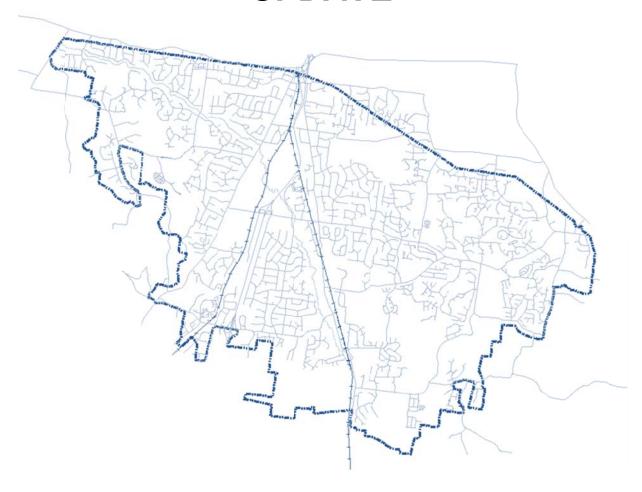


# REQUEST FOR PROPOSALS BRENTWOOD 2020 PLAN UPDATE



**JULY 2014** 

CITY OF BRENTWOOD, TENNESSEE, PLANNING AND CODES DEPARTMENT 5211 MARYLAND WAY, P.O. BOX 788, BRENTWOOD, TN 37027 615.371.2204

www.brentwood-tn.org

# 1. Introduction/Overview

#### A. Purpose/Objective

The City of Brentwood, Tennessee (hereinafter, "City") is soliciting proposals for professional planning assistance in the review and preparation of the 2014 Brentwood 2020 Comprehensive Plan Update, including an update of the City's Major Thoroughfare Plan. The update will become an appendix to the original document, adopted in 1999, along with the 2006 amendments. Requests for proposal will be accepted from qualified planning, land use, transportation, and/or engineering firms with relevant experience in preparing planning documents and transportation services for similar sized cities.

#### B. Project Background/Description

The Brentwood 2020 Plan (hereafter "2020 Plan") was adopted by the Brentwood Board of Commissioners (City Commission) in February 1999. The initial process to prepare the plan required one-year to complete and involved hundreds of citizens and numerous meetings. The focus of this comprehensive effort was to determine where the community was at the time, where the community should be in twenty years, and how to best reach those goals and objectives. Seven major goals were formulated with specific objectives and action steps. A copy of the 2020 Plan and subsequent updates is available at <a href="https://www.brentwood-tn.org/2020plan">www.brentwood-tn.org/2020plan</a>.

As part of this 2014 update process, the City is also seeking a comprehensive update to the Major Thoroughfare Plan, including development of a travel demand model for use in forecasting the traffic impact of future development proposals. This travel demand model will be coordinated with the regional travel demand model developed by the Nashville Area MPO. While this task involves an update to the Major Thoroughfare Plan, the City desires a process that provides for a new and open perspective in assessing all alternatives and options in the development of the Major Thoroughfare Plan update. Also included as part of this task, will be a bicycle/pedestrian element.

In 2005 the City completed its last update of the 2020 Plan. The update was conducted with the objective of amending the previous plan, not undertaking an effort to create a completely new plan. The update was developed around the same seven goals as the original plan. The primary objective was to assess the progress and accomplishments in addressing those goals, identify changing conditions that might make a particular goal or program activity more or less relevant to the current needs of the community, while at the same time identify new areas for attention.

One of the key tasks was to solicit citizen opinions regarding issues facing the City and to gauge the levels of satisfaction/dissatisfaction with various elements of life in Brentwood. A total of three surveys were generated, an initial citizen survey, sent to all households, a business survey, sent to selected businesses and a second follow-up citizen survey based upon the responses to the initial citizen survey. The second survey was also sent to all households. Response was impressive with almost 4,000 households (38%) returning the

survey.

Since the original 2020 Plan adoption, the City has experienced significant growth and has expanded its borders through annexations. The population has increased from 23,445 in 2000 to 37,060 in 2010. The total number of housing units in Brentwood was 12,557, according to the 2010 decennial census. Current estimates published by the Tennessee Center for Business & Economic Research (CBER) put the City's population at 39,012 (2012). During the day, Brentwood functions as a City of 60,000 when the 20,000 office park employees are considered.

# 2. Scope of Work

The scope of work to be provided by the selected consultant shall consist of the following:

- A. Furnish all labor, materials and equipment to complete the entire scope of work in accordance with the description, requirements, criteria and instructions contained in this document.
- B. Produce an amendment to the 2020 Plan, including related narrative text, maps, and visuals. Deliver all presentation materials to the City.
- C. Produce a comprehensive update to the Major Thoroughfare Plan, including development of a travel demand model for use in forecasting the traffic impact of future development proposals. Development of the model should be coordinated with the Nashville Area Metropolitan Planning Organization's (MPO) existing regional travel demand model. While this task only involves an update to the Major Thoroughfare Plan, the City desires a process that provides for a new and open perspective in assessing all alternatives and options in the development of the Major Thoroughfare Plan update.
- D. Furnish sufficient professional, technical, supervisory and administrative personnel to ensure the execution of the work, including, but not limited to, the disciplines of land use and transportation planning, survey administration, and engineering, as needed.
- E. Analyze all existing land use, zoning, statistical data regarding growth and development since the last 2020 Plan Update. The City will make available to the selected consultant all available supporting information including, GIS data.
- F. Receive input from city officials and advisory board members, including City Commission, and Planning Commission members. It is expected that the project will involve a number of community meetings, which are detailed in Appendix A.
- G. Consult as needed with relevant City departments which may include, but are not limited to the Parks, Community Relations, Water Services, Public Works, and Engineering Departments.

- H. Consult as needed with other agencies, including, but not limited to the MPO, Tennessee Department of Transportation (TDOT), Williamson County, City of Franklin, and the Town of Nolensville.
- In collaboration with City staff, conduct the public meetings as detailed in Appendix B, which will be used to solicit verbal and written community input and provide written documentation of input, including public comments. Proposers may suggest an alternate, equivalent public input process for City consideration. These meetings are intended to be participatory meetings or Charretts and not moderated or directed by staff or the consultant. As part of the submittal each proposer shall include the cost for additional on-site meetings as required.
- J. Each proposer shall detail their relevant experience in developing, conducting and managing statistically valid electronic means of transmitting and replying to the proposed surveys.

# 3. <u>Summary and Deadlines:</u>

#### A. 2020 Plan Update

- i. Task 1 Project Initiation and Issue Identification November 2013
- ii. Task 2 First Citizen and Business Surveys surveys returned end of January 2014
- iii. Task 3 Assess first survey results and Conduct 2<sup>nd</sup> Survey survey returned mid-April 2014
- iv. Task 4 Assess second survey results end of May 2014
- v. Task 5 Preparation of proposed C-4 Zoning District amendments end of May 2014
- vi. Task 6 Draft Updated 2020 Plan Goals and Objectives end of August 2014
- vii. Task 7 Final Review and Adoption End of October 2014

#### B. Major Thoroughfare Plan Update

- i. Task 1 Existing Conditions Review and Data Collection mid January 2014
- ii. Task 2 Review of Planned Road and Bike/Pedestrian projects end of February 20142014
- iii. Task 3 Public Engagement Process mid-March 2014
- iv. Task 4 Development of Future Projects List End of August 2014
- v. Task 5 Development of Travel of Demand Model
- vi. Task 6 Final Review and Adoption End of October 2014

# 4. Project: 2020 Plan Update

#### Task One – Project Initiation/Issue Identification

This task is intended to provide an overview of the status the current 2020 Plan goals and objectives. The task includes stakeholder meetings and public input opportunities designed to identify any existing plan objectives that warrant consideration for removal or modification and any new objectives that may better meet the needs and priorities of the community today. This task will involve four meetings as outlined below:

- 1. A public City Commission workshop will be conducted at the onset of the update effort, after the Consultant is hired;
- 2. Two (2) general public community meetings will be conducted to gather public input on general community issues related to the 2020 Plan. The meetings will be conducted in suitable locations on the east and west sides of Town on successive evenings;
- 3. A public meeting devoted strictly to land use and development intended to address C-4 Town Center zoning district concerns, senior housing issues, etc. and including initial discussions related to the proposed Major Thoroughfare Plan Update.

Task One shall be completed by the end of November 2013.

# Task Two – Initial Survey Development and Distribution

This task provides for the development of citizen survey instruments including formulation of questions based upon input from the meetings conducted as part of Task One.

- 1. Two citizen surveys and one commercial survey are planned to be consistent with the 2006 update of the plan;
- 2. Coordinate with the City Commission regarding format and content of the questions;
- 3. Survey to be sent to all residential addresses;
- 4. The initial plan is to mail the surveys. However, the selected consultant will assist staff in evaluating the possibility of using a statistically valid electronic means of transmitting and replying to the survey;
- 5. A business survey will also be developed and distributed to selected local businesses.
- 6. Distribution/availability of the first citizen survey and the business survey targeted for early January 2014;
- 7. Reply deadline for first citizen survey and the business survey end of January 2014.

#### Task Two shall be completed by the end of January 2014

# Task Three – Assess results of the first citizen survey and the business survey and develop the second citizen survey.

1. Upon compilation by city staff of the initial survey results, the selected consultant will develop a report summarizing the first citizen survey and business survey results;

- 2. The report shall consist of easy to understand graphs, charts and text breaking down the results:
- 3. Development of the second citizen survey, using the most relevant questions from the first survey, and targeted follow-up questions;
- 4. Coordinate with the City Commission on the format and content of the questions;
- 5. Surveys will be distributed/available by the middle of March in same manner as Task Two:
- 6. Reply deadline for second survey will be the middle of April 2014.

#### Task Three shall be completed by the middle of April 2014.

#### Task Four – Assess results of the second citizen survey.

- 1. Compilation by staff of the results of the second citizen survey;
- 2. The results will be forwarded to the Consultant who will develop a report summarizing the second citizen survey results;
- 3. The report shall consist of easy to understand graphs, charts and text breaking down the results.

### Task Four shall be completed by the end of May 2014.

# Task Five – Analysis of Possible C-4 Town Center Zoning Alternatives

- 1. Based on all input received in Tasks 1 4, consultant will assist City staff in development of proposed amendments to the C-4 Town Center zoning district regulations;
- 2. Proposed C-4 Town Center zoning district amendments will be presented to a public workshop involving the City Commission.

#### Task Five shall be completed by the end of May 2014.

#### Task Six - Review and Update 2020 Plan Goals and Objectives

- 1. Contractor will coordinate with staff in assessing the results of the second survey;
- 2. Staff/Contractor will review conclusions from survey compilation:
- 3. Prepare draft revised 2020 Plan Goals and Objectives;
- 4. Prepare draft implementation plan;
- 5. Draft 2020 Plan updated goals and objectives and implementation plan will be presented to a public City Commission workshop.

#### Task Six shall be completed by the end of August 2014.

## Task Seven - Final Public Review and Adoption

 Contractor, with guidance from the City Commission, Planning Commission and staff, will prepare the Draft final report for presentation to the Public and adoption by the City Commission and the Planning Commission;

- 2. Two (2) general public community meetings will be conducted to present and receive public input on the draft final report;
- 3. Adoption of the 2020 Plan update by the Planning Commission and City Commission.

Task Seven shall be completed by the end of October, 2014.

# 5. Project: Major Thoroughfare Plan Update

#### Task One – Existing Conditions Review and Data Collection

- 1. Conduct an analysis of existing traffic conditions in Brentwood including available traffic counts from TDOT and other available sources. Available data is to be supplemented as needed by additional counts and observations;
- 2. Analyze existing land use plans with regards to traffic generation;
- 3. Receive input from City Commission as part of initial 2020 Plan joint work session under Task 1 of the 2020 Plan Update project.

MTP Task One shall be completed by the end of January, 2014.

#### Task Two – Review of Planned Road and Bike/Pedestrian projects

- 1. Working with staff, conduct a review of currently planned road and bike/ped projects in Brentwood and immediately adjacent jurisdictions;
- Conduct an assessment of the impact of planned road and bike/ped projects on existing conditions analysis.

MTP Task Two shall be completed by the end of February, 2014.

#### **Task Three – Public Engagement Process**

- 1. Conduct one public community meeting dedicated to the Major Thoroughfare Plan update;
- 2. Coordinate additional public input opportunities with the surveys and other meetings planned as part of the 2020 Plan update project.

MTP Task Three shall be completed by mid-March 2014.

# Task Four – Development of Future Projects List and Final Report

- 1. Based on information obtained in Tasks 1-3 above, develop a draft list of proposed road and bike/pedestrian projects designed to address the future transportation needs of the community;
- 2. Develop a proposed prioritization schedule and cost estimates for the proposed projects.
- 3. Present proposed project list as part of the City Commission work session proposed under Task 6 of the 2020 Plan Update project;

4. Prepare a draft final report as part of the 2020 Plan Update draft final report to be presented at the public community meetings proposed under Task 7 of the 2020 Plan Update project.

MTP Task Four shall be completed by the end of August, 2014.

#### Task Five – Development of Travel of Demand Model

- 1. Concurrent with the Major Thoroughfare Plan update process, develop and validate a Travel Demand Model that accurately reflects current land use and traffic conditions;
- 2. Coordinate with the Nashville Area MPO to utilize the regional travel demand model as the base for the Brentwood model to allow the Brentwood model to integrate with the regional model;
- 3. Train appropriate City staff on utilization of the model for analysis of proposed future land use alternatives and road improvement projects.

MTP Task Five shall be completed by the end of December, 2014.

The specific schedule for the tasks associated with the Major Thoroughfare Plan update shall be coordinated with the schedule for the 2020 Plan Update so as to maximize city and public input and review opportunities at joint meetings. The Major Thoroughfare Plan final report (not including the travel demand model) shall be adopted as part of the 2020 Master Plan Update report.

# 6. Selection Process/Evaluation Criteria

A Selection Committee, composed of three members of the City staff and one member of the City Commission will review written proposals received from interested firms and will identify up to three (3) firms that are determined to best serve the professional needs of the City. Oral interviews will be conducted with the selected firms and key personnel beginning on or about September 10, 2013.

Each proposal will be evaluated based on the following factors:

- Relevant qualifications and experience of the primary individual(s) to be assigned this project including similar comprehensive planning in other local governments that are comparable to Brentwood in terms of demographics, community development philosophy, and urban setting. Examples of creativity, ability to achieve consensus among different viewpoints, and experience in the preparation and effective use of citywide surveys are requested.
- 2. Familiarity with Brentwood's unique land use history and philosophy toward development and understanding of the Brentwood 2020 Plan.

- Understanding of the project including initial identification of important/critical issues
  or questions that the City will face in successfully completing the comprehensive plan
  update process.
- 4. Assessment of the proposed approach to carry out the project, specifically, potential problems and concerns, and identification of options to improve and/or streamline the process
- 5. Expected cost for a project of this magnitude including any associated document preparation and support fees but excluding survey distribution and data collection related costs.
- 6. Ability to respond effectively to interview questions from the Selection Committee and to communicate what must be done to successfully complete the work.

After interviews, the Selection Committee will choose the firm deemed best suited to serve the needs of the City and will attempt to negotiate a mutually acceptable agreement addressing the scope of work, timetable for completion, and cost of the project. Payment for work is expected to be a fixed cost with provisions for drawdown during the project and the option to bill hourly costs for additional City initiated meetings or assignments that exceed the number allocated in the original agreement. If the negotiations with the first firm are unsuccessful, the Selection Committee will move to the second firm with similar negotiations and so on.

An agreement will be targeted for final consideration and approval by the City Commission on October 14, 2013. The selected firm will be expected to move forward immediately with the project, including preparation for the initial work session and community input meetings.

# 7. General Information

#### A. Inquiries

Questions concerning any portion of this solicitation shall be directed via email <u>only</u> to Mr. Jeff Dobson, Planning and Codes Director, at <u>dobsonj@brentwood-tn.org</u>. Questions must be submitted by **4:30 P.M.** local time, on **August 12, 2013.** 

No answers given in response to questions submitted shall be binding upon this solicitation unless released in writing as an addendum to the solicitation by the City of Brentwood.

Any addenda to the RFP issued as a result of questions submitted shall be posted to the "Current Bids and RFP's page of the City's website (http://www.brentwood-tn.org/currentbids) by 3:00 p.m. on August 16, 2013. The proposer is responsible for checking this website for RFP addenda prior to submitting a response and must acknowledge review of any addenda as part of the proposal submittal.

#### B. Restricted Communication

From the date of issuance of this solicitation until the final City action, vendors should not discuss the solicitation or any part thereof with any employee, agent, or other city representative except as authorized above.

#### C. Projected Timetable

The projected timeline is detailed as part of the Scope of Work. Please note that this proposed schedule should be used as a working guide for planning purposes only. The City reserves the right to adjust this timetable, as required, during the course of the consultant selection and contract negotiation process.

#### D. Licensing and Business Requirements

The proposer is responsible for complying with all licensing requirements and associated business regulations whether local, state or federal.

#### D. Ambiguity, Conflict or Other Errors in the RFP

If a proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in the Request for Proposals, it shall immediately notify the City of such problem or concern in writing and request modification or clarification of the document. If appropriate, the City will make modifications by issuing written addenda to be posted to the "Current Bids and RFP's page of the City's website (<a href="http://www.brentwood-tn.org/currentbids">http://www.brentwood-tn.org/currentbids</a>).

The proposer is responsible for clarifying any ambiguity, conflict, discrepancy, omission or other error in the Request for Proposals prior to submitting the proposal, or it shall be waived.

### E. Proposal and Presentation Costs

The City will not be liable in any way for any costs incurred by any proposer in the preparation of its proposal in response to this RFP, nor for the presentation of its proposal and/or participation in any discussions, negotiations or protests.

# F. Consideration of Proposals

The City shall consider all proposals that are submitted properly. However, the City reserves the right to request clarifications or corrections to proposals. Any proposal that is determined to be non-responsive or incomplete may be rejected without further consideration. The unreasonable failure of a proposer to promptly supply information in connection with, or with respect to, reasonable requests may be grounds for a determination of non-responsiveness. The City reserves the right to accept, in whole or in part, any proposal determined to be in the City's best interest.

## G. Validity of Proposals

All proposals shall be valid for a period of **120 days** from the submission date.

#### H. Public Records

All proposals submitted are public record. Submission of a proposal shall constitute an official waiver of any confidentiality statements.

#### I. Indemnification

The firm(s) whose proposal is accepted by the City must agree to indemnify and hold harmless the City, its officers, employees, and agents from and against all damage, liability or cost, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the firm's (firms') work on this project or the performance under any agreement between the firm(s) and the City, except only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of the City, its officers, employees, and agents.

# 8. Instructions for Proposal

#### A. Compliance with the RFP

Proposals must be in strict compliance with this Request for Proposals. Failure to comply with all provisions of the RFP may result in disqualification.

# B. Delivery of Proposals

All proposals are to be **delivered** before **3:00 P.M.**, Central Daylight Time, on or before **Friday**, **August 23**, **2013**, to:

Jeff Dobson
Planning and Codes Director
Mailing Address:
P.O. Box 788
Brentwood TN 37024-0788
Physical Address:
5211 Maryland Way
Brentwood, TN 37027

Note: The City will not consider any proposals received after 3:00 P.M. on the above date and, at its option, will dispose of such late proposals or make them available to the proposer at its expense. The City will not accept any responsibility for late proposal responses being delivered by third party carriers, including the United States Postal Service.

Proposers must submit one (1) original and six (6) copies of the proposal (total of 7). Additionally, one (1) copy of the proposal shall be provided on a USB storage device (i.e. flash drive) in PDF format is required. The proposal must be sealed and addressed as above and be clearly labeled on the front as "BRENTWOOD 2020 UPDATE RFP". Proposals will not be opened publicly. However, a list of proposers including the primary firm and support teams shall be posted to the "Current Bids and RFP's page of the City's website (<a href="http://www.brentwood-tn.org/currentbids">http://www.brentwood-tn.org/currentbids</a>) within 72 hours.

The City reserves the right to withdraw this RFP at any time for any reason and to issue such clarifications, modifications, and/or amendments, as it may deem appropriate. Receipt of a proposal by the City or a submission of a proposal to the City offers no rights upon the proposer nor obligates the City in any manner.

The City reserves the right to waive minor irregularities in proposals, provided that such action is in the best interest of the City. Any such waiver shall not modify any remaining RFP requirements or excuse the proposer from full compliance with the RFP specifications and other requirements if the proposer is issued a contract.

# 9. Response Format

The items listed below shall be submitted with each proposal and should be submitted in the order shown. Each section should be clearly labeled, with pages numbered and separated by tabs. Failure by the proposer to include all listed items may result in the rejection of its proposal.

#### Tab I -- Cover Letter

Provide a cover letter indicating your firm's understanding of the requirements of this Request for Proposals. The letter should be a brief formal letter from the proposer that provides information regarding the firm's interest in and ability to perform the requirements of this RFP and identifies any sub-consultant firms included as part of the firm's proposal.

A person who is authorized to commit the proposer's organization to perform the work included in the proposal must sign the letter. The cover letter should be on letterhead and state the legal name of the firm, phone number, fax number, mailing address and email address.

Note: In order to expedite the completion of the evaluation process, proposers must list the name, address, phone number, fax number, and e-mail address of the lead person capable of answering any questions that may arise regarding their proposal in their cover letter.

#### **Tab II -- Acceptance of Conditions**

Indicate any exceptions to the expectations and conditions of the RFP or the Scope of Work. Include a copy of all addenda to the RFP issued by City to acknowledge receipt.

Note: Any proposer's listing of exceptions in its proposal in no way obligates the City at any time to change the conditions of its RFP. Exceptions may be unacceptable to the City and may be cause for rejection of a proposal.

#### **Tab III -- Experience on Similar Projects**

Experience and qualifications of the firm (including sub-consultants) to produce the desired outcomes (including its ability, skill and number of years' experience in providing the required services); the various firms' successful experience in working on previous projects similar in size and scope and with similar agencies (including, but not limited to, the ability of the firm(s) to deliver projects within established schedules and budgets) must be submitted.

Provide information that documents the firm's (firms') **overall qualifications** to produce the required outcomes, including ability, capacity, skill and familiarity with planning, transportation planning, experience/management in conducting citizen surveys, computerized surveys preferred, computer expertise, including GIS, and citizen outreach/participation.

Each proposer shall provide the appropriate references, including the name, telephone number and e-mail address of the project manager (or other contact person if the project manager is no longer available) for all jobs of **similar size and scope** performed by the firm/team. Information provided for each job reference shall include:

- Project name, geographic location and staff contact name;
- Agency/department/office for which performed;
- Dates of project;
- Owner's project manager or other representative;
- Contact person
- Type of project (planning, transportation)
- Dollar value of contract

The City reserves the right to contact any and all references provided.

#### **Tab IV -- Proposed Project Plan**

Describe in detail how this project will be approached, including major tasks and subtasks to be accomplished. Refer to the Scope of Services above, but responders should expand their response to this section as needed to note any suggested enhancements or modifications to the Scope of Services as provided herein. Provide a list of the proposed sub-consultants for this project. If any additions or amendments to the

proposed Scope of Services provided in the RFP are to be suggested based on consultants prior experience with similar projects, they should be outlined and discussed in this section of the response.

Include the members of the proposed contract team. Identify them by name, the role to be played by each member of the team and how the team will be organized and managed. An **organizational chart** should be provided to demonstrate team relationships.

The Consultant shall provide a single point of contact (Project Manager) designated in writing, to coordinate all activities of the Consultant, and this point of contact may only be changed with the City's permission.

The proposed schedule of completion for the project shall conform to the Scope of Services to be accomplished unless otherwise noted by the consultant in the exceptions section of the response. The schedule should show how long each phase will take, including internal review periods and community review periods.

#### **Tab V -- Capacity to Perform Work**

The proposer shall list the number of full-time professional employees and disciplines available at their local office (i.e., Nashville, Brentwood or immediate area) and provide another list for their offices in other locations outside Middle Tennessee that may be drawn upon for this contract. Corresponding information for sub-consultants shall also be listed.

Information regarding the specialized expertise of proposed "key" individuals, who will be used on this project, including the name and position for each individual assigned to the project, shall be submitted.

Resumes for all persons, including sub-contractors, for each required discipline shall be included.

The proposal shall also indicate the availability of proposed team members to complete this project in a timely, efficient and quality manner.

#### Tab VI -- Proposed Staffing Plan and Preliminary Cost Proposal

Based on the proposed Scope of Work included in the RFP, provide a proposed staffing plan and estimated hours of work for each task under the 2020 Plan Update project and the Major Thoroughfare Plan update project. Also provide a preliminary not-to-exceed fee proposal based upon the scope of work provided in this RFP. The preliminary fee proposal should be separated between the 2020 Plan Update project and the Major Thoroughfare Plan update project. Payment for work is expected to be a fixed cost with provisions for drawdown during the project and the option to bill hourly costs for additional City initiated meetings or assignments that exceed the number allocated in the original agreement.

This RFP is **not** a competitive bid and fee will not be the primary determining factor in selection of a consultant. The City expects that the final scope of work and the actual agreed upon fee will be the subject of further negotiation following selection of the preferred consultant.

# **Tab VII -- Appendices**

The content of this tab is left to the proposer's discretion. However, the proposer should limit materials included here to those that will be helpful to the City in understanding the services to be provided under this contract.

#### APPENDIX A

# Projected Timeline -- Request for Proposals

- 1. Release of the Request for Proposals July 23, 2013
- 2. Deadline for Submitting Questions August 12, 2013
- 3. **Proposals Due 3:00 P.M., Central Daylight Time** August 23, 2013
- 4. Selection Committee Review of Proposals August 26, 2013 through September 3, 2013
- 5. Oral Interviews with Selected Firms September 10, 2013 through September 20, 2013
- 6. City Commission approval of a Consulting Contract October 14, 2013

#### APPENDIX B

#### Summary of Proposed Public Meetings:

- 1. City Commission Workshop -- Project Overview and Input, Initial kick off meeting;
- 2. Initial General Community Input Meeting West Side of Town\*
- 3. Initial General Community Input Meeting East Side of Town\*
- 4. Land Use and Development Focused Community Input Meeting
- 5. Major Thoroughfare Plan Update Community Meeting
- 6. City Commission Workshop -- C-4 Zoning Amendments
- 7. City Commission Workshop Draft 2020 Plan Update Review
- General Community Meeting Draft 2020 Plan and Major Thoroughfare Plan Updates
   West Side of Town\*
- General Community Meeting Draft 2020 Plan and Major Thoroughfare Plan Updates
   East Side of Town \*
- City Commission Adoption of Brentwood 2020 Plan and Major Thoroughfare Plan
   Update
- \* These meetings are duplicate meetings that will be conducted at locations on both sides of Town on successive evenings.