

1. Public Services Agenda 02 15 22

Documents:

[PUBLIC SERVICES AGENDA 02 15 22.PDF](#)

1.I. Public Services Packet 02 15 22

Documents:

[PUBLIC SERVICES PACKET FEB 15 2022.PDF](#)

1.I.I. Public Services Minutes Feb. 15th, 2022

Documents:

[PUBLIC SERVICES MINUTES 02 15 22.PDF](#)

-NOTICE OF MEETING-
PUBLIC SERVICES COMMITTEE
TUESDAY FEBRUARY, 15th 2022
5:30 P.M.
BY VIDEO CONFERENCE
AGENDA

In response to the current state of the pandemic, this meeting will be held by on-line video conference. If you would like to listen to the meeting, access information is provided below. For questions, contact the Parks & Recreation Department (417) 237-7035 or b.bradley@carthagemo.gov. If you would like to listen to the meeting, please call by telephone at #346-248-7799. You will have to enter the Meeting ID #816 0446 1435 with a passcode of #706883. This will allow you to listen to the meeting.

Old Business

1. Consider and approve minutes from the previous meeting.

Citizens Participation (Citizens wishing to address the Council or Committee should notify the City in advance and provide the item they want to address in written format at least 24 hours before the meeting through the Parks & Recreation Department office at 417 237 7035.

New Business

1. Consider and Discuss Scooter Rental RFP.
2. Consider and Discuss Addendum #2 for Dick Horton Consulting Services.
3. Consider and Discuss Carthage Youth Baseball Agreement.
4. Consider and Discuss Carthage Youth Softball Agreement.

Staff Reports

Other Business

ADJOURNMENT

**PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL
417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS
BEFORE MEETING.**

Posted: _____

By: _____

**-NOTICE OF MEETING-
PUBLIC SERVICES COMMITTEE
TUESDAY FEBRUARY, 15th 2022
5:30 P.M.
BY VIDEO CONFERENCE
AGENDA**

In response to the current state of the pandemic, this meeting will be held by on-line video conference. If you would like to listen to the meeting, access information is provided below. For questions, contact the Parks & Recreation Department (417) 237-7035 or b.bradley@carthagemo.gov. If you would like to listen to the meeting, please call by telephone at #346-248-7799. You will have to enter the Meeting ID #816 0446 1435 with a passcode of #706883. This will allow you to listen to the meeting.

Old Business

1. Consider and approve minutes from the previous meeting.

Citizens Participation (Citizens wishing to address the Council or Committee should notify the City in advance and provide the item they want to address in written format at least 24 hours before the meeting through the Parks & Recreation Department office at 417 237 7035.

New Business

1. Consider and Discuss Scooter Rental RFP.
2. Consider and Discuss Addendum #2 for Dick Horton Consulting Services.
3. Consider and Discuss Carthage Youth Baseball Agreement.
4. Consider and Discuss Carthage Youth Softball Agreement.

Staff Reports

Other Business

ADJOURNMENT

**PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL
417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS
BEFORE MEETING.**

Posted: _____

By: _____

PUBLIC SERVICES COMMITTEE

January 18th, 2022
Zoom Video Conference
5:30 pm

Public Services Committee Members Present; Ceri Otero, Seth Thompson, Juan Topete, Mike Daugherty

Members Absent:

Staff Present: Mark Peterson, Tom Short, Greg Dagnan

Non-Members: Abi Almandinger

Meeting was called to order at 5:30 pm.

Old Business:

1. Consider and approve minutes from the previous meeting.
Ceri Otero made a motion to approve November minutes.
Motion Passed.

NEW BUSINESS:

1. **Consider and Discuss Scooter Rentals.**

Mr. Peterson presented data representing usage of Lime Scooters from the MOU period ending 12/15/2.

Total trips 6,924. Unique Riders 3,834. Median Distance .7 miles. Median Time/Trip 16 minutes.

Discussion evolved evaluating the value of scooter rentals for the community. Mr. Peterson provided an opportunity for Department Heads to share challenges with scooter rentals. No significant challenges were brought forward. Concerns were expressed related to scattered appearance at pickup and dropoff locations. In addition, concerns were expressed about skid marks on sidewalks. These concerns were addressed through continual monitoring and changes to the geofenced boundaries. Mr. Peterson shared the ongoing progress made by juicers with monitoring the pickup and dropoff locations.

Mr. Peterson detailed the process of moving forward with scooter rentals. First, we would create an RFP for providers outlining the details of our ride zones and restrictions. Second, we would share data from the MOU period to give providers a fair representation of usage in Carthage. Third, we would request proposals to include compensation for the rides. We would release an RFP providing time for provider analysis. We would anticipate bringing the proposals back to the March meeting for discussion. Finally, we would expect a scooter program to start back up at some point in April.

**Mike Daugherty motioned to move forward with the RFP process for scooter rentals.
Motion Passed.**

2. Consider and Discuss Plans for Implementation of Parks & Recreation Master Plan Recommendations.

Mr. Peterson provided information on how plans will move forward to implement recommendations from the parks & recreation Master Plan, Our Town Our Time.

Category one projects and the Central Park concept design as recommended in the Master Plan work have been funded through the awarded grant from McCune Brooks Regional Hospital Trust. The first step will be releasing an RFP/RFQ to include design services, creating bid documents, and construction management for these projects. We will provide ample time for review by providers. We expect to have these proposals discussed at the March meeting.

Mr. Peterson presented information on moving forward with administrative components recommended in the Master Plan. Mr. Peterson suggested we create an addendum to the contract of Dick Horton for services. This contract addendum would define the performance period, the scope of work, deliverables, and fee structure.

The primary scope of work will be related to partnership agreements, pricing, cost recovery policies, public engagement associated with the first phase of implementing recommended projects, programming, maintenance management, and research.

Mr. Peterson defined the need for the addendum to Mr. Horton's contract due to our administrative capacity. It is essential to implement administration needs to provide a higher level of service for the community. We anticipate future staff additions to help in this capacity.

No action was needed. Mr. Peterson will bring a proposed contract addendum for review at the February meeting.

Staff Reports

Mr. Peterson shared information on the following activities.

- CivicPlus website to launch 1/25/22
- The need for Walnut Bottoms to be restricted access. Several solutions are being reviewed.

**Mike Daugherty made a motion to adjourn.
Motion Passed.**

Meeting adjourned at 6:29 pm.

January 2022 Parks Report

Normal trash pick-up and removal

Municipal Park:

1. Cleaned up downed limbs
2. Removed Christmas lights from building

Central Park:

1. Cleaned up downed limbs
2. Removed lights from trees
3. Removed extra tables and barrels

Griggs Park:

1. Picked up downed limbs
2. Placed rock in Community Garden
3. Placed rock in driveway area

Carter Park:

1. Cleaned up downed limbs
2. Repaired fence around court

Kellogg Lake:

1. Picked up downed limbs
2. Removed trees from sloughs
3. Smoothed out drive area by River
4. Removed tree trimmings around sloughs

Freer Park:

1. Picked up limbs

Fair Acres

1. Picked up ground trash weekly

Office and Shop area

1. Removed snow around building
2. Hauled and stored items from Hometown Holidays

Roundabout

1. Picked up ground trash

Square

1. Removed planters
2. Removed barricades from Hometown Holidays

Memorial Hall

1. Painted back stairwell
2. Repaired and painted wall in men's restroom

Walnut Bottoms

1. Removed logs from parking area
2. Inspected and reported illegal tree removal
3. Locked up all access to property

January 2022 Golf Report

2022 Rounds – 406

Green Fee	Membership	Cart Fees	Driving Range	Monthly City Revenue
\$3,261.00	\$5,489.00	\$2,304.00	\$261.00	\$11,315.00
January 2021 revenue- \$8,018.00 Rounds - 356				
January 2020 revenue- \$5594.12 Rounds - 389				

January 2022 Golf Report

January was a poor month. Our rounds were lower than historical averages. However, our revenues were slightly higher. This is primarily due to membership sales. We had 102 rounds on Mondays, 40 Tuesdays, 63 on Wednesdays, 55 on Thursdays, 32 on Fridays, 53 on Saturdays, and 61 on Sundays. There were 101 9-hole rounds and 305 18-hole rounds. Weather on the weekends makes or breaks the off-season months.

In January, we sold 1 single, 1 single w/cart, 1 junior and 2 senior memberships. The balance of membership revenue was monthly membership fees. We did not host any events.

I am still working with Tyler to complete our business/marketing plan for 2022. Additionally, we are searching for a new Point of Sale provider. This includes our golf course website and digital marketing tools. It is quite a process to determine the best value with all of the components needed to operate correctly.

Our 2022 events and leagues are filling nicely on the calendar.

The golf course is in excellent shape. Aaron and his crew have transformed our reputation on greens quality. This is the best thing that could happen in the word-of-mouth environment.

Our Club Car golf cars have arrived. We received the new cars on 2/2. Clear Creek has picked up all of our previous Yamaha fleet.

Golf Maintenance Report

On Course

- 1 Checked Heaters in well house and Chemical barn daily
- 2 Repair work on Eagle #14
- 3 New rock on service road
- 4 Turned over dirt and mulch pile
- 5 Cleaned and re-painted ball washers and put new towels on all
- 6 Blew sticks debris into piles throughout course and removed
- 7 Power washed Limestone Rock #16

Shop

- 1 Removed mulching kit and sharpened blades on JD 1600
- 2 Put starter in golf car
- 3 Removed mulching kit and sharpened blades on Toro 4000 (Put new blades on)
- 4 8700 #2 Set HOC at .150 and Backlapped
- 5 Sanded and painted Range bag stands
- 6 Moved 2022 chemicals to barn and organized
- 7 Repaired broken pulley on Toro 4000
- 8 Removed and cleaned spinners on Dakota topdresser
- 9 Set HOC at .6 on collar mower
- 10 Built new sprinkler head testing station

Office \ Professional

- 1 Irrigation training @ Millwood
- 2 OTA Meeting and seminar
- 3 Updated calendars
- 4 Threads Seminar

Golf Course Report

TARGETED BUDGETED ROUNDS..... 20,000				2021 - 2022		DIFFERENCE			
	<u>AVG %</u>	<u>BUDGETED 22</u>		<u>ACTUAL</u>		<u>MONTHLY</u>		<u>CUMULATIVE</u>	
	<u>17 - 21</u>	<u>MONTHLY</u>	<u>CUMULATIVE</u>	<u>MONTHLY</u>	<u>CUMULATIVE</u>	<u>AMOUNT</u>	<u>PERCENT</u>	<u>AMOUNT</u>	<u>PERCENT</u>
Jul	13.49%	2,698	2,698	3,246	3,246	548	20.31%	548	20.31%
Aug	12.46%	2,493	5,191	3,174	6,420	681	27.32%	1,229	23.68%
Sep	11.90%	2,379	7,570	2,931	9,351	552	23.20%	1,781	23.53%
Oct	8.03%	1,606	9,176	1,915	11,266	309	19.24%	2,090	22.78%
Nov	4.62%	924	10,100	1,094	12,360	170	18.40%	2,260	22.38%
Dec	2.92%	584	10,684	1,277	13,637	693	118.52%	2,953	27.63%
Jan	2.70%	540	11,224	406	14,043	-134	-24.81%	2,819	25.11%
Feb	3.31%	662	11,886	0	14,043	-662	-100.00%	2,157	18.15%
Mar	6.36%	1,272	13,158	0	14,043	-1,272	-100.00%	885	6.73%
Apr	8.49%	1,698	14,855	0	14,043	-1,698	-100.00%	-812	-5.47%
May	11.34%	2,269	17,124	0	14,043	-2,269	-100.00%	-3,081	-17.99%
Jun	14.38%	2,876	20,000	0	14,043	-2,876	-100.00%	-5,957	-29.79%
TOTAL	100.00%	20,000							

TARGETED BUDGETED REVENUES \$ 460,580.00				CITY REVENUE REPORTS		DIFFERENCE			
	<u>AVG %</u>	<u>BUDGETED 22</u>		<u>ACTUAL</u>		<u>MONTHLY</u>		<u>CUMULATIVE</u>	
	<u>17 - 21</u>	<u>MONTHLY</u>	<u>CUMULATIVE</u>	<u>MONTHLY</u>	<u>CUMULATIVE</u>	<u>DOLLAR</u>	<u>PERCENT</u>	<u>DOLLAR</u>	<u>PERCENT</u>
Jul	13.49%	\$ 62,142.90	\$ 62,142.90	\$69,440.05	\$ 69,440.05	\$ 7,297.15	11.74%	\$ 7,297.15	11.74%
Aug	12.13%	\$ 55,863.14	\$ 118,006.04	\$66,322.69	\$ 135,762.74	\$ 10,459.55	18.72%	\$ 17,756.70	15.05%
Sep	10.75%	\$ 49,532.01	\$ 167,538.06	\$70,314.56	\$ 206,077.30	\$ 20,782.55	41.96%	\$ 38,539.24	23.00%
Oct	8.40%	\$ 38,696.40	\$ 206,234.46	\$44,260.26	\$ 250,337.56	\$ 5,563.86	14.38%	\$ 44,103.10	21.38%
Nov	4.51%	\$ 20,775.64	\$ 227,010.10	\$28,250.37	\$ 278,587.93	\$ 7,474.73	35.98%	\$ 51,577.83	22.72%
Dec	3.35%	\$ 15,432.49	\$ 242,442.59	\$26,529.77	\$ 305,117.70	\$ 11,097.28	71.91%	\$ 62,675.11	25.85%
Jan	2.06%	\$ 9,466.80	\$ 251,909.39	\$10,287.40	\$ 315,405.10	\$ 820.60	8.67%	\$ 63,495.71	25.21%
Feb	2.63%	\$ 12,126.11	\$ 264,035.51	\$0.00	\$ 315,405.10	-\$ 12,126.11	-100.00%	\$ 51,369.59	19.46%
Mar	6.58%	\$ 30,313.87	\$ 294,349.38	\$0.00	\$ 315,405.10	-\$ 30,313.87	-100.00%	\$ 21,055.72	7.15%
Apr	9.72%	\$ 44,759.23	\$ 339,108.61	\$0.00	\$ 315,405.10	-\$ 44,759.23	-100.00%	-\$ 23,703.51	-6.99%
May	11.89%	\$ 54,775.84	\$ 393,884.45	\$0.00	\$ 315,405.10	-\$ 54,775.84	-100.00%	-\$ 78,479.35	-19.92%
Jun	14.48%	\$ 66,695.55	\$ 460,580.00	\$0.00	\$ 315,405.10	-\$ 66,695.55	-100.00%	-\$ 145,174.90	-31.52%
TOTAL	100.00%	\$ 460,580.00							

TARGETED BUDGETED EXPENDITURES..... \$684,243				2021-22		DIFFERENCE			
	<u>AVG %</u>	<u>BUDGETED 22</u>		<u>ACTUAL</u>		<u>MONTHLY</u>		<u>CUMULATIVE</u>	
	<u>17 - 21</u>	<u>MONTHLY</u>	<u>CUMULATIVE</u>	<u>MONTHLY</u>	<u>CUMULATIVE</u>	<u>AMOUNT</u>	<u>PERCENT</u>	<u>AMOUNT</u>	<u>PERCENT</u>
Jul	6.19%	37,609.96	37,609.96	\$48,940.04	\$48,940.04	\$11,330.08	30.13%	\$11,330.08	30.13%
Aug	9.35%	56,791.64	94,401.60	\$40,281.02	\$89,221.06	-\$16,510.62	-29.07%	-\$5,180.54	-5.49%
Sep	8.31%	50,504.86	144,906.46	\$48,167.36	\$137,388.42	-\$2,337.50	-4.63%	-\$7,518.04	-5.19%
Oct	8.85%	53,756.77	198,663.23	\$58,783.57	\$196,171.99	\$5,026.80	9.35%	-\$2,491.24	-1.25%
Nov	7.13%	43,341.12	242,004.34	\$32,117.11	\$228,289.10	-\$11,224.01	-25.90%	-\$13,715.24	-5.67%
Dec	8.11%	49,254.89	291,259.23	\$45,709.85	\$273,998.95	-\$3,545.04	-7.20%	-\$17,260.28	-5.93%
Jan	6.75%	41,008.35	332,267.59	\$35,258.89	\$309,257.84	-\$5,749.46	-14.02%	-\$23,009.75	-6.93%
Feb	5.32%	32,351.01	364,618.59	\$0.00	\$309,257.84	-\$32,351.01	-100.00%	-\$55,360.75	-15.18%
Mar	6.39%	38,815.95	403,434.54	\$0.00	\$309,257.84	-\$38,815.95	-100.00%	-\$94,176.70	-23.34%
Apr	7.01%	42,602.94	446,037.48	\$0.00	\$309,257.84	-\$42,602.94	-100.00%	-\$136,779.64	-30.67%
May	6.87%	41,771.32	487,808.80	\$0.00	\$309,257.84	-\$41,771.32	-100.00%	-\$178,550.96	-36.60%
Jun	10.81%	65,673.50	553,482.30	\$0.00	\$309,257.84	-\$65,673.50	-100.00%	-\$244,224.46	-44.13%
TOTAL	91.09%	553,482.30							

CIVIL WAR MUSEUM ATTENDANCE

DATE	DAY	CARTHAGE	TOURIST	LOCATION UNLISTED	GRAND TOTAL	SALES	DONATIONS
01/01/22	SATURDAY	CLOSED	0	0	0		
01/02/22	SUNDAY	0	2	0	2		
01/03/22	MONDAY	CLOSED	0	0	0		
01/04/22	TUESDAY	0	8	0	8		
01/05/22	WEDNESDAY	0	4	0	4		
01/06/22	THURSDAY	0	0	0	0		
01/07/22	FRIDAY	0	3	0	3		
01/08/22	SATURDAY	0	6	0	6		
01/09/22	SUNDAY	0	0	0	0		
01/10/22	MONDAY	CLOSED	0	0	0		
01/11/22	TUESDAY	1	8	0	9		
01/12/22	WEDNESDAY	0	4	0	4		
01/13/22	THURSDAY	0	8	0	8		
01/14/22	FRIDAY	0	8	0	8		
01/15/22	SATURDAY	1	7	0	8		
01/16/22	SUNDAY	0	5	0	5		
01/17/22	MONDAY	CLOSED	0	0	0		
01/18/22	TUESDAY	0	0	0	0		
01/19/22	WEDNESDAY	0	11	0	11		
01/20/22	THURSDAY	0	3	0	3		
01/21/22	FRIDAY	1	4	0	5		
01/22/22	SATURDAY	6	5	2	13		
01/23/22	SUNDAY	0	6	0	6		
01/24/22	MONDAY	CLOSED	0	0	0		
01/25/22	TUESDAY	0	6	0	6		
01/26/22	WEDNESDAY	0	3	0	3		
01/27/22	THURSDAY	1	15	0	16		
01/28/22	FRIDAY	0	4	0	4	\$ 443.00	\$ 141.00
01/29/22	SATURDAY	0	6	0	6		
01/30/22	SUNDAY	0	2	0	2		
01/31/22	MONDAY	CLOSED	0	0	0		
TOTAL		10	128	2	140	\$ 443.00	\$ 141.00



THE CITY OF CARTHAGE, MISSOURI

REQUEST FOR PROPOSAL

Date Issued: February 18, 2021

Request for Proposals
ELECTRIC SCOOTER RENTAL
PROGRAM

Contact

Mark Peterson
Parks & Recreation Director
521 Robert Ellis Young Drive
Carthage, Missouri 64836
(417) 237-7035
m.peterson@carthagemo.gov

Introduction

The City of Carthage, Missouri, is seeking proposals from qualified providers of Electric Scooter Rentals. The City of Carthage conducted a six-month trial period with Lime scooter rentals from June 15 through December 15, 2021. This trial period provided analysis for the viability of electric scooter rentals in Carthage. As a result, it has been determined by the Public Services Committee of the City Council that the City of Carthage would like to evaluate proposals to continue Electric Scooter Rentals for one year.

About Carthage

Known for its history related to the Civil War and location on Route 66, Carthage is the home for approximately 15,000 citizens. Its median age is 32, its median household income is \$33,300, and is 69% white and 26% Hispanic.

About the Carthage Park System

The park system features nine parks and a total of 354 acres. Of the 354 acres, the golf course is 146 acres, Fair Acres Park is 67 acres, Municipal Park is 62 acres, and Kellogg Lake is 53 acres. Five additional parks make up the balance of 26 acres. Essential amenities in the park system include:

- 18-hole golf course
- Trailhead to the Ruby Jack Trail, which connects Carthage and Carl Junction at 16 miles
- Sports complex (baseball, t-ball, softball, soccer, and utility fields)
- Outdoor aquatic facility
- Skate park
- Tennis courts
- A 53-acre lake featuring fishing, a nature trail, disc golf, and river swimming

SECTION INDEX

SECTION I PROPOSAL INFORMATION

SECTION II PROPOSAL CONTENT

SECTION I – PROPOSAL INFORMATION

1.0 PROPOSAL INFORMATION

Section I provides general information to potential Offerors, such as proposal submission instructions and similar administrative elements.

1.1 RFP SCHEDULE OF EVENTS

The schedule of events is as follows:

<u>Event</u>	<u>Date</u>
Issue Request for Proposal	February 18, 2022

Questions about the RFP must be emailed in writing and directed to Mark Peterson at the following email address:

m.peterson@carthagemo.gov

Proposal Due Date	2:00 p.m. March 10, 2022
Review of Proposals	5:30 p.m. March 15, 2022
Award of Contract	March 23, 2022
Initiation Date	April 1, 2022

1.0 SUBMISSION OF PROPOSAL

Proposals will be submitted no later than March 10, 2022, 2:00 p.m. to:

Mark Peterson, Director

Park and Recreation Department

521 Robert Ellis Young Drive

Carthage, Missouri 64836

NO LATE OFFERS WILL BE ACCEPTED

1.1 NUMBER OF COPIES

The Offerors shall submit two (2) paper copies.

Upon submission, all proposal documents shall become and remain the property of the City of Carthage.

1.2 SPECIAL TERMS

Please note the following definitions of terms as used herein:

The term "City" means the City of Carthage.

The term "Contractor" or "Consultant" means the Offeror whose offer is accepted and is awarded the contract to provide the products or services specified in the RFP. The term "Offer" means the proposal.

The term "Offeror" means the person, firm, or corporation that submits a formal proposal or offer and that may or may not be successful in being awarded the contract.

The term "Project" refers to the Electric Scooter Rental Program.

The term "Request for Proposal" or "RFP" means this solicitation of a formal, negotiable proposal or offer. Any accepted offer will be the offer that the City of Carthage deems to be most advantageous in terms of the criteria designated in the RFP.

1.3 RFP OBJECTIVE

This RFP aims to provide sufficient information to enable qualified Offerors to submit written proposals to the City of Carthage. The RFP is not a contractual offer or commitment to purchase products or services.

All information included in proposals must be legible. Offeror must initial any and all corrections and/or erasures. The contents of the proposal submitted by the successful Offeror may become part of any contract awarded as a result of this solicitation.

1.4 ACCEPTANCE

Any offer received and not withdrawn shall be considered an offer, which the City of Carthage may accept based on initial submission without discussions or negotiations.

By submitting an offer in response to this solicitation, the Offeror agrees that any offer may be accepted by the City of Carthage at any time within 90 calendar days from the date of the submission deadline.

The City of Carthage reserves the right (a) to reject any or all offers, (b) to waive ~~forms~~ and minor irregularities in offers received, and/or (c) to accept any portion of an offer if deemed in the best interest of the City of Carthage. Failure of the Offeror to provide in its offer any information requested in the RFP may result in rejection of the offer for non-responsiveness.

1.5 AWARD(S)

The City of Carthage intends to make an award using the evaluation criteria listed in this RFP to determine the best value, considering all factors and criteria in the

proposals submitted. Best value means the expected outcome of an acquisition that, in the City's estimation, provides the greatest overall benefit in response to the requirements detailed in the RFP. However, the City of Carthage reserves the right to reject any offers and not make an award.

1.6 PERFORMANCE PERIOD

The City intends to award the winning contractor(s) with a Rental Program Agreement for a twelve (12) month term with a six (6) month "check-in" to evaluate successes, difficulties and to make adjustments as necessary.

SECTION II – PROPOSAL CONTENT

2.0 PROPOSAL CONTENT

Section II provides instructions regarding the format and content required for proposals submitted in response to this solicitation.

2.1 COVER LETTER

The cover letter shall be no more than two pages. The cover letter shall contain at least the following information:

- A. Project Name
- B. Statement that the Offeror is qualified to perform the work
- C. Certification Statement that the information and data submitted are true and complete to the best knowledge of the individual signing the letter
- D. Name, telephone number, email address, and physical address of the individual to contact regarding the proposal
- E. The signature of an authorized principal, partner, or officer of the Offeror.

2.2 ORGANIZATIONAL BACKGROUND AND OVERVIEW

The Offeror must provide a brief history and overview of its Company and its organizational structure, emphasizing how this project will fit within that structure. Also include a principal place of business location(s), office locations, firm size, and financial stability assessment.

2.3 PROPOSAL REQUIREMENTS

All firms interested in being considered for this project should submit proposals that include:

A. Company Overview. Provide an overview of your Company, along with:

- a) North American cities of similar size and urban development patterns to Carthage, where you currently operate a Scooter service, a local regulatory contact, and the number of Scooters deployed in each City.
- b) List all legal or regulatory enforcement actions, by type, initiated against the Company.

B. Scooter Description. Provide a detailed description of your Scooter Device(s), including images of the branded Scooters Devices you propose for Carthage.

- a) The City of Carthage would like to ensure that Scooters inoperation during the program include the latest innovative technology andfeatures designed to improve rider safety, durability, convenience, and compliancewith parking/riding restrictions. Please describe how your Scooters are designed to address each of these issues. Will the Scooters you deploy inthe City be the latest and most up-to-date generation that your Company offers?
- b) During the proposal evaluation period, select operators may be given the opportunity to demonstrate scooter technology and design features to the selectioncommittee.
- c) Please note that your Scooters must comply with the following standards:
 - i. The motor-assist speed for all Scooters must not exceed 15 miles perhour.
 - ii. Scooters must be equipped with front and rear lights visible from a distance of at least 300 feet under normal atmospheric conditions at night.
 - iii. Each Scooter must have and display a unique identification number provided to the City.
 - iv. Each Scooter must display the current contact phone number for your 24-hour customer service line.
 - v. Company must have the ability to remotely lock-down individual Scooters (e.g., when they are reported/deemed unsafe).
 - vi. Scooters must meet US Consumer Product Safety Commission (CPSC) standards for weight-bearing and any other state and national standards.

C. Maintenance & Operations Plan

- a) Maintenance – describe:
 - i. The frequency and extent of your maintenance and cleaning of Scooters
 - ii. The type of labor (employees, staffing services, contract labor, etc.) conductingmaintenance and cleaning
 - iii. The average lifespan of the Scooter and Scooter disposal

- practice
 - iv. The extent of Scooter maintenance
- b) Operations
 - describe:
 - i. Pricing plan
 - ii. Storage of Scooters during non-operational hours
 - iii. Proposed fleet size and service area at launch.
 - iv. Describe the use of GPS or geo-fencing technology to enforce parking/operating compliance; including areas that may be geo-fenced out.
 - v. Provide a project schedule that describes your intended launch of the program. Include anticipated planning and construction milestones and deliverables.
 - vi. Provide samples of any proposed signage incidental to the program's operation, including proposed placement, sizing, and dimensions.
 - vii. Methods and frequency of deploying, redistributing, and charging Scooters. Please note that the City reserves the right to establish Scooter parking zones and reserves the right to designate areas as off limits to Scooter parking.
 - viii. Process for receiving and resolving complaints and problems with Scooters blocking the travel movement in real-time (e.g., sidewalk, travel lane, etc.). Include the customer intake process and staffing levels. In what time frame are complaints acknowledged and resolved?
 - ix. Helmet distribution strategy
- c) Local Operator Contact Information
 - i. If available at this time, provide your local operator's name, email, and phone number.
 - ii. If available at this time, list address(es) of Carthage operations.
- d) Customer Service Operations
 - i. Provide location(s) of your customer service operations.
 - ii. Provide your 24-hour customer service number.
 - iii. Does your customer service number provide the ability for translation services?

D. Infrastructure Investment

- a) Provide details on infrastructure, including any parking stations or other temporary, semi-permanent, or permanent infrastructure necessary to support the program. Details should include space requirements, marking/signage, electrical requirements, and operations & maintenance requirements

E. Safety History Summary. For each market where you operate that has the following data available, provide a summary report of safety incidents. The summary must include:

- a) Total miles traveled on your Scooter fleet in each market (for calculating rates of collisions, injuries, and fatalities per mile).
- b) Total number of reported and/or observed crashes and collisions
- c) Total number of reported injuries, separated by: minor injuries, major injuries resulting in hospitalization, fatal injuries
- d) Total number of reported injuries that involved person(s) with a disability
- e) A summary of changes made by the Company or agency in response to safety incidents

F. Complaint History Report

- a) Include the total number and nature of complaints filed by Users and non-Users, by cities, and over what timeframe for all markets where you operate that have this data available.
- b) Describe the number of times and locations your Company has deployed scooters in a market without approval from local authorities.

G. Communication & Outreach Plan

- a) User Education: Describe your plan to educate and encourage User compliance with all applicable rules and regulations, including minimum age, proper parking, and prohibition of sidewalk riding.
- b) General Public Communication: Describe your plan to communicate to the public on system use, how to use scooters safely, driving safely around Scooters, and how to report complaints. List the languages your communications are provided in.
- c) Describe how your Scooter service will help enhance Carthage's public transit system.

H. User Equity Plan

- a) If applicable, describe your discounted pricing structure for people living on low-incomes.
- b) List the languages your services are provided in.
- c) Are your apps and websites accessible and screen reader compatible?

I. Privacy Policy

- a) Provide a copy of your privacy policy, and describe how you safeguard Users' information, including personal, financial, and travel information.
- b) List all parts of a User's mobile phone (e.g., camera, location services, and contacts) that your Company requires for access to the Scooter service. Why are they required? Does the Company use this data for other commercial purposes beyond the Scooter service?
- c) List additional elements of a User's mobile phone requested during the registration process. Why are they requested? Does the Company use this data for other commercial purposes beyond the Scooter service?

J. Data Breach History Report

- a) Provide a summary report describing the date, location, and type of data accessed for all data breaches.

K. Data Sharing Agreement

- a) At the time of application submission, Company must agree to provide the City, either directly or through a City-approved third-party provider, access to Scooterfleet data.
 - i. Real-time location and availability data for their entire fleet;
 - ii. Archival Trip data for their entire fleet;
 - iii. Archival Collision data; and
 - iv. Archival Complaint data.

L. Fees paid to the City of Carthage

- a) The City of Carthage will receive a one-year contract initiation payment due within 30 days of contract signing.
 - i. Submit proposed one-year contract initiation payment.
- b) The City of Carthage shall receive a flat fee per ride or a revenue share arrangement per ride.
 - i. Submit your proposed per ride fee or revenue share arrangement.
- c) The City of Carthage will charge a \$250 fee for any incident in which the City would need to remove a Scooter from a location not accessible for contractor staff. Lakes, rivers, ditches, etc.

Dick Horton Consulting

507 Norris
Pittsburg KS 66762



Contract Addendum #2 to the original Master Plan Agreement to Perform Park and Recreation Consulting Services

Date

February 15, 2022

City of Carthage Rules and Regulations

This Consulting Agreement Addendum #2 is issued pursuant to the selection of Dick Horton Consulting to develop a Park and Recreation Master Plan for the City of Carthage and the need to extend his contract to assist with the administrative effort that will be needed to implement the completed master plan.

Period of Performance

The Services shall commence on January 3, 2022, and will be completed at such time as the selected services are approved by the Director of Parks and Recreation.

Scope of Work

Potential tasks to be included in this contract addendum #2 include those in the table below. It is understood that the tasks can be deleted or added to.

Task	Support Role	Lead Role	Comment
Partnerships - Individual Partner Conversations - YMCA - Sports Associations - Special Interest Groups	x		Especially with the YMCA, it may be helpful to have another voice like mine to offset pushback.
Pricing/Cost Recovery Policy/Special Events Guidelines		x	

• Complete Special Events Guidelines. • Complete a unique Pricing and Cost Recovery Policy for Carthage • Incorporation of Special Event Guidelines with Pricing and Cost Recovery Policy •			
Public Engagement • Hispanic Community • Older Adults • Young People • Farmer's Market • Central Park Wading Pool • Carl Lewton Stadium • Cost Recovery Policy Opposition • Athletic Field Scheduling Opposition	x		Continue outreach to unusual voices and others who have a desire to have additional discussions
Recreation Programming	x		Identify appropriate programs for the Department
Organizational Changes	x		How best to adapt staff to a new way of doing business • Field scheduling • Marketing • Cost tracking • Becoming a data-driven agency
Develop New Policies • Staff Development		x	
Maintenance Management • Cost Tracking Methodology		x	
Research • Farmer's Market • Other to be determined		x	
New Document Development		x	Write new documents as needed

Deliverables

Each task assigned for further study will be completed on a timely basis. Each task will be accurate, thorough, and professionally prepared to align with best practices in the park and recreation profession.

Consultant Fee

The fee for tasks selected for further study can be determined in a couple of ways:

- Most services will be tracked and invoiced based on time and rate.
- Some services may be put together as a flat fee.
- The rate scale will vary between \$150 per hour and \$200 per hour based on type of work.

- \$30,000 maximum payment total for services.

Invoice Procedures

DHC will submit an invoice to the Park and Recreation Department on a periodic basis when specific tasks have been completed and approved by the Director of Parks and Recreation.

IN WITNESS WHEREOF, the parties hereto have caused this Contract Addendum to be effective as of the day, month and year first written above.

City of Carthage

Dick Horton Consulting

By: _____
Name: _____
Title: _____
Date: _____

By: _____
Name: _____
Title: _____
Date: _____

PUBLIC SERVICES COMMITTEE MINUTES

February 15th, 2022
Zoom Video Conference
5:30 pm

Public Services Committee Members Present; Ceri Otero, Juan Topete, Mike Daugherty

Members Absent: Seth Thompson

Staff Present: Mark Peterson, Tom Short, Greg Dagnan

Non-Members: Abi Almandinger

Meeting was called to order at 5:30 pm.

Old Business:

1. Consider and approve minutes from the previous meeting.
Ceri Otero made a motion to approve January minutes.
Motion Passed.

NEW BUSINESS:

1. Consider and Discuss Scooter Rental RFP

Mr. Peterson presented an RFP for Electric Scooter rentals. The RFP outlined information needed from providers, proposed revenue, and timelines. The RFP will be released on 2/18 with a proposal due date of 3/10.
No action was needed.

2. Consider and Discuss Addendum #2 for Dick Horton Consulting Services

Mr. Peterson proposed addendum #2 to the Dick Horton Consulting Services Parks & Recreation Master Plan contract. This addendum is for administrative services that include document creation of Special Events Guidelines, Pricing Policy, Cost Recovery Policy, Public Engagement, Programming, Organizational Changes, Staff Development, Cost Tracking, and Research.

The contract will have a cap of \$30,000. Fees will be paid in a combination of options. Some jobs will be by the hour, and some will be by the job.

Ceri Otero motioned to accept the contract and forward it to the council.
Motion Passed.

3. Consider and Discuss Carthage Youth Baseball Agreement.

Information for agenda items 3 and 4 is below.

4. Consider and Discuss Carthage Youth Softball Agreement.

Mr. Peterson informed the committee that these two agreements need further evaluation before approval. These will be brought forward at the March 15th PSC meeting. The primary reason is recent developments related to determining the best way to proceed with utility needs for baseball and softball. Language for the agreements will be developed addressing the utility arrangements and added to the agreements.

Staff Reports

Mr. Peterson shared information on the following.

- Recently hired Preston Ryser as the Assistant Golf Operations Supervisor.
- We are currently interviewing candidates for the Administrative Assistant opening.
- Currently taking applications for Park Maintenance I position.
- We are transitioning from Teesnap Point of Sale (POS) software to Lightspeed POS at the golf course. We Teesnap through the end of March. Lightspeed should be implemented by 3/15, allowing a 2-week buffer for any issues.
- Capital requests will be submitted to Mr. Short on 2/18.
- I met with CVB representatives on 2/10 to discuss various details in determining the best path for Tourism if the City of Carthage chooses to take on a Tourism role for the city. We outlined how to move forward with FTF while a path is determined for Tourism. More details and a presentation will happen on 2/28 at the scheduled Lodging Tax Committee meeting.

Mike Daugherty made a motion to adjourn.

Motion Passed.

Meeting adjourned at 6:32 pm.