



# CITY COUNCIL AGENDA ACTION FORM

<b>AGENDA DATE:</b>	02/08/2022		
<b>AGENDA SUBJECT:</b>	Discussion, consideration, and possible action on proposals received in response to the City's Comprehensive Plan Request for Proposals.		
<b>PREPARED BY:</b>	City Administrator Leamons	<b>DATE SUBMITTED:</b>	02/01/2022
<b>EXHIBITS:</b>	Comprehensive Plan RFP; RFP Addendum; and Proposals Received (previously distributed)		
<b>BUDGETARY IMPACT:</b>	<b>Required Expenditure:</b>		\$00.00
	<b>Amount Budgeted:</b>		\$00.00
	<b>Appropriation Required:</b>		\$00.00
<b>CITY ADMINISTRATOR APPROVAL:</b>			
<b>SUMMARY:</b>	<p>As the Council directed, staff prepared and issued an RFP for a Comprehensive Plan. A pre-proposal conference was conducted, where questions were asked. Following that conference, an addendum was issued. In the addendum Mayor Douglas approved a procedure for each consulting firm to be given 15 minutes to present their proposal to the Council and answer questions. After all the firms have been heard, the Council may call one or more consultants back for additional information as the Council evaluates the proposals. If the Council is ready to make a decision, it may select one of the firms and enter into contract negotiations with that firm. The Council will need to decide if it wishes to go with an update of the current Comprehensive Plan or with a new "from scratch" plan and if it wishes to pursue all or some of the components included in the respondent's proposal. The City received three proposals in response to its RFP. Staff conducted a public opening at 2:00 p.m. on February 2, 2022. Subsequently, copies of the proposals were delivered to all the Council members.</p>		
<b>RECOMMENDED ACTION:</b>			
	Move to enter into contract negotiations with one of the firms.		