



AGENDA MEMORANDUM
Future Item - January 28, 2014
Action Item - February 11, 2104

DATE: January 28, 2014

TO: Ronald L. Olson, City Manager

FROM: Michael Barrera, Assistant Director of Financial Services
mikeb@cctexas.com

Sandra Thaxton, Assistant Director of Strategic Management
Sandra@cctexas.com

Service Agreement for Strategic Planning Services

CAPTION:

Motion awarding a service agreement for Strategic Planning Services with Goody Clancy & Associates Inc., Boston, Massachusetts, for an estimated two year expenditure of \$1,536,800 of which \$320,166 is required for fiscal year 2013/2014. The term of the agreement is twenty-four months, with options to extend the agreement for up to two additional twelve month periods, subject to the approval of the consultant and the City Manager or designee. Funding is available in the Comprehensive Planning Operations budget for fiscal year 2013/2014.

Purpose

The consultant will develop a Strategic Comprehensive Master Plan for the entire City and provide a Downtown Area Development Plan as part of the agreement.

BACKGROUND AND FINDINGS:

The Area Development Plans of the City make up elements of the current Comprehensive Plan. Many of the Area Development Plans are outdated with some dating as far back as 1993. Although these area development plans have served as a guide in the development of the City, a cohesive view of the entire community is warranted.

The Strategic Comprehensive Plan will take a holistic view of the entire City. The plan will integrate the growth of the City with a strategic outlook of the components of the plan to include a Vision and Principals Statement, a market and economic analysis of the City, transportation and utility analysis and a fiscal analysis. The Plan will project twenty years into the future and will provide the data needed for strategically managing the growth of the City.

The Downtown Area Development Plan will take a detail look of Downtown. It will include the Downtown Business District, Uptown, SEA District, North Beach, Northside Neighborhood and ROW vacated by the Harbor Bridge Realignment. Maximizing and supporting any opportunities for synergy between Texas A&M – CC and the downtown community will also be explored.

ALTERNATIVES:

The City issued a Request for Qualification for Planning Services in November of 2013. Two statement of qualification packets were received from Goody Clancy & Associates, Inc., Boston Massachusetts and Matrix Design Group of Phoenix Arizona. The evaluation team made up of members of Executive Management, Strategic Management, Legal and the Finance Department evaluated the qualifications of the consultants, interviewed members of their teams and selected Goody Clancy as the most qualified firm. Upon reaching this determination, staff then requested pricing from Goody Clancy and negotiated the requirements of the scope of services and final pricing for the work.

OTHER CONSIDERATIONS:

As part of the Comprehensive Plan, Goody Clancy will do a preliminary analysis of the Southside of the City to provide a basis for developing a work scope for a Southside Area Development Plan.

CONFORMITY TO CITY POLICY:

This purchase conforms to all City policies and procedures and State statutes regulating procurement.

EMERGENCY / NON-EMERGENCY:

N/A

DEPARTMENTAL CLEARANCES:

Management & Budget

FINANCIAL IMPACT:

X Operating Revenue Capital Not applicable

Fiscal Year: 2013-2014	Project to Date Expenditures (CIP only)	Current Year	Future Years	TOTALS
Line Item Budget		\$945,105.56	\$1,216,634.00	\$2,161,739.56
Encumbered / Expended Amount		366,197.26		366,197.26
This item		320,166.00	1,216,634.00	1,536,800.00
BALANCE		\$258,742.30	0	\$258,742.30

Fund(s): General Fund

Comments: The \$320,166 shown above represents five months of expenditures that will be encumbered this fiscal year. The remaining \$1,216,634 represents nineteen months of expenditures that will be requested through the normal budget process. Funding for this contract will be provided through the annual Planning Operations Budget.

RECOMMENDATION:

Staff recommends approval.

LIST OF SUPPORTING DOCUMENTS:

- Summary Matrix
- Comprehensive Plan – Scope
- Downtown Plan – Scope
- Presentation
- Agreement