



CITY COUNCIL AGENDA ITEM COVER SHEET

FROM: Chad Bedlington, Director of Public Works

DATE: July 10, 2024

**AGENDA ITEM
TITLE:** Amendment 1 to Consultant Agreement – SCJ Alliance
Development Code Update – Phase 1

SUMMARY

The City has moved through the process of updating its Comprehensive Plan and was subsequently approved by City Council on May 22, 2024. There is a second phase to this project that requires an update to the current Development Code to adopt new zoning proposed within the Comprehensive Plan. City Council on 5/22/2024 requested that staff evaluate the scope of work proposed for the Code update and consider going through another Request for Qualifications (RFQ) process.

Staff is not in favor of repeating the consultant selection process, as RFQ's are a mechanism to select the most qualified professional consultant to perform a described scope of work. Staff believes the most qualified consultant to perform the work is SCJ Alliance since they authored the Comprehensive Plan, were selected through a competitive RFQ process, and retain the best working knowledge of the required zoning changes.

Staff recommends moving forward with a phased approach to the needed code updates to manage the consulting costs. SCJ Alliance and City Staff reviewed the scope of work and are proposing to move forward with an initial phase to update the zoning changes associated with the new Master Planned District (MPD) and Public/Institutional (PI) zoning designations. The updated scope of work and fee is attached for your review. Future phases to complete the remaining zoning changes are also outlined in the scope of work, and are anticipated to be budgeted and completed in 2025.

Staff is requesting an amendment to its existing contract with SCJ Alliance to perform the needed code updates and provide adequate contract time to do so.

FISCAL IMPACT

Anticipated not to exceed fee for the defined tasks 1 and 2 in phase 1 is \$8,700. Funding will be from the utility funds, streets, and a portion from current expense.

RECOMMENDATION/ACTION REQUESTED

Approve the request to proceed with the scope of work as defined in the attached amendment 1, updated 06/20/2024.