



AGENDA MEMORANDUM

Future Item for the City Council Meeting of November 13, 2018
Action Item for the City Council Meeting of November 27, 2018

DATE: November 13, 2018

TO: Keith Selman, Interim City Manager

FROM: Nina Nixon-Mendez, Director of Development Services
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| <p>Amendment to Service Agreement No. 1820 Unified Development Code Updating Services</p> |
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CAPTION:

Motion authorizing an amendment to Service Agreement No. 1820 Unified Development Code Updating Services with Kendig Keast Collaborative of Sugar Land, Texas in the amount of \$7,250.00 for a revised total contract price of \$53,412.00.

PURPOSE:

To approve an amendment to Service Agreement No. 1820 Unified Development Code Updating Services.

BACKGROUND AND FINDINGS:

Through a formal request for proposals (RFP) process, Development Services requested proposals from firms qualified and interested in providing services to review and evaluate the City's Unified Development Code and develop a framework for updating and simplifying the Code. Two proposals were evaluated by an evaluation team against the published criteria in the RFP; Kendig Keast Collaborative was awarded the contract as the highest scoring firm and best value to the City with a total value of \$46,162.00 executed in September 2018.

The contractor will provide an evaluation report that will include recommendations on overall language and content revisions, the sections which require specific revision, recommended definitions to be added, recommended edits, and language amendments. The report will provide a well-defined process for next steps in a multi-phased program to amend the UDC.

After beginning work with the firm, Development Services determined amending the agreement to include a total of seven stakeholder roundtable meetings and a total of two Open Door Meetings adds greater value to the contract and will best serve the needs of the City. The additional stakeholder roundtables allow for external perspectives to the project, and the Open Door Meetings provide opportunities for any person interested to attend and understand the nature of the project, its timeline, and outcomes. The additional services will increase the contract by \$7,250.00, and the total revised amount of this Service Agreement is not to exceed \$53,412.00.

ALTERNATIVES:

Not applicable

OTHER CONSIDERATIONS:

Not applicable

CONFORMITY TO CITY POLICY:

This purchase conforms to the City's purchasing policies and procedures and State statutes regulating procurement.

EMERGENCY / NON-EMERGENCY:

Non-emergency

DEPARTMENTAL CLEARANCES:

Development Services

FINANCIAL IMPACT:

X Operating ☐ Revenue ☐ Capital ☐ Not applicable

| Fiscal Year: 2018-2019 | Current Year | Future Years | TOTALS |
|-----------------------------------|---------------------|---------------------|---------------|
| Line Item Budget | \$562,380.35 | \$0.00 | \$562,380.35 |
| Encumbered / Expended Amount | \$462,380.35 | \$0.00 | \$462,380.35 |
| This item | \$7,250.00 | \$0.00 | \$7,250.00 |
| BALANCE | \$92,750.00 | \$0.00 | \$92,750.00 |

Fund(s): Development Ser

Comments: The contract value of \$46,162.00 was funded in FY2017-18. The amendment cost is funded in FY2018-19.

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Service Agreement No. 1820 for Unified Development Code Updating Services
Amendment No. 1