City of Ann Arbor

Legislation Text

File #: 20-0245, **Version:** 1

Resolution to Appropriate $21,700.00 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 ($373,370.00) **(8 Votes Required)**

Attached for your review and approval, please find a resolution to appropriate $21,700 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= <https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fa2gov.legistar.com%2FLegislationDetail.aspx%3FID%3D4299249%26GUID%3D7C40A02A-4EF0-4F8A-B86B-D62DA89785D2%26Options%3D%26Search%3D&data=02%7C01%7CSHiggins%40a2gov.org%7C06e5f73f5c5b40b46f1f08d7a4c4b73b%7C48afa58563754170b9d1e9c568bb92f3%7C0%7C0%7C637159037144835163&sdata=EZKOQ9g3MDuIUjYbMCL9mFIVcwADXN76Mdi7rpFa9CY%3D&reserved=0>>. However, based on direction provided by City Council at their January 21st 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 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 $21,700.00
  - Note: As identified in the proposed scope, the technical tasks (#1-4) amount to $12,700 and the engagement task (#5) amounts to $9,000

At their meeting on February 18, 2020, City Council referred this item back to the Transportation Commission for their consideration. Due to the COVID-19 pandemic, the Transportation Commission did not meet in the months of March or April but was able to discuss this item on May 20, 2020. They did not recommend approval of the proposed resolution but instead recommended that staff perform the work identified in the scope.

Budget/Fiscal Impact: The existing contract with Sam Schwartz Consulting, LLC is $351,670.00. The inclusion of this additional $21,700.00 would bring the total contract to $373,370.00. There is a budget of $88,000.00 for staff time for the project which brings the total project cost to $461,370.00, 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.

Prepared by: Raymond Hess, Transportation Program Manger

Reviewed by: Craig Hupy, Public Services Area Administrator

Approved by: Tom Crawford, Interim City Administrator

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 $21,700.00 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 $21,700.00to perform the additional work as described in the attached proposal for a total agreement amount of $373,370.00;

RESOLVED, That $21,700.00 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.