

Request for City Council Action

Date: March 3, 2015

Agenda Section: General Business No. 6	Originating Department: City Manager's Office
Item: Approval of the Selection of a Consultant for the Downtown Master Plan and Authorization for the City Manager to Enter into Contract Negotiations No. 6.3	Approved:

Background:

On December 16, 2014, the City Council discussed the next steps in the creation of a Downtown Master Plan. This discussion was in the wake of the Downtown Advisory Committee (DAC) hosting a series of meetings intended to gather public insight into issues surrounding the downtown. The ideas from these meetings were compiled into the DAC's interim report which was presented to the City Council. As a result, the City Council asked that staff prepare a revised RFQ and re-invite the five firms who initially interviewed with the City in June 2014. The revised RFQ outlined a specific scope of work for the Downtown Master Plan, and asked the consultants to integrate the results of the interim report into their submittals. In response, the City received four responses to the revised RFQ.

A Consultant Selection Committee was established comprised of: Kevin Baity, City Manager; Sean Henry, Public Works Director; Chris Wallace, Development Services Director; Gary Williams, Economic Development Coordinator; Craig Anz, SIU School of Architecture; Meghan Cole, DAC member; Marie Bukowski, DAC member; D. Gorton, DAC member; Lee Fronabarger, City Councilman; and Don Monty, Acting Mayor

The Consultant Selection Committee held interviews on February 26 and 27 with the following firms:

GCR Inc.	New Orleans, LA
H3 Studio	St. Louis, MO
Stantec (formerly the Lawrence Group)	St. Louis, MO/Davidson, NC.
Houseal Lavigne	Chicago, IL

Following the interviews, the Consultant Selection Committee met to evaluate the four consulting firms. The committee overwhelmingly voted to recommend Houseal Lavigne to the City Council. Upon receiving the City Council's consent, staff will work with the selected firm to develop a contract to be presented to the City Council on March 24, 2015. The contract will contain a detailed scope of work, time line, and fees. If a contract cannot be negotiated with Houseal Lavigne, the committee's second choice was Stantec.

Engineering Approval Obtained	Finance Approval Obtained	Legal Approval Obtained	Approval Obtained	Manager's Approval Obtained
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Council Action: Motion by _____ 2nd by _____ to _____

Recommended Action:

It is recommended that the City Council move to approve Houseal Lavigne as the consulting firm to assist with the Downtown Master Plan and direct staff to negotiate a contract for future Council approval. In the event a contract cannot be negotiated with Houseal Lavigne, the Council should authorize staff to enter into contract negotiations with Stantec.