

Andrew Nelson
City of Republic
213 N Main St
Republic, MO 65738

Re: Republic Comprehensive Plan Update

On behalf of the Southwest Missouri Council of Governments (SMCOG), it is my pleasure to present the following proposal for the City of Republic's Comprehensive Plan update.

PROCESS & TENTATIVE TIMELINE

August 1, 2020 – March 31, 2021

Months 1 -2 (August – 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 2-3 (October - November):

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 3-5 (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 6 (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 7 (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.

Optional:

Online Engagement. MSU/SMCOG staff will maintain the City's existing comprehensive plan website via Wix and perform social media management. (Estimated work hours: 100)

Industrial Market Study Subcontract. MSU/SMCOG staff will solicit professional services for an industrial market study. City staff would be involved in contract awarding decision, but SMCOG staff will be responsible for subcontract management and performance. A time and effort contract with a not-to-exceed clause would be utilized, with subcontractor costs invoiced to the City. (Estimated work hours: 25)

SUBCONTRACTING

If the City chooses to utilize subcontracting services for the Industrial Market Study, SMCOG will procure services prior to contract execution. SMCOG will work with the City to develop the Request for Qualifications that SMCOG will utilize to bring the subcontractor on board. SMCOG will be responsible for managing contracts, final deliverables, and timeframes with the subcontractor. A copy of all final deliverables will be provided to the City.

BUDGET

The total hours for the base project without options included are 580, charged at the SMCOG member rate of \$30 per hour. The fixed fee for the base project would be \$17,400. Fee is inclusive of all project expenses (salaries, travel, etc.) except for subcontractual costs, which is estimated not to exceed \$10,000. This proposal does not include printing costs, as physical copies of the final document(s) will not be a project deliverable. A breakout of full costs is identified in the chart below.

Base Project Cost	Options	Options Cost	Total Cost to City
\$17,400	#1 – Online Engagement	\$3,000	\$20,400
	#2 – Industrial Market Study	Subcontract cost + \$750	\$18,150 + subcontract cost
	Both Options	Subcontract cost + \$3,750	\$21,150 + subcontract cost

Please contact me with any feedback on this proposal or with any questions you may have. Thank you for the opportunity to work with your organization.

Sincerely,



Jason Ray, AICP

Executive Director, Southwest Missouri Council of Governments