



Legislation Text

File #: 18-1008, **Version:** 1

Resolution to Approve Professional Services Agreement for Third Party Building, Rental and Planning Services with Carlisle/Wortman Associates, Inc. (RFP No. 18-16) **(8 Votes Required)**

Attached for your review and consideration for approval, please find a resolution to authorize the award of Professional Services Agreement with Carlisle/Wortman Associates, Inc. for building, rental and planning services with a detailed hourly cost description for each service outlined. Building and Rental Services requests an amendment to the FY19 budget in the amount of \$450,000.00 based on a 24-month cost analysis of previous professional services use.

The contract includes administrative services for plan review, and staff assistance. Required services include building, trade and rental inspections within 24 hours of the City's request and regular plan review services to meet service demand. These are on call, need based services designed to allow the Building and Rental department the flexibility and capacity at high demand times. The contract allows the City to temporarily fill gaps in staffing due to illness, turnover or other unexpected circumstances. The proposal is for approval of one year contract with the administrative ability to extend of two additional years, for a duration of three years total.

The City received two proposals in response to the RFP. A cross-departmental team evaluated the proposals and selected Carlisle/Wortman based on their professional services, staff qualifications, past involvement with similar services, and cost. Carlisle/Wortman complies with the City of Ann Arbor Non-Discrimination and Living Wage Ordinances.

Prepared by: Lisha Turner-Tolbert, Building and Rental Services Manager

Reviewed by: Derek Delacourt, Community Services Area Administrator

Approved by: Howard S. Lazarus, City Administrator

Whereas, It is necessary to retain a qualified professional services firm to perform building, trade, and rental housing inspections and plan review services;

Whereas, Proposals were received by the City's Procurement Office and evaluated by Building and Planning staff on the basis of professional services, staff qualifications, past involvement with similar services, and cost;

Whereas, Carlisle/Wortman Associates, Inc. has submitted to the City a proposal for the necessary services, setting forth the services to be performed by said firm and the payments to be made by the City therefore, all of which are agreeable to the City;

Whereas, Carlisle/Wortman Associate, Inc. is in compliance with the City of Ann Arbor Non-Discrimination and Living Wage Ordinances; and

Whereas, Cost for the building, rental and planning professional services have been defined in terms of hourly fees specific to services provided as defined in the contract;

RESOLVED, That City Council approve the attached Professional Services Agreement with

Carlisle/Wortman Associates, Inc. for building, rental and planning services;

RESOLVED, That City Council approve an appropriation of funds from the Construction Code Fund Balance to the FY19 Construction Code budget in the amount of \$450,000.00, to be used without regard to fiscal year for such ;

RESOLVED, That the Mayor and City Clerk be authorized and directed to execute a Professional Services Agreement with Carlisle/Wortman Associates, Inc. for a period of three years with the option to renew for two additional one year periods, after approval as to substance by the City Administrator and approval as to form by the City Attorney; and

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