



## Legislation Text

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**File #:** 10-0998, **Version:** 4

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### Resolution to Approve Professional Services Agreement with JJR, LLC (\$56,260.00) for Public Engagement and Meeting Facilitation Services to Support the Development of the Urban Forest Management Plan

Your approval is requested to authorize a Professional Services Agreement with JJR, LLC, in the amount of \$56,260.00 for public engagement and meeting facilitation services to support the development of the city's first Urban Forest Management Plan.

The urban forest is an important asset to the City of Ann Arbor providing environmental, social and economic benefits. The City's public trees reduce stormwater runoff, conserve energy, reduce carbon dioxide, improve air quality and serve as an important aesthetic element in the landscape. An analysis completed with the tree inventory estimated that the City's public trees provide \$4.6 million in benefits annually.

The City currently operates without any written policies for managing the urban forest. In order to create a sustainable urban forest that maximizes community benefits while also meeting resident needs, the City is developing an urban forest management plan. The City began the process of developing the urban forest management plan in 2009 with the completion of a comprehensive street and park tree inventory. The inventory documented an urban forest that contains over 40,000 street trees and 6,600 park trees in maintained areas that the City is responsible for managing.

Following the completion of the street and park tree inventory, city staff began identifying items that were critical to the success of plan development. An essential component identified for successful plan development is public engagement and citizen involvement. To ensure that public input was an integral part of plan development from the beginning, city staff identified a three phase public engagement process. Phase 1 would be to complete initial public outreach efforts, including facilitating public workshops. Phase 2 activities would include development of a public engagement plan for the entire urban forest management plan development process. Phase 3 of the project would be implementing the public engagement plan developed in Phase 2. The city released a Request for Proposals (RFP-744 Re-Issue) for Phase 1 and 2 of the public engagement process. The City received eight (8) proposals and JJR, LLC was awarded the contract. JJR, LLC successfully completed Phase 1 and 2 to the satisfaction of City staff and as such, has been selected to continue on with the project and complete Phase 3.

JJR, LLC was chosen for this project because of their experience leading public engagement projects within the City of Ann Arbor and for the graphic and technical support they can provide during plan development. As a neutral party in the project, JJR's role will be to foster an open dialogue, manage city and resident expectations and keep the process moving forward.

Funding for this project is available in the approved stormwater capital budget. The project is being funded by stormwater, as tree canopy has a direct impact on the city's stormwater system.  
Prepared by: Kerry Gray, Urban Forest & Natural Resource Planner, Public Services

Reviewed by: Sue F. McCormick, Public Services Administrator

Approved by: Roger W. Fraser, City Administrator

Whereas, Public Services staff have identified a need to develop an urban forest management plan that will maximize the benefits the City's urban forest provides while also meeting community and resident needs;

Whereas, JJR LLC has successfully completed Phase 1 and 2 of the public engagement process for the development of the City's urban forest management plan;

Whereas, JJR, LLC, is recommended to provide public engagement assistance in support of the development of the urban forest management plan because of their extensive experience in leading public engagement efforts in Ann Arbor and other municipalities and, their staffs' professional and technical knowledge;

Whereas, JJR, LLC, has received human rights approval on November 4, 2009; and

Whereas, The total project costs are estimated to be \$62,260.00 and funding is available in the approved FY11 Stormwater Capital Budget without regard to fiscal year

RESOLVED, That the Mayor and City Clerk be authorized and directed to execute the Professional Services Agreement in the amount of \$56,260.00 with JJR, LLC for providing public engagement and meeting facilitation services in support of the development of the urban forest management plan following approval as to substance by the City Administrator, and approval as to form by the City Attorney; and

RESOLVED, That City Council authorize the City Administrator to take necessary administrative actions to implement this resolution and approve change orders with contingency funds.