

PLANNING AND ZONING COMMISSION
APRIL 23, 2014 MEETING PACKET
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**AGENDA
CITY OF GUNNISON
PLANNING & ZONING COMMISSION
REGULAR MEETING
Rev 4/18/2014**

DATE: WEDNESDAY, APRIL 23, 2014
TIME: 7:00 P.M.
PLACE: CITY HALL, COUNCIL CHAMBERS, 201 WEST VIRGINIA AVE.

7:00pm

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE TO THE FLAG**
- III. UNSCHEDULED CITIZENS**
- IV. CONSIDERATION OF THE MARCH 26, 2014 MEETING MINUTES**
- V. PUBLIC HEARING – TEXT AMENDMENT TO THE LDC REGARDING TABLE 2-3 PRINCIPAL USE TABLE AND TYPOGRAPHICAL CORRECTIONS TO SECTION 4, GENERAL DEVELOPMENT STANDARDS**
- VI. COUNCIL UPDATE**
- VII. COMMISSIONER COMMENTS**
- VIII. PLANNING STAFF UPDATE**
- IX. ADJOURN TO WORK SESSION**

WORK SESSION: PROGRESS SUMMARY OF THE MASTER PLAN UPDATE

To comply with ADA regulations, people with special needs are requested to contact the City of Gunnison Community Development Department at 641.8090.

This agenda is subject to change, including the addition or deletion of items at any time. Regular Meetings and Special Meetings are recorded and action can be taken. Minutes are on the City website at www.cityofgunnison-co.gov. Work sessions are not recorded and formal action cannot be taken. For further information, contact the Community Development Department at 641-8090.

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**DRAFT MINUTES MARCH 26, 2014
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MEMBERS	PRESENT	ABSENT	EXCUSED
Erik Niemeyer	X		
Erich Ferchau	X		
Andy Tocke	X		
Bob Beda	X		
Sharon Cave	X		
Greg Larson	X		
Councilor Stu Ferguson	X		

OTHERS PRESENT: Community Development Director Steve Westbay, Planner Andie Ruggera and Tom and Jani Pulaski

I. CALL TO ORDER AT 7:00 PM BY CHAIR GREG LARSON

II. PLEDGE OF ALLEGIANCE TO THE FLAG

III. UNSCHEDULED CITIZENS. There were none

IV. CONSIDERATION OF THE MARCH 12, 2014 MEETING MINUTES. Councilor Ferguson moved and Commissioner Cave seconded, to approve the March 12, 2014 meeting minutes as presented.

Roll Call Yes: Niemeyer, Tocke, Larson, Beda, Cave and Ferguson
Roll Call No:
Roll Call Abstain: Ferchau – was not at the March 12th meeting
Motion carried

V. PRE-APPLICATION CONFERENCE – TOM AND JANI PULASKI, REGARDING PROPOSED MAP AMENDMENT, MINOR SUBDIVISION AND CONDITIONAL USE APPLICATIONS

Director Westbay stated typically a pre-application conference is usually only with staff. In talking to Tom Pulaski it was evident that there were complexities and in a staff came up with the application procedure and how to move forward. Westbay cautioned the Commission they should not provide thoughts that could predisposition the application and should only provide comments to identify possible issues with the request.

Director Westbay continued by giving an overview of the application request and the process that would be followed. The Commission discussed the variance process with staff regarding the non-conforming structures along Virginia Avenue. Westbay stated the variance would memorialize the location of the units and would allow a remodel or rebuild to occur at the structures current location.

There was discussion on the utilities and Director Westbay stated the Public Works Department will need to be involved in the review process to discuss and address any possible issues.

Tom Pulaski stated his purpose for requesting the pre-application conference with the Commission was to get a feel if there were significant issues with his request before he committed to the expense of the full application. Mr. Pulaski thanked the Commission.

VI. COUNCIL UPDATE. Councilor Ferguson updated the Commission on the following recent Council business:

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- Council approved a liquor license for Sodexo;
- The Tourism Association updated the Council on the new Gunnison Country Vacation Planner and tourist numbers;
- The semi-annual Parks and Recreation report was given by Dan Ampietro; and
- A formal contract offer was submitted for the I.O.O.F. property.

VII. COMMISSIONER COMMENTS

- Commissioner Ferchau thanked the Commission for excusing him from the March 12th meeting;
- The Commission discussed the Courthouse project regarding the tear down of the historic portion of the building and the status of their building permit.

VIII. PLANNING UPDATE. Director Westbay provided a summary of upcoming projects for the Community Development Department staff.

IX. ADJOURN. Chair Larson adjourned to a Work Session at 8:00 p.m.

Greg Larson, Chair

Attest:

Andie Ruggera

STAFF REPORT
Text Amendment to the *Land Development Code*

TO: Planning and Zoning Commission
 FROM: Community Development Staff
 DATE: April 23, 2014
 RE: ZA 14-1, Text Amendment to the *Land Development Code*

CODE PROVISIONS

The *Land Development Code (LDC)*, Section 10.3 specifies that a text amendment to the *LDC* be reviewed by the City of Gunnison Planning and Zoning Commission (Commission) at a public hearing after 15 days public notice. The Commission establishes a recommendation to City Council to approve, approve with conditions, deny or remand the application back to the applicant with instructions for modification. City Council shall consider the recommendation of the Commission at a public hearing and shall, by ordinance, approve, deny or remand the application back to the applicant with instructions for modification or additional information.

A Text Amendment may be initiated by City Council, the Planning and Zoning Commission, the Community Development Director, a resident of the city, an owner of a business within the city, or any person who holds a recognized interest in real property within the city.

APPLICATION

The applicant for this Text Amendment is Steven Westbay, the City of Gunnison Community Development Director. The application proposes to amend Table 2-3 Principal Use Table and other typographical errors in Section 4, General Development Standards within the *LDC*.

PROPOSED AMENDMENT

Section 2.4, Table 2-3 Principal Use Table.

Use Categories	Specific Uses	RESIDENTIAL ZONING DISTRICTS					NON-RESIDENTIAL ZONING DISTRICTS				Use Standards
		R-1	R-1M	R-2	RMU	R-3	B-1	CBD	C	I	
Residential Use Categories (§3.2)											
Household Living	Accessory Dwelling ¹			P	P	P	P	P	P	P	§3.3H
	Duplex dwellings			P	P	P	C		C		§3.3
	Manufactured homes	P	P	P	P	P	P	C	C		§3.3B
	Mobile home parks					C					§3.3I
	Multi-family dwellings				P	P	C		C		§3.3D
	Single-family dwellings	P	P	P	P	P	P	C	C		§3.3 C
	Townhouses				P	P			C		§3.3F
	Upper story residential ¹						P	P	P	P	§3.3G
	Zero lot line dwellings			P	P	P					§3.3E
Day Care	Daycare Center			C	C	C		C	C		
	Daycare Home	C	C	P	P	P	P	P	P	C	§3.5A
	Daycare School			C	C	C	C	C	C	C	

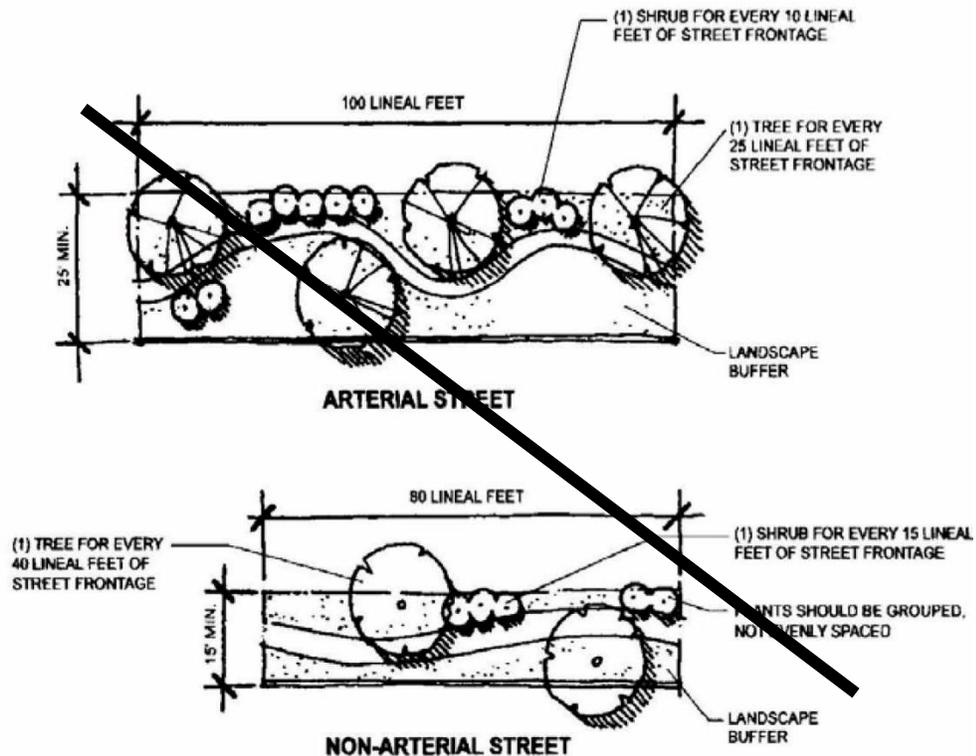
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Manufacturing and Production	Catering Services						C	P	P	P	--	
	Concrete or redi-mix plant									P	--	
	Greenhouse/nursery							C	P	P	--	
	Industrial Hemp Production									P	--	
	Manufacture or assembly of machinery, equipment, instruments								C	P	--	
	Meat Processing									C	--	
	Printing, publishing and lithography							C	P	P	P	--
	Firewood Production									C	P	--
	Woodworking and cabinet shops									C	P	--

Section 4.4.D.1. Disabled Access Parking, b.:

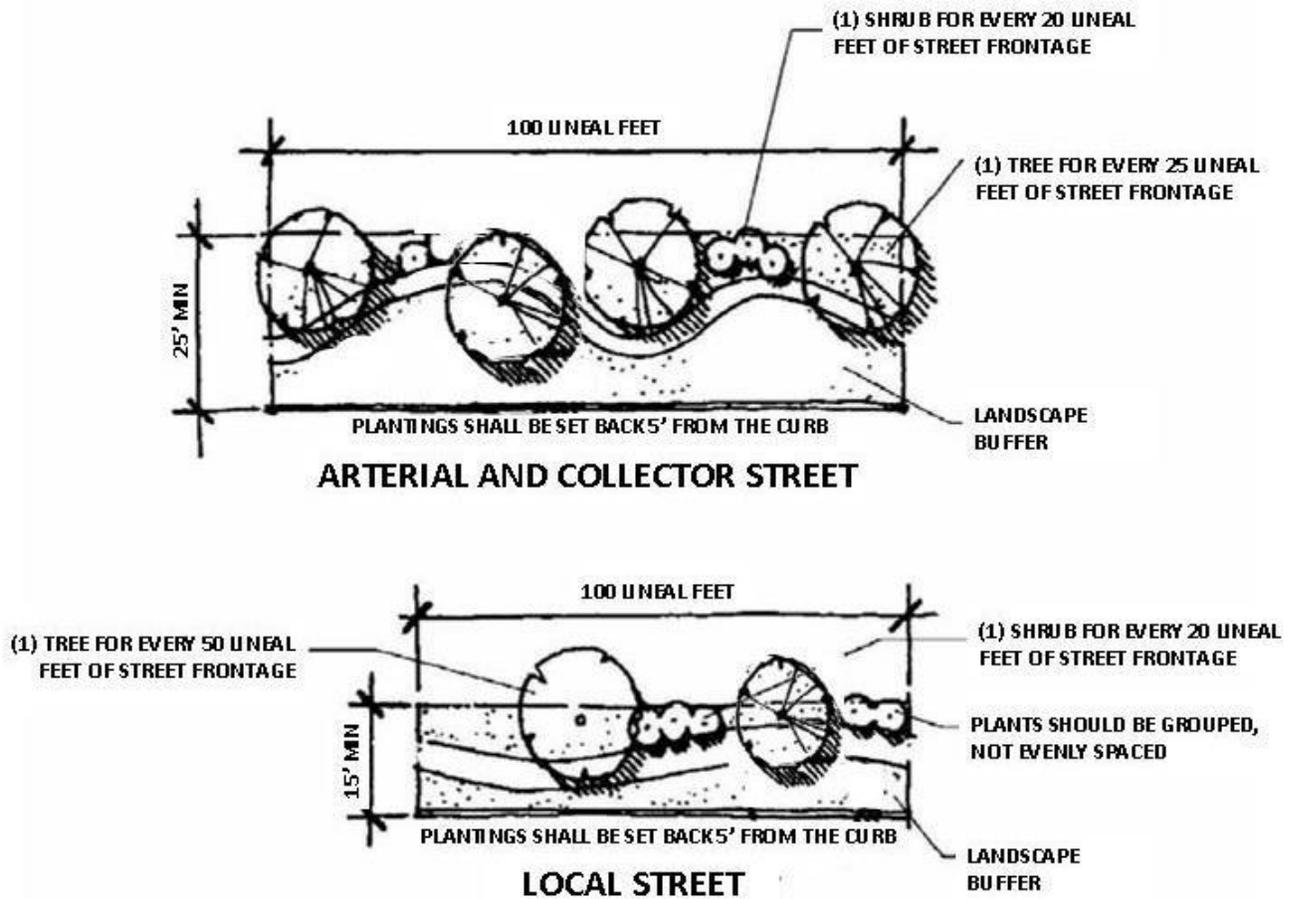
Parking spaces for the disabled shall have a minimum stall width of nine feet, unless it is a required van-accessible space, which shall be a minimum of 11 feet. All spaces designated as being for the disabled shall have a raised standard identification sign. The identification sign shall be 12 inches by 18 inches, with a height not to exceed seven feet. The standard colors of the sign shall be white on blue.

Section 4.6.F.4.c., Figure 16 Buffering Requirements



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New Figure 16:



Section 4.6.F.4.d. Buffer Width. The buffer width shall be measured from the back edge of the curb or road shoulder and shall meet minimum dimensional standards shown on Figure 16 17.

Section 4.6.F.4.e. Arterial and Collector Street Frontage Buffers

- i. All development on property abutting an arterial and collector street shall provide a landscaped buffer with a minimum width of 25 feet along the entire arterial street frontage (see Figure 16 and 17).
- ii. One tree shall be planted for each 25 lineal feet of street frontage and one shrub for each 20 lineal feet of street frontage, positioned to adequately buffer developed frontage as viewed from adjacent street or right-of-way as determined by the Community Development Director. Plantings shall be set back a minimum of five feet from the curb edge to accommodate winter maintenance of the right-of-way.

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Section 4.6.F.4.f. Local Street Frontage- Buffers

- i.** All development on property abutting a local street shall provide a landscaped buffer with a minimum width of 15 feet along the entire street frontage (see Figure 16).
- ii.** One tree shall be planted for each 50 lineal feet of street frontage and one shrub for each 20 lineal feet of street frontage, positioned to adequately buffer developed frontage as viewed from adjacent street or right-of-way as determined by the Community Development Director. Plantings shall be set back a minimum of five feet from the curb edge to accommodate winter maintenance of the right-of-way.

DEPARTMENTAL COMMENTS

Building Official: No issue.

Fire Marshal: No issue.

Parks and Recreation Department: No issue.

Police Department: No issue.

Public Works Director: No issue.

City Engineer: No issue.

Water and Sewer Superintendent: No issue.

Electric Superintendent: No issue.

City Attorney, Kathy Fogo: No issue.

STAFF OBSERVATIONS

1. The proposed Text Amendment requests amendments to Section 2.4 Principal Use Table and Section 4, General Development Standards within the *Land Development Code*.
2. The amendment proposes Townhomes as Conditional in the Commercial zone district. Multi-family homes are currently Conditional in the Commercial district and townhomes are similar in use and function as multi-family dwellings. Staff recommends that townhomes be Conditional in the Commercial zone district.
3. The *LDC* currently prohibits Daycare Centers in the Commercial zone district and the use is Conditional in the CBD. Staff believes this is a typographical error and that Daycare Centers should be prohibited in CBD and Conditional in the Commercial zone district.
4. Wood Production was a use in the 1997 *LDC* under General Industrial Uses and is not included in the 2014 *LDC*. Staff is recommending a Firewood Processing and Sales use be included under the Manufacturing and Production Category as permitted in the Industrial district and Conditional under the Commercial district.
5. A minimum width of 11' for van accessible spaces was unintentionally omitted from the 2014 *LDC* and is proposed with this amendment.
6. The amendment proposes clarification of standards for buffering and screening along street frontages.
7. The proposed amendments protect the health, safety and welfare of the community.

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REVIEW STANDARDS FOR TEXT AMENDMENTS

LDC Section 15.120.060.C, states that “...an application that fails to comply with any applicable review standard shall be denied.” The *LDC* Section 15.150.050 states that “...an application for an amendment to the text of this *Land Development Code* shall comply with the following four standards:”

15.150.050 A. Consistent with Purposes. The proposed amendment shall be consistent with the purposes of this *Land Development Code*.

No Conflict. Purposes of the *LDC* are cited in Section 15.10.030 and include the following headings:

1. *Establish Development Standards* for the review of all proposed development in the City.
- 2) *Protect Quality of Life* by promoting the community’s general health, safety and welfare.
- 3) *Establish Review Process* that is clear, consistent, predictable and efficient.
- 4) *Provide for Orderly Development* of the City that is well-ordered and safe.
- 5) *Conserve Property Values* and respect interests of property owners and citizens.

The proposed amendment fulfills the purpose of the *LDC*. The amendment addresses needed corrections and typographical errors within the *LDC*.

15.150.050 B. No Conflict with Other Provisions. The proposed amendment shall not conflict with any other applicable provisions of this *Land Development Code*, or shall repeal or amend provisions of this *Land Development Code* which are inconsistent, unreasonable or out-of-date.

No Conflict: The proposed text amendment does not conflict with any sections of the *LDC*.

15.150.050 C. Consistent with *Master Plan*. The proposed amendment shall be consistent with the *Master Plan*, or shall implement a new portion of the *Master Plan*, or shall implement portions of the *Master Plan* which have proven difficult to achieve under the existing provisions of this *Land Development Code*.

No Conflict: The proposed text amendment is consistent with the *City of Gunnison Master Plan*.

15.150.050 D. Public Health, Safety and Welfare. The proposed amendment shall preserve the public health, safety, general welfare and environment and contribute to the orderly development of the City.

No Conflict: The proposed amendment is intended to preserve the public health, safety and general welfare of the community.

RECOMMENDATION

During the Planning and Zoning Commission meeting held on April 23, 2014 Commissioner _____ moved, Commissioner _____ seconded, and the Planning and Zoning Commission voted to recommend APPROVAL, to City Council of Zoning Amendment application ZA 14-1, for a Text Amendment to Section 2.4 Principal Use Table and Section 4 General Development Standards, based on the following findings of fact:

1. The Planning and Zoning Commission finds that the record of this action includes the application contents on file with the City of Gunnison; all comments entered into the

STAFF REPORT

Text Amendment to the *Land Development Code*

Public Hearing record; and provisions of the *City of Gunnison Land Development Code* and the *City of Gunnison Master Plan*.

2. The Planning and Zoning Commission finds that the amendment proposes to modify Table 2-3 Principal Use Table to the following: Townhomes as conditional in the Commercial zone district; Daycare Centers as prohibited in the Central Business District and Conditional in the Commercial zone district; and Firewood Processing and Sales to be included under the Manufacturing and Production Category as permitted in the Industrial district and Conditional under the Commercial district.
3. The Planning and Zoning Commission finds that a minimum width of 11' for van accessible spaces was unintentionally omitted from the 2014 LDC and is proposed with this amendment.
4. The Planning and Zoning Commission finds that the amendment proposes to correct typographical errors to the text and Figure 16 within Section 4.6 F. Buffering and Screening.
5. The Planning and Zoning Commission finds that this Text Amendment application complies with the review standards for Text Amendments (*LDC*, Section 15.150.050).
6. The Planning and Zoning Commission finds that based on the record of this Text Amendment application the recommended approval of this Text Amendment protects the community's health, safety and welfare.

City of Gunnison
Community Development Department
PO Box 239
201 West Virginia Avenue
Gunnison, CO 81230

Office Phone: 970-641-8150
Fax: 970-641-8051

REQUEST FOR PROPOSAL

Planning, Transportation and Economic/Fiscal
Consulting Services to assist in the development of the
City of Gunnison Comprehensive Plan Update.

Issue Date: April 11, 2014

Closing Date: May 8, 2014

Contact Person: Steve Westbay
970-641-8152
swestbay@cityofgunnison-co.gov

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- SECTION 4 - AWARD AND CONTRACT
- SECTION 5 - CITY STAFF AND CONSULTATING TEAM
- SECTION 6 – TECHNICAL SCOPE OF WORK

SECTION 1 - SUBMISSION REQUIREMENTS

Proposals must be sealed and received at the City of Gunnison Community Development Office no later than May 8, 2014 at 5:00 p.m. The packet must include four bound copies and one electronic version of the proposal (compact disk CD or USB flash drive). The sealed envelope shall be clearly marked with the following information:

Packet Identification Information

Date of submission

Company Name

RFP: *Comprehensive Plan – Technical Services*

Proposals shall be submitted to

City of Gunnison

Attn: Steve Westbay

P.O. Box 239

201 W. Virginia Avenue

Gunnison, CO 81230

SECTION 2 - SUBMITTAL RULES

- 2.1. **Bidder's Signature.** The proposal must contain the signature of a duly authorized officer or agent of the bidder's company empowered with the right to bind the bidder.
- 2.2. **Delivery and Receipt.** The Community Development Department will receive, date, and time stamp all proposals. No proposal will be considered which has not been received by the deadline as set forth herein. The City is not responsible for delays occasioned by the U.S. Postal Service, private carriers, the City's internal mail delivery system, or any other means of delivery employed by the bidder.

No faxed or email versions will be accepted as substitutes for hard bound copies. Once submitted, the proposal will become the property of the City of Gunnison and may be returned to the proposer or, at its discretion, kept by the City.
- 2.3. **Equal Opportunity.** The City of Gunnison is committed to providing an equal opportunity for citizens and does not discriminate on the basis of disability, race, age, color, national origin, religion, sexual orientation or gender. The City will make reasonable accommodation for citizens in accordance with the *Americans with Disabilities Act*.
- 2.4. **Right to Reject.** The City of Gunnison reserves the right to reject any and all proposals in part or in full for any reason.
- 2.5. **Submittal Costs.** The City has no expressed or implied obligation to reimburse respondents for any expenses incurred in preparing proposals associated with this Request for Proposal (RFP).
- 2.6. **Questions.** Questions regarding proposal preparation, the selection process, specification and interpretations of the terms and conditions of the RFP will be answered until May 7, 2014 at 5:00 p.m.
- 2.7. **Proprietary and Public Information.** Following the award of a contract, responses to this solicitation may be subject to release as public information unless the response or specific parts of the response can be shown to be exempt from public information. Bidders are advised to consult with their legal counsel regarding disclosure issues and take the appropriate precautions to

safeguard trade secrets or any other proprietary information. The City of Gunnison assumes no obligation or responsibility for asserting legal arguments on behalf of potential bidders.

If the bidder believes that any part of an offer is confidential, they must specify the specific materials as such. The bidder must stamp in bold letters the terms CONFIDENTIAL on that part of the proposal which is considered to be confidential. The bidder must submit, in writing, specific detailed reasons, including relevant legal authority, stating why the material is believed to be confidential. Vague and general claims as to confidentiality will not be accepted. The City of Gunnison will be the sole judge as to whether a claim is general and/or vague in nature. All offers, and parts of offers, which are not marked as confidential will be automatically considered public information after the contract is awarded.

SECTION 3 - PROPOSAL FORMAT

Written proposals will include and address information in the format outlined below and be limited to no more than 20 pages, using easily readable font size. Short listed firms, if applicable, may be required to make a presentation to the selection committee, which may be accomplished via electronic conferencing.

- 3.1. **Cover Letter.** Provide a cover letter which shall be no more than one page in length.
- 3.2. **Company Background and Qualifications.** Provide an overview of the company background, its organizational structure, and a general description of the company's qualifications to provide the services necessary to complete the project.
- 3.3. **Project Approach.** Address each of the detailed items listed in Section 6 (Technical Scope of Work). The project approach should be a chronological summary describing how the bidder will best assist City staff to address the tasks in each phase of the project scope. Address any strategic changes to the project scope and schedule that, in the bidder's opinion, would improve upon the stated project scope and calendar. Emphasis should focus on the bidder's ability to best serve in the understanding of land use and development, service capacity, regulatory structure, context issues, policies, regulations, and community values. The bidder should also focus on their ability to address growth management strategies; urban form and design; Complete Streets design; traffic analysis; non-motorized transportation system functions; economic development; fiscal impacts caused by development; and, future policy and regulatory considerations that may be used to direct future land use decisions within the city boundary and three-mile planning area.
- 3.4. **Personnel.** Submit brief resumes of key personnel that will be assigned to this project.
- 3.5. **Project Budget.** Provide an itemized breakdown of all the tasks, items and incurred expenses contained in the Technical Scope of Work. The proposal should be submitted as a **not to exceed amount** using the most favorable terms the consultant can offer.
- 3.6. **Project Schedule.** Address the availability to provide consulting services under the initial project schedule found in Exhibit A and the bidder's ability to adjust to scheduling changes as they may occur.
- 3.7. **References.** Provide a list of clients and references, including any clients with similar projects that the bidder was involved with.

SECTION 4 - AWARD AND CONTRACT

- 4.1. **Incomplete Proposals.** Submitted proposals not meeting the requirement of this request will be considered non-responsive and will likely not receive further consideration, at the discretion of the City. Follow-up calls for missing or incomplete information will not be made.
- 4.2. **Evaluation Criteria.** The following criteria are listed in order of importance and will be used in the evaluation of the proposals.
 - 4.2.1. **Project Approach.** Will the approach result in a land use and development policy document that efficiently guides and informs decision making throughout the organization in all arenas where land use, growth and development are decision inputs? Does the proposed approach define a structure that is unique, compelling, and efficient? Does the approach establish the means for a combined team effort that advocates critical shared thought and where a diversity of technical expertise can provide the community with meaningful suggestions, opinions and input throughout the process?
 - 4.2.2. **Company Background and Qualifications.** Does the consulting firm have the staff capabilities and management structure to fulfill the project needs in an efficient manner?
 - 4.2.3. **Project Budget.** Is the proposed budget realistic and fair? Will the consulting firm be able to fulfill the technical service functions in a fiscally responsible manner?
 - 4.2.4. **Project Schedule.** Can the consulting firm fulfill task responsibilities pursuant to the proposed schedule? Is the consulting firm able to adjust to scheduling changes?
 - 4.2.5. **References.** Is feedback from the references positive and does it affirm the consulting firm's capabilities?
- 4.3. **Award.** The City reserves the right to make an award without further discussion of the proposal submitted. All proposals received for this project will be reviewed and ranked on a basis which would best serve the interest of the City of Gunnison, based on the evaluation criteria defined in Section 4.2. The firm that is selected will be given the first right to negotiate an agreement acceptable to the City. In the event that an agreement between the firm and the City cannot be reached, the City may enter into contract negotiations with one or more of the remaining qualified firms.
- 4.4. **Contract.** The selected bidder shall be required to fulfill the obligations and sign a *City of Gunnison Services Contract* found in Exhibit B.

SECTION 5 - CITY STAFF AND CONSULTING TEAM

- 5.1. **Team Structure.** The team will be comprised of consultants working under the general direction of the Community Development Director. Consulting specialists will be experts in the disciplines of urban planning, transportation engineering and economic fiscal impact analysis. While the consulting team shall play a critical role in the overall management of this project, the Community Development Director shall be designated as the project manager.

The consulting team will perform the tasks and responsibilities listed within this scope of services but it is anticipated that the content and format of these products will be coordinated between the consulting team and the Community Development Director. The Community Development Department and the consulting team shall hold periodic meetings to coordinate project needs.

- 5.2. **Meeting and Communication Needs.** The remoteness of Gunnison presents consulting service challenges because travel and per diem expenses require such a significant portion of the budget. Therefore, site visits will be limited to the maximum extent practical. When appropriate, video and phone conferencing will be used for communications. City Staff has a specific advantage in communicating with local residents, landowners and policy makers and it is anticipated that staff will hold discussions and meetings with various individuals, committees or other interest groups as needed and will share the contents of these meetings with the consultant team where appropriate.
- 5.3. **Project Management.** Direct project management will be the responsibility of the Community Development Director or City planning staff that may be assigned by the Director. City staff will manage meeting dates, locations, venues and agendas, which should promote efficient and timely schedules for all. Given their unique and long-term knowledge of the Gunnison community, City staff, in most instances, will take the lead role in any or all meetings attended by the consultant team using the team as support.

SECTION 6 – TECHNICAL SCOPE OF WORK

- 6.1. **Project Overview.** The objective of this RFP is to solicit proposals from qualified consultants who are interested in assisting City staff and Planning and Zoning Commission in updating the *City of Gunnison Comprehensive Plan*. The proposed timeline is 18 to 24 months for completion. Please note that the City is not interested in proposals to manage and develop the new comprehensive plan, rather the consulting services will focus on providing critical thought, technical advice, and document editing services to the City and community. The consulting services will be advisory and City staff will fulfill the majority of the tasks, including but not limited to writing reports, scheduling meetings, coordinating reviews, developing presentations, and producing the deliverable products.

The Scope of Work will follow a structure with five identified phases. Specific tasks and responsibilities assigned to the consulting team are identified in the narrative below. Please note that the Scope of Work may be subject to revisions during the negotiation of the Service Contract.

- 6.2. **Project Phases.** Project phases are structured in chronological order but certain critical path tasks exist and require some task overlap under separate phases. Additionally, consulting service demands will fluctuate throughout the process.
- 6.3. **Phase 1 - Gunnison Community Analysis Description.** City staff will collect data, conduct interviews and develop a report identifying the community conditions. The *Gunnison Community Analysis* report will cover a wide range of topics and issues that exist today. It will highlight trends and potential externalities that may influence the future of the community. Community members with expertise and insight regarding the community will be interviewed.

It is the intent to set forth an objective description of historic and existing community conditions. City staff will draft the report and coordinate editorial changes with the consulting team, and will lead the review with the Planning and Zoning Commission, City Council and community at large. Report subjects will include, but not be limited to, the following report sections:

- demographic data;
- land use conditions;
- economic and fiscal functions;
- natural resources and sage grouse habitat;
- social/health services;
- arts and entertainment;

- education (RE1J and WSCU);
- housing;
- transportation;
- parks and recreation; and
- local government services.

6.3.1 **City Staff Task Summary**

- A. Development of the *Gunnison Community Analysis* which will provide a narrative and visual story of the City of Gunnison
- B. Report writing, mapping and graphic production
- C. Final report production and delivery
- D. Preparation of necessary presentation materials
- E. General coordination of meeting schedules with the consultant team
- F. Scheduling public meetings and determining meeting venues
- G. Facilitate communications with the consultant team

6.3.2. **Meetings/Workshops Summary**

- A. Kickoff/Coordination meeting with City Staff (one remote conference)
- B. Progress meetings (three remote conferences)
- C. Public Presentation Meeting (combined with trip in Phase 2)

6.3.3. **Consultant Tasks Summary**

- A. **Phase 1 General Tasks**
 - Attend scheduled meetings
 - Develop a working knowledge of the community
 - Serve as an advisor and provide frank opinions, observations, and suggestions that further the cause of the project
 - Advise City staff on report format, content, mapping and graphic production needs.
 - Provide editorial comments during the report development
- B. **Phase 1 - Planning Consulting Tasks.** Planning-related services will focus on working with City staff to identify current and future trends in demographics, land use, housing, employment, etc. The analysis will describe land use and development conditions, in both a temporal and spatial context. The majority of planning services will be spent on editing narrative, critiquing map data sets, and helping to describe social, environmental, economic, transportation and land use development trends that are relevant to the community. Anticipate 16 to 24 hours for editing and collaborating on the *Gunnison Community Analysis*. There are no anticipated trips to Gunnison in Phase 1.
- C. **Phase 1 - Transportation Consulting Tasks.** Transportation-related services will focus on working with City staff to describe current and future traffic demands, existing transportation system functionality. A summary will be developed describing the concepts of a Complete Streets program. During Phase 3, the transportation consultant will conduct a Complete Street analysis for the two highway corridors in the city. The *Gunnison Community Analysis* report will set the stage for the Complete Streets analysis to be conducted in Phase 3. Transportation consulting services will focus on editing narrative and drafting the description of a Complete Streets program. Anticipate 16 to 24 hours for editing and collaborating on the *Gunnison Community Analysis*.

- D. **Phase 1 - Economic Consulting Tasks.** Consulting services will focus on working with City staff to describe the community's existing economic conditions and the fiscal costs associated with the City's service functions. The analysis will describe existing economic conditions on both a local and regional scale, and will summarize labor and employment sector trends. The majority of planning services will be spent on editing narrative, describing the relationship between the local economy and land use and development trends that are relevant to the community. Anticipate 24 to 40 hours for editing and collaborating on the *Gunnison Community Analysis*.

6.4. **Phase 2 – Community Identity Description.** This plan scope will apply several methodologies for measuring the community's pulse and developing a community vision. City staff and an independent facilitator, hired under a separate contract, will guide the community through the following sequential process: 1) identify strengths and challenges; 2) establish a plan vision; and 3) explore adaptive strategies that may be used to deal with community challenges.

Community input will be an essential part of this phase. Input will be solicited through a written survey, community workshops, focus group input, and interaction between these parties and the Planning and Zoning Commission. Modern communication techniques are certainly being considered for use during this phase but implementation options and details have not been finalized. The facilitator and City staff will be responsible for developing, disseminating and analyzing a community survey instrument.

6.4.2. **City Staff Task Summary**

- A. Coordinate with a professional facilitator and survey instrument expert hired under a separate contract to fulfill the tasks set forth in the phase of the project scope
- B. Transcribing public input comments
- C. Prepare notes of public meetings
- D. Disseminate the community survey to the general public
- E. Conduct personal interviews of key community leaders
- F. Prepare necessary presentation materials
- G. Work with the consulting team to develop the summary report of the community strengths, challenges and vision
- H. Coordinate meetings with the steering committee and elected and appointed officials
- I. Coordinate meeting schedules with the consultant team
- J. Schedule public meetings and determine meeting venues
- K. Be available to direct communications with the consultant team

6.4.2. **Meetings/Workshops Summary**

- A. Progress update meetings (two remote conferences)
- B. Coordination meetings for developing the community survey instrument (one remote meeting)
- C. Workshop Week (three days in Gunnison)

6.4.3. **General Consultant Tasks Summary**

- A. Attend scheduled meetings
- B. Assist in defining strengths and challenges faced by the community
- C. Work with City staff, to identify questions, topics and structure of the community survey
- D. Serve as an advisor and provide straightforward opinions and observations that further the cause of the project

- 6.4.4 **Planning Consultant Tasks Summary.** Planning-related services will focus on defining strengths and challenges associated with land use and development. The planning consultant will also provide input on the survey instrument and questions and structure of the draft survey. Anticipate time, travel and per diem costs for a three-day trip to Gunnison.
 - 6.4.5 **Transportation Consultant Tasks Summary.** Transportation-related services will focus on defining strengths and challenges associated with land use and development. The planning consultant will also provide input on the survey instrument and questions and structure of the draft survey. Anticipate time, travel and per diem costs for a three-day trip to Gunnison.
 - 6.4.6 **Economic Consultant Tasks Summary.** Economic-related services will focus on defining strengths and challenges associated with the local and regional economic condition, and economic/fiscal relations associates with land use and development decisions. The planning consultant will also provide input on the survey instrument and questions and structure of the draft survey. Anticipate time, travel and per diem costs for a three-day trip to Gunnison.
- 6.5. **Phase 3 Scenario Planning Description.** Phase 3 will focus on describing probable future community conditions. The primary focus will be on land development forecasting and planning for future growth within the incorporated municipal boundary and designated urban growth area. Emphasis will be placed on future thinking related to land uses and development. Evaluations will contain both time (the future) and space (geographic bounds) variables and relationships. Geographic Information System (ArcGIS and CommunityViz) software will be used to model land use development scenarios.

In addition to the land use analysis work, evaluations related to the highway corridor Complete Streets analysis will occur. Economic/fiscal trends will also be analyzed in this phase. These additional analysis elements will be provided by the consultants and City staff team.

6.5.1. **City Staff Task Summary**

- A. Develop three build-out scenarios based on independent population projection variables, service extension capabilities, developable land areas, and surrounding landscapes designated as Gunnison Sage-grouse occupied habitat
- B. Develop relational GIS data base incorporated into the GIS modelling for the land use and development scenarios
- C. Perform report writing and mapping
- D. Perform graphic production
- E. Produce final report and disseminate
- F. Prepare necessary presentation materials
- G. Coordinate meeting schedules with the consultant team
- H. Schedule public meetings and determine meeting venues
- I. Facilitate communications with the consultant team

6.5.2. **Meetings/Workshops Summary**

- A. Kickoff/Coordination meeting with City Staff (one remote conference)
- B. Progress meetings (four remote conferences)
- C. One evening public presentation meeting (1.5 days in Gunnison)

6.5.3. **General Consultant Tasks Summary**

- A. Attend scheduled meetings
- B. Assist in defining strengths and challenges faced by the community
- C. Work with City staff to identify questions, topics and structure of the community survey
- D. Serve as an advisor and provide straightforward opinions and observations that further the cause of the project

6.5.4. **Planning Consultant Tasks Summary.** The Planning Consultant will assist City staff with identifying future planning and development scenario alternatives. Planning analysis will focus upon land use trends within the city boundary, the unincorporated urban growth boundary, and the three mile area. The planning consultant will advise City staff on land use classifications for mapping purposes, and critique GIS data sets used in scenario planning models and the build-out scenario results. Anticipate 60 to 90 hours for editing and collaboration on the scenario modelling efforts as well as time, travel and per diem costs for 1.5 days (one night) in Gunnison.

6.5.5. **Transportation Consultant Tasks Summary.** During Phase 3, the transportation consulting services will conduct a Complete Streets analysis for the two highway corridors in the city transportation system. A general description of future traffic volumes based on land use development considerations will also be included in the Phase 3 transportation analysis. Anticipate 60 to 90 hours for completing the tasks in this section as well as time, travel and per diem costs for 1.5 days (one night) in Gunnison.

6.5.6. **Economic Analysis Tasks Summary.** The economic analysis will focus on fiscal impacts associated with services demands generated by future development. The economic analysis will also outline role of City government in future economic development efforts. Anticipate 60 to 90 hours for completing the tasks in this section as well as time, travel and per diem costs for 1.5 days (one night) in Gunnison.

6.6. **Phase 4 Plan Preparation.** The preliminary document outline includes the following sections: Economic Conditions – Policies; Environmental Conditions – Policies; Education Services – Policies; Social Functions – Policies; Land Use Analysis – Policies; Housing Conditions – Policies; Utilities Services – Policies; Transportation Services – Policies; Recreation Facilities – Policies; Tourism – Policies; and the Implementation and Monitoring Plan.

The steering committee and the Planning and Zoning Commission will be directly involved in the development of the *Comprehensive Plan*, with their responsibilities directed towards defining the goals (desired future conditions) and the objectives (actions) that will be the main focus of the final document. The plan will be reviewed in a draft, preliminary and final sequence.

6.6.1. **City Staff Tasks Summary**

- A. Compose and edit the plan throughout the three review stages
- B. Prepare maps and manage graphic design
- C. Manage coordination with the consulting team
- D. Manage publication and product delivery responsibilities
- E. Oversee all formal presentations

6.6.2. **Meetings/Workshops Summary**

- A. Progress meetings (four remote conferences)

B. Final Plan Public Presentation Meeting (two remote conferences)

6.6.3. **General Consultant Tasks Summary**

- A. Attend scheduled meetings
- B. Provide editorial review and critique observations during the development of the draft and preliminary plan development
- C. Advise City staff on report format, content, and graphic production needs
- D. Serve as an advisor and provide straightforward opinions, observations, and suggestions that further the cause of the project

6.6.4. **Planning Consultant Services.** An important focus will be on defining growth management strategies and best planning practices that can be crafted into policies directing future growth within the incorporated municipal boundary and designated urban growth area. The City is posed to accept growth and development in an orderly manner. *Comprehensive Plan* policies should serve as the blue-print guiding all future decisions associated with land use and development factors. Anticipate 60 to 90 hours for completing the tasks in this section.

6.6.5. **Transportation Consultant Services.** The transportation consulting services will focus on helping City staff establish comprehensive plan directives for implementing a Complete Streets program. The transportation consultant will also work with City staff to ensure that the *Comprehensive Plan* and the *City of Gunnison Non-Motorized Transportation Plan* are linked as companion policy documents. Directions addressing future street extensions and connectivity needs within the urban service area and the surrounding three mile land area will also be important considerations. Anticipate 60 to 90 hours for completing the tasks in this section.

6.6.6. **Economic Consultant Services.** Economic consulting services will focus on helping City staff establish comprehensive plan directives that guide future land use decisions in a manner that balances the increased service demands and corresponding fiscal impacts. Maintaining adequate service levels is an important premise to consider in development of the plan. The *Comprehensive Plan* directives will also identify the role of City government in economic development. Anticipate 60 to 90 hours for completing the tasks in this section.

6.7. **Phase 5 Plan Adoption.** The *Comprehensive Plan* will be adopted by the City. Since the *City Charter* assigns the task of the *Comprehensive Plan* update to the Planning and Zoning Commission, the Commission will be directly involved with the public outreach processes prior to, and during, formal adoption. The *Comprehensive Plan* will be reviewed by the Planning and Zoning Commission, which will be tasked with making a formal recommendation to City Council. Adoption of the *Comprehensive Plan* will occur by adoption of a Resolution by City Council.

6.7.1. **City Staff Task Summary**

- A. Schedule public hearings
- B. Develop staff report and recommendation
- C. Draft City Council Resolution
- D. Make formal presentations to decision-making bodies
- E. Provide all deliverable products

6.7.2. **Meetings/Workshops Summary**

- A. Progress meeting (one remote conference)
- B. Planning and Zoning Commission adoption meeting (depending upon budget)

- 6.7.3. **Planning, Transportation and Economic Consultant Tasks Summary**
- A. Attend scheduled meetings as needed
 - B. Provide input regarding any outstanding details

City of Gunnison
Community Development Department
PO Box 239
201 West Virginia Avenue
Gunnison, CO 81230

Office Phone: 970-641-8150
Fax: 970-641-8051

REQUEST FOR PROPOSAL

Consulting Services to Assist in Public Meeting Facilitation, and
the development, distribution and analysis
of a community survey instrument to be used for the
City of Gunnison Comprehensive Plan Update.

Issue Date: April 15, 2014

Closing Date: May 12, 2014

Contact Person: Steve Westbay
970-641-8152
swestbay@cityofgunnison-co.gov

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SECTION 1 - SUBMISSION REQUIREMENTS

Proposals must be sealed and received at the City of Gunnison Community Development Office no later than May 12, 2014 at 5:00 p.m. The packet must include four bound copies and one electronic version of the proposal (compact disk CD or USB flash drive). The sealed envelope shall be clearly marked with the following information:

Packet Identification Information

Date of submission

Company Name

RFP: *Comprehensive Plan – Public Facilitation and Community Survey Services*

Proposals shall be submitted to

City of Gunnison

Attn: Steve Westbay

P.O. Box 239

201 W. Virginia Avenue

Gunnison, CO 81230

SECTION 2 - SUBMITTAL RULES

- 2.1. **Bidder's Signature.** The proposal must contain the signature of a duly authorized officer or agent of the bidder's company empowered with the right to bind the bidder.
- 2.2. **Delivery and Receipt.** The Community Development Department will receive, date, and time stamp all proposals. No proposal will be considered which has not been received by the deadline as set forth herein. The City is not responsible for delays due to the U.S. Postal Service, private carriers, the City's internal mail delivery system, or any other means of delivery employed by the bidder.

No faxed or email versions will be accepted as substitutes for hardbound copies. Once submitted, the proposal will become the property of the City of Gunnison and may be returned to the proposer or, at its discretion, kept by the City.
- 2.3. **Equal Opportunity.** The City of Gunnison is committed to providing an equal opportunity for citizens and does not discriminate on the basis of disability, race, age, color, national origin, religion, sexual orientation or gender. The City will make reasonable accommodation for citizens in accordance with the *Americans with Disabilities Act*.
- 2.4. **Right to Reject.** The City of Gunnison reserves the right to reject any and all proposals in part or in full for any reason.
- 2.5. **Submittal Costs.** The City has no expressed or implied obligation to reimburse respondents for any expenses incurred in preparing proposals associated with this Request for Proposal (RFP).
- 2.6. **Questions.** Questions regarding proposal preparation, the selection process, specification and interpretations of the terms and conditions of the RFP will be answered until May 7, 2014 at 5:00 p.m.
- 2.7. **Proprietary and Public Information.** Following the award of a contract, responses to this solicitation may be subject to release as public information unless the response or specific parts of the response can be shown to be exempt from public information. Bidders are advised to consult with their legal counsel regarding disclosure issues and take the appropriate precautions to safeguard trade

secrets or any other proprietary information. The City of Gunnison assumes no obligation or responsibility for asserting legal arguments on behalf of potential bidders.

If the bidder believes that any part of an offer is confidential, they must specify the specific materials as such. The bidder must stamp in bold letters the terms CONFIDENTIAL on that part of the proposal which is considered to be confidential. The bidder must submit, in writing, specific detailed reasons, including relevant legal authority, stating why the material is believed to be confidential. Vague and general claims as to confidentiality will not be accepted. The City of Gunnison will be the sole judge as to whether a claim is general and/or vague in nature. All offers, and parts of offers, which are not marked as confidential will be automatically considered public information after the contract is awarded.

SECTION 3 - PROPOSAL FORMAT

Written proposals will include and address information in the format outlined below and be limited to no more than 12 pages, using easily readable font size. Short listed firms, if applicable, may be required to make a presentation to the selection committee, which may be accomplished via electronic conferencing.

- 3.1. **Cover Letter.** Provide a cover letter which shall be no more than one page in length.
- 3.2. **Company Background and Qualifications.** Provide an overview of the company background, its organizational structure, and a general description of the company's qualifications to provide the services necessary to complete the project.
- 3.3. **Project Approach.** Address each of the detailed items listed in Section 5 (Scope of Work) of this RFP. The project approach should be a chronological summary describing how the bidder will best assist City staff to address the tasks in defining the community's strengths, weakness, and *Comprehensive Plan* vision as described herein. Address any strategic changes to the project scope and schedule that, in the bidder's opinion, would improve upon the stated project scope and calendar. Emphasis should focus on the bidder's ability to provide meaningful and unbiased public meeting facilitation services and oversee the processing a community survey instrument.
- 3.4. **Personnel.** Submit brief resumes of key personnel that will be assigned to this project.
- 3.5. **Project Budget.** Provide an itemized breakdown of all the tasks, items, and incurred expenses contained in the Scope of Work. The proposal should be submitted as a **not to exceed amount** using the most favorable terms the consultant can offer.
- 3.6. **Project Schedule.** Address the availability to provide consulting services under the initial project schedule found in **Exhibit A** and the bidder's ability to adjust to scheduling changes as they may occur.
- 3.7. **References.** Provide a list of clients and references including any clients with similar projects that the bidder was involved with.

SECTION 4 - AWARD and CONTRACT

- 4.1. **Incomplete Proposals.** Submitted proposals not meeting the requirement of this request will be considered non-responsive and will likely not receive further consideration, at the discretion of the City. Follow-up calls for missing or incomplete information will not be made.
- 4.2. **Evaluation Criteria.** The following criteria are listed in order of importance and will be used in the evaluation of the proposals.

- 4.2.1. **Project Approach.** Will the approach result in a meaningful community dialog that is unbiased and comprehensive? Will the public interaction be adequate to come to a thorough understanding of citizens' perceptions in regard to community strengths, challenges, and resulting in a vision for the *Comprehensive Plan*?
 - 4.2.2. **Company Background and Qualifications.** Does the consulting firm have the staff capabilities and management structure to fulfill the project needs in an efficient manner?
 - 4.2.3. **Project Budget.** Is the proposed budget realistic and fair? Will the consulting firm be able to fulfill the technical service functions in a fiscally responsible manner?
 - 4.2.4. **Project Schedule.** Can the consulting firm fulfill task responsibilities pursuant to the proposed schedule? Is the consulting firm able to adjust to scheduling changes?
 - 4.2.5. **References.** Is feedback from the references positive and does it affirm the consulting firm's capabilities?
- 4.3. **Award.** The City reserves the right to make an award without further discussion of the proposal submitted. All responsive proposals received for this project will be reviewed and ranked on a basis which would best serve the interest of the City of Gunnison, based on the evaluation criteria defined in Section 4.2. The said firm which is selected will be given the first right to negotiate an agreement acceptable to the City. In the event that an agreement between the firm and the city cannot be reached, the city may enter into contract negotiations with one or more of the remaining qualified firms.
- 4.4 **Contract.** The selected bidder shall be required to fulfill the obligations and sign a *City of Gunnison Services Contract* found in Exhibit B.

SECTION 5 - SCOPE OF WORK

- 5.1. **Project Overview.** The objective of this RFP is to solicit proposals from qualified consultants who are interested in assisting City staff and the Planning and Zoning Commission in updating the *City of Gunnison Comprehensive Plan*. The proposed timeline is 18 to 24 months for completion. Development of the *Comprehensive Plan* will be complete following a five phase process.
- Phase 1, ***Gunnison Community Analysis***. This is a report being developed by City staff describing conditions, trends and telling the community story. The report will be completed in August 2014.
 - Phase 2, ***Community Identity Description***. This plan scope will apply several methodologies for measuring the community's pulse and developing a community vision.
 - Phase 3, ***Scenario Planning Description***. Phase 3 will focus on describing probable future community conditions. The primary focus will be on land development forecasting and planning for future growth within the incorporated municipal boundary and designated urban growth area.
 - Phase 4, ***Plan Preparation***. The preliminary document outline includes the following sections: Economic Conditions – Policies; Environmental Conditions – Policies; Social Functions – Policies; Land Use Analysis – Policies; Housing Conditions – Policies; Utilities Services –

Policies; Transportation Services – Policies; Recreation Facilities – Policies; Tourism – Policies; and the Implementation and Monitoring Plan.

- Phase 5, **Plan Adoption**. The *Comprehensive Plan* will be adopted by the City. Since the *City Charter* assigns the task of the *Comprehensive Plan* update to the Planning and Zoning Commission, the Commission will be directly involved with the public outreach processes prior to, and during, formal adoption.

Consulting tasks considered under this RFP are particular to public meeting facilitation services and developing a community survey instrument which occurs in Phase 2 of the project.

- 5.2. **Phase 2 – Community Identity Description**. This plan scope will apply several methodologies for measuring the community’s pulse and developing a community vision. The independent facilitator will guide the community through the following sequential process: 1) identify strengths and challenges; 2) establish a community vision for the plan; and 3) explore adaptive strategies that may be used to deal with community challenges.

Community input will be an essential part of this phase and this input will be solicited through a written survey, community workshops, focus group input, and interaction between these parties and the Planning and Zoning Commission. Modern communication techniques are certainly being considered for use during this phase but implementation options and details have not been finalized. The consultant and City staff will be responsible for developing, disseminating and analyzing a community survey instrument.

5.2.1. **City Staff Task Summary**

- A. Coordinate with the public facilitator and survey experts hired to fulfill the tasks set forth in Phase 2 of the *Comprehensive Plan* project scope
- B. Transcription of meeting and public input comments
- C. Prepare notes of public meetings
- D. Disseminate the community survey to the general public (likely a mailed survey)
- E. Conduct personal interviews of key community leaders
- F. Prepare necessary presentation materials
- G. Work with the consulting team to develop the summary report of the community strengths, challenges and community vision
- H. Coordinate meetings with the steering committee and elected and appointed officials
- I. Coordinate meeting schedules with the consultant team
- J. Schedule public meetings and determine meeting venues
- K. Be available to direct communications with the consultant team

5.2.2. **Meetings and Workshops Summary**

- A. Progress update meetings (two telephone-conference meetings)
- B. Coordination meetings for developing the community survey instrument (two telephone - conference meeting).
- C. Public Outreach Meeting (four- to five meeting sessions during a one week period)
 - Planning and Zoning Commission Meeting
 - City Council Meeting
 - Community Leaders Meeting
 - General Public Meeting – possibly two meetings

5.2.3 **General Consultant Tasks Summary**

- A. Attend scheduled meetings

- B. Facilitate up to five separate meetings held during a one week period. Meetings will be a combination of invitation sessions with elected and appointed city officials and community leaders, and at large community meetings
- C. Work with City staff and other (planning, transportation, economic) consultants to identify questions, topics and structure of the community survey
- D. Provide analytical services for interpreting the community survey results
- E. Develop the summary report of the community strengths, challenges and vision
- F. Serve as an advisor and will be expected to be forth-right in conveying opinions and observations that further the cause of the project

5.2.4. **Consultant Tasks Summary.** Community perceptions will be garnered through a variety of techniques, including but not limited to, facilitated community meetings, outreach using public media technologies, and conducting a written survey instrument. The facilitator will be responsible for managing and conducting all public outreach meetings occurring in Phase 2 of the *Comprehensive Plan* process. The facilitator will be engaging, be able to conduct large group input sessions, be able to listen and be able to keep a large group on tasks. The consultant will also be responsible for developing, helping to distribute, and analyzing a written community survey. Input on the survey instrument questions and structure will be provided by three sub-consultants (planning, transportation, and economics) hired by the City under a separate contract.