



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Planning Commission

Board Meeting Date: 6/16/2021

File #: 21-242, **Version:** 1

SUBJECT:

Comprehensive Plan - Consulting Contract Update

DEPARTMENT: Planning & Development

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

STAFF RECOMMENDATION:

N/A

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

At the last Planning Commission meeting I reported that Design Workshop received the top score for their proposal and presentation for work on the Comprehensive Plan update. During the first week of June, the consulting candidates that had submitted proposals for work on the Comprehensive Plan update had requested data on the scoring conducted by the Board of Trustees, Planning Commission and Technical Advisory Committee so they could evaluate where they had done well and where there was room for improvement. During the review of the data, one of the consulting groups identified an error in which a small portion of the scores had been omitted from the overall score for that firm. Planning was notified of the error late afternoon on Friday, June 4th and Planning has since verified that 25 of the 651 scoring cells were not included in the overall score for Houseal Lavigne. Attached is the Excel spreadsheet that has all of the scoring sheets; the sheet named "Original HOUSEAL LAVIGNE" has the area with the scores that were not originally included and the cell with the formula that was incorrect highlighted in red. Planning reviewed all of the other data in the Excel spreadsheets and found that this was the only error for all three of the consulting firm's data. The scores for the three candidates were very close and the change to the data has resulted in a change to the consulting group that obtained the top score. Below is a summary of the results that shows that Houseal Lavigne received the highest score and that Design Workshop is now in 2nd place. Planning will be moving forward with preparing a contract with Houseal Lavigne for the Board of Trustees to consider at their June 22nd meeting. Although Houseal Lavigne has received the highest score, the BOT makes the final determination on who will be awarded the contract.

RESULTS OF COMBINED SCORES AND BY EACH REVIEW GROUP

BOT=BOARD OF TRUSTEES

PC=PLANNING COMMISSION

TAC=TECHNICAL ADVISORY COMMITTEE (STAFF MEMBERS)

	BOT	PC	TAC	COMBINED S
DESIGN WORK	1828	1507	1722	5057
HOUSEAL LA	1848	1492	1780	5120
LOGAN SIMP	1451	1724	1839	5014

Attachments:

1. Final Totals - Top 3