



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-5035

Community Planning & Development Services

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MEMORANDUM

TO: Legal and Finance Committee

FROM: Patsy Horton, Division Manager
Long Range Planning Division

DATE: March 20, 2013

RE: **13TP012** - Authorize the Mayor and Finance Officer to sign the Professional Services Agreement with Clarion Associates for the Rapid City Comprehensive Plan in an amount not to exceed \$271,686

In December of 2012, the City Council approved the request for proposals to find a consultant to update our Comprehensive Plan (last full update was 1981). The team charged with interviewing consultants for the Comprehensive Plan has selected Clarion Associates from Fort Collins, Colorado. Clarion has retained the services of subcontractors Felsburg, Holt, & Ullevig (FHU) to perform the transportation components and Economic Planning Systems to conduct the demographic and market analysis for the project. The proposal from Clarion Associates to update the Comprehensive Plan is \$271,686.

Funding for this project is as follows:

CPDS – Budget 204		\$100,250
Transportation Planning – Budget 706		
FHWA Planning Funds (81.95%)	\$128,199	
City of Rapid City (18.05%)	<u>\$28,237</u>	
Transportation Planning		\$156,436
Parks and Recreation – Budget 601/607		<u>\$15,000</u>
Total		\$271,686

STAFF RECOMMENDATION: Authorize the Mayor and Finance Officer to sign the Professional Services Agreement with Clarion Associates for the Rapid City Comprehensive Plan in an amount not to exceed \$271,686, with minor agreement language modifications requested by legal counsel.



EQUAL OPPORTUNITY EMPLOYER