

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date: August 11, 2014
	Agenda Item No. 26 Roll Call No. <u>14-1228</u> Communication No. <u>14-386</u> Submitted by: Phillip Delafield, Community Development Director

AGENDA HEADING:

Accepting proposal of Robert E. Blanchard, AICP to provide project management and planning related services for completion of Comprehensive Plan and Zoning Code Update and authorizing City Manager to negotiate and execute contract for the provision of same.

SYNOPSIS:

The Procurement Division issued Request for Proposals (RFP) V14-081 on June 4, 2014 for an independent contractor to provide project management and planning related services for completion of a comprehensive plan and zoning code update project. Requests were mailed to 11 vendors and two (2) proposals were received. An evaluation and selection committee reviewed the proposals, interviewed both vendors, and recommends selection of Robert E. Blanchard, AICP (4603 Chokecherry Trail #3, Fort Collins, CO 80526) as the highest scorer based on the weighting criteria described in the RFP. Staff recommends that the proposal submitted by Robert E. Blanchard, AICP for an annual amount not to exceed \$120,000 be approved. Staff also recommends that the City Manager or his designee be authorized and directed to negotiate and execute an agreement with Robert E. Blanchard to provide project management and planning related services for an initial period of one-year, with up to two (2) one-year renewals, in compliance with the RFP and the proposal, subject to approval as to form by the Legal Department.

FISCAL IMPACT:

Amount: Not to exceed \$120,000 per year (\$10,000 per month max) and not to exceed \$360,000 total.

Funding Source: C051CD99 MS0132015-2020; Capital Improvement Program (CIP), Miscellaneous Improvements, page 6

ADDITIONAL INFORMATION:

The goal of the work to be performed is to ensure that the new Comprehensive Plan, Zoning Code and Zoning Map are prepared for final consideration by the Des Moines City Council within a maximum three-year time frame. Specific objectives are as follows:

- 1) Develop thorough understanding of current comprehensive plan, zoning code, zoning map, area plans, regional plans, previous code drafts, economic development incentives and any other applicable plans/planning policies that relate to this undertaking.

- 2) Provide project management services as requested by the Community Development Director and Planning Administrator to ensure timely completion of a project to update the City's Comprehensive Land Use Plan, Zoning Code and Zoning Map including adoption of said documents.
- 3) Provide professional land use planning research, analysis, recommendations, policies, and code writing as requested by the Community Development Director and Planning Administrator necessary to establish and implement (administer and enforce) the new Comprehensive Plan, Zoning Code and Zoning Map. Specific components include but are not limited to the equitable distribution of affordable housing; reduction of conflicts between rail corridors and residential neighborhoods; coordination of the Comprehensive Plan and Capital Improvement Budget expenditures; densification and redevelopment along major corridors and nodes; and sustainability.
- 4) Coordinate review of land use policies, zoning code and zoning map drafts by the City Council, applicable boards and commissions and City Departments as requested by the Community Development Director and Planning Administrator.
- 5) Create and manage a public participation program that ensures meaningful public outreach and input as requested by the Community Development Director and Planning Administrator.
- 6) Schedule, make presentations, and facilitate discussion at public meetings as requested under the direction of the Community Development Director and Planning Administrator.
- 7) Advise on any additional consultant needs, consultant selection and coordination for the duration of the project as requested by the Community Development Director and Planning Administrator.
- 8) Prepare any relevant applications or proposals necessary to secure at least \$300,000 of additional funding for timely completion of the project as requested by the Community Development Director and Planning Administrator.

The preliminary scope for the Comprehensive Plan update is to address topics including but not limited to:

- Distribution of affordable housing;
- Density;
- Mix of uses;
- Transit oriented development;
- Redevelopment of commercial corridors;
- Sustainability; and
- Better coordination of the Comprehensive Plan with transportation planning and CIP budgeting (streetscapes, street infrastructure and utilities).

The specific intent for the affordable housing component of the Comprehensive Plan update is to:

- Encourage a variety of housing types;
- Encourage a balanced distribution of market rate and work force housing throughout the City of Des Moines; and
- Encourage higher density multi-family residential development at locations that are in close proximity to public transit, employment centers and retail/commercial services.

The preliminary scope for the Zoning Code and Zoning Map component is to address items including but not limited to:

- A Transit Oriented Development zoning district;
- Traditional small lot /urban residential zoning district;

- A revised sign code;
- Sustainability and green infrastructure principles; and
- Design guidelines and new goals identified during the Comprehensive Plan update.

The scope of work and timeline from Mr. Blanchard proposal is attached. The scope and order of work will be finalized under the direction of the Community Development Director, Planning Administrator and Mr. Blanchard. The need to procure any additional consulting services (including items such as graphic design, urban design, etc.) will be determined as the project progresses.

Mr. Blanchard has obtained over 35 years of public and private sector professional planning experience during his career by serving as the following:

- Director of Long Range Planning Department, Collier County Florida (Naples)
- Director of Site Development Review Department, Collier County Florida (Naples)
- Director of Current Planning, City of Fort Collins, Colorado
- Director of Planning, McWhinney Enterprises, Loveland, Colorado
- Community Development Director, Grand Junction, Colorado
- Project Director, Hospice and Palliative Care of Western Colorado
- Sole proprietor of Bob Blanchard Consulting
- Partner of Orion Planning Group
- Interim Planning and Community Development Director, Douglas, Wyoming
- President, Colorado Chapter, American Planning Association, 2001-2002
- Secretary/Treasurer, Chapter Presidents' Council, American Planning Association, 2003-2005
- Co-Chair, National Conference of the American Planning Association, Denver, Colorado 2003

Mr. Blanchard has indicated he will relocate to and reside within the City of Des Moines upon execution of the contract. It is anticipated that Mr. Blanchard will begin work no later than September 30, 2014.

Due to the collaborative nature of the comprehensive plan and zoning code update project, suitable work space and office equipment will be provided within City facilities for the duration of the project. A physical presence in City facilities by the contractor as mutually agreed upon by the Community Development Director, Planning Administrator and Contractor is expected to facilitate the completion of the project.

The annual cost and total cost of these services was identified and budgeted as part of the City Council's approval of the City's fiscal year (FY) 2015 budget and FY2015-2020 City's CIP budget.

PREVIOUS COUNCIL ACTION(S): NONE

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:

Authorization of additional consulting services as determined necessary to complete the project as identified and budgeted within the 2015-2020 CIP

For more information on this and other agenda items, please call the City Clerk's Office at 515-283-4209 or visit the Clerk's Office on the first floor of City Hall, 400 Robert D. Ray Drive. Council agendas are available to the public at the City Clerk's Office on Thursday afternoon preceding Monday's Council meeting. Citizens can also request to receive meeting notices and agendas by email by calling the Clerk's Office or sending their request via email to cityclerk@dmgov.org.