



Legislation Details (With Text)

**File #:** 24-1329      **Version:** 1      **Name:** 7/15/24 - PSA for Carlisle/Wortman  
**Type:** Resolution      **Status:** Passed  
**File created:** 7/15/2024      **In control:** City Council  
**On agenda:** 7/15/2024      **Final action:** 7/15/2024  
**Enactment date:** 7/15/2024      **Enactment #:** R-24-291

**Title:** Resolution to Approve Professional Services Agreement for On-Call Third Party Building, Rental, and Planning Services with Carlisle/Wortman Associates, Inc.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. CARLISLE WORTMAN ASSOCIATES INC - Professional Services Agreement (PSA).pdf

Date	Ver.	Action By	Action	Result
7/15/2024	1	City Council	Approved	Pass

Resolution to Approve Professional Services Agreement for On-Call Third Party Building, Rental, and Planning Services with Carlisle/Wortman Associates, Inc. (NTE \$450,000.00)  
Building and Rental Services seeks to continue services with Carlisle/Wortman. This third-party agency provides plan review, inspection, administrative, planning, and building official services as requested. This Resolution requests a new one-year service contract to replace the current contract, which expired on July 3, 2024.

Carlisle/Wortman has been a service provider to the Building and Rental Services area for over seven years, helping the service area maintain the expectation of inspection, plan review, and administration services level demands generated by the community.

The scope of work will remain the same, with no change in services or terms of the contract. The contract includes administrative support, planning administration, building, trade, 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 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.

**Budget/Fiscal Impact:** Funding is available for this contract in the FY 2025 Construction Code Fund expenditure budget.

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

Reviewed by: Derek Delacourt, Community Services Area Administrator

Approved by: Milton Dohoney Jr., City Administrator

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

Whereas, Carlisle/Wortman Associates, Inc. terms and conditions in the existing contract will remain

the same 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 Professional Services Between Carlisle/Wortman Associates, Inc. and the City of Ann Arbor for On-Call Third Party Building, Rental, and Planning Services (“Agreement”); and

RESOLVED, That the City Administrator be authorized to take the necessary administrative actions to implement this resolution, including authority to terminate the Agreement administratively pursuant to its terms if deemed necessary.