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Sent: Thursday, March 28, 2024 4:18 PM

To: Simmons, Caroline <CSimmons@StamfordCT.gov>

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Subject: Sasaki - City of Stamford Contract for Comprehensive Plan 2025-2035 (RFP 2024.0137)

Importance: High

Good afternoon Your Honor,

Attached is a proposed contract with Sasaki Associates, Inc. for a City of Stamford Comprehensive Plan 2025-2035 (RFP No. 2024.0137). If agreeable, please forward this email and the attached documents to the City's Board of Finance and Board of Representatives for consideration/approval.

Sasaki will prepare the City's 10-year Comprehensive Plan in compliance with C.G.S. Sec. 8-23. The Comprehensive Plan will include: (1) an update to the Stamford Affordable Housing Plan, as required by C.G.S. Sec. 8-23 and City of Stamford Ordinances Sec. 146-74; (2) data collection for the City's Community Development Department to update the Consolidated Plan; and (3) An Equity Action Plan as required by the United States Department of Housing and Urban Development.

Sasaki will complete this Comprehensive Plan within sixteen (16) months of contract execution. The fees for these services will be \$461,260.00 payable by monthly invoice, on a percentage of the work completed bases pursuant to a schedule of tasks.

Please note that the City's current Comprehensive Plan expires on December 16, 2024. C.G.S. Sec. 8-23 requires a Comprehensive Plan be amended decennially. Therefore, the City must notify the Connecticut Office of Policy and Management of the reasons for the delay . A waiver request may also be required if there is a need to apply for discretionary state funding during the period between December 16, 2024, and adoption of the new Comprehensive Plan.

Please contact Lindsey Cohen, the City's Associate Planner, if you have any specific questions regarding these services, the associated fees or the City's Comprehensive plan in general. You may, of course, contact me at your convenience if I may be of any further assistance to you in this matter.

Thank you,

Elizabeth (Liz) C. Turner

Assistant Corporation Counsel

City of Stamford

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