

Exhibit A
SCOPE OF SERVICES

Planning and Engineering Services
For
City of Lexington Comprehensive Plan Assistance Program,
Lexington Nebraska
Project Number: SPR-PL-1(49)
Control Number: 00855

A. PROJECT DESCRIPTION

This proposed planning process will consist of two major elements reflecting the community's vision for Lexington's future in one coordinated plan. Both the Comprehensive Plan and Long Range Transportation Plan (LRTP) will be complete rewrites that will build upon the previous planning efforts, new census data, and include extensive public input and participation. This public participation tasks in both English and Spanish will be vital to the creating a community vision that dreams big and is rooted in the local flavor of Lexington. This will be accomplished through face to face conversations, public meetings, and an online discussion forum to vet ideas and nurture innovation. Ultimately, the citizens of Lexington will be the champions of the projects envisioned and charged with implementing the big ideas while the City Government facilitates the fulfillment process. Within the Comprehensive Plan and incorporated LRTP we will include the existing Trails Master Plan, the recently completed Downtown Revitalization Study, and the new Park Master Plans that are currently in process. We would also explore and gauge community support for newer planning concepts such as sustainable developments, 'green' infrastructures and building practices, mixed use neighborhood plans, and future development needs as it relates to the Interstate 80 interchange, Highway 30 corridor, and other growth areas.

JEO Consulting Group, Inc. (Consultant) shall serve as the primary agent for the City of Lexington the Local Public Agency (LPA) in all matters related to planning and engineering services for this project.

It is anticipated that the project will require the following major tasks:

1. Inventory of Existing Conditions.
2. Envision Lexington
3. Achieve Lexington
4. Implementation and Documentation
5. Project management activities

B. APPLICABLE PUBLICATIONS:

Work shall be done in accordance with the most current version of the following materials:

1. LPA Guidelines Manual for Federal-Aid Projects. NDOR, April 2009.

C. LPA SHALL PROVIDE:

1. Electronic files of current aerial photographs, planning documents, travel demand model and transportation plan.
2. Existing GIS map data (if available).
3. Provide location for and advertise for public meetings.

D. CONSULTANT SHALL PROVIDE:

1. **Inventory of Existing Conditions.** This step is divided into three main areas, 1) Document Search and Assembly of Existing Information; 2) Land Use Character and Inventory and Transportation Mapping; and 3) Environmental Constraints and Opportunities Analysis. The JEO and HDR team's planning staff has included these components to comply with State Law and provide a step by step process grounded in solid planning practice.

1.1. **Document Search and Assembly of Existing Information.** This task includes an in-depth review of existing studies and regulations completed for the City. It is important that the findings and goals of these studies be understood and incorporated into the Plan where appropriate in order to maximize consistency, establish priorities, and facilitate implementation. The newest census figures will be utilized to get the most accurate demographic profile for the City.

1.2. **Land Use Character Inventory and Transportation Mapping.** An accurate, up-to-date Land Use Character Inventory and Transportation Mapping are critical to the development of a new

Comprehensive Plan. In order to build good land use policies for the future, the consultant and community must know what exists and what impacts existing land uses and transportation needs may have on future development and growth. The team will complete the initial data collection in the field using a Tablet PC and an updated base map created in ArcGIS. All of this information will be reviewed for accuracy with City Staff and the Planning Commission.

- 1.3. Environmental Constraints and Opportunities. An in depth analysis of possible Environmental Constraints and Opportunities will assist Lexington in selecting future development sites based on compatibility with soil conditions, floodplain, and topography. This data will be useful to the community in the development of the Future Land Use Plan and LRTP to guide growth and development.
- 1.4. Documentation. As part of the Lexington Comprehensive Development Plan and LRTP, we will combine all of our above research into one section 'Profile Lexington.' The purpose of this section is to examine the existing elements of the community and the surrounding area including demographics, community facilities, parks and recreation amenities, environmental conditions and existing transportation systems.

2. Envision Lexington. 'Envision Lexington' will provide residents and organizations the opportunity to express their likes, dislikes, needs, and desires regarding their community. The public input process will include town hall meetings, focus group meetings, open houses, design charettes, special interviews, and input opportunities with MindMixer, an online town hall meeting, designed to gather key data about Lexington and its surrounding area from a broader audience. For all meetings associated with Task 2, the consultant will provide all written material in English and translated into Spanish. The City will provide language interpreters at the public meetings and Tasks 2.1, 2.2, 2.3 and 2.5

From this data, a set of goals and objectives will be developed that specifically address the needs of Lexington. These goals and objectives will become critical guideposts that direct the development of the 'Achieve Lexington' section, and will influence the development of the City in the coming years. Part of the public participation process includes informing the public on a regular basis about project progress, participation opportunities, and the results of input. In addition to the traditional methods of providing public notice that will be incorporated, the MindMixer website will be utilized to distribute draft documents, advertise meeting dates and locations, distribute a community newsletter, and the development of a project blog for continuous public input. Focus group sessions with identified organizations gather in-depth feedback in areas of particular knowledge, interviews with key individuals, special meetings with youth groups, and internet based surveys.

- 2.1. Town Hall Meetings (2 meetings). The two proposed Town Hall Meetings will be open to the general public and will allow the attendees to provide input on the community. This process asks participants to define the things that make Lexington special, unique, and home. In order to do this, we ask specific questions designed to make participants search for honest answers and uncover these things in different ways. Over the course of the process, the participants are asked to prioritize the items discussed and create graphic representations of the most important items. Mapping and photo preference exercises have also been utilized at such town hall meetings to gather public input on aesthetics and in locating problem areas or areas of concern. The LPA will provide accommodations for the Town Hall Meetings. It is assumed that 3 staff members from the Consultant Team will attend each Town Hall Meeting.
- 2.2. Focus Group Sessions. Focus sessions will be conducted as meetings with key community groups within Lexington. The Focus Group Meetings will be on the same or adjacent days of the Town Hall Meetings. These groups would be identified with City leaders and staff, but should be persons that can provide specific insight and knowledge about an area of particular interest or knowledge. We will meet with up to 10 focus groups. The LPA will provide accommodations for the Focus Group Meetings. It is assumed that 3 staff members from the Consultant Team will attend the Focus Group Sessions. Our team anticipates meeting with the following:

- Chamber of Commerce Members
- Economic Development Professionals
- Immigrant Community Groups (up to three)
- Key Businesses Owners and Organizations
- Home Builders/Realtors
- Staff Members
- Elected Officials and Community Leaders

2.3. **Design Charrette.** A two day design charrette in which we will have several planners, architects, and landscape architects present asking questions, working with the public, taking pictures, and creating sketches that represent what Lexington could look like in the future depending on how development is carried out. At the end of the charrette, we come together as a group and present the various ideas and concepts that came out of the process to the general public and ask for their feedback both in person and via MindMixer, so that we can generate an effective and accurate set of goals and objectives for the community. The LPA will provide accommodations for the Design Charrette. It is assumed that 4 staff members from the Consultant Team will attend the Design Charrette.

2.4. **MindMixer.** MindMixer, in its simplest form, supplements the traditional planning process by turning over community innovation traditionally performed in conventional public meetings to the multitude of Internet users. The MindMixer web platform operates as a safe, easy-to-use area where citizens can participate in community projects from the comfort of their home in the language of their choice. MindMixer will serve as a virtual town hall, whereby users can generate ideas, help others evolve their ideas, and ultimately vote and prioritize the best ideas in the community. In addition, residents can use in-place social networks (like Facebook and Twitter) to sign-up and promote the MindMixer website. Finally, the website has built-in incentives, like community points, where users are rewarded for participation in the form of community recognition.

2.5. **Interviews.** Face-to-face meetings and the traditional planning approach will always have a place in the planning process. We will conduct interviews with key people which are identified by City staff to assist with the vision for Lexington's future. We will conduct seven to ten personal interviews. The interviews will be conducted either by phone or in person. It is assumed that the in person interviews will be conducted on the same or adjacent days of the other meetings.

2.6. **Goals/Objectives/Policies.** All of the input from the various public participation meetings and sessions will be categorized and sorted. This data will be distilled by our team into specific goals and objectives for Lexington, which will be presented to the Advisory Committee and community for additional review and revision as needed. These items will include the following:

- Growth Strategies
- Development Criteria
- Economic Development
- Housing
- Land Uses
- Utilities/Energy
- Redevelopment and Infill Opportunities
- Transportation
- Recreation

3. **Achieve Lexington.** The cumulating of the information gathered and vision for the community developed in the Profile and Envision phases will be utilized to compose the elements of the Comprehensive Plan with the Long Range Transportation plan.

3.1. **Land Use Study.** The future land use plan and policies will be driven by a number of issues, all of which will be reviewed within a comprehensive land use study, including public input, topography, soil conditions, floodplain, watershed master plan, market analysis, transportation, and existing land uses. No specific issue is more critical than the other; they all contribute to the overall understanding of this portion of the Lexington Plan. It is important to understand the influences they have on one another to have a successful land use plan. The data gathered in this phase of the study will be used as the foundation for the LRTP as well as the updates to the travel demand model. Any GIS data from the City will be obtained and used to develop the base maps.

- 3.2. **Community Character and Urban Design.** Through the community engagement process, the project team will work with the City to set out policies and strategies to guide development and investment, revitalize districts and corridors, and improve neighborhoods. The strategies will grow out of a carefully managed process of collaboration and engagement. Through this process, we will develop goals and objectives, evaluate options, and craft innovative, context-sensitive, and market-ready solutions. It is assumed that up to five concepts will be developed.
- 3.3. **Housing and Neighborhood Planning.** Our team will evaluate the existing neighborhoods in Lexington to help identify challenges to the neighborhood framework that, when addressed, can help preserve existing strong neighborhoods, and encourage investment in neighborhoods of need of enhancement. Information from the 2008 Housing Market Study along with information obtained during the community engagement process to develop up to three concepts, to address housing affordability, diversity, and density.
- 3.4. **Transportation.** The purpose of this task is to meet anticipated future transportation needs through the year 2035 and to serve the overall mobility needs of the area. This task includes identifying future transportation investments including roads, public transit, pedestrian/bicycle facilities, aviation, and railroads. This task will build upon concepts and recommendations from previous efforts; including the 2005 Long Range Transportation Plan, 2005 Comprehensive Plan, 2010 Downtown Revitalization Study, and the Master Trail Plan.
- 3.4.1. **Travel Demand Model.** The City of Lexington will provide the Consultant the TransCAD travel demand forecasting files from the 2005 Long Range Transportation Plan. The Consultant will:
- Update Base Year Model (2009) – A base year TransCAD model will be updated to year 2009 and calibrated to the NDOR 2009 average daily traffic counts.
 - Develop Future Year Model (2035) – A future year TransCAD model will be developed using the future land use information and any existing plus committed projects.
 - Analyze Transportation Alternatives – The roadway transportation alternatives developed will be analyzed using the Future Year Model.
 - Develop Transportation Plan Model (2035) – The roadway transportation alternatives selected to be included in the Comprehensive Plan will be incorporated into the future year model.
- 3.4.2. **Roadway Improvements.** Consultant will develop roadway improvements from the issues identified in community input process, the travel demand model process, and information from City Staff. The roadway improvements will be illustrated on aerial photography at a schematic level. Planning level cost estimates will be developed for each improvement. It is assumed that up to 12 roadway improvements will be developed.
- 3.4.3. **Bicycle/Pedestrian Improvements.** Consultant will develop bicycle/pedestrian improvements from the issues identified in community input process and information from City Staff. The bicycle/pedestrian improvements will be illustrated on aerial photography as a single line. Planning level cost estimates will be developed for each improvement. It is assumed that up to 12 bicycle/pedestrian improvements will be developed.
- 3.4.4. **Public Transit.** Consultant will identify public transit opportunities from the issues identified in community input process and information from City Staff. A discussion of the public transit opportunities will be included in the Comprehensive Plan.
- 3.4.5. **Aviation.** Consultant will compile information from the current Airport Master Plan, the community input process and the City Staff related to aviation. A discussion regarding aviation will be included in the Comprehensive Plan.
- 3.4.6. **Railroad.** Consultant will compile information from the community input process and City Staff related to railroad opportunities. A discussion regarding railroad opportunities will be included in the Comprehensive Plan.

- 3.5. **Parks and Recreation.** Parks are probably the most utilized public facility within any community and deserve specific consideration when planning for the future. We will evaluate the types of parks currently in Lexington and the service areas they provide while incorporating the new Park Master Plans. We would also provide a plan outlining areas for new parks and the types of services/equipment that should be provided. Along with this study, we will evaluate the existing trails and pedestrian transportation in Lexington, and make recommendations for a community wide trail system, linking all areas of the community, particularly the parks and schools to surrounding areas.
- 3.6. **Annexation Phasing.** Nebraska municipalities receive their authority to annex property from the Nebraska Revised State Statutes in Section 17-405.01 Annexation; Powers; Restrictions. The team will analyze the potential for annexation of properties along the perimeter of the City's Corporate Limits in accordance with the vision developed in the planning process. The phase plan will make policy recommendation to be implemented by the City Council, if necessary. The planning process will identify potential needs of Lexington for orderly growth management, maintaining public safety, and public service and utility capacity while providing ample economic development opportunities.
- 3.7. **Economic Development.** Economic development and redevelopment strategies are critical to the implementation of a comprehensive plan and LRTP. Our team will evaluate and recommend economic development opportunities based upon: planned growth of the community, highway commercial and industrial railway corridors, and opportunities that may lead to positive redevelopment, and consider the protection of existing and new investments
- 3.8. **Energy.** LB 997 required all municipalities, except villages and counties to adopt an Energy Element into the Comprehensive Plan by January 1, 2015. The team will prepare an Energy Element to assess the energy infrastructure, energy use by sector (residential, commercial, industrial), and evaluate utilization of renewable energy resources that are available. Additional policy recommendations to promote energy conservation measures that benefit the community will be explored along with the evaluation of the age and capacity of the existing distribution systems.
4. **Implementation and Documentation.** One of the most critical and often overlooked elements of the Plan is the Implementation and Documentation. The Plan needs to be usable and easy to navigate while still providing detailed information to the user. The Plan also needs to provide the City a roadmap which outlines the various action items. Our team will develop a full Comprehensive Plan and associated maps as listed in the request for proposals detailing all the required elements under state law. Upon adoption of the Comprehensive Plan, the consultant will provide twenty-five (25) color copies of the plan. In addition to this, we will develop a more user-friendly, interactive digital 'Smart Plan' version that best meets the City's needs.
- 4.1. **Implementation Plan.** We will identify key persons/groups in the community who will need to be involved in the implementation of the Lexington Comprehensive Development Plan Goals. It will include specific funding sources that can aid in the implementation of the goals with a set of tasks for the city or other agencies to complete in the short, medium and long term time frames.
- 4.2. **Interactive HTML Web-Based Document.** Consultant will develop an interactive HTML web-based tool as the final presentation of the Comprehensive Plan. This 'Interactive Web-Based Document' will provide a user access to navigate sections and elements of the plan. Various elements of the web-based tool will leverage resources developed throughout the planning process including interactive maps, renderings, features, and associated actions. An additional graphic will be designed within the branding guidelines as defined by the City. The 'Interactive Web-Based Document' will be built under the following assumptions.

- Conceptualize. Consultant will work with the City to conceptualize the site including the identification of tool objectives, audience, and lifecycle.
- Design. Consultant will develop in-page graphic elements, such as buttons, background images, page banners, etc., and format all documents and images for web resolution and to optimize download time.
- Coding and Testing. Consultant will build the site using HTML, CSS, and JavaScript and test for browser issues, working links, form submissions, and visible images/documents.
- Content Management System. If desired, the Consultant can build the site with a content management system that can be used to allow any authorized team member to edit site content.
- Site Enhancements. If desired, the Consultant can build socially integrated media into the site including social media sharing links and videos. Videos could include short clips of City Staff introducing a concept or section of the plan. Video production or script development is not included in the fee.

Included in the fee, the Consultant will identify and host a unique URL for the site for up to one year; URL ownership will be transferred to the City at the conclusion of the project.

**Exhibit B
STAFFING PLAN**

Planning and Engineering Services
For
City of Lexington Comprehensive Plan Assistance Program,
Lexington Nebraska
Project Number: SPR-PL-1(49)
Control Number: 00855

Overhead Rate: _____	201.18%	Fixed Fee: _____	13.45%
Facilities Capital: _____	0.79%	(on Direct Labor Only)	

CLASSIFICATIONS:

PR = Principal	ECDV = Economic Development	CFM = Flood Plain Manager
PLMG = Planning Manager	ENG = Engineer	ADM = Administrative
SPLN = Senior Planner	ENVS = Environmental Scientist	QC = Quality Control Reviewer
PLN = Planner	GIS = GIS Technician	

Blended Rates Worksheet

STAFFING PLAN			
EMPLOYEE NAME	CLASSIFICATION ¹	SALARY RATE	% ASSIGNED ²
Principal			
		Blended Rate:	
Planning Manager			
Jeff Ray	Planning Manager	\$49.28	100.0%
		Blended Rate:	\$49.28
Senior Planner			
Dave Potter	Senior Planner	\$32.08	100.0%
		Blended Rate:	\$32.08
Economic Development			
Rick Allely	<u>Business Development Manager</u>	\$50.72	40.0%
Terry Meier	<u>Community Development Specialist</u>	\$38.11	60.0%
		Blended Rate:	\$43.15
Engineer			
Mike Schultes	Senior Project Engineer	\$26.82	70.0%
Dave Henke	Senior Project Manager	\$34.00	20.0%
Dave Peterson	Electrical Department Manager	\$46.26	10.0%
		Blended Rate:	\$30.20
Environmental Scientist			
Adam Rupe	Project Coordinator	\$20.70	100.0%
		Blended Rate:	\$20.70
GIS Technician			
Joe Sather	GIS Specialist	\$19.00	50.0%
Shelley Schulte	GIS Technician	\$17.00	50.0%
		Blended Rate:	\$18.00
Planner			
Amy Vrtiska	Planner	\$19.55	100.0%
		Blended Rate:	\$19.55
Flood Plain Manager			
Dan Fricke	Project Engineer	\$24.71	100.0%
		Blended Rate:	\$24.71
Administrative			
Cindy Mainquist	Administrative Assistant	\$16.15	30.0%
Sarah Korf	Administrative Assistant	\$15.90	50.0%
Evelyn Jansa	Administrative Manager	\$19.18	20.0%
		Blended Rate:	\$16.63
Quality Control Reviewer			
Terry Meier	<u>Community Development Specialist</u>	\$38.11	20.0%
Jolene Santma	Project Architect	\$18.77	80.0%
		Blended Rate:	\$22.64

¹ Input actual employee classification as designated by firm.

² Total of "% Assigned" must equal 100% for each personnel classification category. If one person in classification, list them as 100% for "% Assigned".

**Exhibit C
FEE SCHEDULE**

Planning and Engineering Services
For
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Lexington Nebraska
Project Number: SPR-PL-1(49)
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Labor Costs:		Blended Rate
Code	Classification Title	
PR	Principal	
PLMG	Planning Manager	\$49.28
SPLN	Senior Planner	\$32.08
ECDV	Economic Development	\$43.15
ENG	Engineer	\$30.20
ENVS	Environmental Scientist	\$20.70
GIS	GIS Technician	\$18.00
PLN	Planner	\$19.55
CFM	Flood Plain Manager	\$24.71
ADM	Administrative	\$16.63
QC	Quality Control Reviewer	\$22.64

Tasks	Total Hours	Direct Labor Costs	Overhead (201.18%)	Fixed Fee (13.45%)	Facilities Cap (0.79%)	Total Project Cost
Inventory of Existing Conditions	145	\$3,932.51	\$7,911.42	\$1,593.01	\$31.07	\$13,468.01
Envision Lexington	114	\$4,160.93	\$8,370.96	\$1,685.54	\$32.87	\$14,250.30
Achieve Lexington	197	\$5,327.08	\$10,717.02	\$2,157.93	\$42.08	\$18,244.11
Implementation & Documentation	118	\$3,176.59	\$6,390.66	\$1,286.80	\$25.10	\$10,879.15
Project Management & Quality Control	40	\$1,758.08	\$3,536.91	\$712.17	\$13.89	\$6,021.06
Direct Expenses (subconsultants)						\$71,196.19
TOTAL	605	\$18,355.19	\$36,926.97	\$7,435.45	\$145.01	\$134,058.81

Exhibit D
CERTIFICATE OF LIABILITY INSURANCE

Planning and Engineering Services
For
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Lexington Nebraska
Project Number: SPR-PL-1(49)
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(following page)

CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

PRODUCER: INSPRO Insurance, P.O. Box 336, Wahoo, NE 68066, 402 443-3742. CONTACT NAME: Dee Kabourek, PHONE: 4024433742, FAX: 4024433571, E-MAIL ADDRESS: dkabourek@insproins.com. INSURER(S) AFFORDING COVERAGE: Travelers Insurance Company. INSURED: JEO Consulting Group, Inc., P.O. Box 207, Wahoo, NE 68066.

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include General Liability, Automobile Liability, Umbrella Liab, Workers Compensation, and Professional Liability.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER and CANCELLATION sections. CANCELLATION text: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: Michael J. Chantal.