



Legislation Text

File #: 09-0412, Version: 1

Resolution to Approve Contract with Schumaker & Company in the Amount of \$117,040.00 to Provide Operational Needs Assessment Consulting Services for the Ann Arbor Housing Commission, per Bid #731 and to Appropriate Funds from the General Fund Reserve **(8 Votes Required)**

Attached for your review and action is a resolution to approve a contract with Schumaker & Company in the amount of \$117,040.00 to provide operational needs assessment consulting services for the Ann Arbor Housing Commission, per Bid #731, and to appropriate \$117,040.00 from the General Fund fund balance to pay for this contract. The bid contains a fixed price guarantee so no contingency amount is required.

The City and the Ann Arbor Housing Commission (AAHC) are seeking the services of a consultant to provide an operational assessment of the AAHC to consider operational and financial decisions for the AAHC, including evaluation of the future viability and sustainability of the AAHC, and provision of quality services in a cost effective and responsible manner.

The consultant's work will include consideration of the existing organizational structure of services involving major areas of AAHC operations; evaluation of the present staffing structure for appropriateness, effectiveness and efficiency of operations; assessment of department processes for improved effectiveness and efficiencies; assessment of finances and financial alternatives; an evaluation of the functionality and effectiveness of the AAHC Board; an evaluation of the relationship between the City and the AAHC; an assessment of customer service; and development of a long term sustainability model.

By December, 2009 the consultant will develop a 5 year strategic plan for the AAHC that is based on the data gathered from the physical needs assessment; operational and organizational assessment; and the analysis of the AAHC and City relationship to stabilize and strengthen the organization; and provide a thorough report to City administration, AAHC administration, City Council and AAHC Board.

Bid documents were advertised on MITN and National Association of Housing and Redevelopment Officials (NAHRO). Three companies submitted bids for the project as follows:

IMC Consulting
Schumaker & Company
Virchow Krause & Company

Based on the bids submitted and interviews conducted, the interview panel is recommending Schumaker & Company be hired to complete this work. Schumacher & Company meets the living wage and prevailing wage requirements and received Human Rights approval on May 1, 2009.

Prepared by: Jan Barber, Management Assistant

Reviewed by: Jayne Miller, Community Services Administrator

Whereas, The City and the Ann Arbor Housing Commission (AAHC) are seeking the services of a consultant to provide an operational assessment to consider operational and financial decisions for

the AAHC, including evaluation of the future viability and sustainability of the AAHC, and provision of quality services in a cost effective and responsible manner;

Whereas, The consultant's work will include consideration of the existing organizational structure of services involving major areas of AAHC operations; evaluation of the present staffing structure for appropriateness, effectiveness and efficiency of operations; assessment of department processes for improved effectiveness and efficiencies; creation of a long term sustainability model; assessment of finances and financial alternatives; and assessment of customer service;

Whereas, By December, 2009 the consultant will develop a 5 year strategic plan for the AAHC that is based on the data gathered from the physical needs assessment; operational and organizational assessment; and the analysis of the AAHC and City relationship to stabilize and strengthen the organization; and provide a thorough report to City administration, AAHC administration, City Council and AAHC Board; and

Whereas, Schumaker & Company received Human Rights approval on May 1, 2009 and complies with the living wage and prevailing wage requirements;

RESOLVED, That City Council approve a contract, per Bid #731, with Schumacher & Company for \$117,040.00, a fixed price guarantee;

RESOLVED, That City Council appropriate \$117,040.00 from the General Fund Reserve for the life of the project without regard to fiscal year;

RESOLVED, That the City Administrator is authorized to take all necessary administrative actions to implement this resolution; and

RESOLVED, That the Mayor and City Clerk are authorized and directed to execute the contract after approval as to substance by the City Administrator and approval as to form by the City Attorney.