
MEMORANDUM

To: Mayor and City Council

From: Michael Tuller

Date: 8/8/2011

Subject: **Discussion of Contract Award for RFP 11-04:
Comprehensive Update to City Zoning Ordinance and Land
Development Ordinance**

ITEM DESCRIPTION

The City's RFP for Zoning and Land Development Code re-write services, issued in June of this year, came due on July 12. The City received 12 bid packages from both local and national planning and land use firms. City staff immediately began reviewing and ranking the packages. The staff selected to review the bid packages were:

- Community Development Director, Mike Tuller
- Deputy Community Development Director, Kevin McOmber
- City Planner, Howard Koontz
- Planning Coordinator, Rebecca Keefer
- Assistant to the City Manager, Kimberly Greer
- Local Planning Consultant, Eric Bosman, of Urban Collage

BACKGROUND

The selection committee reviewers read and ranked the submittals based on an established set of criteria including clarity of presentation, staff proposed and management plan, etc., between July 13 and July 22. The group subsequently convened as a group on the afternoon of July 22 to compare notes and devise a final committee ranking of all the firms. Upon final review, four firms were chosen to participate in a follow-up face-to-face interview/presentation: Duany Plater-Zyberk & Company of Miami, FL; Duncan|Associates, of Austin, TX; Code Studio, of Austin, TX; and Kendig Keast Collaborative, of Sugar Land, TX. The presentations, which would comprise the final portion of the ranking score, were scheduled for Wednesday July 27.

Due to the time constraints of scheduling between short list selection and the actual in-person interviews, two of the firms were not able to participate in the interview with their intended project manager. The selection committee, in discussions after the interviews, recognizes that Duncan|Associates is a high-ranking respondent to this RFP. To be abundantly thorough, the committee has requested that their Project Manager return to meet individually with the group during the first week of August, so that he has the opportunity to interview with the committee.

RECOMMENDED ACTION

It is the expectation of the selection committee that a recommendation for the project award will be made following that interview, and the contract proposal will be ready to be voted upon by the full Mayor and City Council at the regularly schedule voting meeting on August 22.