

## ..Title

Resolution to Appropriate \$21,700~~5,000.00~~ from General Fund to Fund Additional Tasks Associated with the Comprehensive Transportation Plan Update Project and to Approve an Amendment to the Professional Services Agreement with Sam Schwartz Consulting, LLC (\$373,370~~\$356,670.00~~) (8 Votes Required)

## ..Memorandum

Attached for your review and approval, please find a resolution to appropriate \$21,700~~5,000.00~~ from the General Fund fund balance and to approve an amendment to the professional services agreement with Sam Schwartz Consulting, LLC.

This action is requested of City Council to fulfill one of the requirements of [Resolution R-19-460](#)

<http://a2gov.legistar.com/LegislationDetail.aspx?ID=4132880&GUID=3E20C9A9-1875-4704-A091-55C91956005D&Options=&Search=>> which states, "...the City Council directs the City Administrator to negotiate with Sam Schwartz Consulting, LLC to amend the existing contract to include an assessment of our pedestrian and cycling environment before December 31, 2019."

The scope is similar to what was presented to the Transportation Commission on November 20, 2019

<http://a2gov.legistar.com/LegislationDetail.aspx?ID=4162489&GUID=06C4D797-80F6-4DD5-A2BF-2BA6A89E2669&Options=&Search=>> and "Task 3" which was presented to City Council on January 21, 2020

<http://a2gov.legistar.com/LegislationDetail.aspx?ID=4299249&GUID=7C40A02A-4EF0-4F8A-B86B-D62DA89785D2&Options=&Search=>>. However, based on direction provided by City Council at their last meeting, the scope has been modified to remove analysis of staff and instead focus the work on analysis of the bicycle and pedestrian infrastructure. ~~The attached proposal from Sam Schwartz Consulting, LLC details three different options ranging in scope and cost. Staff suggests approval of Task 2 at a cost of \$5,000. Staff believes it strikes a balance between deliverable and cost. It should be noted that Task 3, at a cost of \$26,200 was shared with the Transportation Commission~~ <http://a2gov.legistar.com/LegislationDetail.aspx?ID=4162489&GUID=06C4D797-80F6-4DD5-A2BF-2BA6A89E2669&Options=&Search=>> on November 20, 2019. ~~No objection was raised by the Transportation Commission at that time. However, other options were sought from the consultant based on direction received from Councilmember Griswold after the Transportation Commission meeting. This was detailed in a communication~~ <http://a2gov.legistar.com/LegislationDetail.aspx?ID=4269900&GUID=CE9B882A-8200-4AC2-A299-2D190F9260C0&Options=&Search=>> from City Administrator Lazarus to City Council dated December 2, 2019.

Task 2 would entail the following work:

~~Scope: Sam Schwartz will conduct a staffing resources gap analysis to identify gaps in the current structure and opportunities to strengthen the City's ability to respond to safety concerns. Sub-tasks will include:~~

- ~~• Review of current staff structure~~

- ~~Series of key staff interviews to understand job responsibilities~~
  - ~~Peer city interviews~~
  - ~~Comparative analysis of Ann Arbor to peer and/or aspirational cities~~
- ~~Deliverable: Memorandum (up to 5 pages) summarizing findings and recommendations~~

~~Hours/Cost Estimate: 40 hours; \$5,000~~

The proposed scope of services from Sam Schwartz to provide an assessment of the City's pedestrian bicycling environment provides for the following tasks:

- Task 1 – Inventory of Current Facilities
- Task 2 – Documentation of Existing Resources
- Task 3 – Develop Report
- Task 4 – Commission Presentation
- Task 5 – Committee Meetings and Commission Presentation
- 146 Hours at a cost of \$21,700

Budget/Fiscal Impact: The existing contract with Sam Schwartz Consulting, LLC is \$351,670.00. The inclusion of this additional \$21,700~~\$5,000.00~~ would bring the total contract to \$373,370~~\$356,670.00~~. There is a budget of \$88,000 for staff time for the project which brings the total project cost to \$461,370~~\$444,670.00~~, if this addition is approved. It should be noted that due to budget limitations, the project does not include a typical project contingency and, therefore, additional scope items need to be approved by City Council.

#### **..Staff**

Prepared by: Raymond Hess, Transportation Program Manger

Reviewed by: Craig Hupy, Public Services Area Administrator

Approved by: Howard S. Lazarus, City Administrator

#### **..Body**

Whereas, The City of Ann Arbor aspires to provide safe transportation systems, as detailed in the City's current Transportation Plan, adopted in 2009, and the Non-motorized Transportation Plan updated in 2013;

Whereas, City Council approved a contract with Sam Schwartz Consulting, LLC on September 17, 2018 to develop the City's Comprehensive Transportation Plan Update;

Whereas, City Council adopted Resolution R-19-460 which directed the City Administrator to negotiate with Sam Schwartz Consulting, LLC to perform additional work;

Whereas, Funding for the additional work in the amount of \$21,700~~\$5,000.00~~ is available in the FY 2020 General Fund, fund balance;

Whereas, Sam Schwartz Consulting, LLC was originally selected from a formal Request for Proposals R 2018-19 and reviewed by an evaluation team consisting of representatives from the City, Washtenaw Area Transportation Study, and a member of the City's Transportation Commission; and

Whereas, Sam Schwartz Consulting, LLC, complies with the requirements of the City's Non-Discrimination and Living Wage ordinances;

RESOLVED, That the Agreement for Professional Services with Sam Schwartz Consulting, LLC be amended to include an additional \$21,700~~\$5,000.00~~ to perform the additional work ~~Task 2~~ as described in the attached proposal for a total agreement amount of \$373,370~~\$356,670.00~~;

RESOLVED, That \$21,700~~\$5,000.00~~ be appropriated from the General Fund, fund balance, thereby, increasing the Public Services Area Administration's General Fund Expenditure and Revenue Budget;

RESOLVED, That funding be available without regard to fiscal year;

RESOLVED, That the Mayor and City Clerk be authorized and directed to execute said amendment after approval as to form by the City Attorney and approval as to substance by the City Administrator; and

RESOLVED, That the City Administrator be authorized to take the necessary administrative actions to implement this resolution.