



901 S. National Avenue
Springfield, MO 65897

PROFESSIONAL SERVICES CONTRACT

CLIENT NAME: City of Republic, MO
ADDRESS: 204 N Main Ave
Republic, MO 65738

CONTACT: Andrew Nelson
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GENERAL CONTRACT INFORMATION

MISSOURI STATE UNIVERSITY (Contractor) CONTACT PERSONNEL:

Technical: Brandon Jenson (SMCOG)
Phone: 417-836-6973
Email: brandonjenson@missouristate.edu

Administrative: Janene Proctor (MSU)
Phone: 417-836-8419
Email: janeneproctor@missouristate.edu

CONTRACT TITLE: City of Republic Comprehensive Plan

CONTRACT PERIOD: July 21, 2020 – March 31, 2021

CONTRACT AMOUNT: \$29,350

DEBARMENT CERTIFICATION: The Client certifies that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or Agency.

DESCRIPTION OF SERVICES: See attached Attachment A

CANCELLATION POLICY: Should there be a need by the University or Client to cancel this contract, it will be mutually understood that no fees will be paid; reasonable and necessary expenses incurred prior to the cancellation will be addressed on a case-by-case basis.

PAYMENT PROCESS: Fixed Price – \$8,700 payment due upfront, \$4,500 payment due after outside services rendered, and final \$16,150 payment due after all services rendered.

APPROVED AND ACCEPTED:

MISSOURI STATE UNIVERSITY
ON BEHALF OF SMCOG

CLIENT: CITY OF REPUBLIC

Signature

VP for Research & Economic Development
Title

Date

Signature

Title

Date

Attachment A

Sponsored Program

- 1. Title Program:** City of Republic Comprehensive Plan Update
- 2. Program Director:** Brandon Jenson
- 3. Program Description:**

The Southwest Missouri Council of Governments (SMCOG) is a regional planning commission based in Springfield, Missouri and serves a ten-county area. SMCOG is administered by the Center for Resource Planning and Management at Missouri State University. All staff are employees of the University but serving on behalf of SMCOG.

We have been a leader in planning efforts in Missouri, including transportation planning and economic development services, since our re-organization in 1989. We have made every effort to provide your community with an effective yet highly efficient project that we feel will more than meet your needs.

PROCESS & TENTATIVE TIMELINE

Months 1 -3 (July – September):

Organization and Information Gathering. Staff will work with city staff and other local organizations to gather information pertinent to the planning effort. Staff and student workers will review work previously completed by the City, including plans, demographic analyses, and market studies. A Comprehensive Planning Committee (CPC) composed of community volunteers will be established during this phase.

Orientation Meeting & Survey. This public meeting will inform the CPC and community members of the general purpose and process of planning. Staff will present relevant data collected to-date and finalize an online community survey, specifically related to land use, to be distributed to residents of the community. The survey will be set to go live in late September. Staff will create new and incorporate existing base maps to use throughout the planning process.

Months 3-4 (September - October):

Survey Results & SWOT. The CPC will meet to review results from the community survey. SMCOG staff will facilitate a SWOT analysis to identify what the community's strengths and weaknesses are in order to begin identifying community goals.

Land Use Planning Meetings. Staff will facilitate two meetings to identify land use goals and objectives, and to discuss possible future land use scenarios and build consensus among the CPC to develop a future land use map. The map will reflect land use goals discussed previously.

Months 5-7 (November - January):

Writing the Plan. The SMCOG staff will write the land use plan, summarize existing plans and studies completed by the City, and compile into a single document. A draft will be provided to staff for initial review prior to the public open house.

Month 8 (February):

Public Open House - Draft Plan Review. Comments will be received at the meeting and revisions made to the document based on public input.

Month 9 (March):

Final Plan Presentation. The Plan will be presented to the Planning & Zoning Commission for their comments and adoption.

Next Council Meeting:

Adoption of Plan.

Online Engagement:

MSU/SMCOG staff will maintain the City's existing comprehensive plan website via Wix and perform social media management.

Industrial Market Study:

SMCOG will utilize a subcontractor to provide an industrial market study to inform the City's comprehensive plan update. A notice to proceed will be issued to the outside service provider upon this contract's execution. Final deliverables due from the outside service provider will include all collected data, presentation materials to convey the findings of the study, as well as a written report, and will be made available to the Client upon completion of outside services.

4. Program Schedule:

July 21, 2020 – March 31, 2021

5. Deliverables

- Meeting facilitation and community survey
- Maintenance of City's Comprehensive Plan website and social media for the duration of the contract period
- The City of Republic Comprehensive Plan Update Document (in digital form only)
- Wall maps and/or poster boards
- Final deliverables from industrial market study

6. Budget:

Scope of Services to be performed for a fixed fee of \$21,150 plus outside service costs of \$8,200.