



19-0194

TITLE: Consider/Discuss/Act on a Resolution Authorizing the City Manager to Execute a Contract with Clarion Associates for Professional Services to be Provided in Support of an Update to the City's Development Regulations

COUNCIL GOAL: Direction for Strategic and Economic Growth
1c. Provide a strong city economy by facilitating a balance between industrial, commercial, residential and open space

MEETING DATE: March 5, 2019

DEPARTMENT: Development Services - Planning Department

CONTACT: Jennifer Arnold, AICP, Director of Planning
Aaron Bloxham, Planning Manager

RECOMMENDED CITY COUNCIL ACTION:

- Approval of the Resolution.

ITEM SUMMARY:

- This Resolution authorizes the City Manager to execute a professional services contract in the amount of \$290,000 as well as any supplemental agreements thereto, with Clarion Associates in support of an update to the City's development regulations, for a total aggregate contract amount, inclusive of any supplemental agreements, not to exceed \$300,000.
- Through a formal request for qualifications, Clarion Associates was selected as the most qualified firm to complete the update.
- Staff has reached an agreement with Clarion Associates on the attached Scope of Work, which includes the following major project phases:
 - Task 1. Project Orientation and Management
 - Task 2. Short-Term Priority Amendments
 - Task 3. Code Assessment

- Task 4. Prepare Draft Development Code
 - 4a. Administration and Procedures
 - 4b. Zoning Districts and Uses
 - 4c. Development and Design Standards
 - Task 5. Adoption
- Staff and the Clarion team anticipate that the update will take approximately 20 months to complete, with adoption expected in late 2020/early 2021. However, the attached Scope of Work also includes anticipated adoption of short-term priority amendments throughout the update process.

BACKGROUND INFORMATION:

- An update to the City's development regulations is a priority implementation measure identified in the recently adopted ONE McKinney 2040 Comprehensive Plan.
- This update will build on the work of the Comprehensive Plan by reviewing and modernizing key components of the City's development code so that they better align with the vision described in the Comprehensive Plan.

Consultant Selection Process

- The City issued a request for qualifications (18-53RFQ) seeking an experienced consultant team who can demonstrate they have the resources, experience, and qualifications to provide a range of professional planning and legal services associated with a comprehensive rewrite and update of several key chapters of the City's Code of Ordinances.
- The RFQ was issued on July 8, 2018.
 - Advertised in McKinney Courier Gazette
 - Posted on McKinney TV
 - 691 matching eBid Supplier Notifications
- In response to all notices published, two (2) submissions were received on August 2, 2018.
 - Clarion Associates
 - Lisa Wise Consulting, Inc.
- An evaluation team comprised of City staff reviewed, interviewed, and ranked the submissions based on the following evaluation criteria listed within the RFQ:

Evaluation Factors	Percent
Project Approach	30
Past Experience of firm and team members on comparable projects	30

Qualifications of firm and project team members	30
Past project record (if any) with the City of McKinney	5
Responsiveness of qualifications	5

- Following the public selection process, the evaluation team is recommending the top ranked firm, Clarion Associates, be selected for the project.
- Since the conclusion of the selection process, City Staff has been negotiating a Scope of Work with Clarion in order to detail the necessary tasks for completing an update to the City's development regulations.

FINANCIAL SUMMARY:

- The Resolution authorizes a Professional Services Contract with Clarion Associates for an amount not to exceed \$300,000.
- The FY 2018-2019 budget includes \$200,000 to fund an update to the City's development regulations as part of the Comprehensive Plan Update (MP 1501).
- The Planning Department has the remaining necessary funds available in its Professional Services Account and Special Projects Account. Availability of these additional funds is the result of cost savings on previous projects and unencumbered funds to be used for professional services.

SUPPORTING MATERIALS:

[Proposed Scope of Work](#)
[Resolution](#)