



**GRINNELL PLANNING COMMITTEE MEETING  
MONDAY, FEBRUARY 4, 2019 AT 5:30 P.M.  
IN THE COUNCIL CHAMBERS ON THE 2<sup>ND</sup> FLOOR OF  
THE CITY HALL**

***TENTATIVE AGENDA***

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**ROLL CALL:** Bly (Chair), Burnell, Hansen.

**PERFECTING AND APPROVAL OF AGENDA**

**COMMITTEE BUSINESS:**

1. Consider resolution approving agreement with RDG Planning and Design for the Community Connections Plan Update proposal (See Resolution No. 2019-08).

**INQUIRIES:**

**ADJOURNMENT:**

## RESOLUTION NO. 2019-08

RESOLUTION APPROVING ENGINEERING SERVICES AGREEMENT WITH RDG PLANNING AND DESIGN. FOR THE COMMUNITY CONNECTIONS PLAN UPDATE PROPOSAL.

WHEREAS, the City Council of the city of Grinnell the City is now contemplating updating the Community Visioning Plan, and

WHEREAS, the City desires to provide the professionals services for updating said Plan; and

WHEREAS, the city desires to retain the RDG to provide professional services for the Plan; and

WHEREAS, the professional services agreement outlines the terms and conditions needed for the Plan, and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Grinnell, Iowa, that the Mayor and City Clerk are hereby directed to sign said professional services for the Community Connections Plan Update (previously known as Grinnell Visioning Plan).

Passed and approved this 4<sup>th</sup> day of February 2019.

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Dan F. Agnew, Mayor

ATTEST:

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P. Kay Cmelik, City Clerk/Finance Director

January 7, 2019

Russ Behrens  
City of Grinnell  
520 4<sup>th</sup> Avenue  
Grinnell, IA 50112

RE: Community Connections Plan Update Proposal

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Russ:

Per our discussion RDG has developed the following scope of services to update the existing Community Connections Plan completed by RDG in 2014. The following workplan is for your consideration. We can engage the process with you immediately.

**PROJECT SCOPE**

This "Update" effort is anticipated to entail the following tasks. Meetings will be a combination of ZOOM Internet Conference and in-person meetings at the City of Grinnell's offices or a location of their choosing.

- TASK ONE: Recent Successes
  - Intent:
    - Determine the successful efforts that have been engaged and accomplished since the original plan's completion (e.g. Central Park redevelopment) that support the vision and should be included in the updated plan document;
  - Meetings:
    - 1 meeting with City staff to discuss and determine the inclusion of successful efforts and to procure the documentation needed to adequately convey them in the updated document (e.g. plans, narratives, etc.)
- TASK TWO: Recent Input Received
  - Intent:
    - Incorporate information and input received from the community conversations related to future Downtown business recruitment.
  - Meetings:
    - 1 meeting with City staff to review input information shared with RDG by City and to gain understanding of the key aspects of the input received.
- TASK THREE: Corridor Planning
  - Intent:
    - Engage in planning and conceptual design for the future of the Highway 146 Corridor that incorporates current and future plans for the corridor into a cohesive plan that builds on the successes the community has had to date.
  - Meetings:
    - Three (3) meetings with City Staff, and their design consultants (if needed):
      1. Review current planning and design elements for areas within the Corridor.
      2. Present and review plans and concepts developed by RDG team and receive direction for revision or refinement.
      3. Approval of refined Corridor plans and concepts.
- TASK FOUR: Document and Approvals
  - Intent:
    - Finalization of an updated plan document that contains the graphics and text necessary to



- convey the evolving vision for the community of Grinnell.
- Presentation of the updated plan to the City of Grinnell's appointed and/or elected representatives as needed to receive direction and/or gain approval.
- Meetings:
  - Two (2) Meetings with City Staff:
    - Presentation and review of draft Updated Plan document.
    - Presentation of final Updated Plan document.

**TO BE PROVIDED BY OWNER**

The following information is needed by RDG to engage this effort:

- Input received from community related to Downtown Business Recruitment.
- Existing planning and design documentation related to the Highway 146 Corridor.
- Access to stakeholders determined to be critical to the update of the existing plan.

**SERVICES NOT INCLUDED IN THIS PROPOSAL**

This proposed scope of services specifically excludes the following:

- Design and Documentation refinement beyond that which is described herein.

**PROJECT SCHEDULE**

The following is the anticipated project schedule:

- Tasks One - Four: 12 Weeks

**PROFESSIONAL DESIGN SERVICES FEES**

Lump Sum Basic Services Fees

- Tasks One – Four: \$14,677.00
- Reimbursable Expenses Anticipated and not included above: \$750.00

We welcome the opportunity to review this proposal with you to better align with your goals and resources for this effort if desired. Please feel free to contact me with any questions you might have and thank you for your consideration of this proposal.

Sincerely,



G.W. Justin Platts, PLA, ASLA, LEED AP  
Principal  
RDG Planning & Design

