

# EXECUTIVE BRIEF REGULAR MEETING

**AGENDA DATE:** September 9, 2021

**DEPARTMENT:** Community Sustainability

**TITLE:**

Agreement with NZ Consultants for planning, zoning and historic preservation professional services

**SUMMARY:**

Through a competitive bid process, NZ Consultants is being recommended to provide continuing services regarding professional planning, zoning and historic preservation as needed for a period of three (3) years with two (2) additional one (1) year extensions beginning in Fiscal Year 2022

**BACKGROUND AND JUSTIFICATION:**

Through RFP21-207, the Community Sustainability and the Financial Services Department requested proposals from qualified firms to provide professional planning, zoning and historic preservation services. It is the intention of the City to enter into a long-term agreement for these services for three (3) years initially and with two (2) possible one (1) year extensions

The purpose of the agreement is to provide professional services to augment the current planning, zoning and historic preservation staff capacity and resources as needed. Special projects under consideration are neighborhood planning, comprehensive plan updates as well as general planning services should project demands warrant additional resources.

The City received 5 responses on July 14, 2021. The Evaluation Committee comprised of management representatives from Community Sustainability evaluated the 5 proposals. The proposal from NZ Consultants was the highest scoring responsive and responsible respondent and is being recommended for an award. The agreement will commence on October 1, 2021, if approved, and will cover services to be provided during Fiscal Year 2022. Expenditures for future fiscal years will be presented to the commission for approval.

**MOTION:**

Move to approve/disapprove the Agreement with NZ Consultants for professional planning, zoning and historic preservation services for Fiscal Year 2022 with an annual cost not to exceed \$75,000 annually.

**ATTACHMENT(S):**

Fiscal Impact Analysis  
Agreement  
Review Matrix  
RFP21-207

