



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

**Jim Gray**  
**Mayor**

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

**MEMORANDUM**

**TO:** Mayor Jim Gray  
Members, Urban County Council  
**FROM:** Jim Duncan, Temporary Director  
**DATE:** October 2, 2015  
**RE:** Engagement of Services for Winburn Small Area Plan

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This memo is to request Council approval of a professional services agreement with EHI Consultants for planning consulting services associated with the Winburn Small Area Plan. The work would be performed and charged in accordance with RFP#34-2015 and the contract attached to this memorandum. The cost for the services shall not exceed \$100,000.

Three firms responded to the RFP, and in accordance with CAO Policy #1, a selection committee was convened to evaluate the requests and interview the responders. The Selection Committee included Sondra Stone, Division of Purchasing; Joe Smith, Planning Commission; Councilmember James Brown; and Chris King, Jim Duncan, and Janice Westlund of the Division of Planning. The Committee determined that EHI Consultants' proposal was superior in terms of the review criteria established in the RFP.

The funds for this project are budgeted within the FY16 Capital Projects Fund (1105-160701-0001-71299). The Division of Planning will be the approval agency for all work and the recipients of all invoices. The Division of Planning will review and approve all invoices prior to forwarding for payment.

**Attachments:**  
RFP  
Contract  
Proof of Insurance

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

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