

November 3, 2014



To: Mayor Bemrich and City Council

From: David Fierke, City Manager

Subject: Contract for the Development of a Comprehensive Plan

ACTION: For vote Monday, November 10, 2014

Brief History

Staff discussed the benefits and needs of completing a comprehensive plan with Council in January 2014, noting that the Comprehensive Plan will help to guide development and establish an updated vision for the community. Since that time, staff has compiled a variety of funding sources for the development of a useable comprehensive plan.

In July of 2014, City staff released a Request for Qualifications (RFQ) to develop a Comprehensive Plan for the City. The RFQ outlined the description of the project, services required, amount budgeted, type of contract, qualifications, and other pertinent information. After releasing the RFQ and upon obtaining 9 responses to the RFQ, the selection committee (which consisted of various City Staff and local leaders including conservation and economic development professionals) conducted a heavy review process that included multiple discussions, interviews and reference checks.

Analysis of Issue

Based on their review, the selection committee recommends the City hire Houseal Lavigne Associates (with subconsultant Snyder Associates) as the consulting team for the development of the City's Comprehensive Plan. Throughout the review process the Houseal Lavigne consulting team demonstrated their qualifications and professionalism. The team includes a variety of skilled individuals in areas such as planning, environmental resources, engineering, architecture, public facilitation, economic development, etc. In addition, the team has experience in various areas including, but not limited to:

- community engagement;
- comprehensive and riverfront planning;
- developing an innovative and useable plan;
- various settings including the City of Fort Dodge, and other midwest and non-midwest communities;
- working with the Iowa Smart Planning Principles, while keeping a plan unique to the community for which it serves;
- reviewing and assessing existing plans;
- providing realistic recommendations that include a feasibility analysis (i.e. reality check);

- plan implementation; and
- code development.

The enclosed contract includes a scope of work that identifies specific steps to be taken within the planning process by the planning consultant. A portion of the plan is being funded by Iowa DNR; therefore, a supplemental scope for the riverfront portion of the plan (to include Webster County) is also a part of the contract. Upon making significant changes to any portion of the scope of work, a contract amendment would be necessary.

At this time, City Staff feels the plan scope fulfills requirements necessary for developing an innovative, yet realistic and useable Comprehensive Plan for the City of Fort Dodge. In addition to providing a full plan for the City, the scope of work includes a summary plan that will be visually appealing and useable by the public.

Development of the plan will take one year and will follow the timeline attached.

Budget Impact

The total contract with Houseal Lavigne is proposed at a not-to-exceed amount of \$190,000. City Staff compiled funds to develop this plan using the following sources (\$5,000 of these funds will remain in the Comprehensive Plan fund for contingencies):

Source	Amount
City	
Water Utility	\$10,000
Stormwater Utility	\$10,000
Sewer Utility	\$10,000
Parks (hotel/motel)	\$10,000
Permit Surcharge	\$15,000
SSMID	\$10,000
Grants	
Community Foundation	\$20,000
Deardorf	\$5,000
Smeltzer	\$5,000
Iowa DNR	\$90,000
DART	\$10,000
TOTAL	\$195,000

Strategic Plan Impact

Two initiatives from the FY14 Strategic Plan will progress if the comprehensive plan effort moves forward:

- Ensure zoning ordinances and subdivision ordinances support neighborhood development for target markets
- Resurrect the River Front Master Plan

Impact on Existing Plans

The Comprehensive Plan will include updates to area plans such as the Downtown Plan, Riverfront Plan, and Corridor Plan. They would likely be folded into the Comprehensive Plan document.

Committee Review / Recommendation

The comprehensive plan consulting team selection committee recommends approving the resolution to authorize the execution of a contract in the amount of \$190,000 with Houseal Lavigne Associates to develop the City's Comprehensive Plan.

Staff Conclusions / Recommendations

Staff recommends approving the resolution to authorize the execution of a contract in the amount of \$190,000 with Houseal Lavigne Associates to develop the City's Comprehensive Plan

Alternatives

Deny approval; therefore, requiring further consideration of consulting teams and delaying the process

Implementation and Accountability

The Business Affairs, Community Growth & Engineering Department will work with Houseal Lavigne.

Signed



Carissa Miller
Senior Planner

Approved



David R. Fierke
City Manager

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT WITH
HOUSEAL LAVIGNE ASSOCIATES FOR THE DEVELOPMENT OF A
COMPREHENSIVE PLAN**

WHEREAS, the City of Fort Dodge has identified the need to develop a Comprehensive Plan for the City;

WHEREAS, the City of Fort Dodge expects that the scope of services, as established in Attachment A of the Professional Services Agreement will be executed by Houseal Lavigne Associates.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FORT DODGE, IOWA:

1. That the Mayor and City Clerk are authorized to execute the Professional Services Agreement with Houseal Lavigne Associates, LLC in the amount of \$190,000.
2. That the Department of Business Affairs and Community Growth is authorized to conduct and supervise the activities as described in the Professional Services Agreement.

PASSED AND APPROVED this _____ day of _____, 2014 by the City Council of the City of Fort Dodge, Iowa.

Ayes: _____

Nays: _____

Other: _____

CITY OF FORT DODGE, IOWA

By: _____
Matt Bemrich, Mayor

ATTEST:

Jeff Nemmers, City Clerk

PROFESSIONAL SERVICES AGREEMENT

November __, 2014

BETWEEN

THE CITY OF FORT DODGE, IOWA

AND

HOUSEAL LAVIGNE ASSOCIATES, LLC.

AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN THE CITY OF FORT DODGE, IOWA
AND
HOUSEAL LAVIGNE ASSOCIATES, LLC.

THIS AGREEMENT, made and entered into this ____ day of _____, 2014, by and between HOUSEAL LAVIGNE ASSOCIATES LLC., an Illinois Limited Liability Company, with principal offices at 134 N. LaSalle, Suite 1100, Chicago, Illinois 60602 (hereinafter referred to as the "CONSULTANT"), and THE CITY OF FORT DODGE, IOWA, a municipal corporation of the State of Iowa, whose mailing address is City of Fort Dodge, 819 1st Avenue South, Fort Dodge, IA 50501 (hereinafter referred to as the "CLIENT").

WITNESSETH THAT:

WHEREAS, the CLIENT desires to engage the services of the CONSULTANT to furnish technical and professional assistance in connection with the preparation of a Comprehensive Plan and Riverfront Plan (hereinafter referred to as the "PROJECT") and the CONSULTANT has signified its willingness to furnish technical and professional services to the CLIENT; and WHEREAS, the CONSULTANT represents to the CLIENT

that it has sufficient expertise and resources to enable it to provide such advice and assistance to the CLIENT;

NOW, THEREFORE, the parties do mutually agree as follows:

A. Scope of Consultant's Services

The CONSULTANT agrees to perform in a good and professional manner those services described in Attachment A, *Comprehensive Plan Scope of Services*, and Attachment B, *Riverfront Plan Scope of Services*, copies of which are attached hereto and incorporated in this AGREEMENT. All documents, including but not limited to investigative studies, completed or partially completed drafts, graphics, charts, maps and tables produced by the CONSULTANT in the performance of these services shall be the property of the CLIENT during and upon completion of the services to be performed under this AGREEMENT. CONSULTANT shall retain all records, including but not limited to, payrolls, time records and research for a period of three years following the completion of the PROJECT.

B. Materials to be Provided by the Client

All existing information, data, reports and records which are useful for carrying out the work on this PROJECT and which are reasonably accessible to the CLIENT shall be furnished to the CONSULTANT in a timely manner. The completion of the services to be performed by the CONSULTANT under this AGREEMENT is contingent upon the receipt from the CLIENT, at no cost to the CONSULTANT, the data and reports and other material as described in Attachment A, Section 1, and Attachment B, Section 1, in a timely manner. If, by reason of any fault of CLIENT, the information, data, reports and records to be provided by the CLIENT are not made available to the CONSULTANT in a timely

manner, the CONSULTANT may suspend work on the PROJECT, in accordance with paragraph I hereof, until such materials are provided. A written notice to the CLIENT must be provided by the CONSULTANT before any work is suspended on the PROJECT.

C. Meetings and Consultant Visits

The CONSULTANT shall attend meetings associated with the following tasks, and any additional meetings deemed reasonable and needed to complete the PROJECT, as outlined in Attachment A, *Comprehensive Plan Scope of Services*, and Attachment B *Riverfront Plan Scope of Services*.

Step 1a: Director Meeting

Step 1b: Joint Project Initiation Workshop with the CPSC and RPSC

Step 2b: Comprehensive Plan Community Workshop

Step 2c: Comprehensive Plan Business Workshop

Step 2d: Riverfront Workshop (with assistance from IDNR visioning specialist)

Step 2e: Key Person Interviews & Focus Group Discussions

Step 4a: Comprehensive Plan Visioning Workshop

Step 4b: Riverfront Visioning Workshop

Step 4c: Comprehensive Plan Focus Group meetings

Step 5g: CPSC and RPSC meetings to review the Focus Group meetings, sub-area plan memorandum, and River front Plan

Step 6h: CPSC review of plan recommendations

Step 6i: Public workshop to present draft plan recommendations to establish local priorities within each of the “core” plan chapters

Step 7c: CPSC Meeting to review the Draft Comprehensive Plan and any required modifications

Step 7d: Final Comprehensive Plan to the Plan & Zoning Commission (Public Hearing)

Step 7e: Final Comprehensive Plan to City Council

For purposes of this AGREEMENT, “meeting” shall mean a gathering requiring the attendance of the CONSULTANT or CONSULTANT's staff, including workshops, formal presentations and public meetings. Public meetings shall be scheduled at least seven (7) to fifteen (15) days in advance. The CONSULTANT will provide to the CLIENT an agenda for every scheduled meeting at least five (5) days prior to the meeting date. Attendance at additional meetings will be subject to the provisions of Article M (Extra Work) of this AGREEMENT. The CONSULTANT may conduct "site visits" to gather information, data, and perform field reconnaissance. These "site visits" shall not be counted as meetings under this AGREEMENT.

D. Deliverables

CONSULTANT agrees to provide products to the CLIENT as follows:

<u>Step</u>	<u>Deliverable</u>
1	Initiation Workshop Summary
2	Press Release and Media Articles
2	Project Website
2	On-Line Questionnaires
2	sMap on-line mapping tool
2	Community Workshop Summary
2	Business Workshop Summary
2	Key Person Interviews Summaries
2	Envision 2030 Survey Update Summary
3	Existing Conditions Report
4	Draft Vision, Goals, and Objectives
5	Sub-Area Plan Review and Draft Riverfront Plan
6	“Core” Plan Components
7	Draft Comprehensive Plan
7	Final Comprehensive Plan (including 25 hard copies)

7 Plan Summary Report (including 50 hard copies)

The CONSULTANT will provide electronic copies of all interim deliverables and hard copies of final deliverables as indicated above. Additional copies of deliverables requested by the CLIENT will be provided at an additional cost.

E. Changes

The CLIENT may, from time to time, request changes in Attachment A, *Comprehensive Plan Scope of Services*, and Attachment B, *Riverfront Plan Scope of Services*, of the services to be performed by the CONSULTANT hereunder. Such changes, including any appropriate increase or decrease in the amount of compensation, which are mutually agreed upon, shall be incorporated into written amendments to this AGREEMENT. All change made subject to Paragraph E (Changes) must follow the procedures set out in Paragraph M (Extra Work).

F. Consultant's Compensation

The CONSULTANT shall be compensated for services rendered under the terms of this AGREEMENT on the basis of the CONSULTANT's hourly rates as stated under Paragraph G hereof (Hourly Rates) and Attachment A for the staff time devoted to the PROJECT, and for directly related project expenses. The maximum cost for CONSULTANT's services and all subcontractor's services under this AGREEMENT is \$190,000, including directly related job expenses. The CONSULTANT shall not exceed this sum without specific written authorization from the CLIENT or an amendment to this AGREEMENT. The CONSULTANT represents and warrants that absent Extra Work, as referenced in Paragraph M hereof, all work to be performed under this AGREEMENT can

and will be performed without exceeding the maximum compensation amount set forth above. Directly related job expenses including, but are not limited to: printing, graphic reproduction, mileage, mailing/delivery, the purchase of additional maps, plans and reports and other out-of-pocket expenses that are related to carrying out services under this AGREEMENT. The Internal Revenue Source's Standard Mileage Rate shall be used to calculate mileage costs, and all other directly related job expenses shall not be subject to a multiplier and shall represent actual costs incurred by the CONSULTANT.

G. Hourly Rates

The hourly rates in effect for purposes of this AGREEMENT are provided in Attachment C. The CONSULTANT reserves the right to request an increase in the hourly charge rates, but only after eighteen months following the date of this AGREEMENT and with the written approval of the CLIENT. The CLIENT shall be notified at least 30 days in advance of such a request for an increase.

H. Invoicing and Method of Payment

- (1) The CONSULTANT shall submit, on a monthly basis, invoices for services performed and reimbursable directly related job expenses incurred on the PROJECT during the billing period. Invoices are due and payable no later than thirty (30) days from the date of CLIENT's receipt of the invoice.
- (2) Each invoice shall include a summary of work completed, the number of hours each staff person has devoted to the PROJECT during the preceding period, each staff person's hourly rate and the extension of such hourly rate times the amount of time to the half-hour that person has spent working on the PROJECT. Invoices

shall also include a listing and the amount, at the actual cost thereof, for reimbursable directly related job expenses as defined in Paragraph F hereof.

I. Time of Performance

The services of the CONSULTANT shall begin upon delivery to the CONSULTANT of an executed copy of this AGREEMENT, and shall, absent causes beyond the reasonable control of the CONSULTANT, be completed within twelve (12) months of delivery of said executed AGREEMENT. The completion of services by the CONSULTANT shall be, among other things, contingent upon the timely receipt of the materials, data, and other reports described in Attachment A, *Comprehensive Plan Scope of Services*, and Attachment B, *Riverfront Plan Scope of Services*, and upon the timely decisions to be made by the CLIENT. For the purpose of this AGREEMENT, “timely” shall mean that decisions be made by CLIENT within ten (10) working days after receipt of a written request from CONSULTANT requesting such decisions. If the requested decisions are not provided in a timely manner, or if the CLIENT requests that CONSULTANT perform Extra Work as defined in Paragraph M hereof, such as is not now included in Attachment A, the CONSULTANT, if agreed to by the CLIENT, may suspend work on the PROJECT or a portion of the PROJECT, and may extend the period of time allotted to perform the services identified in Attachment A and Attachment B under this AGREEMENT, to a mutually agreed upon period of time necessary to compensate for the delay or additional Extra Work.

J. Excusable Delays

The CONSULTANT and CLIENT shall not be in breach of this AGREEMENT by reason of any failure in performance of this AGREEMENT in accordance with its terms if such failure arises out of reasonable causes beyond the control and without the fault or negligence of the CONSULTANT or CLIENT, respectively. Such causes may include, but are not restricted or limited to, acts of God or of the public enemy, acts of government in either its sovereign or contractual capacity, fires, floods, strikes, and unusually severe weather.

K. Termination

The CLIENT shall have the right to terminate this AGREEMENT by written prior notice to the CONSULTANT at least five (5) working days before the specified effective date of such termination. In such event, all finished and unfinished documents and work papers prepared by the CONSULTANT under this AGREEMENT shall become the property of the CLIENT. On receipt of said documents and work papers by the CLIENT, the CONSULTANT shall receive compensation and reimbursement for the work actually performed before the date of termination, in accordance with Paragraph F hereof, (Consultant's Compensation) of this AGREEMENT, less payment for services and expenses previously paid.

L. Non-discrimination

The CONSULTANT has an Affirmative Action program and shall engage in lawful employment practices. The CONSULTANT shall not fail, refuse to hire, discharge, or otherwise discriminate against any individual with respect to his or her compensation, terms, conditions, or privileges of employment, because of such individual's race, color,

religion, sex, national origin, or handicap unrelated to the individual's ability to perform the duties of the position.

M. Extra Work

If requested in writing by the CLIENT and approved by the CONSULTANT, the CONSULTANT shall be available to furnish, or obtain from others, Extra Work of the following types:

- (1) Extra work or extended services due to changes in the general scope of the PROJECT, including, but not limited to; changes in size, complexity or character of the work items; extension of PROJECT timeline through no fault of CONSULTANT; acceleration of the work schedule involving services beyond normal working hours; non-delivery of any materials, data, or other information to be furnished by the CLIENT or others not within the reasonable control of the CONSULTANT.
- (2) Attendance at additional meetings beyond those made part of the AGREEMENT.
- (3) Other additional services, requested and authorized in writing by the CLIENT, which are not otherwise provided for under this AGREEMENT. The compensation and schedule for completing Extra Work authorized by the CLIENT shall be subject to negotiation between the CLIENT and the CONSULTANT in accordance with the provisions of Paragraph E hereof (Changes) of this AGREEMENT. However, the hourly rate in effect at the time of any change authorizing Extra Work will continue to be in effect for such Extra Work.

N. Client Representative to Consultant

The CLIENT designates Carissa Miller, Planner (or her designee), to act as its representative with respect to the work to be performed under this AGREEMENT, and such person shall have authority to transmit instructions, receive information, interpret and define CLIENT's policies and provide decisions in a timely manner pertinent to the work covered by this AGREEMENT until the CONSULTANT has been advised in writing by the CLIENT that such authority has been revoked. The CONSULTANT designates Devin Lavigne, Principal, as the Project Director, and Doug Hammel, Senior Associate, as the Project Manager and the CONSULTANT's representatives to the CLIENT.

O. Conflict of Interest

The CONSULTANT certifies that to the best of its knowledge no person associated with the CONSULTANT has any interest that would conflict in any manner or degree with the performance of this AGREEMENT. CONSULTANT shall not accept employment with other local governments having overlapping jurisdictions with the CLIENT for the duration of this assignment, unless specifically released in writing to do so by CLIENT.

P. Subcontractors

The CONSULTANT shall use a subcontractor to perform certain transportation, infrastructure, and environmental related portions of the services. The subcontractor is Snyder and Associates. The CONSULTANT shall remain responsible for all services performed by subcontractor and the subcontractor's compensation shall be included in the CONSULTANT's compensation as identified in Paragraph F.

Q. Independent Contractor

It is mutually understood and agreed, and it is the intent of CONSULTANT and CLIENT, that an independent contractor relationship be established and is hereby established under the terms and conditions of this AGREEMENT. Employees of the CLIENT are not, nor shall they be deemed to be, employees of CONSULTANT. Employees of CONSULTANT are not, nor shall they be deemed to be, employees of CLIENT.

R. Insurance

CONSULTANT shall provide CLIENT with a certificate of insurance naming CLIENT, its board members, employees and agents, as additional insured with an insurance company, types of coverage and amounts of coverage acceptable to CLIENT.

S. Entire Agreement

This AGREEMENT, including the attachments to this agreement, contains the entire agreement of the parties. It may not be changed orally but only by an amendment in writing executed by the parties to this AGREEMENT. No representations, warranties, undertakings or promises have been made by either party hereto unless expressly stated herein.

T. Notices

All notices, communications and/or demands given pursuant hereto shall be in writing and shall be deemed sufficient if delivered in person or sent by certified mail, return receipt requested, addressed as set forth in the first paragraph hereof. The date of mailing shall be deemed the date of service. Either party may change the address for notice by the aforesaid procedure.

IN WITNESS WHEREOF, the CLIENT and the CONSULTANT have executed this AGREEMENT on the date and year first above written.

CONSULTANT:

CLIENT:

HOUSEAL LAVIGNE ASSOCIATES, LLC.

CITY OF FORT DODGE, IOWA

By: _____

By: _____

Name:

Name:

Title:

Title:

Attest: _____

Name:

Title:

ATTACHMENT A

COMPREHENSIVE PLAN SCOPE OF SERVICES

This section describes the Scope of Services for preparing the City of Fort Dodge Comprehensive Plan.

Section 1

Whereas the scope of services will be undertaken by the CONSULTANT, it is understood and agreed that the CLIENT will provide the following assistance to the CONSULTANT:

1. The CLIENT and the CONSULTANT will work together to schedule and arrange and provide notices for all meetings and workshops including contacting agencies, individuals and citizens to be invited to meetings.
2. The CLIENT, with the CONSULTANT'S assistance, will collect and compile previously prepared and available reports, projects, studies, maps and other data owned or in control of the CLIENT and that might be useful in the comprehensive planning assignment.
3. The CLIENT will provide to the CONSULTANT an up-to-date base map (electronic and hard copy) for the City, including GIS files and information.

Section 2

Comprehensive Plan Scope of Services

Step 1: Project Initiation

To “kick-off” the planning process on the right foot, meetings with key city staff, Comprehensive Plan Steering Committee (CPSC), and Riverfront Plan Steering Committee (RPSC) are needed prior to undertaking other community outreach activities. We will work closely with City staff to ensure that the CPSC and RPSC are made up of citizens that reflect the City’s broad interests, including residents, businesses, service providers, and others. To the extent possible, we will engage the CPSC and RPSC jointly, though there will be times during the planning process when specific discussions will warrant separate meetings. Step 1 will include the following tasks:

- 1a: Director Meeting
- 1b: Joint Project Initiation Workshop with the CPSC and RPSC

Step 2: Community Outreach

Special consideration will be given to designing an outreach program that allows for effective and engaging community input for the Comprehensive Plan. It is important that the community be provided adequate opportunity for input throughout the planning process. We will work with City staff to design an outreach program that includes the tools necessary to capture specific local concerns and aspirations. Part of this program will include incorporation of the work already completed by the IDNR outreach specialist related to the Riverfront Plan, as well as coordination with America Rivers in identifying and reaching out to key stakeholders. The bullet points below identify the components of our proposed public outreach program that integrates awareness of the planning process, “traditional” opportunities for face-to-face interaction with city staff and planners, and web-based tools that will allow the planning team to receive input from citizens, provide updates regarding meetings and key events, and distribute preliminary or draft materials to the community. These tools will be used in the early part of the process to gain input from the community regarding key issues, opportunities, and aspirations for Fort Dodge. Other opportunities for visioning, review of preliminary recommendations, and formal review and adoption of the Comprehensive Plan are identified in subsequent steps.

Traditional Components:

- 2a: Press Releases, Notices, and Newsletter Articles
- 2b: Comprehensive Plan Community Workshop
- 2c: Comprehensive Plan Business Workshop
- 2d: Riverfront Workshop
- 2e: Key Person Interviews & Focus Group Discussions

Web-based Components:

- 2f: Interactive Project Website
- 2g: RSS, Twitter, and Social Networking
- 2h: sMap (On-Line Community Issues Mapping)
- 2i: On-line Community Questionnaires for Residents & Businesses
- 2j: On-line Envision 2030 survey update and comparative summary of key findings versus the original survey results

Step 3: Existing Conditions Analysis

This step will include the analysis of existing conditions and future potentials within the community. It will be based on information provided by the city, feedback from community outreach, reconnaissance, surveys, inventories, and analyses undertaken by the consultant. The emphasis will be on the identification of existing conditions that will be taken into consideration during the formulation of goals and objectives, and planning recommendations. Tasks included in this step include:

- 3a: Review of Past Studies, Plans, Reports, and Current Planning Initiatives
- 3b: Review of Existing Developments Regulations (zoning and subdivision codes)
- 3c: Market Assessment and Economic and Demographic Overview & Analysis
- 3d: Existing Land Use and Development Inventory and Assessment
- 3e: Annexation and Growth Areas Assessment
- 3f: Community Facilities and Infrastructure Inventory and Assessment
- 3g: Transportation and Mobility Assessment
- 3h: Environmental Features and Open Space Assessment
- 3i: Existing Conditions Synthesis Report – Issues and Opportunities
- 3j: CPSC and RPSC Meetings to review the Existing Conditions Synthesis Report

Step 4: Vision, Goals, Objectives, and Policies

This step will include hands-on community workshops that invite the community to put pen to paper and illustrate their vision for the future of Fort Dodge. The purpose of this step will be to establish an overall “vision” for the City of Fort Dodge that can provide focus and direction for subsequent planning activities, serve as the “cornerstone” of the consensus building process, and identify a path for growth. This step also includes a round of focus group meetings identified in the Request for Proposals as an opportunity for residents to help develop new or updated strategies based on public input. While the RFQ suggests a series of 15 focus group meetings, we will work with city staff to determine the most appropriate way to execute this task. Our team has extensive experience with this “community-authored plan” approach, and we have found that breaking down the discussion into too many categories can create confusion, overlap, and redundancy in the groups’ efforts. We will work with city staff to design a focus group structure that most effectively informs the Comprehensive Plan process and results in

recommendations that can be translated into the topics identified in the Envision 2030 document. (It is recommended that one of the focus groups be dedicated to a discussion of the Des Moines Riverfront and include public land managers, emergency management staff, and other relevant parties identified in Tasks AR3 and AR5 of the America Rivers scope of work required by the IDNR grant.) Overall, Step 4 includes the following tasks:

- 4a: Comprehensive Plan Visioning Workshop
- 4b: Riverfront Visioning Workshop (with assistance from IDNR visioning specialist)
- 4c: Comprehensive Plan Focus Group meetings (including a Riverfront Focus Group facilitated with the coordination of American Rivers)
- 4d: Community Vision Statement
- 4e: Goals, Objectives, and Policies

Step 5: Detailed Sub-Area Plan Review and Riverfront Master Plan

Based on input and analysis from the first four steps of the process, our team will conduct a detailed assessment of existing subarea plans. The intent of this step is to determine ways in which they may be modified to be better aligned with the community's vision, market realities, regional and statewide policies, and other influences that may have changed since their adoption. The outcome of this step will be a memorandum that will ultimately be integrated into the Comprehensive Plan as part of the implementation program that identifies what actions the City can take to ensure all local policies reflect the same set of aspirations. We will also develop a Riverfront Plan in accordance with the requirements of the IDNR grant. This will done in conjunction with city staff, Webster County, and American Rivers to ensure that recommendations align with broader community goals as well as best practices in riverfront conservation and preservation. This step includes the following tasks:

- 5a: Review of all relevant Sub-area Plans
- 5b: Inventory of policies to be either a) amended following the adoption of the Comprehensive Plan, or b) further discussed as part of the Comprehensive Plan process to determine the appropriate policy approach in the future
- 5c: Assessment of potential funding sources identified in each plan to determine which sources are no longer relevant and which ones may now exist that didn't at the time of plan adoption
- 5d: Preparation of a summary memorandum that describes the assessment of existing sub-areas and the proposed direction for future amendments
- 5e: Preparation of a Riverfront Plan that reflects local desires and key initiatives related to riverfront conservation and preservation
- 5f: Staff review of the summary memorandum and preliminary Riverfront Plan
- 5g: CPSC and RPSC meetings to review the results of the Focus Group meetings in Task 4 and sub-area plan memorandum and Riverfront Plan developed in Task 5

Step 6: Community-Wide Plans

This step will entail the preparation of City-Wide Plans for a series of topics relevant to the issues and opportunities in Fort Dodge. The topics will cover a variety of technical issues, including land use and development, transportation and mobility, open space and environmental features, community facilities, housing, economic development, community character, and more. These future plans will provide the “core” for the Comprehensive Plan and will reflect outreach activities and the city’s goals, objectives, and policies. They will also reflect the smart growth and livability principles of the 2011 Iowa Smart Planning Legislation, and will include the entire extraterritorial planning jurisdiction extending two miles beyond Fort Dodge’s incorporated boundary. Once internal and CPSC review of the preliminary recommendations is complete, this task will also provide an opportunity for the community to provide input regarding local priorities moving forward. This step will address the following components:

- 6a: Land Use & Development component
- 6b: Transportation and Mobility component
- 6c: Open Space and Environmental Features component
- 6d: Community Facilities and Infrastructure component
- 6e: Image and Identity component
- 6f: Plan Implementation Strategy describing key actions to lead to long-term attainment of the community’s vision, including the identification of on-going activities the city can undertake on a day-to-day basis, recommended changes to local development regulations, anticipated timeframes for various improvements, entities responsible for various actions, and local, regional, state, and federal funding sources that may be available to the community to assist with implementation.
- 6g: Staff review of the preliminary plan recommendations and modifications as needed
- 6h: CPSC review of plan recommendations
- 6i: Public workshop to present draft recommendations and establish local priorities within each of the “core” plan chapters

Step 7: Comprehensive Plan Document

Based on the previous steps in the planning process, the draft and final versions of the Comprehensive Plan document will be presented for review and consideration as part of the adoption process. This will include the assembly of all relevant chapters of the Comprehensive Plan (including the Riverfront Plan), staff and CPSC review of the complete product, public review prior to initiation of the formal adoption process, then, ultimately, the formal adoption process including individual public hearings with both the Plan and Zoning Commission and City Council. After adoption, all relevant materials and files requested by the City and developed during the course of the planning process will be delivered to city staff. This step includes the following tasks:

- 7a: Preparation of the Draft Comprehensive Plan document, including all the interim deliverables described in steps 1-6
- 7b: Staff Review of Draft Comprehensive Plan and any required modifications
- 7c: CPSC Meeting to review the Draft Comprehensive Plan and any required modifications

- 7d: Final Comprehensive Plan to the Plan & Zoning Commission (Public Hearing)
- 7e: Final Comprehensive Plan to City Council
- 7f: 25 hard copies of the final adopted Comprehensive Plan document
- 7g: Creation of a brief summary report highlighting key plan concepts and recommendations through concise text and plan graphics, including delivery of 50 hard copies of the summary report
- 7h: Delivery of all relevant planning materials

Section 3

Iowa DNR Riverfront Plan Scope of Services

Webster County Conservation			
Task/Deliverable	Detailed Explanation		Related Step in Attachment A, Section 2: Comprehensive Plan Scope of Services
W1 Review of Data, Plans, Documents and State Water Trail / Trail / Public Lands Context and Priorities	A. Review Iowa DNR Water Trail Plan, Development Manual, and current planning documents and worksheets provided by Iowa DNR and Iowa DOT statewide plans and priorities (Trails Plan 2000 and ongoing Iowa Bicycle and Pedestrian Long-Range Plan).		Step 3a
	B. Conduct interviews with DNR Water Trails staff and Webster County Conservation staff regarding existing plans at the City and County levels.		Step 2e
	C. Gather relevant existing local-regional plans and / or cooperative agreements among relevant entities.		Step 3a
	D. Interviews: review of management approaches of all public land managers to determine opportunities and constraints for yet-to-be defined development and conservation initiatives		Step 2e
	E. Order valley-to-valley corridor cultural review (Office of State Archaeologist is familiar with study area criteria) and fish / wildlife species review within same corridor from Iowa DNR. Use this data to model areas likely contain high quality resources and habitats easily avoided in development and establish conservation, interpretation, or protection priorities.		Step 3h

		<p>F. Develop geodatabase similar to water trails example (provided), including parcel information, public land ownership, all trails and water trails and broad surface trail corridor possible routes, recreational use and economic spending data (ISU CARD) land-cover, special zoning river migration information, species of interest, cultural information, water access / segment data collected by WCCB staff, land acquisition priorities by any land managers. City of Fort Dodge, Iowa DNR Water Trails, and Webster County Conservation staff and other involved consultants.</p>	<p>Various tasks in Step 3</p>
		<p>G. Technical review of promising trail / water trail corridors and connections with focus on surface trails (hard and soft trails) that connect water access, parks, and other green spaces. Consider factors such as existing protections, technical / cost feasibility, and significance (vista points, destinations, etc.)</p>	<p>Task 3h</p>
		<p>H. 2-Page summary with supporting presentation maps developed for interagency team review and next phase public outreach. Mapping should show potential broad corridors for possible trail development, water trails, trailheads intended for landowners to understand what could be considered. Mapping support provided for other consultants interacting with land managers and law enforcement.</p>	<p>Task 3i</p>
WC2	Public Listening	<p>A. Recruit core Webster County River, Trail, and Green Space Steering Committee consisting of key city and county staff, elected leaders, economic development interests, community service organizations, recreational enthusiasts (anglers, paddlers, cyclists, hikers, mountain bikers), key museum / local attraction staff, economic development and tourism officials, land managers, and others with a stake in the future of the river, trail, and greenway corridors.</p>	<p>Task 1b</p>
		<p>B. Steering Committee kick-off meeting, facilitated to discuss listening efforts, ideas and goals they bring to</p>	<p>Task 1b</p>

the table.

C. Open house located in Fort Dodge with county-wide invitation to determine the citizenry's future demands, perceptions, ideas, and concerns related to streams, green space, and trails in Webster County. Task 2d

D. Digital listening. Examples may include web-based survey promoted by social and traditional media, targeted phone-based polls for issues with potential for controversy, etc., Paper versions of survey made available at CCB headquarters and City Hall. Tasks 2f-2i

E. Landowner open houses -- Invited to one of 2 special open houses to hear ideas and concerns; one north of Fort Dodge, one south of Fort Dodge. Landowners adjacent to the rivers, adjacent to public areas, and adjacent to existing or within potential broad trail corridor areas will be consulted. Identify landowners (with addresses) that are willing to help solve problems for law enforcement staging on property, etc). Surveys or verbal comments collected at end of meeting. Task 2e

F. Facilitated Steering Committee meeting presents known information about river segments, calling out challenging conditions, access spacing, hazards, and other factors affecting Water Trail Experience Classifications. Apply steering committee member input by getting their future goals for various segments if they could change elements (hazard reductions, new or improve accesses or facilities, accesses removed, maintenance increased, etc.) Task 3j

G. Update geodatabase with public land manager and law enforcement / emergency management recommendations (from other consultant). Convene Steering Committee to review feedback. Facilitate steering committee vision. Task 4b

WC3	Existing Conditions and Recommendations Report	A. Existing Conditions / Recommendations Report delivered to steering committee for review. Report should consist of recommended surface trail / bike route corridors linking parks and other public spaces, water trail usage classifications, early infrastructure project recommendations for design and construction, and potential goals, visions, and rough probable opinions of cost about project costs, funding sources for public and agency vetting. Recommended goals and strategies for conservation, protection, or other public land use strategies.	Task 3i
		B. Updated geodatabase with corridor recommendations supplied to City of Fort Dodge, Iowa DNR Water Trails, and Webster County Conservation staff and other involved consultants.	Task 5d
WC4	Vision & Goals	A. Facilitate with Steering Committee to develop vision and goals for Trails, Water Trails, and Green Space corridors throughout Webster County. Categories may include but need not be limited to conservation, recreational facility development, management, and future marketing. Brainstorm which elements are doable in the near term, mid-range, and long term, considering permit issues, other constraints, available funding, and enthusiasm / impact for the idea.	Task 4c
		B. Based on vision, facilitate brainstorming on unified naming or branding for combined Trail, Water Trail, and Green Space components that will set the area apart and can be used marketing impact well into the future.	Task 4c
		C. Test vision elements with citizens, soliciting feedback via Web-based and / or paper surveys available at City Hall or Webster CCB headquarters.	Task 4b
		D. Finalize Vision and Goals.	Task 4e

WC5	Master Plan	A. Develop a visually attractive, conceptual level master plan that supports county efforts with references and connections to City Comprehensive Plan. Plan should have probable opinion of cost for built infrastructure. Plan should address Water Trail Experience Classifications, and reference any planned conservation elements.	Tasks 5e-5g
		B. Solicit steering committee feedback on draft. Present plan elements to Webster County Conservation Board. Finalize plan with approval from Webster CCB.	Task 5g
		C. A supply of 25 hardcopies of the Master Plan will be printed as part of the delivery of the Comprehensive Plan.	Task 7f

City of Fort Dodge

Task/Deliverable	Detailed Explanation	Related Task in Attachment A: Comprehensive Plan Scope of Services
FD1 Review of City Plans, Documents and Context	A. Review City's 1999 Riverfront Master Plan; west-end downtown district past planning , and other items reviewed under Task W1 .	Task 3a
	B. Conduct interviews with City staff regarding existing plans at the City and County levels identifying issues, potential. Submit report to other consultants.	Task 2e
	C. Inventory of city-owned lands, land cover, zoning and designations, and pollution, source water protection plans, water accesses, water features, water hazards, and other elements that may affect recreational development, open space restorations, or land protection visions. Submit data for geodatabase to other consultants.	Various steps of Task 3
	D. Review and documentation of current land uses and zoning. This will set the stage for considering what future land uses should be and future policy changes such as changing zoning districts. Review of permitted uses of zoning districts then considers which district is appropriate and/or if amendments to zoning policy will be needed in the future.	Task 3b
	E. Interviews: Review of management approaches on city lands, and maintenance / management approaches at various facilities within the potential green space corridor to determine opportunities and constraints for yet-to-be defined development and conservation initiatives	Task 2e

		F. Technical review of promising trail / water trail corridors and connections with focus on surface trails (hard and soft trails) that connect water access, parks, and other green spaces.	Various steps of Task 3
		G. 2-Page summary with supporting presentation maps developed for interagency team review and next phase of public outreach. Mapping should show potential broad corridors for possible trail development, water trails, trailheads intended for landowners to understand what could be considered.	Task 3i
FD2	Public Listening	A. Recruiting Fort Dodge Urban Waterfront Steering Committee specific to the Fort Dodge waterfront master plan. This committee will have some members in common with the county steering committee, but also include localized business owners, neighborhood association members, park staff and others identified in City staff interviews.	Task 1b
		B. Urban landowners -- Invited to one open house to hear ideas and concerns specific property owners adjacent and nearby to the city's waterfront parcels and trail corridors or possible corridors within the city limit Fort Dodge. Discussion specific to future land uses should also be part of this. Surveys or verbal comments collected at end of meeting.	Task 2d
		C. Digital listening. Examples may include web-based survey promoted by social and traditional media, targeted phone-based polls or open houses for issues with potential for controversy, etc. Paper versions of survey made available at CCB parks and City Hall.	Tasks 2f-2i
		D. Analysis report identifies themes, concerns, items that need to be addressed in planning, land use and zoning, or further listening recommendations if serious threats to future projects are identified. Submit to City of Fort Dodge, Webster CCB, Iowa DNR Water Trails staff	Task 3i

and other consultants.

FD3	Existing Conditions and Recommendations Report	A. Convene downtown owners (and particularly “west end” business owners) for ideas and concerns related to land use and downtown connections to the waterfront.	Task 2e
		B. Meet with the Downtown Self-Supported Municipal Improvement District for ideas on land use and connections to the waterfront.	Task 2e
		C. Identify extent of area outside of the River channel proper that will be included in the land use and zoning analyses recognizing that future state for land uses and zoning can have a significant impact on the success of the riverfront recommendations. (For example, if a goal is to make the riverfront a destination and hub of activity, then appropriate residential densities are needed to support that.)	Task 3b
		D. Facilitate three (3) Urban Waterfront Steering Committee meetings to discuss riverfront master plan elements, trail planning, land use, and open space planning within city limits. This shall be one of the focus groups to be conducted during the City’s Comprehensive Plan effort and coordinated as a chapter of the Plan. The groups should also explore connections with out-of-city limits destinations, shared facilities, land protections and management of city lands that may influence the Fort Dodge Comprehensive Plan. Use similar process described in Task WC2.F to develop vision for in-river-channel vision for the community based on Water Trail Experience Classification criteria.	Task 4b

	<p>E. Existing Conditions / Recommendations Report delivered to steering committee for review. Report should consist of recommended surface trail / bike route corridors linking parks and other public spaces, water trail usage classifications, future land uses, early infrastructure project recommendations for design and construction, and potential goals, visions, and rough probable opinions of cost about project costs, funding sources for public and agency vetting. The vetting is particularly important as a majority of the recommendations must be implementable. Therefore more than a listing of funding sources must be addressed with the plan. The ability and willingness for local funds to be allocated to recommended projects, in conjunction with grant opportunities, must be evaluated for the 20-year life of the Comprehensive Plan. Recommended goals and strategies for conservation, protection, or other public land use strategies (such as zoning policy amendments).</p>	Task 3i
	<p>F Supply the updated geodatabase with corridor recommendations to City of Fort Dodge, Iowa DNR Water Trails, and Webster County Conservation staff and other consultants.</p>	Task 3i
<p>FD4 Vision & Goals</p>	<p>A. Facilitate with Steering Committee to develop vision and goals for Trails, Water Trails, land uses (including open space corridors), and other physical improvements (such as art, buildings, etc.) throughout Webster County. Categories may include but need not be limited to conservation, recreational facility development, management, and future marketing. Brainstorm which elements are doable in the near term, mid-range, and long term, considering permit issues, other constraints, available funding, and enthusiasm / impact for the idea.</p>	Task 4c

		B. Based on vision, facilitate brainstorming on unified naming or branding for combined Fort Dodge waterfront components that will set the area apart and can be used marketing impact well into the future.	Task 4c
		C. Test vision elements with citizens, soliciting feedback via Web-based and / or paper surveys available at City Hall or Webster CCB headquarters.	Task 4b
		D. Finalize Vision and Goals.	Task 4d-4e
FD5	Master Plan	A. Draft a visually attractive, conceptual level plan that supports city efforts with references and connections to the County plan. Plan should have probable opinion of cost for built infrastructure. Plan should address land uses, infrastructure, Water Trail Experience Classifications, and reference any planned stewardship, at a minimum.	Task 5e-5f
		B. Solicit steering committee feedback on draft. Present plan elements at City Council workshop. Finalize plan with approval from City of Fort Dodge.	Task 5g
		C. A supply of 25 hardcopies of the Master Plan will be printed as part of the delivery of the Comprehensive Plan.	Task 7f

Section 4

Comprehensive Plan and Riverfront Plan Project Cost and Hourly Rates

The *Proposed Project Cost* is a not to exceed amount of **\$190,000.00**, including directly related project expenses, such as travel and printing.

HOURLY RATES

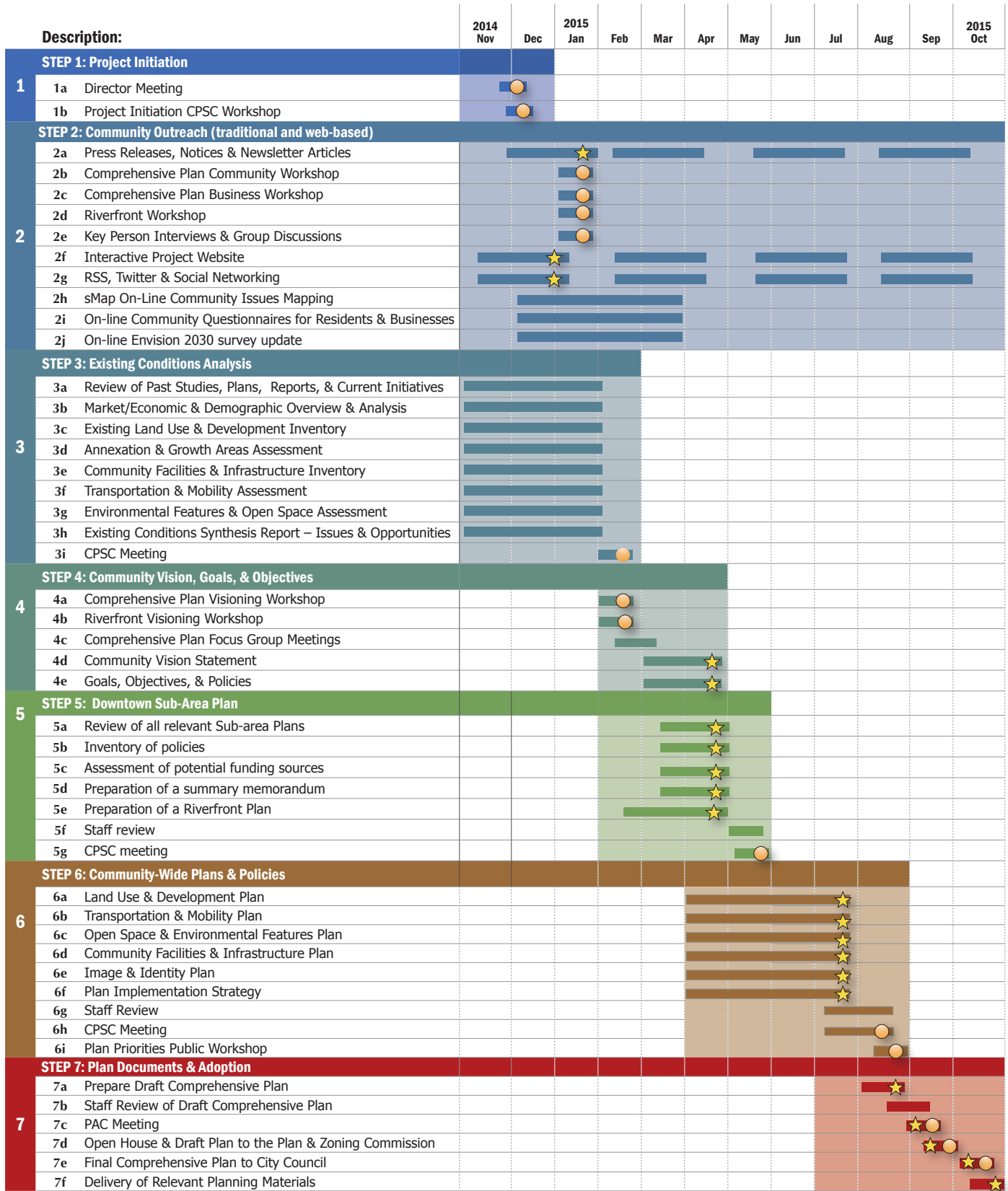
Houseal Lavigne Associates

Principal	\$160
Senior Associate.....	\$130
Associate	\$100
Technical/Clerical	\$55-\$65

Snyder and Associates

Project Manager/Principal	\$175
Senior Planner/Engineer	\$110
Junior Technician/Engineer	\$66

PROJECT TIMELINE



Legend for Diagram:

- Denotes the estimated timeline for each individual task.
- Denotes meetings to be conducted by Project Team.
- ★ Denotes products to be delivered by Project Team.