

## **CONTRACT FOR PROFESSIONAL SERVICES**

This contract is made by and between the Village of Centertown, Missouri, hereinafter referred to as the "Village", and the Mid-Missouri Regional Planning Commission hereinafter referred to as the "Project Consultant";

Witnesseth that:

WHEREAS, the Village desires that the Project Consultant provide technical assistance services and assist in project activities necessary for the development of the Village of Centertown Comprehensive Plan.

THEREFORE, it is distinctly understood and mutually agreed as follows:

- I. **PERFORMANCE OF SERVICES:** The Village hereby agrees to engage the Project Consultant and the Project Consultant hereby agrees to perform the services stipulated in this agreement in accordance with the terms and conditions contained herein.
  - A. The Project Consultant shall consider the receipt of this contract, signed and executed, as the official notice to proceed.
  - B. The Project Consultant shall complete the draft Village of Centertown Comprehensive Plan within five (5) months from the receipt of contract.
  - C. The Project Consultant shall complete the final Village of Centertown Comprehensive Plan within six (6) months from the receipt of contract.
- II. **SCOPE OF WORK:** The Project Consultant shall do, perform, and complete in a satisfactory and proper manner the Scope of Services as identified in Appendix A.
- III. **DELIVERABLES:** Deliverables are required as specified.
  - A. Submittal of a draft comprehensive plan will be presented for review and approval to designated Village Officials and/or Steering Committee members.
  - B. Submittal of the final comprehensive plan in three formats: 10 printed color copies of the final plan and a flash drive of the text and all maps in digital format.
- IV. **COMPENSATION:**
  - A. The Village agrees to pay the Project Consultant a lump sum of \$5,000. Payment is due within 30 days of the Project Consultant submission of the final comprehensive plan to the Village.
- V. **NONCOMPLIANCE, MODIFICATION, OR ABROGATION:** In the event of the Village and/or the Project Consultant noncompliance with the requirements of this contract, this contract may be canceled, terminated or suspended in whole or part.

- A. If this contract is nullified, all finished or unfinished data and documents prepared by the Project Consultant under this contract shall, at the discretion of the "Village", become "Village" property. The Project Consultant shall be entitled to be paid just and equitable compensation for any work completed on said project. Furthermore, the Project Consultant shall be held harmless, in the event of nullification, from its said responsibilities for the completion of such project.
- B. The original scope of the project or the completion date may be altered by either party with written concurrence by both the Village and the Project Consultant.

Accepted and Witnessed, by our hands on the \_\_\_\_ day of \_\_\_\_\_, 2019.

**VILLAGE OF CENTERTOWN**

\_\_\_\_\_  
Adam Brown, Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**MID-MISSOURI REGIONAL PLANNING COMMISSION**

\_\_\_\_\_  
David Bock, Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

## **Appendix A – Scope of Services**

- A. The Project Consultant will consult with appropriate Village officials and designated comprehensive planning steering committee members in the planning process. This will include a minimum of two (2) steering committee meetings in addition to individual meetings with steering committee members and other community leaders as needed.
- B. The Project Consultant will facilitate public meetings as may be required in the planning process. A minimum of two (2) public meetings are required.
- C. The Project Consultant will present draft comprehensive plan components to designated Village officials and/or steering committee members per an agreed upon project schedule.
- D. The Project Consultant will submit to Village officials a comprehensive plan that will include sufficient information to serve as a component of the documentation that will be required for the Village to enforce zoning. The comprehensive plan shall address the following: community demographics, SWOT analysis, land use, transportation, utilities, community facilities/services, economic development, and implementation strategy.