



Legislation Text

File #: 20-382, Version: 1

TO: Mayor Bien-Willner and Town Council Members

FROM: Jill Keimach, Town Manager
Paul Michaud, Planning Manager
Loras Rauch, Special Projects Planner

DATE: October 8, 2020

DEPARTMENT: Community Development

AGENDA TITLE:
Award of Contract for the 2022 General Plan Update

COUNCIL STATUTORY REQUIREMENTS:

- In accordance with **A.R.S. §9-461.06.K.** on or before the tenth (10th) anniversary of the plan's most recent adoption, the governing body of the municipality shall either readopt the existing plan for an additional term of up to ten (10) years or shall adopt a new general plan.
- In accordance with **A.R.S. §9-461.05** the General Plan shall consist of a statement of community goals and development policies, include maps, any necessary diagrams and text setting forth objectives, principles, standards and plan proposals.
- In accordance with **A.R.S. §9-461.06.M.** once the Town Council adopts the 2022 General Plan it shall be submitted to the voters for ratification at the next regularly scheduled municipal election or at a special election scheduled at least 120 days after the council adopts the plan.

SUMMARY STATEMENT:

It is expected that the process to complete the 2022 General Plan Update will take approximately seventeen (17) months plus an additional 120 days between Town Council adoption and the general election voter ratification.

The Town in accordance with State and local regulations solicited request for proposals (RFPs) from qualified professional consultants to assist the Town in the 2022 General Plan Update process. Below is a summary of the RFP process that led to the selected consultant team:

- The RFP was issued on August 24, 2020.
- Three (3) consultants submitted RFP proposals by the RFP deadline of September 14, 2020.

- A Selection Committee reviewed the three submitted RFP proposals. The Committee was comprised of the Procurement Coordinator, Town Manager, Planning Manager, and Special Projects Planner.
- The Selection Committee met on September 18, 2020 to review and score the RFP proposals. Scoring was based on methodology, experience and expertise, and the cost and terms as described in the RFP solicitation.
- Two of the three consultant teams were selected to interview based on the written scores.
- Interviews were conducted on September 21 and 22, 2020 and scoring of the consultant interviews were based on methodology, experience and expertise, and their answers to specific questions derived from reviewing their proposals.
- Michael Baker International scored the highest in both the RFP response and the interview.

BUDGETARY IMPACT:

The anticipated project budget split is approximately \$49,928 in FY 20-21 and \$70,000 in FY 21-22. There were five optional tasks offered in the Michael Baker International proposal, but staff identified Option #3 - General Plan Ratification Support, as the only optional task to include as a contingency in the amount of \$4,972. Prior to invoking the use of the contingency funds for the identified optional task staff would notify Council as to their need and intent to spend the funds.

The total project case, including contingency for Option #3 General Plan Ratification Support not to exceed \$124,900 will come from the Community Development Department Budget. The approved budget authority for the General Plan will be included in the next FY20/21 Budget Amendment Resolution for Council's consideration.

ATTACHMENT(S):

- A. RFP
- B. Michael Baker International RFP Response/Proposal
- C. Staff Interview Questions for Michael Baker International
- D. Michael Baker International PowerPoint Interview Presentation
- E. Procurement Report
- F. Staff PowerPoint Presentation