

**REQUEST FOR PROPOSAL SUMMARY REPORT
AND AWARD RECOMMENDATION**

Date: April 24, 2020

Bid Number and Title: RFP 20-05 RFP 20-05 CLARIFY, SIMPLIFY, REORGANIZE & UPDATE
THE ZONING & SUBDIVISION ORDINANCES

Mandatory Pre-Proposal Meeting: February 13, 2020

Proposals Due: March 2, 2020

Opened by: Gina Gilpin

Witnessed by: Cindy Petkac

Total Responses Received: Four (4)

Evaluation Committee:

Cindy Petkac, Director of Planning and Zoning, Town of Vienna

Mike D'Orazio, Deputy Director of Planning and Zoning, Town of Vienna

Kelly O'Brien, Principal Planner, Town of Vienna

Lesa Yeatts, Town Attorney, Town of Herndon

Susan Berry Hill, Director of Planning and Zoning, Town of Leesburg

Proposals were received from four (4) of the five (5) vendors who attended the Pre-Proposal Meeting.

As a result of the evaluation of the proposals from the five (5) Evaluation Committee members, three (3) vendors were interviewed: Clarion Associates, Kendig Keast, and Calfee Zoning.

After the interview phase and follow up questions and discussions, the Committee came to the unanimous decision that Calfee Zoning was the top ranked vendor.

Negotiations and further discussion with Calfee Zoning continued, and a proposal was accepted for award.

The Award is recommended to be made to:

Calfee Zoning
225 E. 5th Street, Suite 2800
Cincinnati, OH 45202