



Request for City Council Committee Action From the Department of Public Works

Date: January 17, 2012

To: Honorable Sandra Colvin Roy, Chair Transportation & Public Works Committee

Subject: **Contract Amendment with Urban Works, Inc. for the Management of Special Service Districts**

Recommendation:

That the proper City officials authorize a 2nd extension to Standard Agreement Contract with Urban Works, Inc., C-28221 of \$40,000.00 for a revised contract amount of \$170,000.00. The current contract period ends November 30, 2011; the revised end date would be February 29, 2012. Funds are available in the General Fund (6070800) and no additional appropriation is necessary.

Previous Directives:

Transportation & Public Works Committee Meeting of November 30, 2010: That the proper City officials authorize an extension to Standard Agreement Contract with Urban Works, Inc., C-28221. The original Agreement amount was \$50,000.00; the contract increase is \$80,000.00 for a revised contract amount of \$130,000.00. The original contract period was January 1, 2010 to December 31, 2010; the revised contract end date would be November 30, 2011. Funds are available in the General Fund (6070800).

Prepared by: Michael D. Kennedy, P.E., Director, Transportation Maintenance & Repair

Approved by:

Steven A. Kotke, P.E., City Engineer, Director of Public Works

Presenters: Michael D. Kennedy, P.E., Director, Transportation Maintenance & Repair

Reviews

Permanent Review Committee (PRC):	Approval Date: January 12, 2012
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Financial Impact

Action is within current department budget

Community Impact

Neighborhood Notification: Not Applicable
City Goals: A SAFE PLACE TO CALL HOME: the city's infrastructure will be well-maintained, people will feel safe in the city.
Comprehensive Plan: Not Applicable
Zoning Code: Not Applicable

Background/Supporting Information

Public Works entered into Standard Agreement C-28221 with Urban Works, Inc. for professional services related to management of Special Service Districts for 2010 and the City Council approved an increase and extension of that contract for 2011. At this time the contract amount has been expended.

Public Works desires to again increase the contract amount and extend the term. There were four primary factors that resulted in the greater than anticipated need for Urban Works professional services in 2011:

1. The number of SSD service contracts that had to be created due to expiring or nonexistent contracts (27 new contracts with a combined annual value of more than \$1.1 million in services were put in place in 2011).
2. The degree of coordination required to bid and procure these new contracts.
3. Some districts desired new services, and there were a number of new service delivery vendors that bid in 2011 for new contracts. That led to a greater than anticipated time required to develop, award and initiate these new contracts.
4. The transfer of knowledge and service district management to the newly hired SSD Project Manager, whose start date with Public Works of July, 2011 was later than anticipated.

These were unique circumstances that converged in 2011.

Even under normal circumstances there are many matters that need to be continually addressed to support the 15 Special Service Districts from processing various new service contracts, contract administration and management of current service contracts, and working with Advisory Boards. This, combined with the factors listed above led to a situation where additional consulting services were needed. Urban Works, Inc. has extensive experience supporting Public Works with these activities. The further extension of this Agreement allows for the accomplishment of needed work and knowledge transfer to support service delivery in Minneapolis Special Service Districts.

Public Works recommends that the Current Standard Agreement contract C-28221 be extended until February 29, 2012, and the contract amount of \$130,000.00 be increased by \$40,000.00 to a new amount of \$170,000.00. Funds are available in the general Fund (6070800).