

MEMO

To: Tupelo City Council

From: Jenny Savely, City Planner, Department of Development Services

CC: Tanner Newman, Director of Development Services

Don Lewis, Chief Operating Officer

Kim Hanna, Chief Financial Officer

Missy Shelton, Council Clerk

Re: BID # 2023-048DS, Comprehensive Plan 2025-2040, Request for Qualifications

The Department of Development Services received submittals in response to a Request for Qualifications from two (2) qualified firms by the deadline of November 3, 2023. A review committee composed of Tanner Newman, Director of Development Services, Neal McCoy, City of Tupelo Project Manager, and Jenny Savely, City Planner. Opened bids on November 14, 2023 to review according to the publicized rubric.

The review committee has completed their review met and determined to enter into negotiations with Goodwyn Mills Caywood (GMC), see attached rubric score sheet.

We request that Council permit negotiations for scope of work and contract fee to begin with GMC toward a contract offer to consult in the development of the City's Comprehensive Plan.