



City of Waukesha
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Committee: Finance Committee	Date: 2023-12-12
Common Council Item Number: ID#23-8221	Date: 2023-12-19
Submitted By: Charlie Griffith	City Administrator Approval:
Finance Department Review: Joseph P. Ciarro	City Attorney's Office Review: Brian Running
Subject: Consider approval of a contract for consultant services with Houseal Lavigne Associates, LLC for an update to the city's Zoning and Sign Ordinances.	

Details:
 On November 7th the Council approved a request to designate \$200,000.00 of the City's ARPA grant fund to hire a consultant to prepare a comprehensive update to the City's zoning ordinance. The request amount was based on responses to an RFP which was released in late August. Four consultant firms submitted proposals in response to the RFP, and on Thursday November 9th a panel consisting of Planning Department staff along with Alderman (and Plan Commissioner) Jack Wells interviewed two finalist firms. The panel selected Houseal Lavigne's proposal from the finalists.

Houseal Lavigne is a nationally recognized Urban Planning consulting firm. They have done planning and zoning work for municipalities throughout the United States. Previous work in Wisconsin includes zoning ordinance rewrites in Oak Creek, Verona, and Franklin, with a project currently underway for the City of Eau Claire. They submitted a detailed proposal with a fifteen month project timeline. The proposal includes multiple public outreach efforts as well as opportunities for Plan Commission and Council input at several points throughout the process, prior to final adoption. Houseal Lavigne will be subcontracting with Birchline Planning, LLC as a subject matter expert for the environmental and stormwater portions of the zoning ordinance.

If the Council approves the contract, Houseal Lavigne will be able to start work on the project in early January of 2024. The anticipated project completion date would be March of 2025. ARPA funds must be under contract by the end of 2024, but they do not necessarily need to be fully spent by that date. The proposed contract includes a Not to Exceed amount of \$187,430.00.

Options & Alternatives:
 The Council could choose to modify the contract or reject the proposal. Any modifications to the contract would need to be approved by Houseal Lavigne. Rejecting the proposal would necessitate a new RFP and would delay the project by at least several months.

Financial Remarks:
The contract includes a Not to Exceed budget of \$187,430.00, which will be paid from the \$200,000.00 ARPA allocation designated for the zoning ordinance update.

Executive Recommendation:
Staff recommends approval of the contract with Houseal Lavigne Associates, LLC.