



December 29, 2020

Gabe Reaume
City Manager
City of Saginaw
P.O. Box 79070
Saginaw, TX 76179
Via email delivery to greaume@saginawtx.org

RE: Comprehensive Plan

Dear Mr. Reaume:

Please find attached the Individual Project Order (IPO) No. Comprehensive Plan (reference the master agreement dated April 17, 2012).

Please contact me at 214.420.5634 or abra.nusser@kimley-horn.com should you have any questions.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

TBPE No. F-928

A handwritten signature in cursive script that reads "Abra R. Nusser".

Abra R. Nusser, AICP
Project Manager

INDIVIDUAL PROJECT ORDER NUMBER – Comprehensive Plan

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the “Consultant”), and The City of Saginaw, Texas (the “Client” or “City”) in accordance with the terms of the Master Agreement for Continuing Professional Services dated April 17, 2012, which is incorporated herein by reference.

Identification of Project: _____ Comprehensive Plan

Project Understanding

The scope of services is intended to include the development of a Comprehensive Plan for the City of Saginaw. The Scope of Services includes establishing the Vision for Saginaw in terms of look, design, and operations and how it should evolve over time. The Project's major goal will be to establish that Vision through community engagement and supporting text and recommendations in the Comprehensive Plan Update. The Project will address both existing conditions and future opportunities and strategies, and the Project will detail physical (infrastructure) and economic impacts that future development could bring to Saginaw.

Scope of Services

Consultant will provide the services specifically set forth below.

Task 1 – Project Management and Coordination Meetings

Consultant will perform the following services for this task:

- Prepare project schedule and provide schedule updates if the schedule changes.
- Provide monthly progress reports for review by the City's Project Manager. The Project is anticipated to take less than a year, with the schedule being flexible to accommodate changes in COVID-19-related restrictions and events. A detailed schedule shall be provided by Kimley-Horn and finalized with the City's Project Manager shortly after contract execution. Invoices for all work completed during the period will be submitted monthly (with a progress report) for work performed.
- Prepare for and attend monthly coordination calls or video conference meetings with the project team. Up to 12 coordination meetings will be held.
- Compile notes for the coordination meetings.
- Prepare and submit monthly invoices.
- Provide direction to key team members and coordinate project tasks, events, and outreach.

Task 2 – Community Engagement

Due to COVID-19, some or all engagement may be done digitally until social distancing restrictions are lifted. Digital engagement will take place online, via video conferencing, or by phone. Video conferencing will be handled either by Zoom or Teams and will be complemented with an interactive project website and social media. Should social distancing restrictions be lifted during the course of the project, Consultant and the City can reevaluate engagement methods and the remaining schedule at that time. Should any in-person engagement take place, the event or events will be structured and coordinated according to Centers for Disease Control and Prevention guidelines or local restrictions at

the time, whichever one is stricter in terms of precautions. The project will be divided three phases to coincide with engagement, and prior to each phase, in-person versus digital engagement shall be evaluated.

Consultant will perform the following services for this task:

- *Project Branding Strategy*: The marketing and branding of the Project will be developed and established early in the planning effort. The Project Branding Strategy will dictate the look of the plan document, color palette, and other visual components to the brand and will be utilized in the development of subsequent documents throughout the project.
- *Project Website*: Consultant will create an interactive project website to serve as the Digital Project Hub for the Project. The Hub will include up-to-date information, opportunities to provide feedback, and a schedule of events and key process points as applicable. The platform for the website will be Social Pinpoint. Setup, management, and content curation will be performed by Consultant for the duration of the Project and be for the Project only. Periodic updates (i.e. “blog posts” or “email updates”) will be posted on the site to keep the community and stakeholders up-to-date on any Project-related news. It is anticipated that five to 10 periodic updates will occur during the project.
- *Social Media*. Consultant will post periodic project updates, including opportunities for engagement, on the City Facebook and Twitter. The Consultant’s Project Manager shall be given posting permissions on the City Facebook and Twitter accounts to make all necessary and appropriate Project posts, not to exceed two per week at Project peak times. An Instagram can be created for the City as well, if desired.
- *Technical Advisory Committee (TAC)*. The TAC is a small group of City Staff to provide technical and project management direction at key points in the Project process. Consultant will receive direction from the TAC at multiple times during the Project process as noted in the sections that follow. It is anticipated that the TAC will meet either virtually or in person up to three times as described in the following sections.
- *Comprehensive Plan Advisory Committee (CPAC)*. The CPAC is a small group of City representatives and stakeholders to get policy direction at key points in the Project process. CPAC shall be made up of nine to 13 members of the community with representation of interests such as the school district, developers, neighborhood leaders, property owners, elders, etc. Composition can include members of other boards and commissions. A Chair shall be determined in advanced and be experienced running meetings, if possible, and be able to mediate and control any disagreements during meetings. Consultant will receive direction from the CPAC up to three times during the Project process as noted in the sections that follow.
- *Planning and Zoning Commission*. Consultant will present and receive direction from the Planning and Zoning Commission up to three times during the Project process.
- *City Council*. Consultant will present and receive direction from City Council up to four times during the Project process.
- *Senior Involvement*. Consultant will collaborate with key stakeholders, and elected and appointed officials, to engage Saginaw’s seniors. Up to 15 hours of senior-specific engagement will be completed throughout the planning process, in addition to public events and engagement that seniors will also participate in. These 15 hours will be divided to

engage at the beginning of the process, as well as when draft concepts for the Comprehensive Plan have been developed for feedback.

- *Youth Involvement.* Consultant will collaborate with key stakeholders, elected and appointed officials, and the school district to engage Saginaw's youth. Up to four hours of youth-specific engagement will be completed throughout the planning process, in addition to public events and engagement that youth will also participate in, and it may include a format similar to the Mayor's Youth Council.
- *Diversity and Inclusion.* Consultant will collaborate with key stakeholders, elected and appointed officials, to engage Saginaw's diverse community, including non-English-speaking community members. These efforts will be built into the overall engagement strategy and Community Engagement Sequence for things such as multi-lingual outreach materials on the Digital Engagement Hub, coordination with local churches and nonprofit groups, etc.

Task 2 Deliverable: Project Branding Strategy One-Page Summary
Periodic Community Engagement Updates and Reports

Task 3 – Planning Foundations

Consultant will perform the following services for this task:

- *Data Collection:* Consultant will submit a data collection request to gather existing data from the City and/or its consultants, including GIS Files, maps, TxDOT roadway plans and other approved plans and studies impacting the City.
- *Community Survey:* Consultant will develop a draft Community Survey through SurveyMonkey for TAC review. Consultant, in coordination with the TAC, will launch the Community Survey on the Digital Project Hub, publish it on social media, and draft a press release for the City to publish. The survey will be online and available for comment for approximately three weeks. The feedback will be gathered at the beginning of the planning process to help guide the recommendations developed throughout the Project.
 - The Community Survey will include role in the community, perceived community strengths, weaknesses, opportunities, and challenges/threats, and topic-specific questions on Comprehensive Plan elements.
 - Upon the closure of the Community Survey online, Kimley-Horn will analyze the survey results and provide graphs, charts, and high-level takeaways in a Community Survey Report.
 - The TAC will have the opportunity to review the Community Survey Report, make one round of comments or redlines to adjust for community knowledge or relevance, and then it will be packaged for distribution to City Council and then for publishing on the Digital Project Hub.
- *Community Snapshot:* Consultant will develop a planning baseline by reviewing and analyzing existing conditions. The Snapshot is anticipated to represent a "snapshot" in time of the existing context for the City and will include the following elements:
 - Study Area Map – The Study Area shall be comprised of land within the City limits.

- Study Area Market Factors (Identify the Demographics within Trade Area)
 - Brief History of Saginaw – Provided by the City
 - Current Plans Hierarchy and Relevance
 - Existing Land Use Map and Analysis
 - Existing Zoning Map and Analysis
 - Existing Utilities and Drainage Map and Analysis
- **Stakeholder Interviews:** Consultant will interview up to 10 individual stakeholders. These stakeholders will be identified by the City, in collaboration with Kimley-Horn, and agreed upon prior to interviewing. The stakeholders may include business owners, residents, elected officials, active developers, City staff, and/or governmental/institutional agencies (such as TxDOT, the school district, etc.). These meetings are intended to be held via video conferencing and be approximately 30 minutes in duration.

Task 3 Deliverables: Community Survey Report
Community Snapshot Memorandum

Task 4 – Comprehensive Plan Development

Kimley-Horn will perform the following services for this task:

- **4.1. Comprehensive Plan Kickoff Meetings.** Consultant will initiate a series of kickoff meetings and engagement opportunities to begin the comprehensive planning portion of the project. Feedback and deliverables from previous tasks will be utilized to build upon for the Comprehensive Plan.
 - **City Council 1: Kickoff.** Consultant will present the proposed scope and process for consideration and receive initial direction regarding key topics and important groups to involve.
 - **Planning and Zoning Commission 1: Kickoff.** Consultant will present the proposed scope and timeline and receive initial direction regarding key topics and important groups to involve.
 - **CPAC 1: Kickoff.** Consultant will lead the CPAC in their first meeting via Zoom video conferencing to review the role of CPAC and engage in interactive exercises to gather initial feedback and direction for the Comprehensive Plan. Input will be utilized to prepare for Community Forum 1.
 - **TAC 1: Kickoff.** Consultant will discuss CPAC feedback and the upcoming Community Forum 1 with the TAC via Teams video conferencing.
 - **Community Forum 1 (CF1):** A series of online opportunities will be posted on the Digital Project Hub to learn about the Project and for collaboration on Big, Bold Ideas, strengths, weaknesses, opportunities, and challenges/threats. The top vote getters from the Community Survey SWOT will be utilized during this Community Forum to understand them in greater detail. Social media will be utilized to complement this effort and notify the public that the opportunities are available. Should this phase of the project take place in person, it may need to occur outside for social distancing and ventilation, and the online component would be the posting of the boards as a PDF with a comment form. All CDC guidelines will be observed regarding format and manner of participation if in-person. Should this phase of the project take place digitally,

- the Digital Project Hub would include engaging activities for online participation and collaboration.
- *TAC 2: CF1 Recap and Refinement.* Consultant will discuss CF1 feedback and preliminary themes with the TAC via Teams video conferencing.
 - *CPAC 2: CF1 Recap and Refinement, Vision Statement.* Kimley-Horn will lead the CPAC in their second meeting via Zoom video conferencing to discuss CF1 feedback and preliminary themes. This feedback, in addition to previous feedback, will be presented to CPAC in a draft Vision Statement for review and recommendation. Should this meeting take place in person, all CDC guidelines will be observed regarding format and manner of participation.
 - *City Council 2: CF1 Recap, Vision Statement.* Consultant will present the feedback highlights to date and will provide the draft Vision Statement, with associated CPAC recommendation, for review and approval.
- *4.2 Comprehensive Plan Design Topics.* Consultant will initiate a series of design and refinement meetings and engagement opportunities to provide insight on design-related topics for the Comprehensive Plan. Feedback and deliverables from previous tasks will be utilized to build upon for the Comprehensive Plan.
 - *Community Forum 2 (CF2) – Public Design Studio:* A series of online opportunities will be posted on the Digital Project Hub for collaboration on the community's design (both in look and function) for the future. Social media will be utilized to complement this effort and notify the public that the opportunities are available. Should this phase of the project take place in person, it may need to occur outside for social distancing and ventilation, and the online component would be the posting of the boards as a PDF with a comment form. All CDC guidelines will be observed regarding format and manner of participation if in-person. Should this phase of the project take place digitally, the Digital Project Hub would include engaging activities for online participation and collaboration.
 - *Design Recap:* Following the online or in-person collaboration for CF2, Consultant will prepare a brief presentation to summarize the series' feedback.
 - *4.3 Drafting the Comprehensive Plan.* Consultant will draft the Comprehensive Plan by incorporating all feedback and analysis to date in the Project process. The following topics will be covered in a plan document:
 - *Introduction & Plan Context*
 - Comprehensive Plan Purpose
 - Saginaw and the Region
 - Demographics and Population
 - Community Feedback
 - Vision and Goals
 - *Economic Vitality*
 - Existing Conditions/Community Profile
 - Community Differentiators
 - Strategies and Actions
 - *Land Use & Design*
 - Existing Land Use and Zoning

- Character Districts/Subareas
 - Key Corridors
 - Future Land Use and Placemaking
 - Housing and Neighborhoods
 - Strategies and Actions
 - *Mobility & Connectivity*
 - Existing Conditions
 - Mobility Network Analysis
 - Master Thoroughfare Plan Update
 - Map with Existing and Future Thoroughfare Alignments
 - Thoroughfare Classification Descriptions
 - Regional Connections
 - Strategies and Actions
 - Including ADA Transition Plan Takeaways
 - *Infrastructure, Resources, & Energy*
 - Existing Conditions (Utilities, Roads, Technology, Natural Systems)
 - Gap Identification
 - Strategies and Actions
 - *City Services & Facilities (incl. Parks and Recreation)*
 - Existing Conditions
 - Includes Facilities Assessment Takeaways
 - Includes Parks and Recreation Master Plan Takeaways
 - City Services and Facilities Needs
 - Risk Management/Resiliency
 - Includes Risk and Resiliency Study Takeaways
 - *Implementation & Monitoring*
 - Key Partners
 - Financing
 - Action Prioritization
 - Benchmarks
 - Usage, Updates, and Amendments
- **4.4 Draft Comprehensive Plan Concepts and Highlights.** Consultant will provide draft concepts and highlights of the plan in a series of video conferences and online postings.
 - *TAC 3: Draft Concepts and Highlights.* Consultant will discuss draft concepts and highlights of the Plan with the TAC via Zoom video conferencing and receive any direction/feedback.
 - *CPAC 3: Draft Concepts and Highlights.* Consultant will discuss draft concepts and highlights of the Plan with the CPAC via Zoom video conferencing and receive any direction/feedback. Should this meeting take place in person, all CDC guidelines will be observed regarding format and manner of participation.
 - *Planning and Zoning Commission 2: Draft Concepts and Highlights.* Consultant will present draft concepts and highlights of the Plan, upon recommendation from CPAC, and receive direction/feedback.
 - *City Council 3: Draft Concepts and Highlights.* Consultant will present draft concepts and highlights of the Plan, upon recommendation from CPAC, and receive

- direction/feedback. Format of Community Forum 3 (digital vs. in-person) will also be discussed and determined.
- *Community Forum 3: Draft Concepts and Highlights.* The community will be led through a series of online opportunities on the Digital Project Hub for collaboration on the draft Comprehensive Plan. Social media will be utilized to complement this effort and notify the public that the opportunities are available. Should social distancing restrictions permit an in-person event, engagement will be adapted to accommodate an in-person event. Should this phase of the project take place in person, it may need to occur outside for social distancing and ventilation, and the online component would be the posting of the boards as a PDF with a comment form. All CDC guidelines will be observed regarding format and manner of participation if in-person. Should this phase of the project take place digitally, the Digital Project Hub would include engaging activities for online participation and collaboration.
- *4.5 Draft Comprehensive Plan Refinement.* Consultant will provide the draft Comprehensive Plan for Staff review. The first draft will not include the Implementation Chapter as it may change upon review of Plan content. Consultant will respond to one consolidated round of comments on the Draft Plan and one follow-up consolidated round of comments for minor tweaks upon Staff Review of any revisions, including the Implementation Chapter.

Task 4 Deliverables: Draft Plan in PDF format for Review
Revised Plan in PDF format for Public Hearing

Task 5 – Adoption

Kimley-Horn will perform the following services for this task:

- *5.1 Public Hearing Process.* Consultant will prepare for, attend meetings for, and make presentations for the public hearing process for adoption.
 - Consultant will address one round (1) of comments from work session. Following the comment reconciliation, the City will post the Draft Plan online in anticipation of the Public Hearing to adopt the Plan.
 - Consultant will review comments received during the public posting process and make reasonable edits prior to the Planning and Zoning Commission and City Council Public Hearings.
 - Consultant will submit a Public Hearing Draft PDF for Public Hearing.
 - Consultant will prepare a PowerPoint Presentation for Public Hearing.
 - Consultant will attend and present at a Planning and Zoning Commission Public Hearing and a City Council Public Hearing.

- **5.2 Project Closeout.** Consultant will address any minor revisions that came from the public hearing process conditions of approval (if applicable). Kimley-Horn will email a high-resolution PDF (for printing) and a reduced-size PDF (for online posting)

Task 6 – Planning Process

- Consultant will assist the City with additional items that may arise during the project. These items may include additional meetings beyond what is provided in other tasks; exhibits; sketches; stakeholder meetings; other items as requested by the Client. The budgeted fee for this task is based upon approximately 40 hours of labor. We will not proceed with performance of services beyond the hours budgeted without written authorization by the City.

Additional Services

Any services not specifically provided for in the above scope will be billed as additional services and performed at our then current hourly rates or at an agreed upon lump sum amount. Additional Services, including but not limited to the following, are not included in this Agreement:

- Capital Improvements Plan
- Full Market and Fiscal Analysis

Information Provided by Client

Consultant shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client's consultants or representatives. The City shall provide all information requested by Consultant during the project, including but not limited to the following:

- City GIS files, plans, and studies provided by the City in Task 3.

Responsibilities of Client

In addition to other responsibilities set out in this Agreement, the City shall provide:

- All GIS .shp files to build applicable maps and analyses as identified in the Data Request letter.
- Project descriptions and layouts of any recently approved and pending projects in the study area.
- Arrangement of meeting venues and publishing necessary notices for Public Hearings and community engagement events.

Schedule

Consultant will provide our services as expeditiously as practicable with the goal of meeting a mutually agreed upon schedule, once authorized by the City to proceed. Due to the everchanging circumstances surrounding the COVID-19 Virus, situations may arise during the performance of this Agreement that affect availability of resources and staff of Consultant, the City, other consultants, and public agencies. There could be changes in anticipated delivery times, jurisdictional approvals, and project costs. Consultant will exercise reasonable efforts to overcome the challenges presented by current circumstances, but Consultant will not be liable to City for any delays, expenses, losses, or damages of any kind arising out of the impact of the COVID-19 Virus. Should any in-person engagement take place, the event or events will be structured and coordinated according to Centers for Disease Control

and Prevention guidelines or local restrictions at the time, whichever one is stricter in terms of precautions.

Fee and Expenses

Consultant will perform the services in Tasks 1 – 5 for the total lump sum fee of \$148,250. All permitting, application, and similar project fees will be paid directly by the Client.

Consultant will perform the Services in Task 6 on a labor fee plus expense basis. Consultant recommends the City budget \$10,000 for this task based on the estimated planning process period.

ACCEPTED:

CITY OF SAGINAW, TEXAS

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____
Gabe Reaume
City Manager


BY: _____
Ryan Delmotte P.E.
Assistant Secretary

DATE: _____

DATE: 12-22-2020