

TOWN OF PARADISE VALLEY

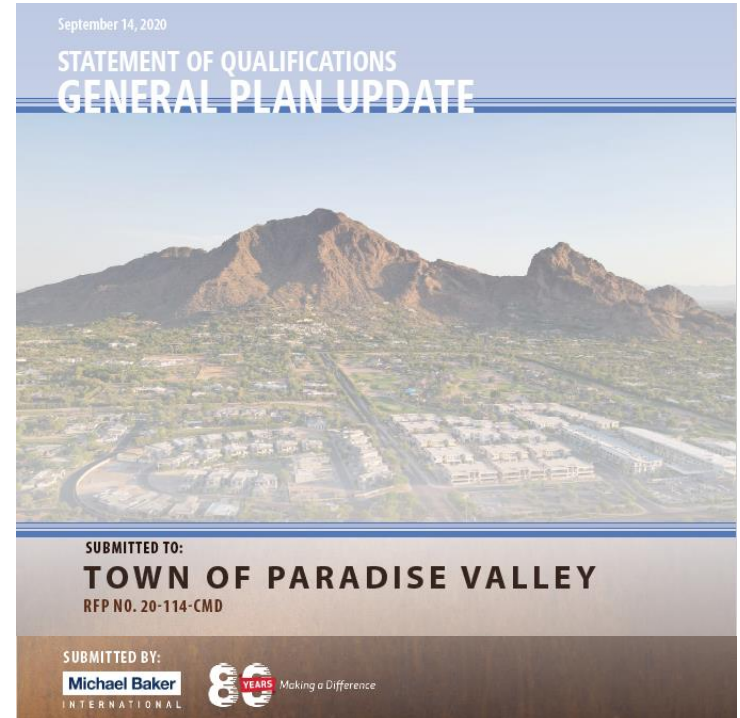
Award of Contract 2022 General Plan Update

Town Council
October 8, 2020



Request

- Approval for the execution of a contract with **Michael Baker International** in the amount not to exceed \$124,900 to develop the 2022 General Plan Update for the Town. The anticipated budget split for the project is:
 - a) FY20-21: \$49,928
 - b) FY21-22: \$70,000
 - c) FY21-22 (*contingency funds*) \$4,972.



Background

- General Plan targeted completion is August 2022 (voter ratification)
- Town Budget for the General Plan Update is \$120,000
- Town Priority One funding required the budget to be split over the 20-21 and 21-22 fiscal years.
- With Priority Two revenue, this can be budgeted in FY21 with Council approval
- RFP issued on August 24, 2022
- RFP responses submitted on September 14, 2020
 - ✓ Matrix Design Group
 - ✓ Michael Baker International
 - ✓ PLAN*et Communities



Award Selection Process

- Selection Committee members reviewed RFP responses (4 Town Staff)
- Committee scored RFP responses on September 18, 2020
 - ✓ Methodology (45 points)
 - ✓ Experience/Expertise and References (30 points)
 - ✓ Cost of Services to the Town (20 points)
 - ✓ Compliance with the Towns Terms and Conditions (5 points)
- Top 2 RFP responses after committee scoring were interviewed
- Committee scored interviews on September 22, 2020
 - ✓ Michael Baker International scored the highest in both RFP response & interview



Michael Baker Experience

Relevant Arizona Experience/Expertise (year completed)

- Cave Creek: General Plan Update (special election May 2021)
- Gilbert: General Plan Update (2020)
- El Mirage: General Plan Update (2020)
- Somerton: General Plan Update (2020)
- Florence: Transportation & Active Transportation Plan (2020)
- Mesa: Design Guidelines (2019)
- Cave Creek: Cave Creek/Carefree Transportation Framework Study (2016)
- Buckeye: Gila River Restoration Area Plan (2016)
- Carefree: Village Center Master Plan (2015)
- Avondale: Strategic Transportation Safety Plan (2015)



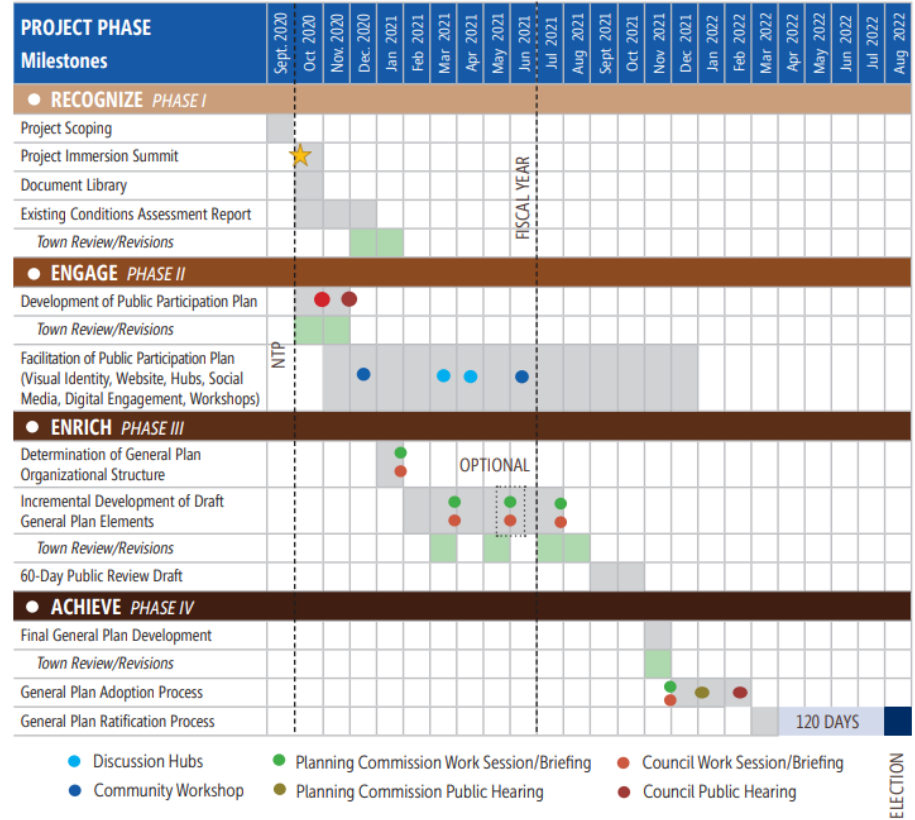
Michael Baker Experience

Town of Paradise Valley Experience

- Visually Significant Corridors Master Plan (2018)
- Cheney & Cherokee Washes Watershed Study (2016)
- Cudia City Area Drainage Master Study
- 54th St & Solano Dr Drainage Improvements
- Traffic Signal and Intersection Improvements



Project Schedule



Project Hours Phase/Personal

STAFFING PLAN	
Recognize - Phase I	Kevin Kugler, Matt Klyszeiko, Adam Pruett, Tristan Black, Brian Snyder, Matt Gomez, Smitha Kundur, Thiru Bose
Engage - Phase II	Matt Klyszeiko, Adam Pruett, Tristan Black, Brian Snyder, Matt Gomez
Enrich - Phase III	Kevin Kugler, Matt Klyszeiko, Adam Pruett, Tristan Black, Brian Snyder, Matt Gomez, Smitha Kundur, Thiru Bose
Achieve - Phase IV	Kevin Kugler, Matt Klyszeiko, Tristan Black, Matt Gomez

Total Task Hours = 945

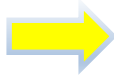
TOWN OF PARADISE VALLEY GENERAL PLAN UPDATE PROJECT BUDGET	PROJECT DIRECTOR	MANAGER	SR. CIVIL ENGINEER	PRINCIPAL PLANNER	SR. TRANS. PLANNER	PROJECT PLANNER	PLANNER & GIS	TOTAL TASK HRS	TASK FEE
	\$220.00	\$195.00	\$185.00	\$156.00	\$103.00	\$89.00	\$71.00		
PHASE I - RECOGNIZE									\$26,389
TASK 1.1: SCOPING MEETING	4	20						24	\$4,780
TASK 1.2: PROJECT IMMERSION SUMMIT	4	16		16		4	8	48	\$7,420
TASK 1.3: DOCUMENT LIBRARY & GIS DATABASE DEVELOPMENT								0	\$0
TASK 1.4: EXISTING CONDITIONS ASSESSMENT REPORT	1	15	8	15	8	40	40	127	\$14,189
PHASE II - ENGAGE									\$44,744
TASK 2.1: COMMUNITY OUTREACH & PARTICIPATION PLAN	1	12		8			8	29	\$4,376
TASK 2.2: VISUAL IDENTITY		1				15		16	\$1,530
TASK 2.3: COMMISSION & COUNCIL COORDINATION	3	35		20		20	20	98	\$13,805
TASK 2.4: PROJECT WEBSITE & DIGITAL ENGAGEMENT		20				15	70	105	\$12,705
TASK 2.5: COMMUNITY WORKSHOPS		20	4	20		25	25	94	\$11,760
TASK 2.6: SOCIAL MEDIA							8	8	\$568
PHASE III - ENRICH									\$39,261
TASK 3.1: DETERMINATION OF THE GENERAL PLAN ORGANIZATIONAL STRUCTURE		15				20		35	\$4,705
TASK 3.2: ADMINISTRATIVE GENERAL PLAN DRAFT	4	40	16	40	20	80	80	280	\$32,740
TASK 3.3: 60-DAY PUBLIC REVIEW DRAFT				8			8	16	\$1,816
PHASE IV - ACHIEVE									\$8,134
TASK 4.1: FINAL PLAN	2	5				10	15	32	\$3,370
TASK 4.2: PLANNING COMMISSION PUBLIC HEARING - CONSIDERATION OF THE FINAL GENERAL PLAN UPDATE		8				8		16	\$2,272
TASK 4.3: TOWN COUNCIL ADOPTION OF THE GENERAL PLAN UPDATE	1	8				8		17	\$2,492
TOTAL PROJECT HOURS	20	215	28	127	28	245	282	945	
SUBTOTAL									\$118,528
REIMBURSABLE (MILEAGE, MEALS, REPROGRAPHICS, PUBLIC MEETING MATERIALS)									\$1,400
LUMP SUM									\$119,928



Project Add-Ons

Optional Tasks

Request:
Potential Option



TOWN OF PARADISE VALLEY GENERAL PLAN UPDATE PROJECT BUDGET	PROJECT DIRECTOR	PROJECT MANAGER	SR. CIVIL ENGINEER	PRINCIPAL PLANNER	SR. TRANS. PLANNER	PROJECT PLANNER	PLANNER & GIS	TASK FEE
	\$220.00	\$195.00	\$185.00	\$156.00	\$103.00	\$89.00	\$71.00	
OPTIONAL TASKS								
OPTION 1 - ADDITIONAL ROUND OF WORK SESSIONS (1 COMMISSION & 1 COUNCIL)		8				20	16	\$4,476
OPTION 2 - HOA PRESENTATION/WORKSHOPS (PER MEETING)		2					4	\$674
OPTION 3 - GENERAL PLAN RATIFICATION SUPPORT (RFP PHASE 5)		10				18	20	\$4,972
OPTION 4 - PER UNIT COST OF ADDITIONAL HARDCOPIES (BASED ON # OF PAGES)								\$20 - \$100
OPTION 5 - ADDITIONAL MEETING ATTENDANCE (BASED ON HOURLY RATES)								HOURLY RATE



Action

1. Authorize the Town Manager to execute a contract with Michael Baker International in the amount of \$119,928 to be split between FY20-21 and FY21-22 and a contingency to spend an additional \$4,972 with the total contract amount not to exceed \$124,900 to develop the 2022 General Plan Update for the Town. The approved budget authority for the General Plan will be included in the next FY20/21 Budget Amendment Resolution for Council's consideration.

