

It's real.

MEMORANDUM

**To: Mayor Donna Dodgen and Seguin City Council
Steve Parker, Seguin City Manager**

**From: Pamela Centeno, Director of Planning & Codes
Kyle Kramm, Main Street & CVB Director/HPO**

Through: Rick Cortes, Seguin Deputy City Manager

Subject: Seguin Comprehensive Plan Update and Downtown Master Plan

Date: June 3, 2021

An update to the City of Seguin's Comprehensive Plan and a Downtown Master Plan were included as two separate capital projects in the City's FY2021 Budget. In November of 2020, two requests for qualifications were released for the two projects and responses for each project were received on January 5th. Thirteen (13) responses were received for the Comprehensive Plan Update and nineteen (19) responses were received for the Downtown Master Plan.

Two review committees consisting of City staff, Planning & Zoning Commissioners and Main Street Advisory Board members reviewed and scored the proposals. Based on the scores, the top firms for each project were interviewed. After the interviews, both review committees selected the same firm, Freese and Nichols Inc.(FNI), to complete their respective plan.

Freese and Nichols Inc. was selected based on their extensive experience in planning, approach to public engagement, the skill sets of their subcontractors and the unique deliverables that will result from the plans.

City staff and FNI staff have developed an extensive scope of services that will result in a forward-thinking plan. Attached is the professional services agreement with the scope of services within the agreement.

The total cost for both projects is \$306,130, slightly higher than the \$280,000 that was approved in the budget. A budget amendment for the projects is being presented as a separate agenda item on the June 15th Council agenda. Staff respectfully requests City Council's approval to enter into a Professional Services Agreement with Freese and Nichols, Inc. to complete the Comprehensive Plan Update and Downtown Master Plan.