











	Total hours		8	0	12	9	0	0	29	0	3	0	0	0	0	0	0	32						
	Total Fees	\$	1,400.00	\$ -	\$ 1,320.00	\$ 810.00	\$ -	\$ -	\$ 3,530.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	3,530.00	\$	500.00	\$ 4,030.00		
<b>3.H. Displays and Kiosks (3 KIOSKS)</b>	3																	<b>HOURS</b>	<b>FEES</b>	<b>EXPENSES</b>	<b>TOTAL</b>			
<i>Create stand alone kiosks/displays that can be placed at community gathering places to solicit input. (3 kiosks).</i>																								
Meet with client to identify desired outcome (included in Task 1 Phase 1 budget)																								
Install display						1	2																	
Research appropriate display materials						0																		
Develop content						0	0	3																
Prepare artwork						0		3																
Have materials produced/create display						0		1	2															
Staff display (unstaffed)						0		0													\$ 250.00			
Quality Assurance/Review						0																		
Total hours						0	0	3	5	4	0	12	0	0	0	0	0					12		
Total Fees						\$ -	\$ -	\$ 330.00	\$ 450.00	\$ 260.00	\$ -	\$ 1,040.00	\$ -	\$ -	\$ -	\$ -	\$ -					\$ 1,040.00	\$ 250.00	\$ 1,290.00
<b>3.I. Pop Up Engagement (CITY WILL LEAD)</b>																		<b>HOURS</b>	<b>FEES</b>	<b>EXPENSES</b>	<b>TOTAL</b>			
<i>Consultant will prepare materials for use by City Staff at Community Events. Consultant will tabulate results of efforts.</i>																								
Meet with client to identify needs and objectives																								
Prepare event plans																								
Arrange and attend pre-meetings (included in Task 1, Phase 1 Budget)																								
Develop displays and other materials								2																
Train staff assisting with event - one session						0		4																
Write up instructions								0	0	2														
Promote and publicize event (describe type & quantity)								0																
Staff event (indicate day or half day)						0																		
Compile documents (sign in sheets, comment cards, etc.)								0	6															
Prepare and distribute input summary						1	1		4															
Attend debriefing meeting (included in Task 1, Phase 1 Budget)																								
Arrange for someone to take Photos/Video of event								0		1														
Quality Assurance/Review						1																		
Total hours						1	1	7	0	13	0	22	0	0	0	0	0						22	
Total Fees						\$ 175.00	\$ 155.00	\$ 770.00	\$ -	\$ 845.00	\$ -	\$ 1,945.00	\$ -	\$ -	\$ -	\$ -	\$ -					\$ 1,945.00	\$ -	\$ -
<b>3.J. Community Workshop</b>	1																	<b>HOURS</b>	<b>FEES</b>	<b>EXPENSES</b>	<b>TOTAL</b>			
<i>Hold an interactive community workshop (2 hours)</i>																								
Meet with client to identify needs and objectives. (included in Task 1, Phase 1 Budget)						0																		
Complete Meeting Planning Form and distribute to all who will assist. Clearly define who will do what.						0		1																
Set Meeting Date. Send calendar item to people staffing the meeting with time they need be there. Indicate actual starting time and ending time in the text.						0		1																
Upon receiving Meeting Planning Form, verbally review form and details with Project Manager - before proceeding with work.									1															
Identify/develop membership participant list(s)						0																		
Provide mailing list to meeting planner if using US mail. Make sure Planner knows deadlines to have them in homes. Typically we like 2-3 weeks notice to residents for meetings and 3-4 weeks for government officials.						0																		
Develop or refine distribution list under Shockey Contacts or in ConstantContact, making certain any additions are added properly if sent via e-mail. If not using ConstantContact Make sure to check the "add to contacts" box or add to contacts before selecting in distribution list. Post copy of e-mailed invitation on server with all contacts for reference of invitees.									0															
Visit each meeting site before sending out invitations - for all meetings									0															
Prepare a detailed Meeting Room Layout diagram. Send a copy to the facility staff and the Team Project Manager. Keep a copy on the sharepoint									1															
Prepare meeting agenda and keep updated on sharepoint						0	0	2																
Draft meeting invitation						0																		
Create meeting invitation.City to Distribute								2																
Draft meeting materials/packets						0	4	0	12															
Other printed material that may need to be drafted/created						0	0		4														\$ 250.00	
Send meeting invitation to participants						0																		
Speakers						0																		
Recruit participants								0																
Identify a list of people that need pre-printed nametags.						0	0		1															
Prepare Nametags									1															
Train staff/project team members on their roles and the meeting purpose						0																		
Final check of arrangements. 3 days prior to meeting date.									0															
Attend pre-meeting work session with client and project team (included in Task 1, Phase 1 budget)						0																		
Facilitate and staff public meetings (2 hours)						4	4																	
Prepare and distribute meeting summaries								2																
Attend debriefing meeting (included in Task 1, Phase 1 Budget)								0																
Address any follow-up items from meeting								1																
Follow-up after the meeting									1															
Quality Assurance/Review						0																		
Total hours						4	7	8	6	17	0	42	0	0	0	0	0						42	
Total Fees						\$ 700.00	\$ 1,085.00	\$ 880.00	\$ 540.00	\$ 1,105.00	\$ -	\$ 4,310.00	\$ -	\$ -	\$ -	\$ -	\$ -					\$ 4,310.00	\$ 250.00	\$ 4,560.00
<b>PHASE 3 TOTAL HOURS</b>						18	20	46	46	60	0	190	2	0	0	0	0					195		
<b>PHASE 3 TOTAL FEES</b>						\$3,150.00	\$3,100.00	\$5,060.00	\$4,140.00	\$3,900.00	\$0.00	\$19,350.00	\$250.00	\$250.00	\$0.00	\$0.00	\$0.00					\$ 19,600.00	\$ 1,335.00	\$ 20,935.00
<b>Task/Sub-Task</b>						<b>SHOCKEY CONSULTING</b>				<b>dPlanit</b>	<b>CFS Engineers</b>				<b>BOB LEWIS</b>				<b>HOURS</b>	<b>FEES</b>	<b>EXPENSES</b>	<b>TOTAL</b>		
<b>PHASE 4: CRAFTING THE PLAN</b>						<b>PHASE 4: CRAFTING THE PLAN</b>				<b>PHASE 4: CRAFTING THE</b>	<b>PHASE 4: CRAFTING THE PLAN</b>				<b>PHASE 4: CRAFTING THE</b>				<b>PHASE 4: CRAFTING THE PLAN</b>	<b>PHASE 4: CRAFTING THE PLAN</b>	<b>PHASE 4: CRAFTING THE PLAN</b>	<b>PHASE 4: CRAFTING THE PLAN</b>		

Building partnerships, draft recommendations and identify implementation strategies.																									
Based upon the input received, data mined, analysis and discussions of the Steering Committee and Elected Official/PC workshops, the consultant team will develop a Comprehensive Plan. The length of the Comprehensive Plan will be approximately 50 pages not including the maps and Appendix. Graphics, texts, photographs and maps will be used to communicate the concepts. The Comprehensive Plan document created will be used by the City to post to the website.																									
<b>Draft Comprehensive Plan Process</b>																		<b>HOURS</b>	<b>FEES</b>	<b>EXPENSES</b>	<b>TOTAL</b>				
<i>Drafting Comprehensive Plan and presenting to joint meetings of the Planning Commission and City Commission.</i>																									
Draft Comprehensive Plan sections and provide to city project team for review and comment.		4	24	4	24			4		2		2		2		2									
Make two (2) rounds of revisions to draft and prepare final draft for staff.		2	8					0		1		1		1		1									
	Total hours	6	32	4	24	0	0	66	4	4	3	3	3	3	12	2	2		<b>84</b>						
	Total Fees	\$ 1,050.00	\$ 4,960.00	\$ 440.00	\$ 2,160.00	\$ -	\$ -	\$ 8,610.00	\$ 500.00	\$ 500.00	\$ 465.00	\$ 645.00	\$ 405.00	\$ 405.00	\$ 1,920.00	\$ 130.00	\$ 130.00		\$ 11,160.00	\$ 200.00	\$ 11,360.00				
<b>PHASE 4 TOTAL HOURS</b>		<b>6</b>	<b>32</b>	<b>4</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>66.00</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>12</b>	<b>2</b>	<b>2</b>		<b>84</b>						
<b>PHASE 4 TOTAL FEES</b>		<b>\$1,050.00</b>	<b>\$4,960.00</b>	<b>\$440.00</b>	<b>\$2,160.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,610.00</b>	<b>\$500.00</b>	<b>\$500.00</b>	<b>\$465.00</b>	<b>\$645.00</b>	<b>\$405.00</b>	<b>\$405.00</b>	<b>\$1,920.00</b>	<b>\$130.00</b>	<b>\$130.00</b>		<b>\$ 11,160.00</b>	<b>\$ 200.00</b>	<b>\$ 11,360.00</b>				
<b>Task/Sub-Task</b>		<b>SHOCKEY CONSULTING</b>								<b>dPlanIt</b>				<b>CFS Inc.</b>				<b>BOB LEWIS</b>				<b>HOURS</b>	<b>FEES</b>	<b>EXPENSES</b>	<b>TOTAL</b>
<b>PHASE 5: ADOPTING THE PLAN</b>		<b>PHASE 5: ADOPTING THE PLAN</b>								<b>PHASE 5: ADOPTING THE PLAN</b>				<b>PHASE 5: ADOPTING THE PLAN</b>				<b>PHASE 5: PLAN ADOPTION</b>							
Present plan to community & leadership. Modify and shepherd through adoption process. Establish implement tool.																									
Gather final input into plan and present to City for adoption and monitoring with performance dashboard.																									
<b>S. A. Plan Presentation to staff, City Commission, Planning Commission, and community stakeholders</b>																		<b>HOURS</b>	<b>FEES</b>	<b>EXPENSES</b>	<b>TOTAL</b>				
<i>Prepare presentation materials and present draft to various stakeholder groups.</i>																									
Prepare presentation materials for stakeholder groups (City staff presents to them.)		2	0							0								0							
Present draft plan to City Commission/Planning Commission & make one set of revisions. (consultant presents)		4	0	2						0											\$ 50.00				
Present draft plan Public Hearing & make one set of revisions. (consultant presents)		4	0	2						0											\$ 50.00				
	Total hours	10	0	4	0	0	0	14	0	0	0	0	0	0	0	0	0	0	14						
	Total Fees	\$ 1,750.00	\$ -	\$ 440.00	\$ -	\$ -	\$ -	\$ 2,190.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,190.00	\$ 100.00	\$ 2,290.00			
<b>Deliver final plan</b>																		<b>HOURS</b>	<b>FEES</b>	<b>EXPENSES</b>	<b>TOTAL</b>				
<i>Provide final plan deliverables. The Comprehensive Plan shall be presented in a format and language that is user-friendly and easily comprehended and accessible to the general public. The consultants should make an effort to minimize the use of technical planning language. The extensive use of maps, graphics and other devices that will enhance the readability and ease-of-use of the Masterplan is required. At the completion of the process, the consultant shall provide a complete Masterplan with all maps, graphs and tables.</i>																									
Deliver plan for City to create Web based version - assist with review and testing																									
Deliver one digital file of the Comprehensive Plan draft with all the inserts for review;		2	0	4						0															
Deliver one (1) digital file of the final Comprehensive Plan;		2	0	4						0															
Deliver one (1) set of Comprehensive Plan maps in digital format																									
	Total hours	4	0	12	4	0	0	20	0	0	0	0	0	0	0	0	0	0	20						
	Total Fees	\$ 700.00	\$ -	\$ 1,320.00	\$ 360.00	\$ -	\$ -	\$ 2,380.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,380.00	\$ -	\$ 2,380.00			
<b>PHASE 5 TOTAL HOURS</b>		<b>14</b>	<b>0</b>	<b>16</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>34.0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>34</b>						
<b>PHASE 5 TOTAL FEES</b>		<b>\$2,450.00</b>	<b>\$0.00</b>	<b>\$1,760.00</b>	<b>\$360.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,570.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$ 4,570.00</b>	<b>\$ 100.00</b>	<b>\$ 4,670.00</b>				
<b>TOTAL HOURS for PROJECT</b>		<b>85.5</b>	<b>59</b>	<b>204</b>	<b>198</b>	<b>60</b>	<b>6</b>	<b>612.5</b>	<b>28</b>	<b>31</b>	<b>21</b>	<b>6</b>	<b>10</b>	<b>22</b>	<b>59</b>	<b>250.5</b>	<b>250.5</b>		<b>953</b>						
<b>TOTAL FEES FOR PROJECT</b>		<b>\$14,962.50</b>	<b>\$9,145.00</b>	<b>\$22,440.00</b>	<b>\$17,820.00</b>	<b>\$3,900.00</b>	<b>\$540.00</b>	<b>\$68,807.50</b>	<b>\$3,500.00</b>	<b>\$3,500.00</b>	<b>\$3,255.00</b>	<b>\$1,290.00</b>	<b>\$1,350.00</b>	<b>\$2,970.00</b>	<b>\$8,865.00</b>	<b>\$14,592.50</b>	<b>\$16,282.50</b>		<b>\$ 97,455.00</b>	<b>\$ 2,545.00</b>	<b>\$ 100,000.00</b>				