

This Task Order is issued on the 5<sup>th</sup> day of November, 2021, by and between

Town of McCordsville

6280 W 800N

McCordsville, Indiana, 46142

hereinafter referred to as “Town”, and

OBE Advisors LLC

1805 N. Alabama St

Indianapolis, IN 46202

hereinafter referred to as “Consultant”, wherein it is agreed as follows:

**Project:**

Evaluation of and assistance to Town staff in updating the 2021 Comprehensive Plan. The intent of the Project is to support municipal staff with benchmarking, and strategic thinking. All contributions by the Consultant become the property of the Town and are subject to consideration of and approval by the Planning & Building Department, Plan Commission, and Town Council.

For mutual consideration hereinafter set forth, the Town and Consultant agree as follows:

A. **Scope.** The Consultant agrees to perform the following services:

See attached Exhibit A.

B. **Schedule.** The schedule for services performed under this Task Order is as follows:

Process is anticipated to begin in December 2021. Bulk of work outlined in the scope is expected to occur in Q1 and Q2 2022.

C. **Compensation.** Town agrees to compensate Consultant for the Scope of Services outlined in Exhibit A and summarized below, on an hourly fee basis, plus expenses for travel, printing, plotting, and other customary reimbursable expenses. Consultant and Client will agree in advance each month what the projected time will be to carry out assigned tasks. Reimbursable costs will also be identified. The consultant agrees to not exceed the projected time and costs unless prior approval from the Client is granted. The cost associated with this agreement will not \$7,500.

D. **Applicable Hourly Rates.**

Principal – Mike Higbee

\$150.00/hour

Other – Support Team Member

\$ 75.00/hour

Rates indicated are in effect through December 31, 2022, after which time they may increase in relationship to salary increases.

E. **Representative.** Consultant’s representative for this project will be Mike Higbee.

IN WITNESS WHEREOF, the parties hereto have accepted, made, and executed this Task Order upon the above stated the day and year signed by the last required signatory.

## CONSULTANT:

By	
Name	Mike Higbee <i>(print)</i>
Title	President
Date	November 9,2021

## EXHIBIT A

### SECTION I: PROPOSED SCOPE

The CONSULTANT shall furnish consulting planning services as follows:

**TASK 1 - Staff Coordination:** The CLIENT shall designate a staff member to serve as the official contact for the CONSULTANT. That designated staff contact shall be responsible for communicating with the CONSULTANT, coordinating meetings with the CONSULTANT, sharing information with other staff and public officials and collecting comments from other staff and public officials to share with the CONSULTANT. The CONSULTANT will meet with the designated staff member up to six (6) times to go over proposed updates to the Comprehensive Plan. These working coordination meetings may occur in CLIENT's community, at another location or by telephone if both parties agree and shall be at a date and time mutually agreeable to the CONSULTANT and the designated staff member. At his/her discretion, the designated staff member may invite other local officials or interested citizens to the working coordination meetings.

*The product of this task will be a series of up to six (6) coordination meetings with the designated staff member to review proposed updates to the Comprehensive Plan.*

**TASK 2 - Plan Commission Coordination:** The CLIENT and CONSULTANT shall meet with the Plan Commission to review project goals and timeline. This meeting will occur at a CLIENT's regularly scheduled Plan Commission meeting. At his/her discretion, the designated staff member may invite other local officials or interested citizens to this meeting. The CONSULTANT may be asked to facilitate certain portions of the Plan Commission discussion and/or provide input and professional expertise.

*The product of this task will be (1) coordination meeting with the Plan Commission to review project goals and timeline.*

**TASK 3 – Benchmarking and Strategic Thinking:** The CLIENT and CONSULTANT will jointly work to draft language, analyze data and trends, brainstorm, and develop concepts to produce strategies, goals, and objectives, in conjunction with community input, to create a basis of the Comprehensive Plan.

**TASK 4: Community Profile Update:** The CONSULTANT may, at the direction of the CLIENT, assist in compiling and analyzing community profile information, including but not limited to population and population trends, age distribution and age trends, race, education, housing and household trends, transportation, employment, income trends, economic development strategies, and other key variables that affect growth and stability of the community. The CONSULTANT will prepare updated graphs, charts, and mapping to support the analysis.

*The product of this task shall be a written list of findings of community trends. The findings shall be shared at one of the staff coordination meetings. This written review may also be shared with CLIENT's appointed and elected officials.*

**TASK 5: Public Input Meeting:** The CONSULTANT shall prepare materials for and facilitate up to 2 public input meetings, with the purpose of gathering input from the public regarding the proposed Comprehensive Plan Update. The designated staff member shall be responsible for coordinating the meeting location and general logistics of any in-person meeting. 1 of the 2 public input meeting may be virtual in which case the general logistics shall be the responsibility of the CONSULTANT. The CONSULTANT shall prepare a summary of the meeting that will be shared with the designated staff member and included in the final draft of the Comprehensive Plan Update.

*The product of this service shall be a public input meeting for the Comprehensive Plan Update and a summary of the meeting results.*

**TASK 6 - Comprehensive Plan Steering Committee:** The CONSULTANT will meet with a town-appointed Comprehensive Plan steering committee up to six (6) times to go over proposed updates to the Comprehensive Plan. These working meetings shall occur in CLIENT's community at a date and time mutually agreeable to the CONSULTANT and the CLIENT. At his/her discretion, the designated staff member may invite other local officials or interested citizens to the steering committee meetings.

*The product of this service would be a series of up to six (6) steering committee meetings with the designated staff member to review proposed updates to the Comprehensive Plan.*

**TASK 7 - Focus Group Meetings:** The CONSULTANT will conduct up to six (6) meetings with focus groups, with the purpose of gathering specific input for the Comprehensive Plan Update. These focus group meetings shall occur in CLIENT's community at a date and time mutually agreeable to the CONSULTANT and the CLIENT. The designated staff member shall be responsible for inviting local participants to the focus group meetings.

*The product of this service would be a series of up to six (6) meetings with focus groups to gather input for the Comprehensive Plan Update.*

**TASK 9: Comprehensive Plan Adoption Process:** The CONSULTANT shall assist with the Comprehensive Plan adoption process. Specifically, the CONSULTANT shall assist with the following:

- a. **Plan Commission Public Hearing and Certification:** Attend the Plan Commission public hearing and may be asked to make a presentation on the proposed Comprehensive Plan
- b. **Comprehensive Plan Adoption:** Attend the legislative body's meeting and may be asked make a presentation on the proposed Comprehensive Plan.

*The product of this task shall be legal adoption of the Comprehensive Plan and UDO Updates.*

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