



Planning Commission

Board Meeting Date: 2/17/2021

File #: 21-052, **Version:** 1

SUBJECT: General Business

Resolution No. P21-03: A Resolution of the Planning Commission of the Town of Erie Recommending that the Board of Trustees Authorize Staff to Publish the Request for Proposal - Comprehensive Plan

DEPARTMENT: Planning & Development

PRESENTER: Deborah Bachelder AICP, Planning Manager/Deputy Director of Planning & Development

STAFF RECOMMENDATION:

Approve resolution recommending the Board of Trustees authorize staff to publish the Request for Proposal - Comprehensive Plan.

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

An update to the Comprehensive Plan is a 2021 top work priority for the Board of Trustees. The Comprehensive Plan has an approved budget of \$400,000.

Progress Report:

Two members from the Planning Commission, Michael Witt and Andrew Sawusch, and two members from the Board of Trustees, Ari Harrison and Adam Haid, formed a steering committee to assist staff in formulating the process and issues to address for an update to the Comprehensive Plan. The steering committee met on December 10, 2021 and on January 28, 2021 to discuss the Comprehensive Plan, a potential DOLA grant, and to review the Request for Proposal (RFP) - Comprehensive Plan draft, review criteria for the proposals and the schedule to hire a consulting group.

Deborah Bachelder, is the staff lead for the project and has completed the following tasks associated with the RFP and the DOLA Grant.

1. Interviewed the following Town staff for input on their Department/Division expectations for the Comprehensive Plan update process:
 - a. Amber Luttrell, Communications & Marketing Manager
 - b. Ben Pratt, Economic Development Director
 - c. David Pasic, Town Engineer
 - d. Tyler Kesler, Sustainability & Water Conservation Specialist
 - e. Todd Fessenden, Public Works Director
 - f. Patrick Hammer, Parks & Recreation Division Manager
 - g. Candice Huot, Finance Manager
2. Draft RFP completed and distributed to the following people for review/comment:

- a. Steering Committee
 - b. Malcolm Fleming, Town Administrator
 - c. Fred Starr, Planning & Development Director
3. Contacted DOLA Regional Manager, Chris La May to discuss DOLA Grant process.
4. Draft DOLA Grant application completed and distributed to the following people for review and comment:
 - a. Malcolm Fleming, Town Administrator
 - b. Fred Starr, Planning & Development Director
 - c. Chris La May, DOLA Regional Manager
5. Drafted Calendar of Events related to RFP process and DOLA grant; and, distributed for review and comment to:
 - a. Steering Committee
 - b. Malcolm Fleming, Town Administrator
 - c. Fred Starr, Planning & Development Director

The DOLA Grant form is on the Board of Trustees February 9th consent agenda for authorization for staff to submit the grant application. The draft RFP is on the Board of Trustees March 9th general business agenda for authorization for staff to publish the RFP.

Request for Proposal:

Staff and the Steering Committee have provided a draft of the Request for Proposal - Comprehensive Plan for Planning Commission consideration. We are asking for approval of the resolution recommending that the Board of Trustees authorize staff to publish the Request for Proposal.

An important element of the RFP are the evaluation criteria that the Town will use to evaluate the proposals submitted. The evaluation criteria listed at the end of the RFP have been put into a spreadsheet that the Technical Advisory Committee (TAC) will use to evaluate all of the proposals submitted to the Town. The top 3-4 consulting groups will be short listed for in person interviews with the Board of Trustees, Planning Commission and TAC. The top ranking consulting group will be offered the contract for the Comprehensive Plan update.

Calendar of Events:

Attached is the calendar of events for the DOLA Grant application process (highlighted in yellow on the calendar) and for the RFP process (highlighted in blue). The schedule anticipates final approval of a contract with a consulting group occurring on June 22, 2021.

ATTACHMENTS:

1. Resolution No. P21-03
2. Request for Proposal - Comprehensive Plan
3. Evaluation Criteria
4. Calendar of Events