



**Professional Services Agreement
CITY OF AUSTIN
RECOMMENDATION FOR COUNCIL ACTION**

**AGENDA ITEM NO.: 8
AGENDA DATE: Thu 04/14/2005
PAGE: 1 of 4**

SUBJECT: Authorize negotiation and execution of a professional services agreement with DUNCAN ASSOCIATES, Austin, TX, for providing professional design-oriented planning services for the rewrite of Title 25 (Land Development Code) of the City Code, in an amount not to exceed \$300,000.

AMOUNT & SOURCE OF FUNDING: Funding is included in the Fiscal Year 2004-2005 Capital Budget of the Neighborhood Planning and Zoning Department.

FISCAL NOTE: A fiscal note is attached.

REQUESTING	Public Works	DIRECTOR'S
DEPARTMENT:	for Neighborhood Planning and Zoning;	AUTHORIZATION: <u>Sondra Creighton</u>

FOR MORE INFORMATION CONTACT: George Adams 974-2146; Felix Benavides, 974-7027; Laura Bohl, 974-7064

PRIOR COUNCIL ACTION: N/A

BOARD AND COMMISSION ACTION: N/A

PURCHASING: Best qualification statement of six received.

MBE / WBE: 16.5% MBE and 14.2% WBE subconsultant participation.

Austin's current Zoning Code dates from the 1980s and does not always reflect current best practices for achieving a livable community, particularly in terms of assuring a compatible integration between transportation and built form. Since the mid-1990s, however, the City has initiated various code amendments, process improvements and participated in master planning and redevelopment efforts that are consistent with urban development best practices, the goals of the City Council and Capital Metropolitan Transportation Authority (CMTA).

The following services may be included in the Zoning Code Update deliverables: 1) Review and evaluation of Austin's current Zoning Code and technical manuals as well as various planning initiatives; 2) Develop and implement a Public Involvement Plan and provide highly visual public presentations at key milestones throughout the project; 3) Create a Report of Best Practices from across nation and recommend a more uniform approach or model appropriate to Austin; 4) Incorporate and refine the City's recent and ongoing planning efforts; 5) Integrate transportation including transit systems and design with land development, parking and urban design standards; 6) Develop street and streetscape design standards appropriate to proposed zoning districts; 7) Propose improvements related to the Traffic Impact Analysis requirement; 8) Suggest any process improvements necessary to ensure that an efficient development review process is upheld; and 9) Develop draft document of Zoning Code Update using the approved approach, including illustrations and any changes/additions to technical manuals, standards, rules, processes, etc.



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**AGENDA ITEM NO.: 8
AGENDA DATE: Thu 04/14/2005
PAGE: 2 of 4**

The consultant will also assist in conducting final public hearings; refine, finalize and deliver electronic and hard copies of Zoning Code Update deliverables to the City; and assist in training City staff to use the new code and related manuals.

This authorization provides for funding of services related to design-oriented planning services. The estimated budget for these services is \$300,000.

This request allows for the development of a professional service agreement with the recommended firm. Should the City be unsuccessful in negotiating a satisfactory agreement with the recommended firm, negotiations will cease with that firm. Staff will then return to Council and request authorization to begin negotiations with the alternate recommendation listed below.

Participation goals stated in the solicitation were 16.5% MBE and 14.2% WBE. The recommended and alternate firms both provided M/WBE Compliance Plans, which were approved by the Department of Small and Minority Business Resources.

Notification of issuance of a Request for Qualifications (RFQ) for the subject services was sent to two hundred ninety-eight (298) firms on December 6, 2004. The RFQ was obtained by sixteen (16) firms, and six (6) firms submitted qualification statements. Of the six (6) firms evaluated, three (3) firms were short-listed and interviewed. Interviewing of the short-listed firms results in the following recommendation:



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**AGENDA ITEM NO.: 8
AGENDA DATE: Thu 04/14/2005
PAGE: 3 of 4**

RECOMMENDED FIRM: - DUNCAN ASSOCIATES, AUSTIN, TX - Total Participation:

<u>NON M/WBE TOTAL – PRIME</u>	<u>33.00%</u>
Duncan Associates, Austin, TX	33.00%

<u>MBE TOTAL – SUBCONSULTANTS</u>	<u>16.50%</u>
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<u>Hispanic Subtotal</u>	<u>12.50%</u>
(MH) Jose E. Martinez & Associates, Austin, TX (communications, public relations consulting, urban planning)	12.50%

<u>Asian American Subtotal</u>	<u>4.00%</u>
(MA) Raymond Chan & Assoc., Inc., Austin, TX (engineering consulting)	4.00%

<u>WBE TOTAL – SUBCONSULTANTS</u>	<u>14.20%</u>
(FR) WHM Transportation Engineering, Austin, TX (traffic and transportation)	10.20%
(FR) Carolyn Kelley, ASLA, Austin, TX (landscape architecture, urban planning)	4.00%

<u>NON M/WBE TOTAL – SUBCONSULTANTS</u>	<u>36.30%</u>
Calthorpe Associates, Berkley, CA (urban planning)	32.30%
Winter & Company, Boulder, CO (urban planning)	4.00%



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**AGENDA ITEM NO.: 8
AGENDA DATE: Thu 04/14/2005
PAGE: 4 of 4**

**ALTERNATE RECOMMENDATION: - CLARION ASSOCIATES, DENVER, CO –
Total Participation:**

<u>NON M/WBE TOTAL – PRIME</u>	42.50%
Clarion Associates, Denver, CO	42.50%

<u>MBE TOTAL – SUBCONSULTANTS</u>	16.50%
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<u>African American Subtotal</u>	16.50%
(FB) Adisa Public Relations, Austin, TX (advertising/public relations; editorial, journalistic, public information, web page design services; newspaper/publication advertising; advertising, communications, public relations and marketing consulting)	16.50%

<u>WBE TOTAL – SUBCONSULTANTS</u>	22.00%
(FR) Urban Design Group, Austin, TX (civil engineering, drainage, environmental, land development and planning; site assessment, waste water treatment, water supply, environmental impact studies, hydrological services, zoning–land use studies)	11.00%

(FR) WHM Transportation Engineering Consultants, Inc., Austin, TX (engineering services, scientific and technical consulting)	11.00%
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<u>NON M/WBE TOTAL – SUBCONSULTANTS</u>	19.00%
Dyett and Bhatia, San Francisco, CA (graphic design, landscape architecture, land development, architectural and urban planning, railroad-rapid transit-monorail, designing services)	10.00%
Wallace Roberts & Todd, LLC, Philadelphia, PA (graphic design, landscape architecture, land development, architectural planning, urban planning, railroad-rapid transit-monorail, designing services)	14.00%
Terry Morgan & Associates, PC, Dallas, TX (legal consulting)	5.00%

CIP BUDGET FISCAL NOTE

DATE OF COUNCIL CONSIDERATION:

24-Mar-05

WHERE ON AGENDA:

Resolution not required

DEPARTMENT:

Neighborhood Planning and Zoning

Description: Authorize negotiation and execution of a professional services agreement with DUNCAN ASSOCIATES, Austin, TX to provide design-oriented planning services for the rewrite of Title 25 of the City Code in an amount not to exceed \$300,000.

FINANCIAL INFORMATION:

Project Name:	Zoning Code/Ordinance Update
Project Authorization:	2004-2005 Amended Capital Budget
Funding Source:	CMTA - 1/4 Cent
Fund/Agency/Orgn:	8581-257-9100-9014

Total Current Appropriation	\$750,000.00
Available Balance	\$749,960.00
Amount of this Action	<u>(\$300,000.00)</u>
Estimated Available	<u>\$449,960.00</u>

Financial Approval: _____



Date: 3-18-05

**Public Works Department
Evaluation of Consultant Qualifications**

Composite

Received:

January 10, 2005

Project:

Reissue Zoning Code Update**EVALUATION MATRIX**

Project Manager:

Jana McCann

Firm (or Joint Venture)	Yes or No	Item 1 Yes or No MWBE Goals met or G.F.E.	Item 2 (Yes or No) Prime Firm's EEO Program	Item 3 [24] Experience of Project Manager (16) Principal (8)	Item 4 [15] Experience and Availability of Proposed Staff	Item 5 [15 w/subs] [30 w/o subs] Prime Firm's Project Exp. With Design- Oriented Code Writing	Item 6 [15 w/subs] [30 w/o subs] Subconsultant Firms' Comparable Project Experience	Item 7 [8] Team's Experience with Austin Issues	Item 8 [12] Team's Structure and Project Approach	Item 9 [11] COA Experience with Prime	Item 10 [100] SUB TOTAL	Item 10 [25] Optional Interview	[125] TOTAL POINTS
Duncan Associates	Y	Y	Y	21.0	13.3	12.2	13.5	7.3	9.7	11	88.0	20.0	108.0
Clanton Associates, LLC	Y	Y	Y	19.7	13.0	12.7	13.5	6.8	10.0	11	86.7	20.8	107.5
Duany Plater-Zyberk & Co.	Y	Y	Y	20.8	13.5	13.0	13.5	6.5	10.3	11	88.7	12.8	101.5
Freilich, Leimer & Carlisle	Y	Y	Y	19.3	11.0	10.5	11.0	5.8	9.3	11	78.0		78.0
Crawford Mulvan & Clark Associates	N	N	Y	0	0	0	0	0	0	0	0		0
Cameros, LTD	N	N	Y	0	0	0	0	0	0	0	0		0