

PBBaugh 09-29-17

City of University Park

Master Plan Update 2017

Consultancy is desired and the firm will be chosen by a committee of the City Council.

The consultants shall present a response to a publicly advertised Request for Proposals.

The proposal shall include:

- I. History of experience in Planning and Community Master Plan development
- II. Outline of staff qualifications
- III. Demonstration of an understanding of the scope of the work
- IV. A description of the Approach to the work
- V. A calendar of time projected to complete the work
- VI. A schedule of itemized costs to perform the work

All work will be done in conjunction and coordination with staff. The scope of work to be addressed in the consultant's proposal shall include:

1. Conduct a Review and assessment of the progress/accomplishment of the existing Master Plan -
2. Conduct a Review and assessment of all existing planning documents that support the Master Plan within the City of University Park organization
3. Develop a program of how existing plans will be integrated into the draft Plan
4. Provide the process on how to provide missing plans or elements of plans
5. Develop a process of integrating Boards, Commissions, Committees and City Council into the review and comment processes
6. Develop a program of public comment solicitation, recordation, incorporation, integration into the draft plan
7. Compile a general program of public meeting and comment capture
8. Develop an 'objectives milestones' chart to track projected progress to actual progress
9. Develop an overall schedule for the Master Plan Update
10. Develop an implementation program with suggested timeframes and budget analysis and priority funding styles/options/schemes