



Legislation Text

File #: 20-143, **Version:** 1

TITLE:

Request to Authorize the Town Manager to Negotiate and Award a Contract for Professional Planning Services for the Implementation of a Town-wide Comprehensive Planning Process.

PURPOSE: The purpose of this item is for the Town Council to authorize the Town Manager to negotiate and award a contract for planning services for the development of a Town-wide Comprehensive Plan.

DEPARTMENT: Planning

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INFORMATION: A Request for Proposals (RFP - Attachment B) for Comprehensive Planning Services was released in late August and none were received. The RFP was re-released in late November and three proposals were submitted. The proposals have been evaluated by a committee made up of the Town Manager and department heads, and a firm identified for the completion of this work. The firm selected, Teska Associates, Inc., with the assistance of The Center for Neighborhood Technology and Lockamy Consulting Services, has estimated the completion of the project for \$180,451. A final project scope is in preparation, with some additional costs, up to the currently budgeted amount of \$200,000, under consideration.

FISCAL & STAFF IMPACT: \$200,000 is currently budgeted for the project. Staff time from all departments will be needed to engage with the community on land use alternatives and program service levels. Additional funds of up to \$200,000 are estimated within the Town's adopted Capital Improvements Plan (FY 2021) as needed to ensure the maximum public participation, data collection, and plan development.

RECOMMENDATION: Staff recommends that the Board adopt the resolution (Attachment A) authorizing the Town Manager to negotiate and award a contract for comprehensive planning services to Teska Associates, Inc.