

## **RFQ – Citizen Participation**

### **Citizen Participation**

- i. A detailed citizen participation process shall be proposed by the respondent that is patterned after successful experiences the respondent had in prior plans they have prepared. The proposed approach should be very inclusive and incorporate innovative approaches to drawing diverse groups and ideas into the planning process. The respondent will be an integral part of the citizen participation process and will be expected to attend and participate in all meetings.
- ii. The citizen participation process may involve multiple approaches including (but not limited to): leadership interviews, community meetings, use of print and social media, and online communication.
- iii. The goals of the Citizen Participation task are to:
  1. Educate involved parties about the comprehensive plan's role and importance to the community;
  2. Disseminate information to interested and involved parties;
  3. Provide effective and efficient mechanisms for gathering public input on various issues; and
  4. Engage the community and build consensus throughout all phases of the planning process.

### **Pegasus Presentation**

(<https://mccmeetingspublic.blob.core.usgovcloudapi.net/rollwdtx-meet-6a2ff896c9dd4e76ba49725dc0e4a6a4/ITEM-Attachment-001-ac517570b71e4299a05e90ae1ac0465a.pdf>)

This six-week phase is focused on obtaining community and stakeholder input. Pegasus will be preparing initial presentations which will include (among other items), the Fiscal Analysis of the current Zoning Map/Code. This phase will include a heavy focus on educating stakeholders on the current fiscal health, having conversations about what this means, and how the City will grow to a point of full build out.

At this time, we do not know what type of “social distancing” is going to be in place during this phase of the project. Pegasus is therefore prepared to do all community input sessions via tele-conferencing and through online polling/surveying. Deliverables: PowerPoint Presentation, memo to Council summarizing community input, Fiscal Analysis and areas of concern/consideration

## **Pegasus Contract**

### **Phase ONE - Discovery: Work Planning**

- Notification of selection
- Contract negotiation
- Identification of data + document needs
- "Notice to Proceed"
- Organizing teleconference to prepare for Trip 1
- Preliminary upload of data + documents from RW
- Trip 1: Kick-off sessions with RW staff
- Assessment / review of documents + data
- Phase ONE "Memo to Management" Report
- Adjust / finalize Scope, Timelines, Budget, Contract as
- warranted (based on defined Stakeholder plan)

### **Phase TWO - Learning: Listening and Input**

- Collaborate with RW on Stakeholder schedule
- Prepare Fiscal Analysis of Current Zoning Code
- Trip 2: Planning Commission Workshop and additional staff meetings
- Mobilize for, conduct electronic survey
- Community-wide discussions (In-Person or Virtual, depending on social distancing) Supplemental T=telephone interviews as needed
- Phase TWO "Memo to Client" Report

### **Phase THREE - Synthesis: Findings, Implications, Options**

- Organize / synthesize Stakeholder input
- Prepare Preliminary Future Land Use Map (FLUM) & Plan
- Review Fiscal Analysis of FLUM
- Deliver Draft Plan & FLUM w/Fiscal Analysis X

- Trip 3: Work session with RW staff / Plan Commission X
- Trip 4: Workshop with RW Council X
- Phase THREE "DRAFT Comprehensive Plan"

### **Phase FOUR - Consensus: Strategy & Implementation**

- Prepare Final Comprehensive Plan
- Delivery Final Comprehensive Plan Draft for Client Internal Review
- Work session / (Recommend to Council) with Planning
- Commission on Final Comprehensive Plan
- Prepare initial draft of full plan document
- Deliver Final Comprehensive Plan to City Council - 1<sup>st</sup> reading
- Final editing of Comprehensive Plan
- Deliver Final Comprehensive Plan to City Council - 2<sup>nd</sup> reading / Adoption
- Plan Adoption by RW Council

### **Phase FIVE - Land Development Code Modification**

- Review Zoning Map and Code
- Delivery Proposed Recommendations for Modifying
- Zoning Map and Ordinance to Reflect the FLUM (for Client Internal Review)
- Work session / (Recommend to Council) with Planning
- Commission on Final Zoning Code
- Prepare initial draft of Revised Zoning Code document
- Deliver Final Zoning Map to City Council - 1<sup>st</sup> reading
- Final editing of Comprehensive Plan
- Deliver Final Map and Code to City Council - 2<sup>nd</sup> reading
- Adoption Zoning Code and Map Adopted by RW Council

#### **Section 4. Changes to the Project Work; Additional Work.**

(A) Changes to Work: Professional shall make such revisions to any work that has been completed as are necessary to correct any errors or omissions as may appear in such work. If the City finds it necessary to make changes to previously satisfactorily completed work or parts thereof, the Professional shall make such revisions if requested and as directed by the City and such services will be considered as additional work and paid for as specified under following paragraph.

(B) Additional Work: The City retains the right to make changes to the Scope of Work at any time by a written order. Work that is clearly not within the general description of the Scope of Work and does not otherwise constitute special services under this Agreement must be approved in writing by the City by supplemental agreement before the additional work is undertaken by the Professional. If the Professional is of the opinion that any work is beyond that contemplated in this Agreement and the Scope of Work governing the project and therefore constitutes additional work, the Professional shall promptly notify the City of that opinion, in writing. If the City agrees that such work does constitute additional work, then the City and the Professional shall execute a supplemental agreement for the additional work and the City shall compensate the Professional for the additional work on the basis of the rates contained in the Scope of Work. If the changes deduct from the extent of the Scope of Work, the contract sum shall be adjusted accordingly. All such changes shall be executed under the conditions of the original Agreement. Any work undertaken by Professional not previously approved as additional work shall be at risk of the Professional.