



G R E S H A M
S M I T H A N D
P A R T N E R S

January 3, 2011

Ms. Julie Smith
Manager
Office of Environmental Stewardship
1550 College Street, Building D
McKinney, Texas 75069

DELIVERED VIA ELECTRONIC MAIL

**Subject: Letter Proposal / Scope of Work for Amendment to Completing Sections of a Sustainability Plan
Office of Environmental Stewardship, City of McKinney, Texas**

Dear Ms. Smith:

Gresham, Smith and Partners (GS&P) is pleased to submit this cost proposal to the City of McKinney (City) Office of Environmental Stewardship to amend an existing scope of services for completing sections of a sustainability plan. In the review and understanding of the added scope of work, GS&P will provide the following services.

Scope of Work

The scope of services proposed under this Professional Services Agreement include the development of a Community Sustainability Plan using Energy Efficiency and Conservation Block Grant funding provided through the United States Department of Energy (DOE).

Task 1 – Additional Stakeholder Participation

Under the existing contract, GS&P is working collaboratively with the City and two other consultants to host a one half day community workshop on sustainability. The goal of this workshop is to receive comments and input on the definition of sustainability for the City. In addition, the workshop is to provide a forum to engage the community in the Sustainability Plan by facilitating topical conversations and providing an opportunity to receive the community perspective on a variety of areas of interest related to sustainability, including a bike plan, urban forests, water conservation, and air quality, to name a few.

In order to proactively continue the discussions with the community on the Sustainability Plan and related projects, GS&P will work with the City to provide two additional interactive community-wide workshops. The additional workshops will be similar in format to the initial workshop described above but will be modified, if needed, per the feedback received from the first workshop. The additional workshops will be topically focused to include reviewing draft components and goals of the sustainability plan and receiving associated input and feedback.

Design Services For The Built Environment



Ms. Julie Smith
January 3, 2011
Page 2

The goals of the workshop will be twofold: 1) to receive input on the sustainability plan and to capture the suggestions of community members on how sustainability will be incorporated into the City, and 2) to open a dialogue between the City and the community on sustainability related topics. Involvement of community members in multiple workshops will provide additional feedback that will greatly assist in the development and implementation of a sustainability plan that will drive change and provide a long-term vision for the City. Costs associated with the public meeting, such as room rental fees, are included in this scope amendment.

Task 2 – Additional Benchmarking Analysis and Implementation Plan

In the existing contract, GS&P is collecting information from ten cities on sustainability programs. This information will be compared and contrasted to the existing City sustainability programs, ordinances, best management practices and metrics. This benchmarking exercise will further assist the GS&P team to finalize the areas of interest to be addressed in the City's Sustainability Plan.

As an amendment, GS&P will collect additionally information on implementation approaches utilized by other cities that have proven to be successful. This includes consideration of the following elements: database systems, management involvement and associated management systems and incorporation of sustainability planning into master planning,

Project Schedule

GS&P will complete this proposed scope of work according to the following schedule:

- **Task 1** - The additional stakeholders meeting are expected to take place in the second and third quarter of 2011.
- **Tasks 2** - Task 2 will start in the first quarter of 2011 and will continue throughout the duration of the project.

Assumptions

The following general assumptions apply to the proposed scope of work.

- Deliverables will be provided electronically to the City of McKinney.
- All meetings will be conducted at the City of McKinney offices or GS&P's Dallas office.
- The City will provide timely access to required individuals and data resources.



Ms. Julie Smith
January 3, 2011
Page 3

Estimated Fee and General Provisions

GS&P is proposing a time and material not to exceed amount of \$40,000 to complete the proposed amended services as detailed in Appendix A. GS&P proposes to invoice the City of McKinney monthly on a time and material basis providing back up for reimbursable expenses upon request.

GS&P has partnered with CP&Y, Inc. and McKinstry to assist in the completion of these tasks.

We greatly appreciate this opportunity to assist the City of McKinney in developing their Community Sustainability Plan. We look forward to working with you. If you have any questions, please contact Laura Fiffick at (972) 533-7779.

Sincerely,

GRESHAM, SMITH AND PARTNERS

A handwritten signature in blue ink that reads "Laura Fiffick".

Laura Fiffick, P.G.
Principal

A handwritten signature in blue ink that reads "John A. Lengel Jr.".

John A. Lengel Jr., P.E.
Executive Vice President

Attachments: Exhibit A - Estimated Not to Exceed Fee

AUTHORIZATION TO PROCEED:

By: _____

Date: _____

Title: _____