

St. Charles Parish Strategic Economic Development Plan

Proposal To Provide Technical Assistance

Relative to Developing A Strategic Economic Development Plan

I. OVERVIEW.

The St. Charles Parish conferred with South Central Planning and Development Commission (SCP&DC) and the University of New Orleans Center of Economic Development to formalize the terms and conditions by which both would provide the necessary technical assistance relative to developing a Strategic Economic Development Plan for the Parish. The purpose of this proposal is to detail those services, and the costs to provide those services to the Parish in the completion of same. SCP&DC and the UNO Center for Economic Development propose the following scope of services.

II. SCOPE OF SERVICES.

South Central Planning & Development Commission and the University of New Orleans Center for Economic Development will facilitate and assist in preparing a Strategic Economic Development Plan for the Parish of St. Charles. This plan will be prepared in collaboration with a committee of community leaders and stakeholders to set a broad and purposeful direction for the Parish. This will be accomplished by assessing the Parish's environment; formulating its mission, goals, and objectives; generating alternative strategies for achieving its objectives; and selectively implementing prioritized strategies. The Strategic Economic Development Plan will be developed by the following tasks:

Task A: Organizational Phase

- Meet with key parish leaders to discuss the composition of the planning committee.
- Solicit recommendations for committee membership, representing a cross-section of community leaders and stakeholders.
- Coordinate final selection and appointment process.
- Provide letters and supporting materials to be sent to committee appointees.
- Monitor responses to invitation to serve and suggest replacements to fill positions.

- Recommend that invitation/appointment letters originate from the Parish President's Office.

Task B: Situation Audit

- Assemble background material on the parish's economic base and trends, its demographic profile and growth trends, its infrastructure, and its governance and fiscal condition.
- Prepare forecasts of population, employment, and income growth in 5-year increments to the year 2020.
- Assemble background material focused on the local housing market as well as on commercial and industrial real estate in St. Charles Parish.
- Prepare a Briefing Book of assembled materials, which will be distributed to each strategic planning committee member.

Task C: Initial Planning Retreat

- Facilitate a 1- to 1½-day intensive planning retreat of the committee.
- Conduct an overview of the process and provide a brief overview of major trends that define the macro-level context in which the planning process is occurring.
- Conduct a SWOT analysis based upon input and comments from committee members.
- Prioritize Strengths, Weaknesses, Opportunities, and Threats and formulate focus-group subcommittees based on the important issues defined by the committee.
- Identify community core values and prepare a working draft of a vision and mission statement for the overall strategic planning process.
- Establish goals, objectives, and probable strategies for achieving some within context of market, economic, and fiscal reality.
- Establish follow-up meeting schedule for focus-group subcommittees.

Task D: Focus-Group Subcommittee Meetings

- Facilitate focus group meeting to assist in refining goals and objectives and in identifying possible strategies.
- Assist in identifying programs and /or resources that may be appropriate in accomplishing a particular strategy or task.
- Provide other resource information as needed and requested by the subcommittees.

- Coordinate scheduling of subcommittee meetings as well as dissemination of correspondence, meeting notices, etc.

Task E: Draft Strategic Plan

- Prepare a written draft of the strategic plan for review and comment.
- Facilitate a meeting of the strategic planning committee to receive comments and suggestions for revisions, additions, or deletions.
- Incorporate revisions into a public comment review draft.
- Prepare exhibits and summary material for public presentation.

Task F: Public Hearing and Comment

- Facilitate one or more public hearings to solicit input from the community at large.
- Incorporate comments and revise plan where appropriate.

Task G: Final Plan

- Prepare a final draft of a strategic economic development plan for St. Charles Parish that will include all necessary graphics, maps, and other supporting materials.
- Provide twenty (20) copies of the final report in printed form.
- Conduct and participate in public presentations of the plan to the Parish Council as well as to other civic and business leadership groups in the parish.

III. DELIVERABLES

SCPDC and UNO proposes to provide twenty (20) original copies of the completed Strategic Economic Development Plan as well as disk copy in an agreed upon format. All alternative and additional tasks requested will be above and beyond the scope of this agreement and will be billed at SCP&DC's standard rates.

IV. PROJECT COST

The cost to perform the services as specified herein will be on a fixed fee basis not to exceed \$30,000. Additional duties with commensurate compensation may be added to the Scope of Services by written mutual agreement of the parties.

V. PROJECT TIME ALLOCATION

The time necessary to fulfill all of the tasks identified in the Scope of Services is twelve (12) months from the signing of the agreement.

IN WITNESS WHEREOF, the parties hereto have affixed their legal hand in multiple counterparts on this 17th day of October, 2000.

WITNESSES:

Valaine R. Berthelot
Sandra H. Miguez

PARISH:

ST. CHARLES PARISH
BY: Albert Laque
Albert Laque, Parish President

COMMISSION:

SOUTH CENTRAL PLANNING
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THIBODAUX, LOUISIANA

Melissa B. Meunier
Jule D. Boudreau

BY: Kevin P. Belanger
Kevin P. Belanger, Chief Executive Officer