



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** September 20, 2023  
**PREPARED BY:** Scott Jones, Economic Development Director  
**DEPARTMENT:** Economic Development

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action regarding authorizing the City Manager to select a consultant and negotiate and execute a legal agreement to perform services pursuant to the August 25, 2023 Request for Proposal Scope of Services solicited under the Terms and Conditions for the Downtown Strategic Plan Consulting Services for the City of Manor, and, in the instance a contract cannot be negotiated and/or terms agreed to by the parties, then to hire an alternate to perform the contract services, subject to legal review.

### BACKGROUND/SUMMARY:

On August 25th, the Economic Development Department of the City of Manor solicited bids pursuant to the City's Comprehensive Master Plan for a Downtown Strategic Plan based on a Scope of Services advertised in the Manor and Austin newspapers in a Request for Proposal. A Selection Committee composed of Economic Development and Development Services Department heads, the City Manager, an area Economic Development Director from another city, and a Vice President of Austin's area regional economic development council (Opportunity Austin), both with Downtown experience, were appointed to review and rate the sealed proposals opened September 8<sup>th</sup> according to the Evaluation Criteria proposed in the RFP and present their numeric ratings Council. At the September 20<sup>th</sup> City Council Meeting, Council will review the proposals and can vote to authorize the City Manager to negotiate a legal agreement and hire a consultant, and, in the instance a contract cannot be negotiated and/or terms agreed to by the parties, then to hire an alternate to perform the contract services, subject to legal review.

A Budget Amendment will be required to the 2022-2023 Budget for the line item: General Fund – Administration: Contract Services (10-5800-54-51501) for expenses for Downtown Strategic Plan Consulting. The budget amendment will be presented at a later date.

**LEGAL REVIEW:** Yes, Veronic Rivera, Assistant City Attorney

**FISCAL IMPACT:** Yes, FY 2022-2023 Budget

**PRESENTATION:** No

**ATTACHMENTS:** Yes

### STAFF RECOMMENDATION:

City staff recommends that the City Council authorize the City Manager to approve a contractor and an alternate to provide consulting services regarding the Downtown Strategic Plan and to authorize the City Manager to negotiate and execute a contract with said contractor or alternate in an amount not to exceed \$180,000.000, after legal review.

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|--|---------------------------|--------------------|-------------|
| <b>PLANNING &amp; ZONING COMMISSION:</b> | <b>Recommend Approval</b> | <b>Disapproval</b> | <b>None</b> |
|--|---------------------------|--------------------|-------------|