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**MEMORANDUM**

**To:** Mayor and City Council

**From:** Michael Tuller

**Date:** 8/22/2011

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

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**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 bid proposals. The staff selected to review the bid packages were:

- Community Development Director, Mike Tuller
- Community Development Deputy 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 qualifications, 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 establish 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 session. The firms selected for formal presentations before the committee included: 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.

Based on the presentations from each of the four respective consulting firms and their associated ranking order, it was decided that Duncan|Associates was the firm most qualified to undertake the zoning code rewrite initiative. The committee met with the project manager, Kirk Bishop, from Duncan|Associates on August 4. As a result of that meeting the selection committee was comfortable moving forward with the highest ranking firm, Duncan|Associates. On August 9, the consultant firm followed-up with their best and final

offer which allowed the City the flexibility to work within the prescribed three year budget, yet also hold funds in reserve for additional legal review, supplementary meetings, and outside architectural graphics support, as needed. The final offer was \$269, 525. Duncan|Associates is willing to expedite those portions of the scope that Council feels are priorities and suggest a draft of the zoning code could be ready within 12-14 months of the project kickoff date. The selection committee is confident that Duncan|Associates provides the best fit to the City as well as a depth of knowledge and experience that will serve us well.

**RECOMMENDED ACTION**

The final rankings are as follows:

Firm Name	Average	Cost	Total	Interview	Total
Duncan  Associates	62	23	85	20	105
Kendig Keast Collab.	64	21	85	15	100
Code Studio	63	19	82	10	92
DPZ	60	25	85	5	90

The selection committee recommends awarding RFP 11-04 for a Comprehensive Update to the City Zoning Ordinance and Land Development Ordinance to Duncan|Associates as the highest ranking firm and most qualified consultant to fulfill the scope and objectives of the upcoming project.

**STATE OF GEORGIA  
CITY OF DUNWOODY**

**RESOLUTION 2011-08-39**

**A RESOLUTION TO APPOINT A NEW MEMBER FOR THE DUNWOODY VOLUNTEER  
COORDINATING COMMITTEE FOR THE CITY OF DUNWOODY, GEORGIA**

**WHEREAS,** the City of Dunwoody is authorized by the City Charter to create boards, commissions and authorities as the Mayor and City Council deem necessary; and

**WHEREAS,** Resolution 2011-04-24 formalized the Dunwoody Volunteer Coordinating Committee for the City of Dunwoody, GA; and

**WHEREAS,** Resolution 2009-04-24 established terms for each member of the Dunwoody Volunteer Coordinating Committee; and

**WHEREAS,** the City Council wishes to appoint Penny Forman as a member of the Dunwoody Volunteer Coordinating Committee with the following term:

**Penny Forman, 2 year term.....expiring December 31, 2013**

**WHEREAS,** this Resolution shall become effective upon its adoption.

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Council of the City of Dunwoody while in regular session on August 22, 2011 at 7:00 pm, that Penny Forman is appointed as a member of the Dunwoody Volunteer Coordinating Committee for the designated term.

Approved:

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Ken Wright, Mayor

Attest:

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Sharon Lowery, City Clerk

(SEAL)