



**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** February 17, 2021  
**PREPARED BY:** Scott Dunlop, Assistant Director  
**DEPARTMENT:** Development Services

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on an award of a Professional Services Contract for the 2050 Comprehensive Plan to Freese and Nichols, Inc. in the amount of \$319,168.00.

**BACKGROUND/SUMMARY:**

The city released a Request for Proposals for a 2050 Comprehensive Plan on September 8, 2020. We received 9 submissions by the closing date on October 23, 2020. An RFP Selection Committee made up of members of Planning and Zoning and City Council did two rounds of scoring of the proposals. Freese and Nichols was the top scoring applicant and entered contract negotiations. The contract is \$19,168.00 higher than was budgeted but our 20-21 amended budget should be on the March 3<sup>rd</sup> Council agenda and this line item would reflect the increase. The timeline for completion of the Plan is 15 months.

**LEGAL REVIEW:** YES, under final review  
**FISCAL IMPACT:** YES, budgeted item in 20-21 budget and 20-21 proposed amended budget  
**PRESENTATION:** NO  
**ATTACHMENTS:** YES

- Professional Services Contract

**STAFF RECOMMENDATION:**

It is the City staff's recommendation that the City Council approve a Professional Services Contract for the 2050 Comprehensive Plan to Freese and Nichols, Inc. in the amount of \$319,168.00.

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