

TO: City Council
FROM: Peter Gansen, Planning & Zoning Administrator
RE: Zoning Code Update Consultant Interviews
DATE: June 3, 2024



Zoning Code Update RFP Responses

On April 26, the City received 4 responses to the Zoning Code Update RFP. The responding firms were (in alphabetical order):

- Bolton & Menk
- HKGi
- Landform
- WSB

Their proposals can be viewed at the link below,

<https://meetings.municode.com/adaHtmlDocument/index?cc=BREEZYPTMN&me=ff7d143c56c54fa6b7876c07997f3207&ip=True>

Consultant Interviews

On May 7, representatives with Bolton & Menk, HKGI, and WSB made presentations to consultant interview panel consisting of City Administrator Chanski, Planning & Zoning Administrator Gansen, and Commissioners Theis and Zierden. Representatives from Landform were unable to attend.

The interviews can be viewed here:

<https://www.youtube.com/watch?v=iKP9ADHAI34>

Consultant Selection

At the May 14, Planning Commission meeting, the consultant interview panel presented their findings to the Planning Commission for consideration.

The general consensus of the interview panel included the following summary:

The panel was very pleased with the outcome of the responses for the Zoning Code Update RFP. Each of the responding firms were very competitive. The firms interviewed well and all seemed to have the professional capacity to address the City's need for the Zoning Code Update Project.

One firm, HKGI, rose to top based on a number of factors which included closely meeting the RFPs requirements on project timing, project budget, client accessibility and the firms past experience in working with cities with similar demographics as Breezy Point.

The Commission selected HKGI as the consultant recommendation to the City Council to lead the Zoning Code Update process.

Consultant Selection Recommendation

Based on the review of the consultant's qualifications the Planning Commission recommends the City Council select HKGI to be the lead consultant for the Breezy Point Zoning Code Update Project.