



TOWN OF IRVINGTON, VIRGINIA
TOWN COUNCIL
Regular
REGULAR MONTHLY MEETING
IRVINGTON BAPTIST CHURCH
TUESDAY, SEPTEMBER 9, 2021 6:30 PM

RE: PLANNING COMMISSION UPDATE

BY: J. CHRIS BRALY

TO: IRVINGTON TOWN COUNCIL

MONTHLY MEETING

The Planning Commission conducted their regularly scheduled meeting on September 7, 2021 at 6:30pm at the Town Office. For Old Business, a review of the proposals received for the town survey and comprehensive plan update was conducted. For New Business, the first reading of a rezoning resolution and CUP resolution was conducted.

PROPOSALS RECEIVED

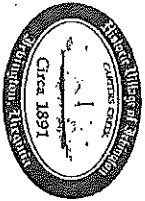
As reported at the August meeting, seven (7) firms indicated they would be responding to the RFP. However, the Planning Commission only received proposals from four (4) firms. Stewart, Inc. decided after their initial communication they intended to submit a proposal, that their workload was too great to participate. Quantisoft and Laberge did not respond.

- Berkley Group
- BfJ Planning
- EPR PC
- ReThink Main Street

PROPOSAL EVALUATION

During the meeting, the commissioners discussed each of the received proposals. The felt that:

- *Berkley Group*: The proposal was well written and responsive, and they are qualified for this project. They felt that the Comprehensive Plan and Zoning Update as proposed was significantly greater in scope, cost and timeline than what the Town anticipated. They would like to have them reassess the scope proposed in these two areas, and see if their submission can be brought closer in line to the other proposals.
- *BfJ Planning*: The proposal was well written and responsive. They demonstrated that they are clearly qualified for projects similar to this, but did not note or discuss any experience in, or knowledge of Virginia jurisdictions, and to the issues unique to our area. Their reliance on virtual meetings presents both technical challenges and potential legal complications for the Town. For these reasons, they are no longer being considered as a candidate for this project.



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- *EPR PC*: The proposal was considered responsive to the RFP, but did not provide some details that were requested. The commissioners are going to suggest that they review the RFP and resubmit their proposal to specifically address the items that were absent. Also, the commissioners are going to ask that their cost proposal be reformatted to match the request in the RFP - Survey; Comprehensive Plan; and Zoning Update.
- *Re-Think Main Street*: The commissioners felt the proposal did not address the requirements of the RFP adequately and did not demonstrate the company's knowledge and experience required for this project. The proposal was significantly less competitive than the other three proposals. The 3-month schedule that was proposed did not align to what the commissioners believe is required for this project. For these reasons, they are no longer being considered as a candidate for this project.

ACTIONS TAKEN

A motion was made to continue to engage with The Berkeley Group and EPR PC to get proposals very specific to our needs, updating what they submitted to date, and to inform BfJ Planning and ReThink Main Street that we will not be proceeding with them". This motion passed unanimously.

OUTSTANDING ITEMS

1. The Planning Commission will be reaching out to both the Berkeley Group and EPRPC to revised and resubmit their proposals.
2. Goal is to make a recommendation to Town Council at the October 14 meeting. This is going to be dependent on how quickly each organization can revise and resubmit their proposals, but the Planning Commission does feel confident that it can be accomplished in this timeframe.