

37.



City of West Allis Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
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R-2008-0216 Resolution In Committee

Resolution accepting the proposal of the Planning and Design Institute and to enter into a professional consulting service contract in the amount of \$148,895 to prepare a Comprehensive Plan update 2030 for the City of West Allis.

Introduced: 11/5/2008

Controlling Body: Safety & Development Committee

Sponsor(s): Safety & Development Committee

COMMITTEE RECOMMENDATION

ADOPT ~~AS AMENDED~~

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
<u>11/5/08</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Barczak				
	<input type="checkbox"/>	<input type="checkbox"/>	Czaplewski				
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Kopplin	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Lajsic	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Narlock	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Reinke	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Roadt				
	<input type="checkbox"/>	<input type="checkbox"/>	Sengstock				
	<input type="checkbox"/>	<input type="checkbox"/>	Vitale	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Weigel				
			TOTAL	<u>5</u>	<u>0</u>		

SIGNATURE OF COMMITTEE MEMBER

 Chair Vice-Chair Member

COMMON COUNCIL ACTION **ADOPT**

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
<u>NOV 05 2008</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Barczak	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Czaplewski	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Kopplin	<input checked="" type="checkbox"/>			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lajsic	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Narlock	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Reinke	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Roadt	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Sengstock				<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Vitale	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Weigel	<input checked="" type="checkbox"/>			
			TOTAL	<u>9</u>			<u>1</u>



City of West Allis

7525 W. Greenfield Ave.
West Allis, WI 53214

Resolution

File Number: R-2008-0216

Final Action:

Sponsor(s): Safety & Development Committee

NOV 05 2008

Resolution accepting the proposal of the Planning and Design Institute and to enter into a professional consulting service contract in the amount of \$148,895 to prepare a Comprehensive Plan update 2030 for the City of West Allis.

WHEREAS, The City of West Allis is required to update its current 2010 Comprehensive Land Use Plan in order to comply with the Wisconsin Comprehensive Planning Law (Smart Growth) - section 66.1001, Wisconsin Statutes. The City of West Allis is interested in having a comprehensive plan prepared in compliance with Wisconsin State Statutes, with the purpose of guiding and accomplishing a coordinated, adjusted and harmonious development of the City.

WHEREAS, The City of West Allis has solicited four (4) proposals, through the Request for Proposal process, from professional planning firms interested in performing the work required to assist with the development of an updated 2030 Comprehensive Land Use Plan. The four proposals were submitted from the following firms: Planning Design Institute (PDI), URS, Vandewalle and Associates, HNTB.

WHEREAS, Following an initial discussion of each of the consultant proposals, HNTB was removed from further consideration and the Development Department review committee agreed that the strongest proposals were those offered by Planning Design Institute (PDI), URS, Vandewalle and Associates. These three firms were invited to interviews with the Development Department review committee.

WHEREAS, After conducting consultant interviews, and discussions, the Committee arrived at the conclusion that the proposal offered by the Planning and Design Institute (PDI) is best suited to the specific task of updating the City of West Allis Comprehensive Plan. The Development Department review committee believes that the PDI consultant team is best qualified to conduct this project. The PDI team consists of top-echelon experts in the field of land use planning, neighborhood planning, redevelopment and urban design.

WHEREAS, it is, therefore, necessary to enter into a professional services contract with the Planning and Design Institute (PDI) for the 2030 West Allis Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of West Allis as follows:


1. That the PDI proposal and budget, hereby attached and made a part hereof, is hereby accepted.
2. That the City Attorney be and is hereby authorized to make such non-substantive changes,


modifications, additions and deletions to and from the various provisions of the contract, including any and all attachments, exhibits, addendums and amendments, as may be necessary and proper to correct inconsistencies, eliminate ambiguity and otherwise clarify and supplement said provisions to preserve and maintain the general intent thereof, and to prepare and deliver such other and further documents as may be reasonably necessary to complete the transactions contemplated therein.

BE IT FURTHER RESOLVED that the Director of Development is authorized, on behalf of the City, to make modifications to the scope of services and execute the aforesaid contract documents.

cc: Department of Development

Dev-R528-11-5-08

ADOPTED NOV 05 2008

Paul M. Ziehler, City Admin. Officer, Clerk/Treas.

APPROVED 11/11/08

Dan Devine, Mayor



DEPARTMENT OF DEVELOPMENT

John F. Stibal
Director

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November 5, 2008

The Honorable Mayor Devine and Common Council Members
City of West Allis, Wisconsin

RE: Selection of Planning Consultant for Comprehensive Plan

On behalf of the Department of Development and the consultant selection team, I submit our recommendation of the Planning and Design Institute (PDI) as the preferred consultant for preparing the 2030 Comprehensive Plan.

The City of West Allis has solicited four (4) proposals, through the Request for Proposal process, from professional planning firms interested in performing the work required to assist with the development of an updated 2030 Comprehensive Land Use Plan. The four proposals were submitted from the following firms: Planning Design Institute (PDI), URS, Vandewalle and Associates, HNTB.

Following an initial discussion of each of the consultant proposals, HNTB was removed from further consideration and the Development Department review committee agreed that the strongest proposals were those offered by Planning Design Institute (PDI), URS, Vandewalle and Associates. These three firms were invited to interviews with the Development Department review committee.

After conducting consultant interviews, and discussions, the Committee arrived at the conclusion that the proposal offered by the Planning and Design Institute (PDI) is best suited to the specific task of updating the City of West Allis Comprehensive Plan. The Development Department review committee believes that the PDI consultant team is best qualified to conduct this project. The PDI team consists of top-echelon experts in the field of land use planning, neighborhood planning, redevelopment and urban design.

When implemented, the City of West Allis Comprehensive Plan will serve as a long-range guidance tool that links the City's Planning and Redevelopment efforts together to support the City's Strategic vision of being one of the most livable City's in Southeastern Wisconsin.

Sincerely,

John F. Stibal
Director of Development

WEST ALLIS PROPOSED BUDGET

rev. Nov 2008

Task	City Task (cost savings)	PDI	GAS	
1. Project Orientation				
1.1 City staff Meeting #1 – meet to review items provided to the PDI team, cope details and/or revisions, public participation strategy, and schedule		\$750		
1.2 Base maps provided by City, reviewed by PDI Team	\$720	\$400	\$200	
1.3 Demographic updates	\$2,500	\$210		
1.4 Prior Studies Summarized by City, reviewed by PDI Team – summary of key recommendations and implementation status	\$1,920	\$400	\$400	
		<u>\$1,760</u>	<u>\$600</u>	\$2,360
2. Public Input and Review				
2.1 Half Day Planning Workshop with City staff – review the 25 projects to determine 15 for scope, review details, prior planning, neighborhood impact, and market issues		\$1,780		
2.2 Alderman Discussions – prep and talk with each of the 10 alderman about the identified projects in their district and visioning for the City's future, PDI to summarize comments		\$3,490		
2.3 Public Review Workshop (3) – prep & conduct 3 workshops to present the 15 concept plans for feedback, includes small group reviews or stations		\$7,760	\$800	
2.6 City-wide Open House Review – present the 10 development plans for public input		\$4,000	\$600	
2.7 Public Hearing (prep and present)		\$2,990		
2.8 Website Development and Updates – website prepared and managed by the City, PDI Team provides items for the website	\$7,545	\$0		
		<u>\$18,240</u>	<u>\$1,400</u>	\$19,640
3. Neighborhoods, Districts, and Corridors				
3.1 Identify and map the City neighborhoods, districts, and corridors – includes a meeting with City staff		\$6,985	\$1,000	
3.2 Park system map and recommendations and ag and natural resources recommendations, City provides and PDI reviews	\$4,715	\$820	\$300	
3.3 Cultural and historic resources and mapping, City provides	\$2,170	\$210		
3.4 Summarize economic development trends and analysis for the City, City provides and PDI Team reviews	\$2,255	\$565		
3.5 Current transportation plans – provide map and explanation of any City, County, or State recommendations for street and road improvements and impacts from the Zoo Interchange proposal	\$3,700	\$210	\$800	
3.6 Redevelopment statements for each of the areas including – visioning, land use, transportation, economic development, natural environment, housing, cultural resources, and intergovernmental strategies and any necessary diagrams or mapping		\$3,830	\$600	
3.7 Staff review of areas and redevelopment statements		\$500		
3.8 PDI Team to revise statements as directed		\$970		
3.9 Plan Commission Meeting #1 (prep and present)		\$1,590		
		<u>\$15,680</u>	<u>\$2,700</u>	\$18,380
4. Concept Redevelopment Plans (15 sites)				
4.1 Prepare site development concept diagrams for the 15 selected project sites, includes building location, parking, and open space		\$14,640	\$2,500	
4.2 Prepare a Future Land Use diagram for each of the 15 selected project sites based on the redevelopment opportunity		\$2,320		
4.3 Visioning statement for each site based on redevelopment opportunity		\$2,770		
4.4 Staff review of site concepts		\$1,190		
4.5 Revise site concepts based on staff direction		\$4,530	\$500	
4.6 Plan Committee Meeting #1 – present project concepts for 15 redevelopment sites to the Plan Committee for review, select 10 sites for further detail and revision		\$2,480		
		<u>\$27,930</u>	<u>\$3,000</u>	\$30,930

5. Detailed Design Development Plans (10 sites)			
5.1 Provide additional detail for 10 of the 15 Concept Plans including: building location, parking, landscaping, open space, vehicular access and circulation, pedestrian circulation, and street sections where appropriate		\$25,750	\$3,000
5.2 Staff review of Design Development Plans		\$1,000	
5.3 One revision per site based on staff direction		\$8,550	
5.4 Plan Committee #2 – present Design Development Concepts for review and input		\$2,520	
5.5 City staff meeting to determine additional changes after Open House and Plan Committee Meeting #2		\$1,000	
5.6 final revisions to Design Development Sites		\$7,225	
5.7 Plan Commission Meeting #2 (prep & present)		\$1,635	
		<u>\$47,680</u>	<u>\$3,000</u>
			\$50,680

6. Land Use			
6.1 Staff meeting – determine methodology and direction for Future Land Use, place based or parcel based		\$750	
6.2 Future Land Use map – prepare map based on tasks 3, 4, and 5 for future uses		\$4,480	
6.3 Narrative description for Future Land Uses		\$2,165	
6.4 Staff review of Future Land Use map and description		\$500	
6.5 Revise Future Land Use items as directed		\$3,450	
		<u>\$11,345</u>	<u>\$0</u>
			\$11,345

7. Housing Development			
7.1 Housing Element – housing statement and recommendations based on previous tasks, City prepares and PDI Team reviews	\$2,720	\$1,915	
		<u>\$1,915</u>	<u>\$0</u>
			\$1,915

8. Utilities and Community Facilities			
8.1 Utilities Element – provide inventory and future recommendations, PDI Team reviews	\$3,595	\$105	\$300
8.2 Community Facilities – describe and map current and future facilities, PDI Team reviews	\$3,685	\$315	
		<u>\$420</u>	<u>\$300</u>
			\$720

9. Intergovernmental Coordination and Implementation			
9.1 Intergovernmental Coordination – City describes shared services, opportunities, and recommendations	\$2,730	\$210	\$300
9.2 Implementation strategy and priorities for redevelopment projects, includes responsible parties		\$1,595	\$400
9.3 Plan Committee Meeting #3 (prep and present)		\$990	\$300
		<u>\$2,795</u>	<u>\$1,000</u>
			\$3,795

10. Formatting, Final Plan and Approval			
10.1 Final Draft Plan – format all information from the City and PDI into one final document		\$2,985	\$600
10.2 Staff review – final Draft Plan		\$710	
10.3 Revise Final Draft as directed		\$3,330	\$300
		<u>\$7,025</u>	<u>\$900</u>
			\$7,925

Expenses and Materials		\$1,200	\$1,200
		<u>\$134,790</u>	<u>\$12,900</u>
			\$148,890

Draft and Final Printing \$3,200

City provided Tasks (cost savings) \$41,455 **SUBTOTAL FOR COMPREHENSIVE PLAN \$148,890**