City Council Communication

Department: Community Development CASE #MIS-20-002	Resolution No. _____	City Council: 02/10/2020

Request

Resolution authorizing the Mayor to execute an agreement with Bolton and Menk for professional engineering and planning services to complete a joint City-County land use study.

Background Information

In November 2019, the Council Bluffs Community Development and Public Works Departments, in partnership with the Pottawattamie County Office of Planning and Development, released a Request for Proposals (RFP) to the public to solicit professional engineering and planning services for the completion of a joint City-County land use study. The land use study is intended to provide a high-level evaluation and comparison of potential future land uses and utility extensions for selected areas within the City of Council Bluffs, and unincorporated areas of Pottawattamie County that are generally within a three-mile radius of the Council Bluffs municipal boundary (see attached map).

A total of five proposals were received from interested firms. A selection committee made up of staff members from the Community Development Department, Public Works Department, Mayor's Office, and Pottawattamie County Office of Planning and Development evaluated all of the proposals independently, and then met as group to discuss results of each committee member's evaluation. After thoughtful consideration, the committee came to a consensus that Bolton and Menk, and their sub-consultant team made up of HGM Associates and SB Freidman, are the most qualified firm to complete the study. The budget to complete the study is $123,800.00 and it will be paid for by contributions from the Council Bluffs Public Works Department, Pottawattamie County Office of Planning and Development, and partners associated with Advance Southwest Iowa.

The land use study will be completed by November 2, 2020 and all findings/recommendations stated in the study will be presented to the City and County Planning Commissions, Council Bluffs City Council, and the Pottawattamie County Board of Supervisors. The study's findings/recommendations will then be used to update the existing 28E Agreement between the City of Council Bluffs and Pottawattamie County as it pertains to land development and subdivisions within a three-mile radius of the Council Bluffs municipal boundary.

Recommendation

The Community Development Department recommends approval for the Mayor to execute an agreement with Bolton and Menk for professional engineering and planning services to complete a joint City-County land use study.

Attachments

Attachment A: Land use study area boundary map
Attachment B: Master Service Agreement and associated attachments

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