



**CITY OF TONKA BAY**  
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**ITEM NO. 9B**

# Memo

To: Mayor and City Council  
From: Lindy Crawford, City Administrator  
Date: November 24, 2015  
Re: Approve Bid for Comprehensive Plan Update

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The City's Comprehensive Plan is required to be updated and approved by the Metropolitan Council in 2018. The updating process will begin in 2016 and finish in 2017 before approval by the City Council and then the Metropolitan Council.

Staff has budgeted and has received preliminary approval from the City Council for \$20,000 to update the Plan. The update has been allocated in each category of the general CIP as well as the Water/ Sewer CIP (Reserve).

Staff obtained quotes to complete the project from our current planning and engineering firm WSB, our previous planning and engineering firm Sambatek and SRF Consulting. The quotes to complete the project are as follows:

<b>Sambatek:</b>	\$14,660 - \$26,708
<b>WSB:</b>	\$19,460
<b>SRF Consulting:</b>	\$20,269

Staff recommends approving the bid from WSB for the update not to exceed \$19,460. They are currently our planning and engineering firm and are familiar with our current codes and ordinances.

## **Attachments**

Comprehensive Plan Update Bids – Sambatek, WSB, SRF Consulting

## **Council Action Requested**

Discuss and approve bid for Comprehensive Plan update.