc members for the purpose of that day’s discussion topics.

In order to create efficiencies with the other two projects, three public engagement opportunities have been planned at strategic points in 2023. The first is for after the existing conditions assessment is completed. This event will be an open house to understand the issues, opportunities, and vision for Huerfano County residents.

The second event will focus on homing in on feedback for the initial plan recommendations. This feedback on the framework (Task D) will create the bones that build the plan document.

The purpose of the final event will be to get feedback on the draft plan and the future land use map component. All public engagement efforts will be advertised and documented on the County website and advertised throughout the community.

### **Task D: Goals, Objectives, Actions Framework**

Based on the outcomes from Task B and the first public engagement event, the consulting team will work closely with the Steering Committee to build the Plan Framework, which includes a Vision Statement, Plan Themes, Goals and Objectives for the final plan.

This is an important step because this is where community buy-in is most important and where organization and structure will be important with multiple jurisdictions. This task will be key in understanding the outline of the plan and connecting all the elements to a larger theme.

### **Task E: Draft Plan and Future Land Use Map**

The Draft Plan will flesh out the Task D deliverable into full chapters, with background information, context, and specific actions and implementation strategies for each plan element.

In addition to this, future land use maps and three-mile plans will be created to be included as a key element in the Land Use chapter. The draft will be discussed at multiple Steering Committee meetings and be reviewed by the public.

### **Task F: Final Plan**

The final plan will include feedback from the Steering Committee and public engagement efforts. Everything will be compiled into a concise, graphic-rich document. This task also anticipates meetings for each the planning commission and commissioners to adopt the final plan.