



Agenda Item Report

Legislative Board: City Council
Date: February 17, 2026
Contact: Angela Kennedy, Director
Agenda Item ID / Number: 2026-176- / J.2

ITEM TITLE: Deliberation and possible action to award RFP # 25-304 Unified Development Code (UDC) Update in an amount not to exceed \$246,260.00 to Kending Keast Collaborative and to authorize the City Manager to execute said contract, including authority to approve individual change orders increasing or decreasing the contract price by \$50,000 or less, provided that the cumulative total of all change orders shall not increase or decrease the original contract amount by more than twenty five percent (25%) (Development Services Director Angela Kennedy, P.E., CFM and Purchasing Manager Nicole Turner) [PUBLIC TESTIMONY]

1. EXECUTIVE SUMMARY

A request for proposals (RFP #25-304) was published on September 17, 2025, seeking proposals from qualified planning consultants to lead a comprehensive update of the City's Unified Development Code (UDC). The City received proposals from five firms. An ad-hoc committee was appointed by Council to evaluate the responses and to conduct interviews to make the final selection. The committee determined that Kending Keast Collaborative was the highest ranked respondent and recommends award of the contract for the UDC Update project.

2. BACKGROUND/HISTORY

A request for proposals (RFP #25-304) was published on September 17, 2025, seeking proposals from qualified planning consultants to lead a comprehensive update of the City's Unified Development Code (UDC). This project will ensure the UDC is consistent with the "Our Buda, Our Future" 2024 Comprehensive Plan, the Trails Master Plan, the 2023 Downtown Master Plan, and other adopted long-range planning documents.

The City received proposals from five firms:

- Freese and Nichols, Inc.
- Kending Keast Collaborative
- Code Studio
- White Smith Cousino
- SimpleCity Design LLC

3. ANALYSIS

An ad-hoc selection committee, consisting of City staff and Council appointed members, was established to review responses to RFP #25-304 for the Unified Development Code (UDC) Update in accordance with the published evaluation and award procedures. The committee reviewed all sealed proposals received by the October 14, 2025, deadline for completeness and conformance with the City's submittal requirements, and then scored them using the published criteria, including experience, capability and planned approach to the scope of work, communication, cost, quality, familiarity/proximity to Buda, and Historically Underutilized Business (HUB) status.

Following this initial evaluation, the committee shortlisted four of the highest-ranked firms and invited

them to participate in interviews with the City's evaluation committee to further assess their qualifications, project understanding, public and stakeholder engagement strategies, and ability to deliver a comprehensive UDC update aligned with the Our Buda Our Future 2024 Comprehensive Plan and related master plans. After completion of the interview process, the committee determined that Kending Keast Collaborative was the highest ranked respondent and recommends award of the contract for the UDC Update project.

4. FINANCIAL IMPACT

Funding in the amount of \$250,000 for the Unified Development Code Update is included in the adopted FY26 budget under GL Account 100-4314.54004. The proposed professional services contract with Kending Keast Collaborative totals \$246,260.00, which is within the allocated budget amount. This item will authorize the City Manager to execute said contract, including authority to approve individual change orders increasing or decreasing the contract price by \$50,000 or less, provided that the cumulative total of all change orders shall not increase or decrease the original contract amount by more than twenty five percent (25%) without prior City Council approval.

5. STRATEGIC PLAN/GOALS

EXCEPTIONAL CITY SERVICES

6. STRATEGIC PLAN OBJECTIVES

Become a more business-friendly City government - regulations, codes and processes

7. PROS AND CONS

Pro: This project will ensure the Unified Development Code is consistent with the Our Buda Our Future 2024 Comprehensive Plan, the Trails Master Plan, the 2023 Downtown Master Plan, and other adopted long-range planning documents.

Con: None foreseen

8. ALTERNATIVES

Council may direct the City Manager to continue to negotiate the general scope of work or decline to award the contract and direct staff to negotiate a contract with a different firm. This will add time to the process.

9. REQUESTED ACTION / SUGGESTED MOTION / RECOMMENDATION

Staff recommends approving the City Manager to execute the contract as presented.

Attachments: