

February 2, 2016

From: Engineering Department

Re: Steinmetz Planning Group re additional fees for completion of comprehensive master plan

Honorable Town Board,

The Steinmetz planning group has requested an increase in their fee for their work on the comprehensive master plan. Their original fee was \$50,000 and they are requesting an addition \$15,000 to complete the work. The reason for this increase is indicated below based on information received from the Steinmetz Planning Group.

- The original scope included six Steering Committee Meetings. As of the writing of this email the Steinmetz Planning Group has participated in eight Committee Meetings. Including a 3+ hour workshop held in December, 2015.
- The Steinmetz Planning Group has also participated in the Chamber of Commerce Breakfast in February of 2014 as well as a presentation of the Library Project and the Comprehensive Plan at the Senior Center in August of 2015. These were not part of our original scope and fee. As these opportunities came up, our hope was to be able to roll them into our overall fee. However, the additional plan edits and Committee Meetings did not allow for this.
- Our original scope included one Public Hearing. Based upon Committee Input, we have now added an Open House Style Public Review to be conducted immediately prior to the Public Hearing.
- The availability of data to complete the mapping for this project was very limited. As a result, we were required to specifically create more data sets for this effort than was originally anticipated.
- Multiple iterations of the Community Development Strategy map were developed based on additional input from the Steering Committee.
- The dynamics associated with the Committee has also resulted in a large number of edits and modifications to the project deliverables. More specifically, the size of the Committee, the addition of new members throughout the first half of the process, and the diverse points of views that are represented have resulted in a larger number of plan edits and Committee Meetings than is typically required or was anticipated. Having said that, the Committee's input has ensured that the Plan and its recommendations are more reflective of the community's priorities than the Town's current Plan.

If approved by the Town board, monies are available in the 2016 budget under budget line 003.8100.1459 to cover this cost.

Very Truly yours,

Steven R. Tanner, P.E.
Town Engineer