



# Cheyenne Downtown Development Authority

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## MEMO

To: DDA Board

From: Charles W. Bloom, AICP, Executive Director / Cheyenne Planning and Development Director

Subject: Downtown Plan of Development

Date: September 14, 2023

Recent discussions have occurred regarding a needed updated Plan of Development to incorporate the current plan which has incorporated numerous amendments (1991, 1993, 2006, 2016, and 2018). The plan and subsequent amendments are online here: <https://www.cheyennecity.org/DDA>.

Staff has recommended that these plans be consolidated into a single plan, incorporate other relevant downtown plans, be updated to note accomplishments, reflect the vision of Cheyenne's Downtown, and incorporate measured results. Primary objectives include reviewing and updating the grant programs, engaging downtown property owners to identify public improvements and opportunities in the downtown, clarifying activities eligible for support, and identifying large-scale unique projects or programs that could benefit the DDA district.

At the July 13, 2023, DDA Board meeting, a selection committee comprised of Board members Tuebner, Mrozinsky, Rose, and Laybourn was established. The selection committee met on September 6, 2023, and scored each consultant packet with a prepared rubric (shown at right). Proposals were solicited from AVI PC, Ayres, and Logan Simpson. The committee scored Logan Simpson the highest and unanimously recommends Logan Simpson be awarded the contract.

		Rank 1-10
1	Past Experience and Quality	Examples of past projects.
		What's their proven process and how well do they know the community?
2	Process and Engagement	
3	Deliverables We Need	What are the deliverables?
		Does the budget feel reasonable based on their expertise and deliverables?
4	Budget	
		Who are the leaders of the team, who are subcontractors (if any), and how is the project communicated to the public?
5	Teams and Communication	
		Do they have a local office in Cheyenne?
6	Local (2 additional points)	
	<b>Total</b>	<b>0</b>

Funding will need to be identified as this project has not been funded with the FY2024 budget. The DDA does have adequate funds in savings that could be utilized for this project and partnerships with community partners may be an option.

### RECOMMENDED MOTION:

Move to select a consultant, based on the selection committee's recommendation, and authorize staff to execute necessary contract not to exceed \$99,500.

A link to all three proposals can be found [here](#).