



# City of Blaine Anoka County, Minnesota

Blaine City Hall  
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## Legislation Details (With Text)

**File #:** RES 17-047    **Version:** 1    **Name:** Award Contract to WSB for 2040 Comp Plan  
**Type:** Resolution    **Status:** Passed  
**File created:** 4/6/2017    **In control:** City Council  
**On agenda:** 4/6/2017    **Final action:** 4/6/2017  
**Title:** APPROVING CONTRACT AWARD WITH WSB & ASSOCIATES FOR PREPARATION AND COORDINATION OF 2040 COMPREHENSIVE PLAN UPDATE  
**Sponsors:** Bryan Schafer  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. WSB Proposal & Budget.pdf

Date	Ver.	Action By	Action	Result
4/6/2017	1	City Council	Adopted	Pass

**ADMINISTRATION** - *Bryan Schafer, Community Development Director*

### APPROVING CONTRACT AWARD WITH WSB & ASSOCIATES FOR PREPARATION AND COORDINATION OF 2040 COMPREHENSIVE PLAN UPDATE

The City is required to process an update to the City's Comprehensive Plan. This update is required every 10 years and is expected to be submitted for approval to the Metropolitan Council by fall of 2018. The 2040 Plan requirements are generally similar to past updates with one new plan element added for this round.

The plan update will need to address the following elements (chapters):

- Land Use
- Housing
- Parks and Trails
- Transportation
- Water Resources (wastewater, water supply and surface water)
- Economic Competitiveness (formerly called Economic Development)
- Resilience (new for 2040)
- Implementation

The City sent RFPs to six metro area planning/engineering consultants. A couple of the firms indicated that they were too busy or were not sufficiently staffed to be able to assist on the plan and therefore they did not submit a proposal. Two proposals were submitted by SRF Consulting

and WSB and Associates. After staff review and discussion of the two proposals, staff was most comfortable with the approach and staffing of the WSB proposal. While cost was not a primary factor in the review the WSB proposal was less expensive at \$109,515 versus the SRF proposal at \$117,644. The 2017 general fund budget has \$110,000 set aside for preparation of the 2040 plan. The City also applied for and received a \$32,000 grant from METC to help cover the cost of plan preparation.

WSB will be present to answer any Council questions and to briefly review the schedule as well as the public engagement aspects of the plan preparation and review.

- Proposal and Budget

By motion, approve the Resolution authorizing execution of a contract agreement with WSB & Associates to assist in the preparation of the City's 2040 Comprehensive Plan update.

**WHEREAS**, the City sought proposals from full service Planning and Engineering firms to assist in the preparation of the City's 2040 Comprehensive Plan on February 3, 2017; and

**WHEREAS**, the City received two complete proposals for those services on March 6, 2017; and

**WHEREAS**, the City has reviewed the two proposals received and has determined that WSB & Associates has the best approach, staffing and price for those services.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Blaine that the City Manager is authorized to enter into an agreement with WSB & Associates in the amount of \$109,515 for consulting services related to the preparation of the City's 2040 Plan; and

**BE IT FURTHER RESOLVED**, by the City Council of the City of Blaine that a project contingency of up to 10% of the contract amount is also authorized at the discretion of the City Manager.

**PASSED** by the City Council of the City of Blaine this 6<sup>th</sup> day of April 2017.