



## MEMORANDUM

**TO:** Mayor and City Council Members

**FROM:** Mike Trimble, Director, Contract and Land Management Department

**DATE:** April 17, 2009

**SUBJECT:** Comprehensive Plan Request for Qualifications – Process Recap

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On September 30, 2008, the Comprehensive Plan Request for Qualifications (RFQ) was advertised. The advertisement process included 255 invitation letters sent to prospective respondents, postings on the City of Austin web site, and postings on industry-specific internet sites.

The City of Austin's standard RFQ process was followed, incorporating four phases:

- Phase I: Request for Qualifications Process and Scoring
- Phase II: Evaluation Panel interviews and Presentations
- Phase III: Finalist Presentations to Council
- Phase IV: Council Award

The City received five responsive submittals for the RFQ, which were evaluated during Phase I by an evaluation panel made up of qualified city staff. A short list of the three highest ranked teams advanced to Phase II, where the teams made presentations to the RFQ evaluation panel and answered panel questions, all following a standard and structured format.

All three short-listed firms were advanced from Phase II to Phase III, which involved the finalist teams making presentations to City Council. The presentations were conducted during the February 11 City Council meeting, and included a series of questions and answers between City Council and the finalist teams. The three finalist teams that advanced to Phase III are the following:

- HNTB Corporation
- ACP Visioning + Planning
- Wallace Roberts & Todd, L.L.C

An agenda item for Council consideration of the Comprehensive Plan RFQ award was included on the February 26 City Council agenda. At the February 26 meeting, the City Council voted to postpone the award of the Comprehensive Plan RFQ until April 23 to allow for additional public comment on the finalist teams. Since the February 26 Council meeting, the following opportunities for public input and comment have occurred:

- **March 4** - A Community Forum was held to obtain suggestions from the public on additional questions for Council to ask the finalist teams with respect to their qualifications and experience. Over 50 citizens attended this event and 60 suggested questions were compiled.
- **March 7** – Suggested questions from the March 4 community forum were compiled by city staff and forwarded to Mayor and Council Members for review.
- **March 13** – Final list of Council questions for the finalist teams was compiled and sent to the finalist teams for response. This list consisted of 24 questions to be asked of the teams.
- **March 25** – RFQ finalist teams submitted their responses to Council questions to the Contract and Land Management Department.
- **March 27** – RFQ finalist team responses were posted on the City's Comprehensive Plan web site for public review. In addition, finalist responses were forwarded to Mayor and Council Members for review.
- **April 7** – A second Community Forum was held to obtain public feedback on the finalist teams' responses to the City Council questions. Approximately 43 citizens attended the event, and 78 comments were received during and subsequent to this event.
- **February 27 through April 13** – Citizens had the opportunity to review Comprehensive Plan materials, including the February 11 finalist team presentation to Council, RFQ solicitation materials, and information regarding the Comprehensive Plan initiative. Contact information was provided for citizens to send any comments or input on the Comprehensive Plan initiative to NPZD staff.
- **April 15** – All citizen input that has been received through the community forums, web site, and other forms of communication were compiled and forwarded to Mayor and Council Members for review.

An agenda item for consideration of the Comprehensive Plan RFQ award is included on the April 23 City Council agenda as the final phase of the selection process. This item includes a staff recommendation based on the highest ranked firm through Phases I and II of the RFQ process.

Cc: Marc Ott, City Manager

Rudy Garza, Assistant City Manager

Sue Edwards, Assistant City Manager

Greg Guernsey, Director, Neighborhood Planning and Zoning

Garner Stoll, Assistant Director, Neighborhood Planning and Zoning

Rosie Truelove, Division Manager, Contract and Land Management