



## CITY OF WASILLA

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### CITY COUNCIL MEMORANDUM NO. 95-56

From: City Planner

Date: June 21, 1995

Subject: Council representative to sit on the RFP Selection Committee to select a consultant for the revision of the Wasilla Development Code.


#### BACKGROUND

The Wasilla Planning Office, in conjunction with the Mayor's Office, has issued a Request for Proposals (RFP), requesting proposals from qualified planning and legal consultants to assist the Planning Commission and staff with revision of the Wasilla Development Code. The RFP was developed using a model from the Mat-Su Borough. The RFP was sent to six (6) qualified individuals and firms on June 7, 1995. The deadline for proposals is June 30, 1995.

The RFP describes a selection process involving a committee made up of one (1) City Councilmember, one (1) Planning Commissioner, the Mayor and the City Planner. Since the Mayor will be on leave next month, he has appointed Finance Director, Erling Nelson, to represent the Administration. The Planning Commission has appointed Commissioner Dan Kelly to represent the Commission. The City Council is now respectfully requested to appoint a representative to complete the RFP Selection Committee.

Members of the Selection Committee will receive a packet containing all proposals received prior to the closure of the response period. The Committee will rate the proposals independently based on the criteria set forth in the RFP documents and then a meeting will be convened to compare and sum up the scores. The meeting of the Selection Committee will be scheduled at the convenience of the City Council and Planning Commission representatives to the greatest extent possible.

Copies of the RFP and any proposals received are available from the Planning Office upon request. Please contact the Planning Office at 373-9094, if you have any questions about the selection process or RFP prior to the regular Council Meeting on Monday night.

  
Duane Dvorak, City Planner

*John Hartwick selected  
to serve on RFP Selection  
Committee*