



Department of Administrative Services  
City of Frisco, Texas

## Memorandum

**To:** Honorable Mayor Maso and City Council Members

**Thru:** George Purefoy, City Manager  
Nell Lange, Assistant City Manager  
Tom Johnston, Director of Administrative Services

**From:** Daniel Ford, Purchasing Manager

**Date:** April 26, 2016

**Subject:** Consider and Act Upon Award of RFQ #1612-026 Neighborhood Design Strategy to Design Workshop, Inc., and Approval Authorizing the City Manager to Execute an Agreement for these Services

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**Action Requested:** City Council award of RFQ #1612-026 Neighborhood Design Strategy to Design Workshop, Inc., and approval authorizing the City Manager to execute an agreement for these services in the amount of \$91,300.

**Background Information:** Purchasing solicited Request for Qualifications (“RFQ”) #1612-026 Neighborhood Design Strategy and received proposals on January 8, 2016 from Design Workshop, Mesa, and Talley Associates. Staff reviewed the qualifications according to criteria listed in the RFQ and is recommending award to Design Workshop as the most qualified firm. The Neighborhood Design Strategy is a planning initiative that will analyze existing ordinances and guidelines and provide recommendations for updating the ordinances in order to create the character that the City desires. The cost of the agreement is \$91,300. This is broken up into a lump sum fee of \$56,700. The remaining \$34,600 are optional tasks that the City may utilize on an as needed basis.

**Board/ Citizen Input:** N/A

**Alternatives:** City Council could choose not to award at this time.

**Financial Considerations:** Funding is appropriated through the Development Services FY 2016 operating budget.

**Legal Review:** Ryan Pittman of Abernathy, Roeder, Boyd & Hullett has reviewed the agreement and approved as to form.

**Supporting Documents:** Department memo, agreement and scoring matrix.