

RESOLUTION NO. R17-878

**A RESOLUTION TO AUTHORIZE CONTRACT FOR PREPARATION
OF COMPREHENSIVE PLAN UPDATE**

WHEREAS, the City of Stockbridge ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia and is charged with being fiscally responsible concerning the use and expenditure of all public funds; and

WHEREAS, the City proposes to update its Comprehensive Plan; and

WHEREAS, the staff has recommended the Collaborative Firm as the preferred vendor complete said Comprehensive Plan update;

THEREFORE, THE CITY COUNCIL OF THE CITY OF STOCKBRIDGE HEREBY RESOLVES:

SECTION 1. Approval of Vendor. The selection of the Collaborative Firm to complete the City's Comprehensive Plan update, as presented to the Council on November 13, 2017, in the amount of \$97,500.00 is hereby approved by the City Council.

SECTION 2. Public Record. This document shall be maintained as a public record by the City Clerk and shall be accessible to the public during all normal business hours of the City of Stockbridge.

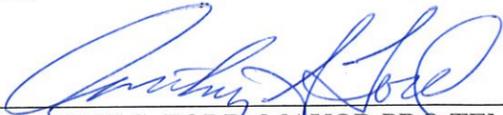
SECTION 3. Authorization of Execution. The Mayor is hereby authorized to sign all documents necessary to effectuate this Resolution.

SECTION 4. Attestation. The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this ordinance, subject to approval as to form by the City Attorney.

SECTION 5. Effective Date. This resolution shall become effective immediately upon its adoption by the Mayor and City Council of the City of Stockbridge as provided in the City Charter.

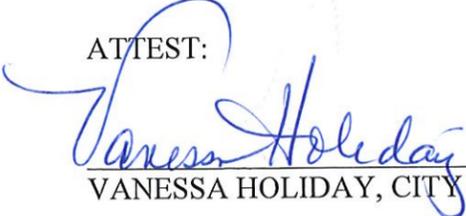
[SIGNATURES APPEAR ON FOLLOWING PAGE]

SO RESOLVED this 13th day of November, 2017.

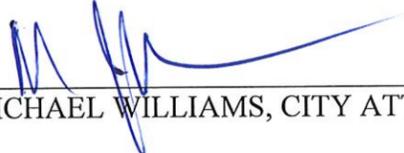


ANTHONY S. FORD, MAYOR PRO TEM

ATTEST:

 (SEAL)
VANESSA HOLIDAY, CITY CLERK

APPROVED AS TO FORM:



MICHAEL WILLIAMS, CITY ATTORNEY



Council Meeting Date
11/13/2017

Requesting Agency

Community Development Department

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Request approval of a recommended proposal – **Community Development Department - RFP#17ITB031417-DRR** in the amount not too exceed \$97,500.00 with The Collaborative Firm, LLC. in Collaboration with Pond, LLC. (Atlanta, GA) for the purchase of Professional Services for a Comprehensive Plan. This for one (1) year with two (2), one (1) year renewable option.

Requirement for Council Action *(Cite specific City policy, statute or code requirement)*

In accordance with City of Stockbridge Procurement code, sections 3.30.080 (C) requests for approval of competitive sealed proposal, shall be approved by the City of Stockbridge City Council.

Is this Item Goal Related? *(If yes, describe how this action meets the specific Council Focus Area or Goal)*

Yes No

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

The Community Services Department request approval of recommended proposal to The Collaborative Firm, LLC., in collaboration with Pond, LLC. in an amount not too exceed \$97,500.00 for Professional Services for a Comprehensive Plan.

- Meet with the client staff as appropriate to program the anticipated schedule for the proposed planning process. The established deadline for the completion of the comprehensive plan is July 1, 2018 including the necessary review period for the Department of Community Affairs (DCA) and the Atlanta Regional Commission (ARC).
- Work with Client's staff to identify the availability of key dates and locations for meetings with the elected officials, staff, community stakeholders, and public workshops.
- Preparation of the eleven plan elements described above.
- Gather data and analysis to support the plan components and plan elements. This includes outside data as well as City resources.
- Compliance with the Henry County 2030 Unified Plan and Atlanta Regional Commission's comprehensive PLAN 2040.
- Facilitation of public meetings and participatory exercises (charrettes, visioning sessions, etc.) to help stakeholders and citizens set a vision for the City. (7-10 public meetings).
- Facilitation of meetings with elected officials. (2 or 3 presentation meetings) Review of existing zoning, development regulations and other ordinances to recommend revisions to make them consistent with the updated Comprehensive Plan.
- Integrate any existing information on the eight required plan elements provided in previous Comprehensive Plans or other planning documents or studies into the Comprehensive Plan Update.
- Preparation of the revised Comprehensive Plan in digital (.PDF and GIS format) and hard copy formats (5 copies of the Comprehensive Plan including color maps) of the final products adopted by resolution by the City Council.

| | | |
|---------------------------------|-------|--------------------------------|
| Agency Director Approval | | City Manager's Approval |
| Typed Name and Title | Phone | |
| Signature | Date | |

- Prepare public presentation, materials: The consultant will prepare a PowerPoint presentation summarizing key provisions in the Comprehensive Plan Update for the purposes of providing information to citizens, stakeholders, and elected officials who will be attending hearings and considering adoption of the plan. Consultant shall provide one (1) digital and nine (9) hard copies of the presentation.
- Prepare draft resolution: The Consultant shall prepare a draft resolution to the City Council for adoption of the Comprehensive Land Use Plan as required by law.
- Upon completion of the eight Comprehensive Plan elements, those documents will be made available for public review on the City website and a public hearing will be scheduled and advertised per the legal requirements of the City. Two public hearings will be held to allow additional public input prior to adoption of the resolution for the Comprehensive Plan by the City's governing body.
- Regional Compliance Review. After the resolution is adopted by the City's governing body, the consultant will submit the resolution and the Comprehensive Plan to the Atlanta Regional Commission for their review. Should the ARC have questions, the consultant will work with the ARC to revise/reconcile any issues or compliance deficiencies. If requested by the ARC, the consultant will attend any regional review hearings that are scheduled.
- Regional and State Submittal. Upon completion of the compliance review, the revised Comprehensive Plan will be submitted to the Georgia Department of Community Affairs. The consultant will work with the DCA to answer any questions and revise/reconcile any issues or deficiencies.

Fiscal Impact / Funding Source (Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)

Planning and Development Services Professional Services – 100-75700-521200 - \$97,500.00

Exhibits Attached (Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)

Exhibit 1: Tabulation Sheet

Exhibit 2: Evaluation Scoring Sheet

Source of Additional Information (Type Name, Title, Agency and Phone)

Camilla J. Moore, Director, Community Development Department at (770) 389-7900 ext. 258



DEPARTMENT OF FINANCE, PURCHASING DIVISION
REQUEST FOR PROPOSALS TABULATION SHEET

Donald R. Riley, CPPB, Purchasing Specialist

Date: AUGUST 29, 2017

RFP # & Title: 17RFP071717-DRR, PROFESSIONAL SERVICES FOR A COMPREHENSIVE PLAN

Total Number of Proposals Received: 2

| Respondent's Name | |
|-------------------|---|
| 1. | CORNERSTONE CONSULTING & INVESTMENTS GROUP |
| 2. | THE COLLABORATIVE FIRM, LLC. in collaboration with POND |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |
| 8. | |
| 9. | |



PROPOSAL EVALUATION – SELECTION CRITERIA

RFP #17RFP071717-DRR, PROFESSIONAL SERVICES FOR A COMPREHENSIVE PLAN

| Evaluation Criteria | | Weight | Max. Score | THE COLLABORATIVE FIRM, LLC. IN COLLABORATION WITH POND | CORNERSTONE CONSULTING & INVESTMENT GROUP |
|---------------------|---|-------------|------------|---|---|
| 1 | Understand and Approach to the City's task | 25% | 25 | 21.00 | 17.00 |
| 2 | Consultant's Experience | 20% | 20 | 18.00 | 12.67 |
| 3 | Qualification of Consultant's Staff | 15% | 15 | 14.33 | 10.67 |
| 4 | Demonstrated Ability of the Consultant to Perform | 20% | 20 | 18.00 | 14.33 |
| 6 | Cost Proposal | 20% | 20 | 19.72 | 20.00 |
| TOTAL POINTS | | 100% | 100 | 91.05 | 74.67 |