

**CONTRACT**  
between  
**CITY OF RICHLAND CENTER, WISCONSIN**  
and the  
**SOUTHWESTERN WISCONSIN REGIONAL PLANNING COMMISSION**  
for services associated with  
**PUBLIC OUTREACH SERVICES**

The Southwestern Wisconsin Regional Planning Commission (SWWRPC) agrees to provide public outreach services to the City of Richland Center, Wisconsin (the City) as outlined in the attached Scope of Work.

**Purpose**

This contract is set forth for the purposes of assisting the City communicate with city residents regarding on-going projects and initiatives. SWWRPC and the City shall ensure that all work is conducted in compliance with all applicable federal, state, and local laws, rules, and regulations.

**Term of Contract**

The term of this Contract is the period within which the services shall be provided. The term will commence on upon execution of this contract by both parties and terminate no later than June 30, 2025. A contract extension can be initiated by the City via email if desired.

**Project Scope and Responsibilities**

Work with City leadership to create ongoing public outreach communications and materials to the local press, radio and social media. This work will include administration, press outreach, materials development, presentation training, reporting, and analysis. All materials will be available to the City for review and approval prior to publication.

**Project Cost**

SWWRPC's cost of services is \$93 per hour, not to exceed \$3,350 unless an extension is approved by the City. This cost is inclusive of personnel, fringe, indirect, and budgeted travel expenses. SWWRPC shall invoice the City quarterly for actual expenses incurred, and payment shall be issued from the City within 30 days of receipt of the invoice.

**Data Sharing**

All data collected for the project shall be shared equally between SWWRPC and the City for planning purposes, and will belong to the City upon project completion.

**Modification and Termination**

Modification or termination of this contract can be initiated by either party with 60 days' notice. This agreement may only be modified by the written agreement of both parties. Notice of intent to terminate shall also be in writing.

**Effective Date and Signature**

Unless this Contract is earlier terminated as provided above, this Contract shall be effective upon the signature of SWWRPC and the City's authorized officials and continue until June 30, 2024. SWWRPC and the City indicate agreement with this Contract by their signatures.

**Title VI Non-Discrimination**

During the performance of this contract, the City and SWWRPC shall abide by the requirements of 41 CFR 60-1.4(a), 60-300.5(a), 60-741.5(a), Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (P.L. 100.259), and the U.S. Department of Transportation implementing regulations. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, national origin, and for inquiring about, discussing or disclosing compensation. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status. The Commission’s services will also be performed in accordance with the *Southwestern Wisconsin Regional Planning Commission Title VI Plan—Language Assistance Plan and Public Participation Plan* adopted February 27, 2018.

**CITY OF RICHLAND CENTER, WISCONSIN**

\_\_\_\_\_  
**Ashley Oliphant, City Administrator**

Dated: \_\_\_\_\_

**SOUTHWESTERN WISCONSIN REGIONAL PLANNING COMMISSION:**

  
\_\_\_\_\_  
**Troy Maggied**  
**Executive Director**

Dated: October 22, 2024