



**LEXINGTON - FAYETTE URBAN COUNTY GOVERNMENT**  
**Department of Planning, Preservation & Development**  
**Division of Planning**

**Jim Gray**  
**Mayor**

**Derek J. Paulsen, Ph.D.**  
**Commissioner**

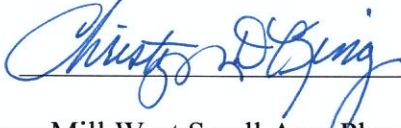
**MEMORANDUM**

**TO:** Mayor Jim Gray  
Members, Urban County Council

**FROM:** Chris King, Director

**DATE:** May 22, 2014

**RE:** Engagement of Services for Armstrong Mill West Small Area Plan



This memo is to request Council approval of a professional services agreement with EHI Consultants for planning consulting services associated with the Armstrong Mill West Small Area Plan. The work would be performed and charged in accordance with RFP #20-2014 and the contract attached to this memorandum. The cost for the services shall not exceed \$104,775.

Three firms responded to the RFP, and in accordance with CAO Policy #1, a selection committee was convened to evaluate the requests. Clarifications were requested, received and reviewed by the Committee. The Selection Committee included Theresa Maynard, Division of Purchasing; Karen Mundy, Planning Commission; Councilmember George Myers; and Chris King, Jim Duncan, and Janice Westlund of the Division of Planning. The Committee determined that EHI's proposal was superior in terms of the review criteria established in the RFP.

The funds for this project are budgeted within the Division of Planning's FY14 budget, and come from two sources. The Council budgeted \$39,775 from UDAG funding and the balance of \$65,000 comes from Planning FY14 Professional Services. The Division of Planning will be the approval agency for all work, the recipient of all invoices and will approve all invoices prior to forwarding for payment.

The Division of Planning requests that this resolution receive two readings from Council by June 19.

**Attachments:**

- RFP and EHI Response
- Clarification memo and revised fee estimate
- Contract
- Proof of Insurance

**C:** Derek Paulsen, Commissioner of Planning, Preservation and Development

bluesheet memo - armstrong mill west sap

**H O R S E   C A P I T A L   O F   T H E   W O R L D**