

STAFF REPORT



SUBJECT: Progress Report on Comprehensive and Thoroughfare Plan Update

MEETING: Development Services Committee Meeting – October 17, 2023

DEPARTMENT: Development Services

STAFF CONTACT: Steve Killen

BACKGROUND:

Project funding was appropriated in FY22-23 in the amount of \$350,000 to engage consulting services to update the City's Comprehensive and Thoroughfare Plans. A Request-for-Proposals was issued with a submittal due date of February 15, 2023. Five firms submitted packets and a four-member Panel was formed to evaluate the submittals. The Panel selected and interviewed three firms and presented a recommendation to the Committee. Lionheart Places was ultimately selected. A thirteen-month timeline was agreed upon and the project kicked-off in May, 2023. Since that time, multiple milestones have been met and the project is on schedule.

FISCAL IMPACT:

The project was awarded at \$310,000. A \$10,000 "additional services option" may be considered.