

MEMORANDUM

TO: Mayor and Board of Commissioners

FROM: Bryan Gruesbeck, Town Manager

SUBJECT: Recommendation for Planning Contract

DATE: January 27, 2013

Background: On November 25, 2013 the Board of Commissioners directed the Town Manager to develop and release a Request for Qualifications (RFQ) to find a highly qualified consultant to review the proposed Chatham Park Planned Development District Master Plan (CP PDD MP) and the Planned Development District as identified in the Zoning Ordinance. On January 3, 2014, Staff released an RFQ on the Town of Pittsboro website, and the North Carolina Planning Association (NCAPA) website and notified firms that had expressed interest either directly or by reference from someone else. Firms who had discussed the CP PDD MP with Staff previous to the RFQ release were also notified.

On January 17, 2014, Staff received RFQ's from five (5) firms: Lawrence Group, Alderman Environmental Services, Clarion, Pizzuti and Tom Low. The RFQ package from each firm was delivered on schedule and complete, as requested. Each proposal offered unique qualities and talents and could probably provide some level of value as the CP PDD MP process evolves.

RFQ's were reviewed, scored and ranked by the Town Planner and Town Manager based on their reported qualifications and abilities to provide the information requested in the RFQ. Input was also provided by the Town Engineer and the Parks Planner.

Ultimately, the Lawrence Group, based in Davidson, NC, was invited to submit a fee proposal for this project. They are well qualified in terms of past experience as well as their ability to understand the issues presented by a development of this magnitude. They have a strong background in developing master plans, UDO's, Development Agreements and community design in sizable projects throughout the southeast.

The proposed figure for all deliverables is \$12,000. This includes a presentation to the Board of Commissioners on February 24, 2014. The cost for this project would be taken from existing professional services allocation in the Planning Budget. Attached please find the proposed Contract for Professional Services, RFQ and the proposal from the Lawrence Group.

Action Requested: Authorize the Town Manager to execute the Contract for Professional Services with the Lawrence Group for Planning Services associated with the proposed Chatham Park Planned Development District Master Plan.