

Community Development Committee
MEETING AGENDA
Berryville-Clarke County Government Center
101 Chalmers Court, Second Floor
A/B Meeting Room
Regular Meeting
October 28, 2019
2:00 p.m.

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Call to Order

Approval of Agenda

Unfinished Business

**Community Development Agenda Item Report Summary
October 28, 2019**

Item Title

John Rixey Moore Playground / Rose Hill Park Improvements

Prepared By

Keith Dalton, Town Manager

Background/History/General Information

The John Rixey Moore Playground, as it is currently constituted, was constructed in 1998. The playground consists of two Saddle-Mates spring riders, four-seat Buck-A-Bout, three diggers, a two-bay swing set, and playset. All equipment (except the diggers) is located within a required fall zone consisting of Engineered Wood Fiber Surfacing (EWF).

The equipment manufacturer has inspected the playground equipment and stated that is in good repair and has been well maintained. With that said, the expected life of a playset is around 20 years.

In November 2017 the Town Manager wrote a memorandum to the Community Improvements Committee in which it was suggested that the playground be updated and modified in the following manner:

Proposed project

3rd Party Inspection of all equipment

This work is expected to occur in or before the spring of 2018. Results of this inspection will inform the final proposal for the playground.

Saddle-Mates spring riders

Paint the spring riders.

Four-seat Buck-A-Bout

Paint the Buck-A-Bout to match the new playset.

Diggers

Replace the diggers. It is expected that replacement diggers can be acquired that will permit use of the existing mounting posts that were installed 10 years ago. Pea gravel would be added as needed.

Swing set

Paint the swing set to match the new playset.

Chains, fasteners, and swing seats would be replaced. Two swings would utilize belt seats (older children) and two would utilize enclosed tot seats (younger children).

Playset

Town Public Works personnel would remove and dispose of the existing playset. Contractor would install new playset and replace EWF.

Expanded Fall Zone

Town Public Works personnel would excavate the area for an expanded the fall zone.

New Equipment (2-5 year olds)

Contractor would install new equipment in the expanded fall zone.

Contractor would install EWF in newly expanded fall zone.

The new equipment under review (see attached descriptions):

- *Discovery Cave with Primary Grips*
- *Beat Club*

Annual Inspections

Staff proposes that the Town contract with firm to complete annual inspections of the playground equipment and track Town's monthly inspections. The cost of this service has been requested but has not been received.

The estimated budget at that time was \$41,855

The Committee discussed this matter during budget deliberations and placed this project before the Town Council as a project for which they requested funding in the FY20 Budget. The discussions included changes in the equipment (from staff proposal) and inclusion of a shade structure near the playground. The Town Council budgeted \$60,000 for the project.

The Committee reviewed staff proposals and provided input regarding the specifics of the project.

Staff prepared a revised proposal / cost estimate in response to Committee input. The new estimate excludes Discovery Cave with Primary Grips (equipment in original proposal) but includes GT Stock Car and Toss N' Score – Basketball Graphics. The estimated cost of the shade structure is provided as well.

At its September 23 meeting the Committee agreed to forward the attached proposal to the Town Council for consideration.

On October 8, 2019, the Town Council approved the playground project (including a shade structure). The budget for the playground work and the shade structure was capped at \$50,670.

Findings / Current Activity

Final pricing for the playground stands at just under \$40,000. Staff is working with GAMETIME to finalize the quote on the shade structure. Staff hopes to be in a position to authorize the work next week.

Update on basketball court project: Work to seal and re-line the basketball court is estimated not to exceed \$4,200.

Update on gazebo project: Public Works staff recommends:

- replacement of trim

- replacement of a portion of the flooring
- replacement of pickets and rails

Work will be done by Public Works crew. Staff estimates that the cost of materials for this work will not exceed \$4,500.

Financial Considerations

The budget for this work is \$60,000. The Town Council capped the budget for the playground work and the shade structure at \$50,670.

Current cost estimates:

Playground (GAMETIME portion)	\$40,000
Certain site work (excavation, sidewalk, etc.) and certain improvements (refurbishing equipment, signage, diggers, trashcans, inspections, etc.) are not included in this estimate.	

Shade structure	\$ 3,700
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It appears that \$50,670 will be more than sufficient to cover costs of this aspect of the project.

Basketball court	\$ 4,200
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Gazebo	\$ 4,500
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At Council's direction, staff is exploring options for security cameras in the park.

Schedule/Deadlines

The contractor estimates that installation could occur within 10 to 12 weeks of the Town making the order. Certain work, like painting of existing equipment would have to occur during warm weather.

Other Considerations

Inclement weather could interfere with planned Staff participation in project.

It would be preferable for work not to occur prior to Christmas.

Attachments

None

Recommendation

None

Sample Motion

None

Clarke County Board of Supervisors



Berryville Voting District
J. Michael Hubert – Chair
(540) 955-4141

Millwood Voting District
John R. Staeflin
(540) 837-1903

White Post Voting District
Rev McKay
(540) 837-1331

Buckmarsh Voting District
David S. Weiss – Vice Chair
(540) 955-2151

Russell Voting District
Barbara J. Byrd
(540) 955-1215

County Administrator
David L. Ash
(540) 955-5175

Memorandum of Understanding (MOU) Between The Town of Berryville and Clarke County Regarding Economic Development and Tourism

WHEREAS, the Town of Berryville and Clarke County over the past four decades have worked cooperatively to promote a unique and highly successful land use philosophy that focuses growth and development within the Town while preserving the County's natural, historical, and agricultural resources; and

WHEREAS, the County's small land area, close proximity to four surrounding urban growth areas, and limited access to public water and sewer capacity make the sharing of Economic Development resources a necessity; and

WHEREAS, the future of economic development – including business, retail, industry, agriculture, and Tourism – in Clarke County is dependent upon effective collaboration and cooperation between the Town and County;

AND WHEREAS, the Town and the County recognize that combining resources and creating unified points of contact for Economic Development and Tourism will enable our communities to more efficiently address the needs of new and existing businesses, streamline regulations and regulatory processes, and more effectively market our unique assets.

NOW THEREFORE, BE IT RESOLVED THAT the Town of Berryville and Clarke County agree to work cooperatively to implement the following action items:

1. **Establish Joint Management of Economic Development and Tourism.** The Town and County shall jointly manage the Economic Development and Tourism efforts in Clarke County and the Town of Berryville on an ongoing basis.
2. **Establish Single Points of Contact for Economic Development and Tourism.** Both the Town and County agree that it would be best if the business community dealt with single points of contact for Economic Development and Tourism.
3. **Create a Joint Committee for Economic Development and Tourism.** The Town and County shall create a four member Committee ("Joint Committee") to supervise Economic Development and Tourism efforts. The Committee shall consist of the Town Manager or designee, the County Administrator, a Town Council Member and a County Supervisor. Initially, the Joint Committee will

www.clarkecounty.gov

101 Chalmers Court, Suite B
Berryville, VA 22611

Telephone: (540) 955-5175

This institution is an equal opportunity provider and employer

meet monthly but may change that schedule as the Committee deems appropriate. The Joint Committee is empowered to choose its own leaders but it is suggested that the Chair alternate between the two elected officials. The Joint Committee shall be appointed by the Town and County within 30 days of adoption of this MOU.

4. **Hire an Economic Development Director.** The County will hire an Economic Development Director with input from the Joint Committee. Initially this may be a part-time position. The County will create a job description and provide it to the Joint Committee for review and input into its development. This Economic Development Director will report to County Administrator but will also consult with the Joint Committee. Unless the County can find someone with all the needed skills it is unlikely the Director will supervise many efforts in the area of Tourism. The Director shall staff the Industrial Development Authority (IDA) and the Economic Development Advisory Committee (EDAC), and shall incorporate the work product of these groups into the overall Town-County economic development strategy. The selection process shall begin within 60 days of the adoption of this MOU with the goal of having the Director begin work in Spring 2015.
5. **Conduct Joint Review of Economic Development and Tourism Funding.** For FY16 and beyond both the County and Town agree to conduct an ongoing joint review of Economic Development/Tourism funding during their annual budget process. The County Administrator and Town Manager or designee shall be responsible for organizing this review in conjunction with County and Town finance committees and the Joint Administrative Services Director. Such review shall begin in the 4th quarter of the 2014 calendar year in conjunction with the development of the FY2015-2016 budgets. The Joint Committee shall coordinate any budgetary requests with the Town's and County's annual budget processes. As the County Administrator and Town Manager serve on the Joint Committee it is expected that they will be able to represent the desires of the Committee.
6. **Budgetary Control and Impact on Tax Revenues.** The Joint Committee will do its best to understand how Economic Development and Tourism affect the tax revenues of the Town and County so that proposals can be made to equitably divide costs. However, both the Town and County reserve the right to control their own Economic Development and Tourism budgets.
7. **Identify and Mitigate Real and Perceived Barriers to Economic Development.** One of the first duties of the Joint Committee shall be to determine the best way to add to the past information gathering activities of the Town and the Economic Development Strategic Planning Subcommittee by soliciting additional input from the business community as to the real and perceived barriers to Economic Development. A workplan to obtain this input and develop strategies to mitigate these real and perceived barriers shall be developed and initiated by the Joint Committee within 60 days of the Economic Development Director's start date.
8. **Joint Regulatory Review by Planning Directors.** The Town and County shall charge their Planning Directors to use the data collected above as well as their Director's own knowledge to complete a joint regulatory review and offer suggestions back to the governing bodies of changes that could be made to make both the Town and County more business friendly. This effort shall be scheduled in conjunction with the workplan set forth in Item #7 above.
9. **Publicize the Regulatory Review Recommendations and Their Implementation.** The final report of the regulatory review outlined in Item #8 shall be publicized within 60 days of acceptance by the

governing bodies, and the resultant changes shall be publicized as the report's recommendations are implemented.

10. **Establish Technical Guidance/Support for Tourism Efforts.** The Joint Committee shall decide whether the County and Town's Tourism effort should be guided by a staff member, consultant, or a designated group. The selected entity will report to either the Town Manager or County Administrator and will receive guidance from the Joint Committee. The Joint Committee may wish to request proposals from consultants and groups in order to help evaluate the different options for this item. The initial goals of the Tourism effort shall be the creation of a single Tourism website and the development of ways to cross-promote Tourism at existing events. The Joint Committee shall make this decision within 120 days of the adoption of this MOU.
11. **Creation and Management of Joint Economic Development and Tourism Websites and Associated Social Media.**
 - A. **Develop and Manage Joint Economic Development Website.** The Town and the County shall have a single internet presence for Economic Development to include a website and associated social media. Creation of a single internet presence shall be the Economic Development Director's top priority project. The initial steps of this effort shall begin immediately following the adoption of this MOU with a targeted delivery date of the combined internet presence within 4-6 months of the Economic Development Director's start date. The Economic Development Director shall be responsible for keeping the website and associated social media up to date with oversight by the Joint Committee.
 - B. **Develop and Manage Joint Tourism Website.** The Town and the County shall have a single internet presence for Tourism to include a website and associated social media. Creation of a single internet presence shall be evaluated by the Joint Committee and a recommended work plan shall be provided by the Committee within three (3) months of the Committee's initial meeting.
12. **Identify New Revenue Sources for Economic Development and Tourism.** There shall be ongoing, coordinated efforts to explore new revenue sources for Economic Development and Tourism to benefit both the Town and County. This effort shall begin in the near term with pursuing the Virginia Tourism Corporation Marketing Leverage Grant or other tourism-related grants, and evaluation of raising the County's transient occupancy tax (TOT)¹ to 5% through General Assembly action to allow earmarking of funds in excess of 2% for Tourism-related efforts, and establishing a TOT for the Town. This effort will also include evaluating the County's potential use of the business professional and occupational license (BPOL) tax. Longer term efforts shall be an ongoing responsibility of the Economic Development Director and part of the joint annual evaluation of the Town and County economic development budgets.

¹ Transient Occupancy Tax is a tax paid by visitors and is collected by operators of hotels, motels, boarding houses, and other lodging places which can accommodate four or more persons at one time as well as travel campgrounds that offer guest rooms or other accommodations rented out for continuous occupancy for fewer than 30 consecutive days. This tax is authorized by 58.1-3819 of the Code of Virginia and is codified under Article XVII of the Code of Clarke County.

13. **Develop Business Retention Strategies.** The Joint Committee shall work with the Economic Development Director and possibly a consultant to create business retention strategies. Work on this item shall begin within 60 days of the completion of the regulatory review/streamlining report outlined in Items #7 and #8.
14. **Foster Economic Development Relationships.** The Town and County shall work jointly on establishing partnerships with developers, landowners, building owners, and other stakeholders to facilitate new development and redevelopment of properties. This is an ongoing responsibility that shall be undertaken by the Economic Development Director with processes established to enable potential projects or issues to be brought to the governing bodies after review by the Joint Committee for discussion by the aforementioned stakeholders.
15. **Develop Incentive Programs to Attract New Businesses and Retain Existing Businesses.** The Town and County shall jointly develop incentive programs to attract new businesses and to help existing businesses grow and expand. This item requires Economic Development technical expertise and shall be assigned to the Economic Development Director. Creation of a report of potential incentive program options for consideration by the Town and County shall be completed within one year of the hire date of the Economic Development Director.
16. **Joint Development of Agricultural Marketing Strategies.** The Town and County shall jointly develop agricultural marketing strategies to benefit agricultural/ agribusiness entities in the County and agricultural retail and Tourism resources (e.g., Farmers Market, farm-to-table, farm supply business) in the Town. This item requires marketing technical expertise and shall be assigned to lead points of contact for Economic Development and Tourism. Creation of a Marketing Strategies Report shall be created for consideration by the Town and County. This Report shall be completed within one year of the adoption date of this MOU.
17. **Regional Tourism Marketing and Promotion.** The Town and County shall support regional cooperation in marketing/promoting tourism. This item requires tourism/marketing technical expertise and shall be assigned to lead points of contact for Tourism. Existing staff shall continue to be actively involved in current regional efforts to market Town and County Tourism efforts.
18. **Support Efforts to Increase Accommodation Capacity.** Development of increased accommodation capacity shall be supported by the Town and County. In the near term, Town and County staffs, with guidance from the Joint Committee, shall determine whether there are joint measures that could be undertaken to secure a hotel in the Town. As an ongoing project, the Joint Committee and/or the Economic Development Director and Tourism lead points of contact shall work to identify and promote all sources of accommodations including hotels, bed and breakfasts, and country inns.
19. **Foster Tourism Relationships.** The Town and County shall work to establish relationships with stakeholders to facilitate growth of the Tourism industry. This is an ongoing responsibility that shall be undertaken by the Tourism lead points of contact with processes established to enable issues to be brought to the governing bodies for discussion by the aforementioned stakeholders.

The aforementioned action items are summarized by priority in Attachment A, Timeline of Action Items, to this MOU.

BE IT FURTHER RESOLVED THAT It is expected that this Memorandum of Understanding will be modified as the Town and County learn from their experiences. This MOU shall renew automatically on July 1, 2015 and annually on July 1 thereafter, however either the Town or the County may choose to request the opportunity to review or modify this MOU with provision of 60 days of notice to the other party. Either party may cancel this MOU with provision of written notice to the other party no later than May 1 of each year.

WITNESS the following signatures and seals:

TOWN OF BERRYVILLE, VIRGINIA
By Wilson Kirby (SEAL)
Wilson Kirby, Mayor

Adopted Unanimously September 9, 2014

COUNTY OF CLARKE, VIRGINIA
By J. Michael Hobert (SEAL)
J. Michael Hobert, Chair

Adopted Unanimously September 16, 2014

March 20, 2017

Following is an update to the Memorandum of Understanding between the Town of Berryville and Clarke County Regarding Economic Development and Tourism adopted September 9, 2014 and September 16, 2014, respectively.

1. Establish Joint Management of Economic Development and Tourism.

The Town and County shall jointly management Economic Development and Tourism efforts in Clarke County and the Town of Berryville on an ongoing basis.

Status: The Town and County have jointly managed Economic Development and Tourism efforts.

2. Establish Single Points of Contact for Economic Development and Tourism.

Both the Town and County agree that it would be best if the business community dealt with single points of contact for Economic Development and Tourism.

Status: The Town and County have identified the Town Planner and County Economic Development Coordinator as single points of contact for the respective localities.

3. Create a Joint Committee for Economic Development and Tourism.

The Town and County shall create a four member Committee ("Joint Committee") to supervise Economic Development and Tourism efforts. The committee shall consist of the Town Manager or designee, the County Administrator, a Town Council Member and a County Supervisor. Initially, the Joint Committee will meet monthly but may change that schedule as the Committee deems appropriate. The Joint Committee is empowered to choose its own leaders but it is suggested that the Chair alternate between the two elected officials. The Joint Committee shall be appointed by the Town and County within 30 days of adoption of this MOU.

Status: The Committee currently consists of Berryville Recorder Jay Arnold; Clarke County Board representative David Weiss, Assistant Town Manager Christy Dunkle; and County Administrator David Ash. Mr. Weiss was chosen to Chair the Committee for 2017.

4. Hire an Economic Development Director.

The County will hire an Economic Development Director with input from the Joint Committee. Initially this may be a part-time position. The County will create a job description and provide it to the Joint Committee for review and input into its development. This Economic Development Director will report to the County Administrator but will also consult with the Joint Committee. Unless the County can find someone with all the needed skills it is unlikely the Director will supervise many efforts in the area of Tourism. The Director shall staff the Industrial Development Authority (IDA) and the Economic Development Advisory Committee (EDAC), and shall incorporate the work product of these groups into the overall Town-County economic development strategy. The selection process shall begin within 60 days of the adoption of this MOU with the goal of having the Director begin work in Spring 2015.

Status: An Economic Development Director was hired in April, 2015 by Clarke County. The position, which remains part-time (up to 100 hours per month), also has an administrative assistant who may work up to eight (8) hours per week.

5. Conduct Joint Review of Economic Development and Tourism Funding.

For FY16 and beyond both the County and Town agree to conduct an ongoing joint review of Economic Development/Tourism funding during their annual budget process. The County Administrator and Town Manager or designee shall be responsible for organizing this review in conjunction with County and Town finance committees and the Joint Administrative Services Director. Such review shall be in the 4th quarter of the 2014 calendar year in conjunction with the development of the FY2015-2016 budgets. The Joint Committee shall coordinate any budgetary requests with the Town's and County's annual budget processes. As the County Administrator and Town Manager serve on the Joint Committee it is expected that they will be able to represent the desires of the Committee.

Status: The Clarke County Board of Supervisors has funded the position of Economic Development Director for Clarke County and development and maintenance of both the Economic Development and Tourism web sites. Activities related to funding include the implementation of a Transient Occupancy Tax in the Town (ongoing in the County); respective budget consideration (Recorder Arnold will discuss the matter during the FY 2017-2018 budget development cycle).

6. Budgetary Control and Impact on Tax Revenues.

The Joint Committee will do its best to understand how Economic Development and Tourism affect the tax revenues of the Town and County so that proposals can be made to equitably divide costs. However, both the Town and County reserve the right to control their own Economic Development and Tourism budgets.

Status: Ongoing. Both the Town and County fund economic development and tourism efforts. The Town supports Berryville Main Street through annual contribution and Virginia Commission for the Arts grant. The County has funded the Barns of Rose Hill through the same grant and additional funds. Berryville Main Street has worked with both the Town and County to share information from their Downtown Development Planning Service report by Todd Barman of Barman Development Strategies, LLC, conducting presentations and work sessions with the respective governing and administrative bodies. This report supports the importance of tourism as an integral component of economic development in the community.

7. Identify and Mitigate Real and Perceived Barriers to Economic Development.

One of the first duties of the Joint Committee shall be to determine the best way to add to the past information gathering activities of the Town and the Economic Development Strategic Planning Subcommittee by soliciting input from the business community as to the real and perceived barriers to Economic Development. A work plan to obtain this input and develop strategies to mitigate these real and perceived barriers shall be developed and initiated by the Joint Committee within 60 days of the Economic Development Director's start date.

Status: Ongoing. The Joint Committee identified tasks for staff which include lists for the processes to open a business in the respective jurisdiction; discuss perceived obstacles with building and business owners; and develop a work plan by soliciting elected officials on this matter. Strategies previously identified and implemented include Tourist Oriented Direction (TOD) signage installed on 7 Bypass funded by Clarke County, Town of Berryville, and Barns of Rose Hill and the adoption of Tourism Zones in 2016 to incentivize tourism-related development in three areas of Berryville.

8. Joint Regulatory Review by Planning Directors.

The Town and County shall charge their Planning Directors to use the data collected above as well as their Director's own knowledge to complete a joint regulatory review and offer suggestions back to the governing bodies of changes that could be made to make both the Town and County more business friendly. This effort shall be scheduled in conjunction with the work plan set forth in item #7 above.

Status: Ongoing. Previous planning efforts identified include modification to the County Zoning Ordinance allowing waterworks to encourage development of farm-based breweries and distilleries and the implementation of Tourism Zones in the Town. Planning and zoning staff will continue to work together on ordinance recommendations.

9. Publicize the Regulatory Review Recommendations and their Implementation.

The final report of the regulatory review outlined in Item #8 shall be publicized within 60 days of acceptance by the governing bodies, the resultant changes shall be publicized as the report's recommendations are implemented.

Status: Ongoing. It was determined that County and Town staff will submit quarterly reports informing Joint Committee members of respective economic development and tourism activities and relevant updates.

10. Establish Technical Guidance/Support for Tourism Efforts.

The Joint Committee shall decide whether the County and Town's Tourism effort should be guided by a staff member, consultant, or a designated group. The selected entity will report to either the Town Manager or County Administrator and will receive guidance from the Joint Committee. The Joint Committee may wish to request proposals from consultants and groups in order to help evaluate the different options for this item. The initial goals of the Tourism effort shall be the creation of a single Tourism website and the development of ways to cross-promote Tourism at existing events. The Joint Committee shall make this decision within 120 days of the adoption of this MOU.

Status: Tourism and economic development websites have been created by the County. Clarke County is now a part of the Shenandoah Valley Tourism Partnership that will be promoting the valley and respective localities on their web site. Other regional efforts by the County and Town include participation in the Top of Virginia Artisan Trail, Clarke County Studio Tour, and Appalachian Trail Community efforts. An official launch of both the tourism and economic

development web sites has been recommended. Questions concerning access to the calendar shall be clarified.

11. Creation and Management of Joint Economic Development and Tourism Websites and Associated Social Media

- A. **Develop and Manage Joint Economic Development Website.** The Town and County shall have a single internet presence for Economic Development to include a website and associated social media. Creation of a single internet presence shall be the Economic Development Director's top priority project. The initial steps of this effort shall begin immediately following the adoption of this MOU with a targeted delivery date of the combined internet presence within 4-6 months of the Economic Development Director's start date. The Economic Development Director shall be responsible for keeping the website and associated social media up to date with oversight by the Joint Committee.
- B. **Develop and Manage Joint Tourism Website.** The Town and the County shall have a single internet presence for Tourism to include a website and associated social media. Creation of a single internet presence shall be evaluated by the Joint Committee and a recommended work plan shall be provided by the Committee within three (3) months of the Committee's initial meeting.

Status: Economic development and tourism web sites have been established and businesses listed. The calendar will be accepting postings in the near future.

12. Identify New Revenue Sources for Economic Development and Tourism. There shall be ongoing, coordinated efforts to explore new revenue sources for Economic Development and Tourism to benefit both the Town and County. This effort shall begin in the near term with pursuing the Virginia Tourism Corporation Marketing Leverage Grant or other tourism-related grants, and evaluation of raising the County's transient occupancy tax (TOT) 1 to 5% through General Assembly action to allow earmarking of funds in excess of 2% for Tourism-related efforts, and establishing a TOT for the Town. This effort will also include evaluating the County's potential use of the business a professional and occupational license (BPOL) tax. Longer term efforts shall be an ongoing responsibility of the Economic Development Director and part of the joint annual evaluation of the Town and County economic development budgets.

Status: Ongoing. Staff to identify agencies that offer grants and assist applicants through the application process.

13. Develop Business Retention Strategies. The Joint Committee shall work with the Economic Development Director and possibly a consultant to create business retention strategies. Work on this item shall begin within 60 days of the completion of the regulatory review/streamlining report outlined in Items #7 and #8.

Status: Document existing businesses and building owners and identify their respective needs. Meet with property owners to discuss potential development opportunities.

- 14. Foster Economic Development Relationships.** The Town and County shall work jointly on establishing partnerships with developers, landowners, building owners, and other stakeholders to facilitate new development and redevelopment of properties. This is an ongoing responsibility that shall be undertaken by the Economic Development Director with processes established to enable potential projects or issues to be brought to the governing bodies after review by the Joint Committee for discussion by the aforementioned stakeholders.

Status: Ongoing. Development of local and regional economic development partnerships including Top of Virginia Artisan Trail, MATPRA event, Regional Chamber, Forum for Rural Innovation, Shenandoah Valley Workforce Development Committee, Lord Fairfax SBDC, state organizations including VDACS and VEDP.

- 15. Develop Incentive Programs to Attract New Businesses and Retain Existing Businesses.** The Town and County shall jointly develop incentive programs to attract new businesses and to help existing businesses grow and expand. This item requires Economic Development technical expertise and shall be assigned to the Economic Development Director. Creation of a report of potential program options for consideration by the Town and County shall be completed within one year of the hire date of the Economic Development Director.

Status: Ongoing. Report identifying potential program options has not been completed. Tourism Zone Incentives implemented by the Town. Waterloo availability fees, work with state and federal agencies (e.g. Berryville Graphics) to identify grant programs and training opportunities.

- 16. Joint Development of Agricultural Marketing Strategies.** The Town and County shall jointly develop agricultural marketing strategies to benefit agricultural/agribusiness entities in the County and agricultural retail and tourism resources (e.g., farmers market, farm-to-table, farm supply businesses) in the Town. This item requires marketing technical expertise and shall be assigned to lead points of contact for Economic Development and Tourism. Creation of a Marketing Strategies Report shall be created for consideration by the Town and County. This Report shall be completed within one year of the adoption of this date.

Status: Marketing Strategies Report needs to be completed. Spring Farm Tour, Spring Introductory Session, Forum for Rural Innovation. Marketing Strategies Report currently not a priority but shall be considered in staff reports.

- 17. Regional Tourism Marketing and Promotion.** The Town and County shall support regional cooperation in marketing/promoting tourism. This item requires tourism/marketing technical expertise and shall be assigned to lead points of contact for Tourism. Existing staff shall continue to be actively involved in current regional efforts to market Town and County Tourism efforts.

Status: Ongoing. TOD signage installed; Town staff participating in MATPRA event; NSVRC efforts; Forum for Rural Innovation; GoVirginia.

- 18. Support Efforts to Increase Accommodation Capacity.** Development of increased accommodation capacity shall be supported by the Town and County. In the near term, Town and County staffs, with guidance from the Joint Committee, shall determine whether there are joint measures that could be undertaken to secure a hotel in the Town. As an ongoing project, the Joint Committee and/or the Economic Development Director and Tourism lead points of contact shall work to identify and promote all sources of accommodations including hotels, bed and breakfasts, and country inns.

Status: Ongoing. Town staff has been working with a property owner on floodplain mitigation process. A LOMR has been submitted to FEMA for review and approval. Investment group needs to be investigated and organized.

- 19. Foster Tourism Relationships.** The Town and County shall work to establish relationships with stakeholders to facilitate growth of the Tourism industry. This is an ongoing responsibility that shall be undertaken by the Tourism lead points of contact with processes established to enable issues to be brought to the governing bodies for discussion by the afore mentioned stakeholders.

Status: Ongoing. Appalachian Trail, Artisan Trail, NSVRC, SBDC, MATPRA (Winchester/Frederick), Shenandoah Valley Partnership.

Attachment A tasks

The Joint Committee shall complete a review of Town and County funding of the economic development effort and make recommendations to the Finance Committees of the Town and County, in conjunction with the annual budget process, for integrated response to funding needs. Awaiting determination of Town contribution



CITY OF STAUNTON
VIRGINIA
FINANCE DEPARTMENT

Jeanne R. Colvin
Director of Finance

**REQUEST FOR PROPOSALS
FOR
THE CITY OF STAUNTON, VIRGINIA**

March 23, 2007

GENERAL INFORMATION

Proposal

The City of Staunton in conjunction with the Staunton Downtown Development Association (SDDA) is seeking proposals from qualified graphic design/marketing firms to provide the Staunton Department of Economic Development and SDDA with new branding materials, as specified herein.

All proposals must be delivered to:

Mail To:
Cynthia A. Steed
Supervisor of Purchasing
P.O. Box 58
Staunton, VA 24402-0058

Overnight To:
Cynthia A. Steed
Supervisor of Purchasing
116 W Beverley St., 3rd Floor
Staunton, VA 24401

(540) 332-3819

ALL PROPOSALS MUST BE RECEIVED BY 5:00 P.M. LOCAL TIME, APRIL 20, 2007.

The City of Staunton is not responsible for delays in the delivery of the mail by the U.S. Postal Service, private couriers, or the inter-office mail system. It is the sole responsibility of the Offeror to ensure that its proposal reaches the Supervisor of Purchasing by the designated date and hour. Facsimile and e-mail submittals are not acceptable.

All offerors shall abide by all applicable State and Federal laws. The City does not discriminate against small and minority businesses or faith-based organizations.

INQUIRIES CONCERNING RFP

Any questions or comments concerning this Request for Proposal should be directed to:

Amanda N. Huffman, Economic Development Specialist
City of Staunton
P. O. Box 58
Staunton, VA 24402-0058
540-332-3869 (office)
HuffmanAN@ci.staunton.va.us

**SPECIFICATIONS FOR REQUEST FOR PROPOSAL
FOR
THE CITY OF STAUNTON, VIRGINIA
GRAPHIC DESIGN/MARKETING SERVICES**

I. INTRODUCTION

The City of Staunton, Virginia, and the Staunton Downtown Development Association (SDDA) are seeking written proposals from qualified firms to provide graphic design/branding/marketing services. The firm selected will assist the City of Staunton and SDDA in branding and other aspects of marketing for economic development and business recruitment purposes. The services will result in new graphically-designed images and key phrases (for example a new tag line) to be used for business cards, letterhead, presentation covers, website, and other marketing materials.

Community Overview

Staunton is a community of 23,500 in the heart of the Shenandoah Valley of Virginia at the interchange of I-81 and I-64. Staunton is known for a wealth of preserved building architecture, its cultural offerings, and nearby recreational and historic attractions. The community was chosen in 2001 by the National Trust for Historic Preservation as a "Distinctive Dozen" community, one of the 12 best communities in America to visit and in which to live and work. In 2002 Staunton was designated by the National Town Center as one of America's five "Great American Main Street Communities."

These and other recent national, regional, and statewide designations recognize Staunton's unique attributes and attractions that draw visitors to the community year round. Among these attributes/attractions are:

- Five federal historic districts in downtown with more than 1,000 contributing structures listed on the National Register of Historic Places.
- Location in the scenic Shenandoah Valley at the intersection of Interstates 81 and 64 and also near Shenandoah National Park at the Skyline Drive and Blue Ridge Parkway nexus.
- The American Shakespeare Center and the Blackfriars Playhouse, the only authentic recreation in the world of William Shakespeare's indoor playhouse.
- Woodrow Wilson Presidential Library and Museum.
- Frontier Culture Museum, a living history museum composed of four working farms - restored authentic farmsteads from 17th/18th century Ireland, England and Germany, and a 1850s Appalachian farm to show how the immigrant European cultures melded into 19th century America in the Shenandoah Valley.

- Mary Baldwin College and 10 other colleges and universities within a 35-mile radius.
- Proximity to a myriad of regional attractions including Thomas Jefferson's Monticello, the University of Virginia, the Virginia Horse Center, and more than 30 Virginia wineries.
- Outdoor recreational options including hiking, mountain biking, skiing and horseback riding.

Additional information about the Staunton community is available by visiting the City of Staunton website at www.staunton.va.us.

II. SPECIFIC REQUIREMENTS

At a minimum, the key target audiences for this new "Staunton brand" should include potential business start-ups, relocations, and expansions as well as professional workers, entrepreneurs, and tourists.

Services will include, but not be limited to, the following:

- Organization and facilitation of a branding charrette to be held in conjunction with the City of Staunton Department of Economic Development and SDDA staff as well as community leaders and stakeholders. This charrette should result in the initial branding concept for the City of Staunton.
- Design of graphic images to be used for various publications and marketing pieces produced by the Staunton Department of Economic Development and/or SDDA.
- Assistance with layout of various marketing pieces such as (but not limited to) letterhead, business cards, website, marketing brochures, etc.
- Assistance with long-term marketing goals/planning for the future.

The City reserves the right to extend the contract for additional graphic design and marketing needs beyond this initial contract.

The branding process is anticipated to last six (6) months, from April through September 2007.

III. GENERAL REQUIREMENTS

Proposals should be as thorough and detailed as possible so that the City may properly evaluate the capabilities of respective firms to provide the required services. All proposals should concisely convey the following information by order and headings given:

- A. Firm History and Organization
- B. Personnel
 - Identify and provide resumes, including references, for key project personnel.
 - List outside firms, if any, that will be part of the services team
- C. Experience: Provide a description of the firm's background in branding, marketing and graphic design projects. This information should include:
 - Project name and address;
 - Description of services provided, and
 - Owner's name, address, contact person and telephone number
- D. Approach to Providing Services: Please outline your firm's proposed approach to providing the services.
- E. Fee Schedule
- F. Availability: The City would like to begin work as soon as a contract for services is completed. Please address the availability of your firm and key personnel to meet this requirement.
- G. Insurance: Agreement to carry Professional Liability Insurance in an amount not less than \$100,000/\$500,000, and offer a minimum of \$1,000,000 excess liability insurance umbrella form, or such other insurance as is satisfactory and may be approved by the City. All insurance coverages shall be written by companies licensed to do business in Virginia, shall be administered by a Virginia registered agent, and shall ensure prior written notification to the City prior to cancellation of the policy.

IV. REVIEW AND AWARD

To be considered for selection, respondents must submit a complete response to this Request for Proposal. Failure to submit all information requested may result in the rejection of the incomplete proposal. City staff will review proposals. A maximum of the three (3) most qualified firms will be invited for interviews by the City.

An authorized representative of the company shall sign proposals. Four (4) copies of the proposal must be submitted to the City of Staunton. E-mail and facsimile responses are not acceptable.

The following criteria will be used in evaluating the responses to this RFP:

- a) Previous experience
- b) References (i.e., satisfaction of former clients)
- c) Credentials of project team proposed to perform work
- d) Understanding of problems and tasks as depicted in proposal
- e) Project Approach
- f) Fees

V. TERMS OF THE CONTRACT

The City in conjunction with SDDA expects to choose a firm promptly and intends to begin the contracted services as soon as possible after April 20, 2007, with the contract to run through September 30, 2007.

The City and/or SDDA reserves the right to divide the graphic design/marketing services sought in this proposal into phases or campaigns, with City approval required before proceeding from one phase or campaign to another. The City also reserves the right to extend this contract for related services for additional 12 month periods, upon mutual agreement between the City and the successful contractor.

The City and/or SDDA reserves the right to negotiate contract terms with the successful contractor for items/services other than those specifically stated in this RFP in the best interest of the City and agreed to by the contractor.

All work product produced by selected contractor shall be the property of the City, and Contractor shall be deemed to have assigned any copyright rights and any other rights exclusively to the City.

PROCUREMENT GUIDELINES

I. COMPETITIVE NEGOTIATION

The procurement method is competitive negotiation of other than professional services, as defined in Section 2.2-4301 of the Code of Virginia (1950) as amended. This Request for Proposal indicates, in general terms, the nature of the program and services being sought. Each offeror is to submit the proposal(s) that best suits the general needs of the City.

The specific requirements for the contents of the proposals are contained in the RFP. Offerors are encouraged to provide additional information not specifically identified as a requirement if that additional information enables the proposal to better suit the needs of the City. In order to procure the program that best suits the needs of the City, the competitive negotiation process and evaluation criteria consider factors in addition to cost.

II. AWARDING OF CONTRACT

The award of a contract shall be determined in the sole discretion of the City based upon evaluation of all information as the City may request. The City reserves the right to waive any informality in proposals submitted in response to this RFP when such waiver is in the best interest of the City.

The evaluation process shall be based upon the criteria set forth in Section IV of this request for proposals. Price will be considered but will not be the sole determining factor. Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the Request for Proposal. Negotiations shall then be conducted with each of the offerors so selected. After negotiations have been conducted with each offeror so selected, the City shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. When the terms and conditions of multiple awards are so provided in the Request for Proposal, awards may be made to more than one offeror. Should the City determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror.

The City of Staunton shall endeavor to award the contract within thirty (30) days from receipt of proposals. Notice of award will be posted on the City Web Site. (www.staunton.va.us)

III. PUBLIC INSPECTION OF PROCUREMENT RECORDS

Proposals submitted shall be subject to public inspection only in accordance with Section 2.2-4342 of the Code of Virginia, which reads, in essence, as follows:

2.2-4342 Public inspection of certain records:

Except as provided in this section, all proceedings, records, contracts, and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act.

Cost estimates relating to a proposed procurement transaction prepared by or for a public body shall not be open to public inspection.

Any competitive negotiation offeror, upon request, shall be afforded the opportunity to inspect proposal records within a reasonable time after the evaluation and negotiations of proposals are completed but prior to award, except in the event that the public body decides not to accept any of the proposals and to reopen the contract. Otherwise, proposal records shall be open to public inspection only after award of the contract.

Any inspection of procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records.

Trade secrets or proprietary information submitted by a bidder, offeror or contractor in connection with a procurement transaction shall not be subject to the Virginia Freedom of Information Act; however, the bidder, offeror or contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary.

IV. ETHICS IN PUBLIC CONTRACTING

By submitting their proposal, all offerors certify that their proposal is made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or sub-contractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

V. ANTI-DISCRIMINATION

By submitting their proposal, offerors certify to the City of Staunton that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, the Virginia Fair Employment Act of 1975, as amended, where applicable and Section 2.2-4311 of the Virginia Public Procurement Act.

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees

and the applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

- b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

VI. DRUG-FREE WORKPLACE

By submitting their proposal, offerors certify to the City of Staunton that they will conform to the provisions of Section 2.2-4312 of the Virginia Public Procurement Act. Contractors agree to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

VII. PROMPT PAYMENT ACT

Any contract awarded as a result of this Request for Proposal shall incorporate the terms and conditions of Article 4 of the Virginia Public Procurement Act with respect to Prompt Payment.

VIII. REJECTION OF PROPOSALS

The City reserves the right, at any time prior to award of the contract, to reject any and all proposals, or any part thereof, to make no award, and/or to issue a new Request for Proposal, or make modifications, corrections or additions to the information contained herein.

Offerors are cautioned this is a Request for Proposal, NOT a request to contract.

IX. COSTS FOR PROPOSAL PREPARATION

Any costs incurred by offerors in preparing or submitting proposals are the offeror's sole responsibility; the City will not reimburse any offeror for any costs incurred as a result of the preparation of this Request for Proposal.

Branding Timeline

- 12/21/06 First contact information from Amanda regarding possible firms.
- 2/5/07 First Drafts of MOU between SDDA and City ED. First draft of RFP (Request for Proposal) from Branding professionals
Sergei approached about Tourism involvement. Tourism was non-responsive and eventually declined participation.
- 3/12/07 Final RFP advertised.
- 4/18/07 Individual Committee members review agency proposals, per Virginia Procurement Guidelines.
- 5/3/07 Committee meets to grade and review proposals, as a group and selects top five.
- 5/16 & 18/07 Committee meets for agency presentations from two local, two regional and one out of state agency.
Arnette Muldrow and Associates is unanimously selected by the committee.
- 5/29/07 First draft of Branding Contract is complete for review from Doug Guyenn.
- 6/7/07 First Draft of Cooperation Agreement (MOU) presented from City ED to SDDA.
TAB Board approached again about Branding initiative. ED explains process and how Tourism will be involved.
- 6/13/07 Cooperation Agreement is completed and signed.
- 7/3/07 Branding contracted signed with City of Staunton, SDDA and Arnette Muldrow and Associates.
- 7/6/07 Organization query stakeholders and gather printed documents, archives and promotional materials for Arnette Muldrow. For first phase of branding.
- 7/18/20/07 Ben Muldrow visits Staunton. Ben takes photographs and gathers community information. Bill Hamilton and Amanda Huffman tour the city with Ben. They visit attractions and districts of the city and make introductions. Ben, Julie and Dana hold first meeting about SDDA at the Beverley Restaurant. Ben meets with Julie and Bill to strategize branding activities for the following months.

- 8/8/07 Bill Hamilton, Amanda Huffman and Julie Markowitz hold strategy meeting to schedule branding efforts for Ben's August visit, which includes interviewing Staunton groups, individuals and a Public Meeting. It is decided that Bill and Amanda will meet with the Staunton news Leader to create a BLOG and to provide the proper press for public support.
- 8/9/07 Bill and Amanda meet with the Staunton News Leader. The paper provides a BLOG, forum on their website and free advertising for the public meeting. They also provide information about branding and interview opportunities/scheduling for Ben and Trip Muldrow.
- 8/27-29/07 Ben and Tripp conduct community interviews and meet with local Television and newspaper reporters. A public meeting is held at the Stonewall Jackson Hotel and Conference Center with about 70 attendees. There is copious media coverage with Julie, Amanda and Ben featured.
- 9/12/07 Amanda creates September itinerary that includes follow up interviews, and presentation of in-design projects and mission statement for several groups including the SDDA and the Tourism Advisory Board.
- 9/26-27/07 Ben makes presentation to groups and sets aside time with Julie Markowitz to discuss SDDA deliverables relative to projects in SDDA Work Plan.
Ben wraps up with Julie, Bill, Amanda, and Sheryl Wagoner, New Tourism Director to receive direction and plan October meetings and objectives.
- 10/9/07 Ben visits with more solidified version of designs and mission.
- 12/5/07 Ben and Tripp present final Brand Power Point presentation
- 12/11/07 Julie presents at SDDA Board meeting
- 2/11/08 Public Brand Launch
- Held at Black Friar's Theater
 - All public and media invited
 - Sample banners made
 - Goodies for give-away, keychain w/ new logo
 - Local officials and AM unveiled and presented



CITY OF BUENA VISTA, VIRGINIA
DEPARTMENT OF ECONOMIC DEVELOPMENT

April 17, 2007

REQUEST FOR PROPOSALS

PROFESSIONAL MARKETING, IMAGE DEVELOPMENT, & GRAPHIC DESIGN SERVICES

You are cordially invited to submit a Proposal for Professional Marketing, Image Development, and Graphic Design service for the City of Buena Vista in accordance with the attached scope of services, specifications, terms and conditions. Prospective bidders are advised to read this information carefully prior to submitting a bid.

The City of Buena Vista is requesting proposals from Marketing, Image Development, and Graphic Design Professionals for services in the development of a brand which bridges a variety of interest groups and presents a common theme. The intent is to have a unifying theme and message about the City of Buena Vista which harmonizes business and industrial recruitment activity, special events, City government, tourism goals, and other advocates for historical and recreational amenities.

(3) Copies of the Proposal must be submitted in a sealed envelope, plainly marked:

"Professional Marketing, Image Development, & Graphic Design Services"
City of Buena Vista, Department of Economic Development
2110 Magnolia Avenue
Buena Vista, Virginia 24416

All Proposals must be received no later than May 18, 2007 at 2:00 p.m. EST

INTRODUCTION:

The City of Buena Vista is seeking professional services for image development activities to provide a unified representation of varying interests within the community. To that end, the City is seeking a professional firm to provide services that include soliciting and compiling public input, developing marketing concepts and reviewing existing efforts, and providing specific recommendations for implementation.

GENERAL REQUIREMENTS:

Interested firms submitting proposals must respond in writing to all requirements of this Request for Proposal (RFP). Responses should reflect the firm's experience in branding campaigns for similar sized communities (6,600). Any additional information or tasks that are felt to be relevant by the responding firm should be included together with the submittal requirements.

All proposals must be received *no later than* 2:00 p.m. EST on May 18, 2007 by the City of Buena Vista, located at:

*City of Buena Vista
Department of Economic Development
2110 Magnolia Avenue
Buena Vista, Virginia 24416*

Proposals must be submitted in a sealed envelope plainly marked "Professional Image Development and Graphic Design Services". The submittal package shall include three (3) copies of the proposal. No late, telephone or facsimile proposals will be accepted. Any costs associated with the preparation of a proposal in response to this RFP shall be the sole responsibility of the firm submitting the proposal. The City of Buena Vista reserves the right to select or reject any firm that it deems suitable or unsuitable to undertake and successfully accomplish the specified goal. The City reserves the right to accept the proposal on one or more items of the proposal, on all items of a proposal or any combination of items. The City reserves the right to discontinue the selection process at any time prior to the awarding of the contract. There will be no reimbursement to any candidate firm if the selection process is terminated. The City reserves the right to waive defects and informalities of the proposals.

Any firm interested in reviewing additional information about the City of Buena Vista should visit www.buenavistabusiness.com or contact Tim Reamer, Director of Economic Development, at 540-261-6436.

PROPOSAL CONTENT:

Any firm responding to this solicitation shall identify and provide complete background information on the firm itself, as well as on key personnel to be directly involved in this important City project. It should specify previous experience in similar activities for local government.

At a minimum, all firms must meet the following criteria to be considered responsive. Any firm not meeting these minimum criteria may be considered non-responsive and their proposal may be rejected. Documentation must be enclosed that verifies the following statements:

- A. The name, structure, and experience of the company.
- B. The names, qualification, and specific experience of each principal individual (the "Principal") who will be working on the City's account, and their areas of responsibility in servicing the account and maintaining primary contact with the City.
- C. Proposed compensation structure and method. Please use a line item approach for the compensation structure. Please specify any services you propose to offer that are not included and the rates and basis for such additional services.
- D. An overview of experience in the development of branding activities for local government with contact information and results.
- E. Proposed timeframe for activities.

F. SPECIFIC REQUIREMENTS

The successful firm will provide the following services to the City of Buena Vista for use in economic and community development efforts appealing to business and industry, tourists, and residents.

1. Organization and facilitation of a public input sessions resulting in the solicitation of key components for the creation of image development concepts.
2. Design and development of graphic images including, but not limited to, logos, brochures, and advertisements for use in economic and community development efforts appealing to business and industry, tourists, and residents.
3. Assistance in the development of a tagline and vision statement based on public input and professional observation.
4. Development of a long term plan that identifies marketing concepts, projects, time frames, and estimated costs.

The City of Buena Vista reserves the right to extend the contract for additional services beyond the needs identified within the initial contract.

SELECTION:

From the proposals submitted by qualified firms, the City will most likely select several finalists for an interview. The final selection will be based upon:

- Firm's qualifications
- Experience of the firm and individuals involved in the activities required.
- References from similar successful projects
- Commitment to project timelines
- Any other criteria determined appropriate by the City

BID ACCEPTANCE AND REJECTIONS: The City of Buena Vista reserves the right to accept any bid, and to reject any or all bids; to award the bid to other than the low bidder if deemed "bid most advantageous to the City"; to accept the bid on one or more items of a proposal, on all items of a proposal or any combination of items of a proposal and to waive any defects in bids.

SIGNATURE AUTHORIZATION:

(Please include as the cover page of the proposal response)

Submitted by:	
Firm Name:	
Date:	
Telephone #:	Fax:
Signature:	Title:
Fed ID# or SS# (please specify):	

New Business

Other

Closed Session

Adjourn