

REQUEST FOR PROPOSALS
West Damascus/Happy Valley
Annexation Option Study

EXHIBIT “A”

Work Plan for the annexation option study should include the following tasks:

1. Initial meetings with City of Happy Valley and Committee for the Future of Damascus representatives to determine roles and responsibilities of all parties, and agreed upon procedures.
2. Develop plan for public outreach to provide information and answer questions of concerned and affected land owners
 - a. Preparation of informational packets
 - b. Schedule of meetings and locations
 - c. Facilitate at public outreach meetings
 - d. Preparation of notice and mailings
3. Conduct surveys in affected area
 - a. Develop questions for surveys and determine number of residents to poll
 - b. Surveys including annexation petitions mailed with written response requested
 - c. Conduct Telephone survey to solicit written responses from maximum number of land owners
4. Prepare written report on findings from outreach and survey and prepare a memorandum of understanding for review and approval at final meeting with City of Happy Valley and Committee for the Future of Damascus representatives to determine the appropriate boundary based upon results of entire process.
5. Detailed outline
 - a. Timeline
 - b. Related Costs
 - c. Deliverables