

# CONTRACT

## Project: City of West Allis Strategic Planning Services

### **I. PARTIES**

This Agreement is between Waukesha County located at 515 W Moreland Blvd., AC G22, Waukesha, Wisconsin 53188, and the City of West Allis located at 7525 W Greenfield Ave., West Allis, WI 53214.

### **II. TERM OF CONTRACT**

Services under this Agreement shall commence April 1, 2016 and be effective through December 20, 2016. In addition, this contract may be terminated in accordance with the provisions of this Agreement.

### **III. PURPOSE OF CONTRACT**

The purpose of this contract will focus on services in relation to the West Allis Strategic Planning Services in the City of West Allis.

### **IV. SCOPE OF SERVICES**

The Community Educators, in partnership with the City of West Allis, shall perform the following services, in addition to other duties as assigned will:

- A. Fact Book: Collect, analyze, and present demographic data for businesses, non-profit groups, and local government units in the City of West Allis. Conduct demographic comparison analysis of West Allis and Greenfield, Wauwatosa, New Berlin, Waukesha, Oshkosh, Janesville, and Eau Claire. **Deadline: April 10, 2016**
- B. Complete preparatory interviews with city council members and mayor. **Deadline: April 10, 2016**
- C. City of West Allis to establish strategic planning steering committee with input from UW-Extension. **Deadline: April 15, 2016**
- D. Pre-Meeting Conference: Meet with Steering Committee members in West Allis and communicate process and expectations. **Deadline: May 1, 2016**
- E. Solicitation of Public Input: Develop and implement a public participation plan for the City of West Allis that includes analyzing an online survey for the City of West Allis community needs. Work with Steering Committee to develop survey questions. **Deadline: May 20, 2016**
- F. Conduct four focus groups with West Allis business owners, non-profit leaders, and citizens. **Deadline: June 15, 2016**

- G. Present results of the survey and focus groups at community open house event in collaboration with steering committee and engage participants in a Strengths, Opportunities, Aspirations, and Results (SOAR) process.

**Deadline: July 30, 2016.**

- a. *Strengths, Opportunities, Aspirations, and Results (SOAR)*
- b. *SOAR is a strategic planning tool that focuses an organization on its current strengths and vision of the future. This is a research-based method that was developed by Iowa State University. This tool differs from the commonly used SWOT (strengths, weaknesses, opportunities, and threats) analysis in that SOAR engages all levels and functional areas of an organization, while SWOT is typically a top-down approach. With SOAR, the focus is on the organization and enhancing what is currently done well, rather than concentrating on perceived threats and/or weaknesses*

- H. Engage Steering Committee in identifying key issues based on data, survey, and focus group information, rank issues in order of importance and develop goals and objectives. **Deadline: September 15, 2016**

- I. Present draft goals and objectives at two community open house events to gather input. **Deadline: October 31, 2016**

- J. Present draft plan in collaboration with steering committee to the West Allis City Council. **Deadline: November 30, 2016**

- K. Complete final plan report and deliver 20 printed copies to City of West Allis. All documents related to the development of the plan and the final plan report will be shared electronically with the City of the West Allis. City of West Allis will hold ownership of final documents. **Deadline: December 20, 2016.**

- L. City of West Allis responsibilities include project check-ins on a semi-monthly basis throughout the process, assisting with securing meeting room space, establishing the strategic planning steering committee, and assisting with community communications during the process.

**V. PAYMENTS TO PROVIDER**

For services rendered under this contract, the City of West Allis agrees to pay Waukesha County as set forth in Exhibit A to this Agreement. Invoices will be submitted twice on a cost-reimbursable basis. The final invoice will be submitted within thirty (30) days of the project end date. The City of West Allis, after receipt of a properly completed invoice, will make payment within thirty (30) days. Payment will not exceed the funds available through grants and/or other reimbursements.

**VI. CONTRACT REVISION, RENEWAL AND/OR TERMINATIONS**

This Agreement or any extension thereof that is mutually agreed to pursuant to Article II of this Agreement, may be terminated by either party on thirty (30) days written notice for any reason whatsoever.

- A. Failure to comply with any part of this contract may be considered cause for revision, suspension or termination.
- B. Revision of the Contract must be agreed to by Waukesha County and the City of West Allis by an addendum signed by the authorized representatives of both parties.
- C. This Contract, or any part thereof, may be renegotiated in the case of 1) increased or decreased volume of services; 2) changes required by Federal or State law or regulations or court action; 3) monies available affecting the substance of this Contract.

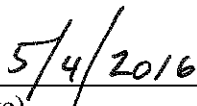
**VII. CONDITIONS OF THE PARTIES' OBLIGATIONS**

It is understood and agreed that the entire Agreement between the parties is contained herein, and no additional terms, conditions, or requirements apply except for those matters incorporated herein by reference. This Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter.


Both parties hereto having read and understood the entirety of this Agreement consisting of four (4) typewritten pages hereby affix their duly authorized signatures.

**Waukesha County:**

  
\_\_\_\_\_  
Lisa M. Lake, Programs & Projects Analyst

  
\_\_\_\_\_  
(Date)

**City of West Allis:**

  
\_\_\_\_\_  
Rebecca Grill, City Administrator

**05/03/2016**  
\_\_\_\_\_  
(Date)

**Exhibit A**  
**TO**  
**Project: City of West Allis Strategic Planning Services**

For services rendered under this contract, the City of West Allis agrees to pay Waukesha County in the amount not to exceed \$57,108 by December 30, 2016.

**Project Date: April 1, 2016 – December 20, 2016**

First Installment: June 15, 2016	\$29,108
Final Installment: December 30, 2016	\$28,000
<b>Grand Total</b>	<b>\$57,108</b>