



**GARDINER CITY COUNCIL  
AGENDA ITEM INFORMATION SHEET**



<b>Meeting Date</b>	01/06/2021	<b>Department</b>	Planning/Economic Dev
<b>Agenda Item</b>	4.f Consider Awarding the Downtown Master Plan Contract		
<b>Est. Cost</b>	\$42,000 total (\$8,250 city's portion)		

**Background Information**

The city is the recipient of a Coastal Community Grant in the amount of \$33,750.00 through the Department of Agriculture, Conservation and Forestry for the purpose of developing a new Downtown Master Plan. A 25% city match is required for the grant which will equate to \$8,250 in cash for a budget of \$42,000. The cash portion will come from the Downtown TIF fund. This appropriation of \$8250 will be allocated in the FY22 budget from the Downtown TIF. The remainder will be in the form of in-kind services.

The committee interviewed 4 firms and based on the scoring as well as experience with downtowns and waterfront (see attached), the committee would like to make the recommendation of awarding the bid in the amount of \$42,000 to Dubois & King from Randolph, VT.

<b>Requested Action</b>	'I move to award the Downtown Master Plan contract to Dubois & King from Randolph, Vt. in the amount of \$42,000 and to allow the City Manager to sign the contract.'
<b>City Manager and/or Finance Review</b>	The City Manager and Economic Development Director recommend the above action.
<b>Council Vote/ Action Taken</b>	
<b>Departmental Follow-Up</b>	

<b>City Clerk Use Only</b>	1 <sup>st</sup> Reading _____	Advertised _____	<b>EFFECTIVE DATE</b> _____
	2 <sup>nd</sup> Reading _____	Advertised _____ w/in 15 Days	
	Final to Dept _____	Updated Book _____	Online _____

Company	Cost Estimate	Member 1	Member 2	Member 3	Member 4	Member 5	Total
Downtown Redevelopment Services w/NorthStar Planning	\$41,860	26	19	20	30	23	118
DuBois & King	\$42,000	36	29	32	32	33	162
Milone & MacBroom	\$42,000	32	27	26	29	33	147