

Memorandum

To: Honorable Mayor Shetter and members of the Burleson City Council

From: Shai Roos, AICP Director of Community and Economic Development

Date: January 20, 2009

Subject: Consideration of an amendment to the Comprehensive Plan contract with Freese and Nichols, Inc resulting from an enhanced public input process and authorize the City Manager to execute the agreement.

Council Action Requested:

Approve amendment to the Comprehensive Plan contract with Freese and Nichols, Inc (FNI), by increasing the contract in the amount of \$9,000 in order to enhance opportunities for public input during the Comprehensive Plan process and authorize the City Manager to execute the agreement.

Background Information:

The City's most recent holistic update to the comprehensive plan occurred in 2000. Modifications to the plan were made in 2005 to provide an amendment describing the transit-oriented development area at the intersection of S Hulen and Alsbury Boulevard at the BNSF railroad. In 2007, the Council approved an amendment to the plan to include an IH-35 Corridor Plan that outlined the development goals of land use, transportation and open space for new development and redevelopment along our frontages to the interstate. In February 2008, staff and City Council agreed on the need to examine the entirety of the comprehensive plan.

In May 2008, the City Council awarded a contract in the amount of \$131,729 to Freese and Nichols, Inc (FNI) to prepare an update to the City's Comprehensive Plan. A scope of work was agreed upon and work on the baseline analysis is currently ongoing.

Upon completion of the baseline analysis, FNI will begin the public input process. Staff has reviewed the existing scope of work and is requesting to amend the scope of work to provide for a more significant public input process for both the comprehensive plan and SH 174 corridor plan.

Contract Amendment Details:

The amendment of the scope of work is necessary to ensure a successful public input process and implementation plan for the Comprehensive Plan and SH 174 Corridor plan. In the current scope of work, a total of 14 meetings are provided; however, the opportunity for public input is limited to two town hall meetings. Additionally, dedicated opportunities for SH 174 stakeholders to provide input were limited.

Under the amended scope of work, the number of town halls will increase to six providing key opportunities for public input in relation to Old Town, connectivity and mobility, the SH 174 corridor, and community livability. A more detailed list of additions and deletions to the scope of work has been outlined below.

As a result of the enhanced public input process, an additional \$9,000 has been requested by Freese and Nichols, Inc. Funds will be provided to support FNI staff preparation, attendance, document production, and travel-related costs. If approved, the revised total contract will increase from \$131,729 to \$140,729.

Public Input Process Additions

- Increase the number of town halls from two to six
 - Town Hall #1 – Open House Discussion of Comprehensive Planning
 - Town Hall #2 – Focus on SH 174 Corridor
 - Town Hall #3 – Focus on Connectivity and Mobility
 - Town Hall #4 – Focus on Old Town area
 - Town Hall #5 – Focus on Community Livability
 - Town Hall #6 – Present and Discuss City Vision
- Increase the number of steering committee meetings from four to six
- Increase the number of SH 174 Corridor stakeholder meetings from zero to two

Implementation Additions

- Recommendations for code improvements and policy changes for both the Comprehensive Plan and the SH 174 Corridor plan.
- Prioritization matrix for both the Comprehensive Plan and the SH 174 Corridor plan.
- Detailed study of preferred future design elements for SH 174 Corridor.

- Detailed recommendations for desirable future land uses along SH 174 Corridor.

Scope of Work Deletions

- Transportation Assessment: Staff is confident that data and recommendations provided by the Master Thoroughfare Plan (MTP) remain valid and do not require further study at this time. The MTP was produced by Kimley Horn and was adopted in 2007.
- Parks Planning Activities: Staff is confident the forthcoming Parks Master Plan provided by HNTB will provide the information required to support the development of appropriate parks, open space, and trail systems in the City.
- Growth Management Strategies: Staff will provide this element as an amendment within two years of the adoption of the Comprehensive Plan. This element will take into account elements of the Comprehensive Plan and SH 174 Corridor Plan, as well as the Subdivision Ordinance and Zoning Ordinance.

Board/Citizen Input:

None.

Financial Considerations:

\$9,000 from Professional Consulting / Planning Consulting Fee Fund, Community and Economic Development Department. (Account # 001-5011-417.32.05) for a revised total contract that will increase from \$131,729 to \$140,729. The monies are available in this fund.

Attachments:

1. Proposed Contract Change Authorization Form with Freese and Nichols Inc.

Staff Contact:

Bradley Ford
Planning Official
817-447-5400 ext 231
bford@burlesontx.com

Attachment 1: Proposed Contract of Services with Freese and Nichols Inc.



CONTRACT CHANGE AUTHORIZATION FORM

Client: City Of Burleson 141 West Reno Street Burleson, TX 76028-4281 Attn: Shaj Ross, AIGP		F&N Project No.: BUR08300
		Client Contract Ref.:
		Date: November 28, 2008
Project Description: Comprehensive Plan and SW Wilshire Blvd. Corridor Study		
Description of Services Added/Deleted: 1) Change number and type of meetings to better reflect client expectations. 2) Clarify description of the Corridor Plan to better reflect client expectations. 3) Alter Comprehensive Plan to better reflect client expectations. See Attachment SC for details.		
Deliverables: 1) Enhanced Public Involvement Program 2) Altered Comprehensive Plan Document 3) SW Wilshire Blvd. Corridor Plan Document See Attachment SC for details.		
Compensation shall be adjusted as follows: Compensation for the additional services listed above shall be the lump sum fee of Nine Thousand Dollars (\$9,000).		
		Original Contract \$131,728
		Amended Amount \$ 9,000
		Revised Total Contract \$140,728
Schedule shall be adjusted as follows: The estimated twelve (12) month period will commence with the new Kick-off Meeting with the Steering Committee. This meeting is currently being scheduled by the City.		

The above described services shall proceed upon return of this Contract Change Authorization. Services will be billed as they are done. All other provisions, terms, and conditions of the agreement for services which are not expressly amended shall remain in full force and effect.

- A contract modification will be submitted.
 This Contract Change Authorization will serve as contract modification.

FREESE AND NICHOLS, INC.:

BY: M. W. [Signature]
 TITLE: Associate
 DATE: 12-3-08

CITY OF BURLESON:

BY: _____
 TITLE: _____
 DATE: _____