

PLANNING SERVICES AGREEMENT

CITY OF CRETE, NEBRASKA - COMPREHENSIVE PLAN + ZONING CODE UPDATE

PROJECT DESCRIPTION

Planning services will be provided by Confluence (Consultant) to the City of Crete, Nebraska, (City) to create a new, forward thinking, and extraordinary Comprehensive Plan and draft updates to the Zoning Code that will be a catalyst for positive improvements for Crete. Confluence will be assisted by JEO (Subconsultant). Confluence anticipates working collaboratively with City Staff, the City Council, and the Planning Commission as well as the Comprehensive Plan Advisory Committee.

The following details our proposed Project Team, Approach, and Scope of Services based on our understanding of the City's desired process and outcomes.

PROJECT TEAM

Christopher Shires, AICP, is a Principal with Confluence and will be the primary contact with the City of Crete, responsible for all project deliverables, attending all key meetings, and assisting with the drafting of the new Comprehensive Plan and Zoning Code updates. Chris has over 27 years of county and city planning experience. Before joining Confluence, he served for more than 18 years in the public sector, first as a City Planner and later as City Development Manager with the City of West Des Moines, Iowa. In those roles, Chris annexed territory, developed master plans and long-range plans, reviewed and processed many hundreds of development applications for retail, mixed-use, office, and residential projects that represented billions of dollars in new development and building construction. Since joining Confluence, Chris has led the creation of dozens of comprehensive plans, corridor plans, and master plans for communities throughout the Midwest and written several zoning and development codes for communities of varying sizes.

Terry Berkbuegker, ASLA, PLA, LEED AP, is a Senior Principal with Confluence and will lead the Council Strategic Planning Process. Terry is a licensed landscape architect with over 29 years of master planning and design experience. He has assisted several communities and non-profit organizations in creating strategic plans.

Caitlin Bolte, PLA, ASLA, is a Project Manager and Landscape Architect with Confluence and will provide project management and coordination and will manage the public engagement process from her location in our Omaha office. Caitlin is a licensed landscape architect and has over 9 years of experience in public and stakeholder engagement, design, and planning experience.

Jane Reasoner, AICP, is a Planner II with Confluence and will provide planning, GIS mapping, graphics, document drafting, and detailed demographic and economic analysis for the project. Jane is experienced in delivering comprehensive and detailed demographics and economic analysis and has worked on numerous Comprehensive Plans throughout the Midwest.

Matt Carlile, ASLA, PLA, LEED AP, is a Principal with Confluence and will lead the creation of concept plans for a recreation center and sports complex and graphics to communicate the plan's big/scary ideas. Matt has over 23 years of design experience and specializes in sports fields design and recreation master planning.

Marshall Allen, AICP, is a Planner I with Confluence and will assist with public engagement, website development and management, GIS mapping and project graphics, bringing his passion for master planning and design to the team. Marshall has been part of numerous community planning and master planning projects throughout the Midwest.

Abbey Hebbert is a Planner I with Confluence and will assist with public engagement, website development and management, GIS mapping, and document drafting.

Jeffrey B. Ray, AICP, is a Senior Planner with JEO specializing in downtown revitalization plans, vision implementation plans, comprehensive plans, strategic plans, land use planning, housing studies, and zoning regulations. Jeff has over 30 years of experience working in Nebraska, Iowa, and Kansas. With his local knowledge and experience with drafting zoning regulations in the State of Nebraska, Jeff will be providing guidance on both the new Comprehensive Plan and updates to the Zoning Code.

PROJECT APPROACH

Our planning process is our strength, and our ability to truly engage a variety of stakeholders in a meaningful dialogue about future of the City of Crete will ultimately lead to establishing a strong and unifying vision. Our team will facilitate an orchestrated series of public meetings and planning workshops to provide ample opportunities for all participants to provide input and assist in evaluating alternatives.

We believe in the importance of identifying key dates for all stakeholder interactions and community meetings at the outset of the project, and to adhere to these timelines as reasonably possible. Clearly articulating the overall planning process and schedule, including the range of activities our team will be undertaking and the types of input we will be seeking at each stage of the project, allows the community to trust that the overall work plan has been thoughtfully crafted. There could be an issue or two that arise during the process – so it is important to build in some schedule contingency such that these items can be addressed while avoiding or minimizing undue delays or revisions to the timeline.

Our team's intent at the outset of our planning process is to further refine and establish the City's vision – and this involves answering three basic questions that help us to better define the planning process:

WHERE IS CRETE RIGHT NOW?

It is important that our team and the community achieve a shared understanding of the existing conditions and planning climate within the community. While we are familiar with City of Crete, gaining a better understanding from the perspectives of the elected officials, commissioners, City staff, residents, and business owners will be an essential first step in our planning process. We accomplish

this through effective stakeholder and public engagement, and an analysis of existing conditions, perceptions, and perspectives.

WHAT DOES CRETE WANT TO BE IN THE FUTURE?

The City must define its vision or visions for the future, and this evolves during our team's extensive community engagement and outreach efforts. This vision will serve as the foundation for the planning process and the various plan elements. We tap into the wisdom of community leaders and stakeholders, and facilitate conversations, activities, and discussions about what they want the City of Crete to become and what is its role in the region.

HOW DOES CRETE GET THERE?

Our team will utilize community input received through the process combined with our planning expertise to create a detailed community plan with an accountable action plan to achieve the community vision. Our approach to planning emphasizes community input and recognizes the importance of establishing consensus to foster local ownership for the plan.

Our team of experienced professionals brings a large toolbox of techniques that can be deployed to engage participants in developing and shaping their answers to these challenges. Creating a strong sense of ownership in the final Comprehensive Plan and its recommendations are critical to its long-term success. Ultimately, the implementation of this plan lies in the hands of community leaders, stakeholders, and residents.

DESIGN APPROACH TO PLANNING

The best approach to planning is one that balances the desire to be visionary with the desire to be truly transformative. Throughout the process, we will strive for bold approaches to planning. We will listen and respond to input from stakeholders to represent achievable goals and desires of the Crete community. We leverage our team's technical knowledge of land use scenarios and master planning and urban design to develop real-world redevelopment scenarios to help Crete achieve its full potential.

As part of this planning effort, we will create concepts for one or two big/scary ideas with the magnitude to truly transform Crete. We will further identify a location or general area for a new recreation center / sports complex and create a concept plan.

INTEGRATING DATA

Our Comprehensive Plans are data-driven and based on real-world planning and development experience, and we know that critical to the Comprehensive Planning process is a demographic, employment, and housing trends analysis. As part of this planning effort, we will conduct a land use, population, and housing analysis to assist in establishing realistic opportunities for future growth and redevelopment including the appropriate mix of land uses.

ENGAGEMENT PLAN

Community engagement will be a major component of our process and will include multiple approaches to be meaningful and engaging. Our process is structured in a manner that allows for stakeholders to be involved in several ways throughout the process. Key elements include:

- Public Outreach Plan + Project Name and Logo
- Use of an Advisory Committee
- Interactive Online Engagement Site + Project Website
- Stakeholder Interviews
- Special Event Booths
- Youth Workshops
- Box City Events
- Public Workshops and Open Houses
- Joint Workshops
- Planning Commission and City Council Public Hearings

PUBLIC OUTREACH PLAN + PROJECT NAME AND LOGO

The Communication Plan will be reviewed and confirmed at the project kick-off meeting, and we will continue to monitor and advise City staff regarding ongoing needs, issues, and opportunities throughout the planning process. With the input and review of the City, our team will collaborate with Staff to brand this planning effort, creating a thoughtful name and unified graphic or logo for the Comprehensive Plan.

At the kick-off meeting, we will also formalize the public outreach and meeting advertising techniques. In addition to community newsletters, postcards, emails, and postings on the City's social media pages, we have found success in utilizing interactive yard signs displayed throughout the community, allowing residents to scan a QR code and learn more about the public meetings and interactive website.

Throughout the entire planning process, our team will meet regularly with City staff, stakeholders, City leadership, and individuals to maintain communication regarding our team's findings, planning progress and next steps. The intent is for the final plan to receive community support and to keep the planning process running smoothly and efficiently. While we create an outline and a plan for the array of meetings at the outset of every project, we also believe the process helps to define the final product. In this way, our team provides flexibility to adapt to issues that may arise during the planning process, and to address them appropriately to maintain progress.

Prior to each public meeting, our team will review with City staff the meeting agenda and presentation materials. We will also regularly meet with City staff and the Advisory Committee (noted below) as needed to provide progress reports, seek input on alternatives, review preliminary reports and plan drafts. We will also prepare agendas and minutes for all meetings to track progress and decisions made.

ADVISORY COMMITTEE

Our team endorses the use of an Advisory Committee to provide regular input and guidance on all phases of the planning project. This committee can be comprised of the Planning Commission or a

separately appointed group of community stakeholders and members of the Commission and City Council. We have a history of successful collaboration and facilitation with these types of committees in communities across the country, and we look forward to engaging these appointed representatives and volunteers in helping to move this planning effort forward with momentum, energy, and purpose.

INTERACTIVE ONLINE ENGAGEMENT

In addition to being conducted in-person, public workshops can be successfully held virtually, formatted to include live question and answer sessions as well as audience polling. These sessions can be recorded and uploaded to the project or City website, allowing those unable to attend live to view the presentation at their leisure. We are continually exploring and utilizing innovative methods for providing online/virtual engagement opportunities during the planning process, as it has been an integral part of our community planning practice even before today's social distancing efforts.

Our team is prepared to provide virtual engagement opportunities to meet community demands and expectations for flexibility and safety. We utilize a variety of online public meeting platforms such as Zoom and Teams and interactive websites such as Social Pinpoint for gathering interactive, location-based input. The Social Pinpoint web-based platform allows us to create online surveys and interactive GIS based maps that allow visitors to literally pinpoint their ideas in an easy, user-friendly format. Two examples of recent interactive websites that we have created for city planning projects are:

The City of Bondurant, Iowa – This online engagement website can be found at:

<https://confluence.mysocialpinpoint.com/building-bondurant>

The City of Sioux Falls, South Dakota – This online engagement site can be found at:

<https://confluence.mysocialpinpoint.com/sf-downtown>

These interactive websites also contain information on the plan, including videos of public presentations.

PROJECT WEBSITE

The City's existing website can serve as a tool for keeping stakeholders up to date on the planning process and the Consultant Team will create regular project updates and public content for the City's website to keep the general public and interested stakeholders engaged and informed. However, if desired by the City of Crete, a project specific website can be created to centralize public information on the Plan. At the conclusion of the planning process and adoption, this website can be transferred to the City. A recent example of a project website that Confluence has developed is for the aforementioned comprehensive plan for the City of Merriam. This project website can be found at: www.merriam2040.org.

SPECIAL EVENT BOOTH

One of the more effective methods of obtaining input from a broad cross-section of the community is to meet people where they are or where they may attend. Community events and festivals are unique opportunities to gain feedback from residents that may not have time or interest in a more traditional public meeting or workshop.

We have a Confluence engagement tent that can be set up at any sort of community event and staff to help reach out to event attendees. The one-on-one engagement produced at these pop-up events can help attract more widespread interest in the plan and can be a great marketing tool for the planning effort. The event booths can just include information about the plan, but we often try to include an easy and quick engagement exercise such as a poll or short questionnaire to help synthesize the feedback we receive.

YOUTH WORKSHOP

Youth participation in the planning process is a means to educate future community leaders about the importance of planning and how a community operates, and it provides younger community residents meaningful input on shaping the future of their community. Our team proposes to partner with Crete Public Schools to identify a group of students with which to hold a workshop to obtain their input. This workshop would be like the Public Workshop but geared towards students so that we can learn what they like about their community and what they envision for its future.

BOX CITY EVENT

The Box City Event is a special event for elementary aged children in Crete to participate in a hands-on exercise to help plan for their community and shape its future vision. This event gives children a chance to learn about planning, fill out a building permit, and build a piece of their ideal community. The event can be a casual come and go event where children fill out a permit and create their building, or it can be more structured to include a short lesson about planning and a small group activity where students brainstorm with a professional planner before filling out their permits. The last step is always placing their new building, park, or piece of infrastructure on a surface with a streetscape so they can see their city put together.

PUBLIC WORKSHOP AND OPEN HOUSE

Near the start of a project, we will facilitate a public workshop to identify key issues, priorities, land use preferences, and a general community vision to guide the direction of the plan. The workshop will include a project overview and outline the desired public input. The workshop will include a brief "Planning 101" session to explain:

- What is a Comprehensive Plan?
- How is it used?
- How does it impact me?

The remainder of the meeting will include a series of engagement exercises including precedent image dot exercises, puzzle land use mapping exercises, vision boards and priority ranking exercises.

After we have completed a plan draft, we will schedule a public open house to be held over an afternoon and evening utilizing story boards to explain the different plan elements and chapters. Interested residents can attend when convenient to walk through the displays and provide comments and feedback at each display station.

A. SCOPE OF SERVICES

PHASE 1: PROJECT KICK-OFF, RESEARCH + ANALYSIS (APPROXIMATELY 3 MONTHS)

1.1 Project Pre-Kick-Off Meeting with City Staff

The Consultant Team will meet with City staff to prepare for the project kick-off. *(Virtual meeting)*

1.2 Project Kick-Off Meeting with the Advisory Committee (AC Meeting #1)

The Consultant Team will facilitate a project kick-off meeting with City staff and the Advisory Committee (AC). The purpose of this meeting is to:

- Establish roles, responsibilities, and project contacts;
- Determine any initial data needs;
- Review the project scope, schedule, and key meeting dates;
- Identify key stakeholders (including Vision Plan stakeholders) and desired public input process and outcomes; and,
- Review the Public Outreach Plan.

At the Kick-Off Meeting, Consultant Team will also take the opportunity to review the current issues and opportunities with the group to identify key focus areas that will likely be drivers of this process. *(In-person meeting)*

1.3 Public Outreach Plan + Project Name and Logo

With the input and review of the City, our team will collaborate with staff to brand the Comprehensive Plan, creating a thoughtful name and graphic/logo. Our approach will craft a distinctive graphic appearance for the outreach and identity of this planning process while also complimenting the look and feel.

1.4 Existing Conditions Review and Analysis

The Consultant Team will review and analyze all previously prepared plans, ordinances, and policies and other available data. This task will rely upon the data provided by the City and additional research conducted by the Consultant Team, as allowable by the budget.

1.5 City Council Strategic Planning Work Session

Our team will conduct separate workshops with City Department Heads and with the Mayor and City Council to identify the City's core values, core mission, and review previous priorities and goals of the City. We will then create a new mission/vision statement and short- and long-term priorities and major goals for the City and the new Comprehensive Plan. This workshop will include big/scary ideas brainstorming. This work session will help influence the direction and priorities of the comprehensive plan.

1.5.1 Research + Staff Workshop

The Consultant Team will review existing strategic planning documents, organizational structure, and other related information that define the mission and operation of the

City. This process may also include one-on-one interviews (by telephone or video conference call) with a few key individuals, at the City's discretion, to help the Consultant Team better understand any potential areas of needed focus or reinforcement during the process.

The Consultant Team will conduct a ½-day long workshop with City Department Heads and key staff members to set the groundwork for the Mayor and City Council workshop. The workshop will be designed to:

- Allow participants to gain an expanded understanding of their coworkers' perspectives in order to enhance team/interdepartmental communication efforts;
- Foster discussions about the role they and their department play within the organization, and their day-to-day or weekly tasks, interactions, and meetings with each other and with the community; and,
- Involve honest evaluation of the City's core functions, priorities and progress on key initiatives from the.

(In-person meeting)

1.5.2 Mayor and City Council Workshop

The Consultant Team will prepare a workshop packet for each City Council member which includes a summary of the staff workshop along with additional questions to be considered in preparation for a City Council workshop. This packet will be provided to Council members prior to the workshop to allow time to thoughtfully consider the information and answer the questions presented.

The Consultant Team will facilitate a ½-day workshop with the Mayor and City Council that engages them in conversations, self-assessment and critical thinking activities. City department leaders will be in attendance to provide technical support/clarification as needed. The goal of the workshop is to define such things as:

- Why do we exist / what is our true mission?
- What are our Core Values?
- What do we aspire to become?
- How will we get there?
 - Key Strategic Goals
 - Long & Short-Term Priorities
- Accountability & Ownership.

(In-person meeting)

1.5.3 Summary Document

Following the workshop, Confluence will prepare a summary of the conversations and decisions made. This summary is intended to guide decision making and prioritize investments. The summary document will be provided in electronic pdf format and a format suitable for use on the City's website.

1.6 Existing Conditions Analysis Review Meeting with Advisory Committee (AC Meeting #2)

Our team will present to City staff and the Advisory Committee an overview of our team's analysis of the previous plan, existing conditions, and anticipated trends. For this overview, we will develop:

- An existing community profile with population analysis;
- A housing, employment and economic analysis;
- An initial analysis of existing land uses;
- A preliminary assessment of the existing parks and recreation facilities ;
- A preliminary community assessment of issues and opportunities; and,
- Big/scary ideas brainstorming with ideas from both the Consultant Team and the Council work session.

(Virtual meeting)

PHASE 2: VISION, INPUT + DIRECTION (APPROXIMATELY 3 MONTHS)

2.1 Online Engagement

At the start of Phase 2, the Consultant Team will set up a Social Pinpoint website to facilitate online engagement between the many stakeholders and community members involved throughout Crete. This same site will host surveys and will be updated and utilized as part of Phase 3 to reveal the plan draft and seek public input. We will also provide information and graphics for posting to the City's website.

2.2 Stakeholder Interviews

Our team will conduct key stakeholder interviews and small group meetings to incorporate this input into the planning process. The interviews and meetings can be conducted with representatives from Crete Public Schools, economic development groups, major landowners and developers, business owners, and other civic and neighborhood organizations. Members of our team will contact, via email, the community stakeholders and community groups as identified by the Advisory Committee and schedule individual and small group meetings to be held virtually via video conference calls. *(Estimated 2-days of virtual meetings)*

2.3 Public Visioning Workshop (Public Meeting #1)

The Consultant Team will facilitate a structured public workshop to identify key issues, priorities, opportunities, and preferences that will guide the direction of the Comprehensive Plan. At this meeting, we will provide an overview of the Comprehensive Plan process and seek input on various aspects of the plans. *(In-person meeting)*

Meeting Advertising: The Consultant Team will collaborate with City staff to advertise the public meetings. The Consultant Team will design meeting fliers for posting at City facilities, inserts for municipal bill mailings, press releases, and graphics for posting on the City's website and social media platforms. The Consultant Team will design and order 25 yard signs to advertise the meeting. These signs will be delivered to City Hall for City staff to place in strategic locations through-out the City and collect them after the workshop for re-use.

2.4 Other Public Engagement Options (Special Event Booths / Youth Workshops / Box City Events)

The Consultant Team will conduct a Youth Workshop, Box City Event, or set up a booth to collect input at special events. As part of finalizing the Public Outreach Plan at the Kick-Off meeting, our team will work with City staff and the Advisory Committee to solidify our plans for these special events. *(2 in-person events)*

2.5 Stakeholder And Public Input Review with Advisory Committee (AC Meeting #3)

Following these various public and stakeholder input meetings, the Consultant Team will meet with the Advisory Committee to share all of information gathered from the various engagement activities conducted to date. The purpose of this workshop is to review the ideas generated by the stakeholders and community members and set the preferred direction of the Comprehensive Plan. *(Virtual meeting)*

2.6 Stakeholder and Public Input Presentation to the City Council and Planning Commission (Joint Workshop #1)

The Consultant Team will make a presentation to the City Council and Planning Commission to provide an update on the planning process and the results of the stakeholder and public input. *(In-person meeting)*

PHASE 3: DRAFT PLAN + EVALUATION (APPROXIMATELY 5 MONTHS)

3.1 Draft Plan

The Consultant Team will prepare a draft Comprehensive Plan that provides a vision and goals to guide Crete for the next 20-years including:

- Community input summary;
- Demographics and economic assessment;
- Housing;
- Land use;
- Community character and design
- Concepts plans for rec/sports complex + graphics for other big ideas
- Major streets;
- Trails plan;
- Parks and recreation; and,
- Implementation.

The specific chapters and order of the documents will be developed in collaboration with City staff and the Advisory Committee. Included as part of the plan will be a concept plans for a recreation center/sports complex and graphics to communicate the plan's big/scary ideas. The final plan document will be graphically rich and in a user-friendly format.

3.2 Draft Plan Review Sessions with Advisory Committee (AC Meetings #4 - #6)

The Consultant Team will review the elements and chapters of the draft Comprehensive Plan with the City staff and then with the Advisory Committee at a series of review meeting and update and modify the drafts as requested. *(Estimated 3 virtual meetings)*

3.3 Stakeholder Follow-Up Interviews

Our team will conduct follow-up interviews with the individuals and groups interviewed in Phase 2 to present an overview of the draft plan and seek feedback. These follow-up interviews can be held as individual and small group meetings virtually via video conference calls. *(Estimated 1-day of virtual meetings)*

3.4 Draft Plan Public Open House (Public Meeting #2)

The Consultant Team will present the draft Comprehensive Plan at a public open house to be held over an afternoon and evening utilizing story boards to explain the different plan elements and chapters. The project website will be updated to share the draft plan and solicit comments and feedback. *(In-person meeting)*

Meeting Advertising: The Consultant Team will collaborate with City staff to advertise the public open houses. The Consultant Team will design meeting fliers for posting at City facilities, inserts for municipal bill mailings, press releases, and graphics for posting on the City's website and social media platforms. The Consultant Team will design and order stickers to update the yard signs to advertise the meeting. The stickers will be delivered to City Hall for City staff to update the yard signs, place the signs in strategic locations through-out the City and collect them after the workshop for re-use.

3.5 Draft Plan Presentation Joint Workshop with the City Council and Planning Commission (Joint Workshop #2)

The Consultant Team will present an overview of the draft Comprehensive Plan to the City Council and the Planning Commission and provide a review of the public comments. Our team will record feedback and comments received at the workshop and update and modify the draft as requested. *(In-person meeting)*

PHASE 4: FINAL PLAN + ADOPTION (APPROXIMATELY 2 MONTHS)

4.1 Final Draft Plan

Following the public review and comment period, the Consultant Team will prepare a final draft of the Comprehensive Plan and submit it to City staff for review and comment. We will address City staff comments and submit a revised final draft to City staff.

4.2 Final Draft Plan Review with Advisory Committee (AC Meeting #7)

The Consultant Team will review the public input received in Phase 3 and the proposed final draft Comprehensive Plan with the City staff and Advisory Committee, record feedback and comments, and update and modify as requested. *(Virtual meeting)*

4.3 Planning Commission Public Hearing (Public Meeting #3)

The Consultant Team will attend the Planning Commission Public Hearing for the review and recommendation on the adoption of the Comprehensive Plan. We will assist the City staff with the presentation of the Plan and will make subsequent revisions to the Plan as may be requested by the Commission and submit updated copies to City staff. *(In-person meeting)*

Meeting Advertising: The Consultant Team will collaborate with City staff to advertise the public Commission and Council public hearings. The Consultant Team will design meeting fliers for posting at City facilities, inserts for municipal bill mailings, press releases, and graphics for posting on the City's website and social media platforms. If desired by the City, the Consultant Team will design and order stickers to update the yard signs to advertise the meeting. The stickers will be delivered to City Hall for City staff to update the yard signs, place the signs in strategic locations throughout the City and collect them after the public hearings for disposal.

4.4 City Council Public Hearing (Public Meeting #4)

The Consultant Team will attend the City Council Hearing for the review and approval of the Comprehensive Plan. We will assist the City staff with the presentation of the Plan and will make subsequent revisions to the Plan as may be requested by the Council and submit updated copies to City staff. *(In-person meeting)*

PHASE 5: ZONING CODE UPDATES (APPROXIMATELY 3 MONTHS)

5.1 Draft Code Updates

Based on the results of the new Comprehensive Plan and with input from the City staff, the Consultant Team will draft desired updates to the City's Zoning Code. These edits will be prepared in Word following the general format of the current City Code. The Consultant Team will further create an updated Official Zoning Map in ArcGIS format.

5.2 Draft Code Review Meetings

The Consultant Team will review the draft code updates at a series of review meeting with City staff and update and modify the drafts as requested. *(Estimated 3 virtual meetings)*

5.3 Draft Code Review Joint Workshop with City Council and Planning Commission (Joint Workshop #3)

The Consultant Team will present an overview of the Zoning Code updates to the City Council and the Planning Commission. Our team will record feedback and comments received at the workshop and update and modify the drafts as requested. *(In-person meeting)*

5.4 Planning Commission Public Hearing (Public Meeting #3)

The Consultant Team will attend the Planning Commission Public Hearing for the review and recommendation on the adoption of the Zoning Code updates. We will assist the City staff

with the presentation and will make subsequent revisions as may be requested by the Commission and submit updated copies to City staff. *(In-person meeting)*

5.5 City Council Public Hearing (Public Meeting #4)

The Consultant Team will attend the City Council Hearing for the review and approval of the Zoning Code amendments. We will assist the City staff with the presentation and will make subsequent revisions as may be requested by the Council and submit updated copies to City staff. *(In-person meeting)*

FINAL DELIVERABLES

Electronic copies (PDF and Word formats) of the draft and final Comprehensive Plan, presentation materials, and maps and drafts and final copies of the zoning code updates will be provided to the City. The final Comprehensive Plan document will be user and website friendly and graphically rich. The GIS files (ESRI format) for all maps will also be provided to the City for its use.

B. SCHEDULE

The Consultant is prepared to provide the professional services described herein immediately upon the City's notice to proceed. It is anticipated this project will take approximately 16-months to complete. A more definitive schedule for completion of activities can be established with the City at the outset of the project as requested.

C. SCOPE SERVICE FEES BY TASK

The City will compensate Confluence on a lump sum basis as provided herein and will pay Confluence monthly based on the percent completion of each phase. Not included are reimbursable expenses for document and map printing, the Social Pinpoint website fee, yard signs, and travel which are not to exceed \$10,500. Reimbursable expenses will be included on each monthly invoice as incurred in accordance with Exhibit A, attached hereto.

If the nature of the scope of services changes or if the anticipated fees outlined herein require an increase, Confluence will notify the City of the revised scope and/or fee before proceeding with any additional work.

FEES BY PHASE

Phase 1: Project Kick-Off Research + Analysis	\$27,000
Phase 2: Vision, Input + Direction	\$32,000
Phase 3: Draft Plan + Evaluation	\$57,000
Phase 4: Final Plan + Adoption	\$19,000
Phase 5: Zoning Code Updates	\$24,000
<i>Reimbursable Expenses Not to Exceed</i>	<i>\$10,500</i>
TOTAL FEE PROPOSAL	\$169,500

D. COMPENSATION

Service fees and reimbursable expenses will be billed to the City monthly by the Consultant. Payment is due upon receipt of invoice. The City agrees to provide payment to the Consultant within thirty (30) days of the invoice date and that payment is not dependent on the success or failure of the project, project approvals or non-approvals, or project feasibility. Payment not received by the Consultant within thirty (30) days of the invoice date is considered past due. Past due balances will be charged simple interest rate at 1% per month based upon the original invoice amount. In the event the account becomes past due, the Consultant may suspend performance of services on the project until the account is paid.

In the event an invoice is disputed by the City, the City shall inform the Consultant within a reasonable timeframe (within 10 days of City's receipt of invoice), and both parties agree to meet with each other in a timely manner (within 10 days of the Consultant's receipt of dispute notice) to further clarify the nature of the dispute in an effort to resolve it while minimizing impacts to the performance of the services outlined herein. In the event the dispute remains unresolved, the Consultant, at its discretion, may suspend performance of services on the project until the account is paid.

E. TERMINATION

The Consultant or the City may terminate this Agreement at any time by written notice. If the Agreement is terminated by either the Consultant or the City, the City will pay the Consultant for service provided and expenses incurred by the Consultant up to the time notice is either sent by the Consultant or received by the Consultant.

F. MISCELLANEOUS

The City shall provide all necessary background information, documents, maps and data and shall further provide the timely review of document and map drafts, assist with scheduling meetings, provide meeting space, print and distribute meeting flyers and posters, print and send municipal bill inserts, placement of yard signs, and be responsible for all required public meeting notices.

G. LIMITATION OF LIABILITY

The total cumulative liability of the Consultant, its agents, servants, employees, and sub-consultants to the City with respect to services performed or to be performed pursuant to this Agreement, whether in contract, indemnity, contribution, tort (including, but not limited to, negligence) or otherwise shall be limited to the Consultant's professional liability insurance coverage limits in place at the time of performance of the services outlined herein. The Consultant shall not be liable to the City for special or consequential losses or damages including, but not limited to, loss of use. The Consultant shall not be liable to the City for losses, damages, or claims for which the City fails to give

notice to the Consultant within reasonable time, not to exceed ninety (90) days from discovery.

H. WITNESS FEES

The Consultant's employees shall not be retained as expert witnesses except by separate, written agreement.

I. APPROVAL AND ACCEPTANCE

Upon review of the foregoing terms, this proposal for services is approved and accepted by the City of Crete, Nebraska, (City) and Confluence (Consultant) as confirmed by the signatures below.

Offered by:

Confluence, Inc.
515 17th Street
Des Moines, IA 50309



(signature)

Name: Christopher Shires, AICP

Title: Principal

Date: May 26, 2022

Accepted by:

City of Crete, Nebraska
243 East 13th Street
Crete, NE 68333

(signature)

Name: _____

Title: _____

Date: _____

EXHIBIT 'A'STANDARD HOURLY RATES

Senior Principal	\$170.00 - \$250.00 per hour
Principal	\$160.00 - \$215.00 per hour
Associate Principal	\$130.00 - \$185.00 per hour
Associate	\$110.00 - \$170.00 per hour
Senior Project Manager	\$100.00 - \$150.00 per hour
Project Manager	\$90.00 - \$130.00 per hour
Senior Landscape Architect	\$90.00 - \$130.00 per hour
Landscape Architect	\$80.00 - \$120.00 per hour
Senior Project Planner	\$90.00 - \$130.00 per hour
Planner II	\$80.00 - \$120.00 per hour
Planner I.....	\$70.00 - \$110.00 per hour
Landscape Architect-In-Training / Landscape Designer.....	\$70.00 - \$110.00 per hour
Landscape Architect Intern / Landscape Designer	\$60.00 - \$85.00 per hour
Draftsperson	\$50.00 - \$85.00 per hour
Graphic Designer	\$70.00 - \$100.00 per hour
Clerical / System Staff	\$42.00 - \$80.00 per hour

REIMBURSABLE EXPENSES

Social Pinpoint Public Engagement Tool	\$1,500.00
Filing Fees	1.15 x cost
Materials and Supplies	1.15 x cost
Meals and Lodging	1.15 x cost
Mileage	\$.585 per mile
Postage	1.15 x cost
Printing by Vendor	1.15 x cost
B/W Photocopies/Prints 8½ x 11	\$.05 each
B/W Photocopies/Prints 11x17.....	\$.10 each
Color Photocopies/Prints 8½ x 11	\$.65 each
Color Photocopies/Prints 11x17.....	\$1.50 each
Large Format Plotting – Bond	\$2.50/SF
Large Format Plotting - Mylar	\$4.50/SF
Large Format Plotting - Photo	\$5.00/SF
Flash Drives.....	\$10.00 each
Booklet Binding (cover, coil, back)	\$4.50 each
Foam Core	\$8.00 each
Easel Pads	\$32.75 each
Electronic Files	\$50.00 Each
Online Meeting Service.....	\$35.00 Each

Effective 1/1/2022