

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: May 15, 2023

Topic:

Approve a Professional Services Agreement with Freese and Nichols Inc., for project number 2023-10017, to update current City guiding documents which includes the Comprehensive Plan (Comp Plan), the Major Thoroughfare Plan (MTFP), and the creation of a Unified Development Code (UDC). The contract is for an amount not-to-exceed \$450,000, authorizes the expenditure of funds, and authorizes the City Manager to execute the agreement. This amount is included in the FY 2022-2023 budget.

Background:

The proposed professional services agreement with Freese and Nichols, Inc. includes a scope of work to amend the Comprehensive Plan (includes the Future Land Use Plan), the Major Thoroughfare Plan (MTFP), and zoning code, which are our current guiding City documents. The process will incorporate public input, provide a broad understanding of regional growth patterns, and utilize principles that encourage a viable built environment, resilient economy, harmony with nature, healthy community, and responsible regionalism.

Our current Comprehensive Plan, Future Land Use Plan, and Major Thoroughfare Plan were last updated in 2019. However, our current zoning code was originally developed and adopted in 2008. Since 2008, the City has experienced substantial changes in philosophy about where and how land use and development occur inside City Limits and its Extra Territorial Jurisdiction and needs an opportunity to be updated and improved. This creation of a new Unified Development Code will put all development codes like the subdivision, sign, landscaping, flooding, streets and drainage, manufactured homes and zoning codes under one “umbrella” helping citizens and developers alike to better find all things development related.

Freese and Nichols Inc. were selected through a Request for Qualifications process (RFQ 2023-06R). Four firms submitted statements of qualifications, with Freese and Nichols, Inc. being selected as the most highly qualified respondent. After such selection, staff engaged in discussions with the firm to determine fair and reasonable rates for professional services. The selection and discussions were held in accordance with the City’s adopted procurement policy manual and state procurement law.

Funds for completing the proposed project were allocated in the Fiscal Year 2022-2023 budget.

Origination: Community Development

Recommendation:

Staff recommends awarding a Professional Services Agreement to Freese and Nichols. for the updates to the Comprehensive Plan (Comp Plan, and FLUP), the Major Thoroughfare Plan (MTFP), and the creation of a Unified Development Code (UDC). for an amount not to exceed \$450,000.

Party(ies) responsible for placing this item on agenda:

Nathan Dietrich, Community
Development Director

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: No:

If yes, specify Account Number: # 100-156-6302

If no, funds will be transferred from account # _____ To account # _____

Signed _____
Staff Member Date

Approved by _____
City Manager Date