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August 20, 2017

Susan Connors
P.O. Box 370
Norman, Oklahoma 73070

Re: City of Norman Comprehensive Plan (MIG 70161) – Additional Services No. 1

Susan,

As discussed, MIG proposes the following changes in scope/fee for our current project, the update to the City of Norman Comprehensive Plan.

Adjusted Fee

The following shall be amended in the budget for the above-mentioned contract.

A total of \$16,552 will be added to the current project budget as 3 new phases to cover the previous staff work sessions and 2 additional meeting windows. There will be \$2,940 added to a new phase 8 for previous staff work sessions. There will be \$5,831 added to new phases 9 and 10, respectively. And there will be \$1,950 added to a new Phase 11 for ongoing project management and coordination.

Due to an elongated schedule to allow Steering Committee members additional time with the preferred growth scenario development process, implementation and draft plan strategy tasks originally scoped to occur in Meeting Windows 8 and 9 were delayed. The addition of the two meeting windows will provide the Steering Committee time to have a discussion around the refined plan recommendations and implementation strategy as well as review and provide input on the Draft Plan.

The table on the following page summarizes the adjusted budget:

City of Norman Comprehensive Plan	Current Budget Amount	Budget Increase
<p>Phase 8 Staff Work Sessions & Eastside Focus Groups MIG labor, including:</p> <p>All day work sessions, not previously scoped or budgeted for, with Department Heads, Planning and Community Development Staff and eastside residents in Meeting Windows 6, 7, 8 and 9.</p>	\$0.00	\$2,940
<p>Phase 9 Meeting Window 10 MIG labor and expenses, including:</p> <p>Steering Committee Meeting</p> <ul style="list-style-type: none"> Implementation: Recommendations and Actions 	\$0.00	\$5,831
<p>Phase 10 Meeting Window 11 MIG labor and expenses, including:</p> <p>Steering Committee Meeting</p> <ul style="list-style-type: none"> Draft Plan <p>Community Open House</p> <ul style="list-style-type: none"> Previously scoped and budgeted for (no additional labor or expenses included for this item) 	\$0.00	\$5,831
<p>Additional Meetings to be covered during Meeting Window 9 and 10</p> <p>Planning Commission Briefing</p> <ul style="list-style-type: none"> Previously scoped and budgeted for (no additional labor or expenses included for this item) <p>City Council Briefing</p> <ul style="list-style-type: none"> Not previously scoped, budget increase includes labor and expenses and is split between Meeting Window 9 or 10 as timing is not yet determined Provide materials support to staff in presenting the Draft Plan to City Council (Note that MIG is not currently scoped to attend adoption hearing/s in person) 	NA	NA
<p>Phase 11: Ongoing Project Management and Coordination Phase 11 provides additional resources to MIG to participate in bi-weekly calls with the client team, prepare and deliver additional invoices, and perform additional coordination with sub-consultants resulting from an elongated engagement timeline.</p>	\$0.00	\$1,950
TOTAL Increase from Project SCOPE:		\$16,552

NEW TOTAL BUDGET: \$466,551

We look forward to continuing to work with Norman on the Comprehensive Plan Project. Please feel free to contact me with questions or additional information needed.

Sincerely,



Jay Renkens, AICP
Principal | Director of Denver Area Operations
MIG, Inc.

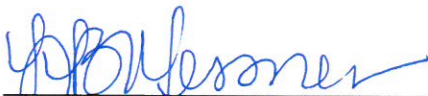
Approved by City Council on _____, 2017.

Mayor

ATTEST:

City Clerk

Approved by the City Attorney's office on Sept 7, 2017



Assistant City Attorney