



SCOPE OF WORK

Overview

The following five tasks are proposed for the Scope of Work for the Tullahoma Comprehensive Plan:

Task 1.0: Project Kick-Off & Research

Task 2.0: Visioning & Economic Assessment/Analysis

Task 3.0: Charrette & Concept Plan

Task 4.0: Draft Plan Preparation

Task 5.0: Plan Presentation & Revisions

Task 1.0: Project Kick-Off & Research

This initial task will serve as the research and diagnostic phase on which the balance of work will rely.

Task 1.1: Kick-Off Meeting & Study Area Tour

Task 1.2: Public Engagement Strategy Confirmation

Task 1.3: Physical Analysis

Task 1.4: Existing Conditions Mapping

Task 1.5: Public Policy & Programs Review

Task 1.6: Future Build-Out Scenario

Task 1.7: Public “Kick-Off” Meeting

Task 2.0: Visioning & Economic Assessment/Analysis

Although public input will be a key aspect of this project through the planning process, Task 2.0 will feature one of the major early pushes to solicit meaningful participation from stakeholders and the general community. The Consultant Team will need to meet with the Project Steering Committee at the beginning of the project to fine-tune this task to determine the most appropriate process for Tullahoma.

Task 2.1: Key Person Interviews

Task 2.2: Stakeholder Focus Group Meetings

Task 2.3: Area Meetings

Task 2.4: Public Opinion Survey

Task 2.5: Research for Economic Development

Task 2.6: Housing & Hotel Market Analyses

Task 2.7: Planning Principles

Task 3.0: Charrette & Concept Plan

A “charrette” is an intensive process in which numerous people work together over a limited period of time to develop creative ideas for solving problems. The charrette process has deep roots in the planning and design professions. Although the proposed methodology has been designed to encourage strong public input throughout the life of this project, Task 3.0 offers the single greatest opportunity for meaningful “hands-on” involvement of Tullahoma’s citizens, key community stakeholders, and City officials. The goal of the charrette process is to provide a forum for the public and to achieve a consensus. The most tangible outcome of the charrette will be the creation of a Concept Plan to serve as the basis for the ultimate Comprehensive Plan. This multi-day task will require strong teamwork between the Consultant Team and the City, as the City is expected to recruit and schedule all public participants. Although the specifics of the charrette can be fine-tuned later based upon the City’s feedback, the following sub-tasks might be considered:

Task 3.1: Follow-Up Field Work (Day 1: morning & afternoon)

Task 3.2: Public Workshop (Day 1: evening)

Task 3.3: Concept Strategy Preparation (Day 2 thru Day 5)

Task 3.4: Concept Plan Presentation (Day 5)

Task 4.0: Draft Plan Preparation

Based upon the public’s and Steering Committee’s/City’s response to the Concept Plan presented during Task 3.0, a detailed draft plan will be prepared. It will address all eleven (11) of the plan elements described in the City’s Request for Proposals for this project. While the plan document outline can be decided with input from the Steering Committee/City, the following plan components are preliminarily proposed for consideration:

Background Section

- A: Existing Conditions Analysis
- B: Future Build-Out Scenario
- C: Public Input & Planning Principles

Plan Recommendation Section

- D: Place Types: Land Uses, Densities/Intensities, Form & Character
- E: Area Concept Plans
- F: Transportation & Mobility
- G: Public Space & Recreation
- H: Natural & Cultural Resources Conservation
- I: Economic Development
- J: Housing & Community Development
- K: Community Facilities, Utilities & Services
- L: Plan Implementation
- M: Key Plan Graphics
- N: Executive Summary

Task 5.0: Plan Presentation & Revisions

Following sufficient time for the City’s review, key members of the Consultant Team will present the draft plan in a public forum as part of the team’s *Trip #4* to Tullahoma. The team will provide the City with ideas on how to achieve a robust public turnout. Based upon a review of the draft plan by the Steering Committee and the City, input from the public presentation, and the City’s submission of a single “red-lined” copy (serving as a composite of all comments) back to the team for any necessary revisions, the draft plan will be revised and submitted as a final document.

Project Schedule

Although this Consultant Team can meet any reasonable schedule desired by the City, it is preliminarily estimated to be a ten (10) month project, as follows:

	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month
Proposed Tasks	1	2	3	4	5	6	7	8	9	10
1.0: Project Kick-Off & Research										
2.0: Visioning & Economic Assessment/ Analysis										
3.0: Charrette & Concept Plan										
4.0: Draft Plan Preparation										
5.0: Plan Presentation & Revisions										