

MEMORANDUM

To: Mayor Keefer and Members of the City Council
From: Carla McLane, Planning Official
Date: November 1, 2024
RE: Agreement for Consulting Services – Comprehensive Plan and Development Code

It has come to my attention that there are some new procurement rules that we must adhere to for this agreement specifically as it is over \$250,000. Your involvement is required to grant approval and authorize the City Manager to sign the agreement. As way of background, I share the following:

Identifying Potential Consultants: Brandon initiated this project by reaching out to several potential consultants or groups to do the work. We eventually refined the list and engaged in conversations with AKS Engineering, Cascadia Partners, and Winter Brook Planning. A Scope of Work was drawn up to focus better on the conversation and identify the tasks deemed necessary for the project. The following is a summary of that Scope of Work:

- Task 1: Project Management and Kick Off
- Task 2: Develop and Implement a Public Involvement Strategy
- Task 3: Audit of the Comprehensive Plan, Boardman Development Code, and Zoning Map and Comprehensive Plan Designations
- Task 4: Evaluate Policy Issues
- Task 5: Prepare Draft Comprehensive Plan and Boardman Development Code
- Task 6: Prepare Final Document and Assist with Adoption

All three of the consultants listed above submitted proposals for consideration.

Consultant Selection: Brandon, Glenn, and Stephanie reviewed each of the proposals and using an internally created scoring guide provided comments and a score. Follow-up questions were posed to each of the proposers to gain additional insight into their proposal and to better understand their approach and components suggested. After eliminating the highest cost proposer the decision, based on the scoring and the follow-up questions, was to select Cascadia Partners LLC.

Request: The request is to approve the Agreement for Consulting Services between the City of Boardman and Cascadia Partners LLC for \$288,420 and authorize the City Manager to sign. Your support in these processes is much appreciated.