



Legislation Text

File #: 22-1465, Version: 1

Resolution to Approve a Professional Services Agreement with Sam Schwartz Consulting, LLC (RFP 22-57; \$134,271.00) and Appropriate Funds for the State Trunkline Jurisdiction Transfer Study (\$160,000.00) **(8 Votes Required)**

Attached for your review and consideration is a resolution to approve a contract with Sam Schwartz Consulting, LLC (Sam Schwartz) for \$134,271.00 for the State Trunkline Jurisdiction Transfer Study. The purpose of this study is explained in detail in the attached Trunkline Transfer memo that was sent to Council on January 3, 2022. In brief, this study will analyze and attempt to quantify the costs and benefits of the City taking over jurisdiction of the State-owned Trunklines within the City boundary (Jackson Road, Huron Street, Washtenaw Avenue, and North Main Street).

Due to lack of staffing capacity and expertise in many of the tasks needed to perform this analysis, the City issued RFP #22-27 for these services in April of 2022. However, no firms submitted proposals in response to that RFP. City staff reached out to multiple firms that had downloaded the RFP to seek feedback on why they did not submit a proposal. Reasons varied and included staffing capacity, timing, and lack of specific expertise.

However, in the course of these discussions, two firms did indicate interest in the work if they were given more time to prepare a proposal. To that end, the City re-issued the solicitation under RFP #22-57 in June of 2022. One proposal was received on July 15, 2022 from Sam Schwartz Consulting, LLC.

City and DDA staff reviewed the proposal and determined that Sam Schwartz is qualified and capable to perform the work. Sam Schwartz's original fee quotation was for \$159,442.00. However, after negotiation on the project scope, Sam Schwartz was able to utilize some existing available data sources to reduce their data gathering needs and were able to reduce their fee to \$134,271.00. The full scope of services to be provided can be found in the attached Professional Services Agreement.

Sam Schwartz complies with the requirements of the City's Non-Discrimination and Living Wage Ordinances.

Budget/Fiscal Impact: The total cost of this study is estimated to be \$160,000. This study was not included in the FY 23 budget request; therefore, funding needs to be appropriated. The Major Street Fund Balance is sufficient to fund the study.

Prepared by: Nicholas Hutchinson, P.E., City Engineer

Reviewed by: Brian Steglitz, Interim Public Services Area Administrator

Approved by: Milton Dohoney Jr., City Administrator

Whereas, The Michigan Department of Transportation has jurisdiction over the State-owned trunklines within the City boundary (Jackson Road, Huron Street, Washtenaw Avenue, and North Main Street);

Whereas, State ownership of these routes is often an impediment to the City making important safety

improvements as recommended in the Transportation Plan;

Whereas, Performing a cost-benefit analysis on the City taking over jurisdiction of these trunklines is critical to inform future decision making on this topic;

Whereas, The City issued RFPs #22-27 and 22-57 for the State Trunkline Jurisdiction Transfer Study, and received one proposal from Sam Schwartz Consulting, LLC;

Whereas, City staff reviewed the proposal from Sam Schwartz Consulting, LLC and found the firm to be qualified and capable of performing the study;

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

Whereas, Funding for the study was not included in the FY 2023 approved budget and funding is available in the current Major Street Fund Balance;

RESOLVED, That the City Council approve a Professional Services Agreement with Sam Schwartz Consulting, LLC in the amount of \$134,271.00 for State Trunkline Jurisdiction Transfer Study;

RESOLVED, That \$160,000.00 be appropriated from the Major Street Fund Balance for the State Trunkline Jurisdiction Transfer Study;

RESOLVED; That the funding be available without regard to fiscal year until project completion;

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

RESOLVED, That a contingency amount of \$14,000.00 be established within the project budget and that the City Administrator be authorized to approve amendments to the contract not to exceed that amount, in order to satisfactorily complete this project; and

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