



December 1, 2025

Katelin Olson, Town Supervisor  
Town of Ulysses  
10 Elm Street  
Trumansburg, New York 14886

**Re: Amendment Proposal for Professional Services**  
**Additional Services – Ulysses Comprehensive Plan**

Dear Supervisor,

MRB Group is pleased to provide the Town with this proposal for Professional Services for continued work on the update to the Town's Comprehensive Plan. This document will serve as a policy framework and roadmap for continued quality-of-life enhancements for the Town over the course of the next decade and beyond.

**I. Background/Understanding**

In 2024, MRB Group was engaged to facilitate the development of the Comprehensive Plan update. That engagement contemplated a document development schedule of approximately fourteen months, which has been exhausted. Town leadership has determined that a six-month extension, with work completed no later than April 1, 2026, is necessary to complete a draft for review by the Town Board.

This agreement affects that extension, and covers work as scoped below, and performed after November 15, 2025.

Exclusive of these additional services, the remaining scope covered under the prior agreement will be performed at no additional cost to the Town. This includes the Adoption Support phase from that agreement – one Town Board presentation, a Type 1 SEQR exercise, a public hearing, one round of edits requested by the Town Board, and seven printed copies / one digital copy of the final plan.

## II. Scope of Services and Compensation

- A. Meeting Facilitation: The Town proposes five additional steering committee meetings. These meetings will be staffed and facilitated by the MRB Group project manager. Meetings will be billed at a flat rate of \$750 per meeting, for a total of \$3,750.
- B. Public Forum: An additional public forum was held on November 19, 2025, wherein MRB Group provided two team members for logistics and facilitation. This activity is to be billed at a flat rate of \$1,500.
- C. Comment Consolidation: The steering committee has requested additional time to contribute comments to the most recent draft. As suggested at its November meeting, comments will be consolidated and categorized by consensus level for use in further deliberation by the committee. This will be billed on an hourly basis at the project manager's hourly rate for a cost not to exceed \$1,500.
- D. Additional Drafts: The steering committee's consensus-based edits will be consolidated into a new draft. It is anticipated that there will be one additional draft refinement prior to referral to the Town Board. Preparation of these drafts will be billed on an hourly basis at the project manager's hourly rate for a cost not to exceed \$3,000 per draft.

**Not to Exceed Fee..... \$12,750.00**

*Any additional work beyond this fee and outside the scope of this proposal would be reviewed with the Client. MRB Group will submit monthly statements for services rendered during each invoicing period based on the efforts performed during that period. MRB Group hourly rates are subject to annual adjustment.*

## III. Additional Services

The following items (not included in the above scope of services) can be provided on a personnel time-charge basis, but would only be performed upon receipt of your authorization:

- A. Steering Committee meetings, beyond those scoped above, will be billed on a time and expense basis.
- B. Public engagement activities, beyond those scoped above, will be billed on a time and expense basis.
- C. Additional drafts, beyond those scoped above, will be produced on a time and expense basis.

#### IV. Commencement of Work

Upon receipt of the signed proposal, MRB Group will continue work on these additional services.

#### V. Standard Terms and Conditions

This is an amendment to the original agreement, dated July 18, 2024, and executed by the Town Supervisor on August 9, 2024. The Terms and Conditions associated with that agreement apply to this amendment.

If this amendment proposal is acceptable to you, please sign where indicated and return one copy to our office. Thank you for your consideration of our firm. We look forward to continuing to work with you on this very important project.

Sincerely,



Matt Horn  
National Director, Strategic Growth and Development



James J. Oberst, P.E., LEED AP  
Executive Vice President/C.O.O.

Amendment Proposal Accepted By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

[https://mrbgrou365.sharepoint.com/sites/Proposals/Shared Documents/New York/Ulysses, Town of/P2400037 Town of Ulysses - 2025-2045 Comprehensive Plan Periodic Update and Environmental Impact Statement/T. Ulysses - Comprehensive Plan Additional Services \(12-1-2025\).docx](https://mrbgrou365.sharepoint.com/sites/Proposals/Shared Documents/New York/Ulysses, Town of/P2400037 Town of Ulysses - 2025-2045 Comprehensive Plan Periodic Update and Environmental Impact Statement/T. Ulysses - Comprehensive Plan Additional Services (12-1-2025).docx)



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