

## **MEMORANDUM**

**To:** Mayor and City Council  
**From:** Steve Foote, AICP  
**Date:** October 27, 2014  
**Subject:** Discussion of Comprehensive Plan Five Year Update Contract Award

---

### **ITEM DESCRIPTION**

The existing 2030 Comprehensive Plan was adopted in 2010 and is the long-range planning document that has helped guide the City of Dunwoody over the last five years. The Comprehensive Plan is a policy document that assists decision-making and administrative actions in an effort to guide the City of Dunwoody towards the community's preferred future. To update the Comprehensive Plan in accordance with state law, City Council previously allocated \$60,000 towards the project, and staff has requested an additional \$60,000 in the FY 2015 Budget, bringing the total budgeted amount to \$120,000.

### **BACKGROUND**

The City's RFP for Comprehensive Plan Five Year Update services, issued in September, came due on October 17. The City received three bid packages from both local and national planning and land use firms. City staff reviewed and ranked the packages. Prior to that, the City received inquiries about the proposal from two additional firms. The staff selected to review the bid packages were:

- Economic Development Director, Michael Starling
- City Planner, Rebecca Keefer
- Assistant to the City Manager, Kimberly Greer
- Local Planning Consultant, Eric Bosman, of Kimley-Horn

The selection committee read and ranked the submittals based on an established set of criteria including technical experience, project management, and project understanding. The group subsequently convened to compare notes and devise a final committee ranking of all firms. Upon final review, two firms were chosen to participate in a follow-up, face-to-face interview/presentation: Jacobs and Houseal Lavigne Associates. The presentations are scheduled for October 30.

### **RECOMMENDATION**

It is the expectation of the selection committee that a recommendation for the project award will be made following interviews, and the contract proposal will be ready to be voted upon by Mayor and City Council at the regularly scheduled voting meeting on November 10.