

REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

Tracking Number: 15.

Date of Request: January 15, 2008

Date Request Received: January 15, 2008

Board Meeting Date Requested: January 22, 2008

Board Meeting Date Assigned: January 22, 2008

Short Title: Comprehensive Plan And Unified Development Ordinance Project Update

- Request Status:**
- Request is proceeding to Board of Commissioners
 - More information is needed – see attached
 - Request on hold – no further information needed
 - Other:

Background: Upon approval by the Board of Commissioners, planning staff disseminated Requests for Proposals (RFP) in November 2007 from qualified consulting firms to assist the county with a Comprehensive Growth Management Plan and Unified Development Ordinance.

(Administrative Use Only)

Planning staff will present an update on the project.

Specific Action Requested: Advise staff regarding the level of support from the Board to continue forward with this project.

CONTRACT TYPE

Requested by: Joey Raczkowski
Department: Planning Department
Title: Planning Director
Contact Phone: 910-259-1529
Contact Fax: 910-259-3735

- Renewal
- For Service(s)
- Intergovernmental – County as Grantee
 - Federal Grantor
 - State Grantor
 - Grant or
- County as Grantor
 - County Funds
 - Other Funds:
- Revision
- For Equipment

PURCHASING Budgeted Item: Yes No
Date Rec'd: Reviewed and Approved
 Comments on Reverse

Date Sent: Signed:

ATTORNEY Reviewed and Approved
Date Rec'd: Legal Problem(s)
 Comments on Reverse

Date Sent: Signed:

FINANCE Sufficient Funds Available
Date Rec'd: Not Available
 Budget Amendment Necessary
 Budgeted Amendment is Attached
 Comments on Reverse

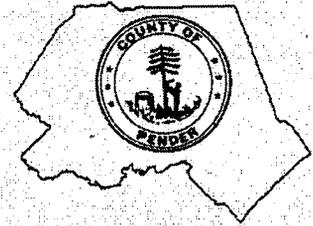
Date Sent: Signed:

CLERK Signature(s) Required:
 Board Chairman/County Manager
 Other:

Date Rec'd Approved by Board: Yes No
At meeting on

PLANNING AND COMMUNITY DEVELOPMENT

PLANNING • CODE ENFORCEMENT • BUILDING INSPECTIONS • CENTRAL PERMITTING



MEMORANDUM

January 15, 2008

TO: Lori Brill, County Manager

FR: Joey Raczkowski, Planning Director *JR*

SU: Request for Proposals (RFP) for Comprehensive Growth Management Plan and Unified Development Ordinance

Upon approval by the Board of Commissioners, planning staff disseminated an RFP in late November 2007 for proposals from qualified consulting firms to assist the county with a Comprehensive Growth Management Plan and Unified Development Ordinance.

The county received 7 proposals from consulting firms interested in assisting the county with this project. Anticipated time frames and costs to complete the project are as staff originally projected: 18-24 months. The projected costs submitted by the consulting firms range from \$140,000 to \$490,000. The range of projected costs directly correlates with the level of service and skill each consulting firm can bring with them to this project.

From prior experience, planning staff questions both the lower and higher ends of the projected costs range as submitted. However, planning staff remains confident that a qualified firm can be selected from the 7 proposals submitted.

Prior to proceeding forward with formal review of the RFPs, planning staff wanted to first present the preliminary timeframe and cost overview to ensure that this is the direction the Board of Commissioners supports. If so, planning staff anticipates having a recommendation ready to present to the Board in February.

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