



## CITY COUNCIL ITEM SUMMARY

<b>MEETING DATE:</b>	April 4, 2024
<b>SUBCATEGORY:</b>	Contracts and Approvals
<b>DEPARTMENT NAME:</b>	Downtown Development Authority
<b>AGENDA ITEM TITLE:</b>	Approval of Firm for Downtown Long-Range Plan
<b>DEPARTMENT SUMMARY RECOMMENDATION:</b>	<p>The Downtown Development Authority Board recently received and reviewed six responses to their RFP for a Downtown Long-Range Plan Update.</p> <p>After a discussion and evaluation of the proposals the board has recommended TSW Designs to implement the project. Their proposal was the most comprehensive with respect to meeting the RFP scope and fell within the budgeted amount.</p> <p>The cost is \$95,000.00, which is the amount budgeted for the plan. 50% of the cost is being paid for by Appalachian Regional Commission grant funds. The remaining 50% of the cost is being split between the City, County, CVB, and DDA and those funds have already been contributed.</p> <p>Per ARC procurement requirements, City Council does need to approve the recommended firm. Staff recommends approval.</p>
<b>LEGAL:</b>	N/A