



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** August 3, 2022  
**PREPARED BY:** Scott Moore, City Manager  
**DEPARTMENT:** Administration

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the First Amendment to the Professional Services Contract for the 2050 Comprehensive Plan to Freese and Nichols, Inc.

### BACKGROUND/SUMMARY:

The city released a Request for Proposals for a 2050 Comprehensive Plan on September 8, 2020. There were nine (9) proposals submitted. A Request for Proposal (RFP) Selection Committee was formed, which was made up of members of Planning and Zoning and City Council. Freese and Nichols was the top scoring applicant and entered contract negotiations. The initial contract was \$19,168.00 higher than budgeted increasing the project to \$319,168. The City Council amended the FY20-21 budget on March 3, 2021, to reflect the proposed increase. The timeline for completion of the plan was projected for 15 months. During a status review of the contract and deliverables of the 2050 Comprehensive Plan, it was discovered the payment for the remaining balance of the contract had been paid in 2021. On July 15, 2022, the City Administration and Freese and Nichols representatives met to discuss the current status of the comprehensive plan and the need to define key deliverables tied to the remaining contract funds being released for payment. It was agreed upon that \$183,074.35 be returned to the city and a new project timeline be established with final reports are presented before payment of funds are requested less any retainage until the final plan has been presented and approved.

**LEGAL REVIEW:** Yes, under final review  
**FISCAL IMPACT:** Yes, FY21-22 budget will reflect a reimbursement in the amount of \$183,074.35  
**PRESENTATION:** No  
**ATTACHMENTS:** Yes

- First Amendment to Professional Services Contract

### STAFF RECOMMENDATION:

It is the city staff's recommendation that the City Council approve the first amendment of the Professional Services Contract for the 2050 Comprehensive Plan to Freese and Nichols, Inc. requesting a reimbursement in the amount of \$183,074.35.

**PLANNING & ZONING COMMISSION:**      **Recommend Approval**      **Disapproval**      **None**