



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

Date: June 17, 2014

To: Honorable Kevin Reich, Chair Transportation & Public Works Committee

Subject: **Contract Amendment with Urban Works, Inc. for Professional Services Related to Special Service Districts**

Recommendation:

Authorize the proper City officials to execute an amendment to the Standard Agreement Contract with Urban Works, Inc., C-37958.

- a. Extend the date of the contract to November 30, 2014 from the current contract end date of June 30, 2014.
- b. Increase the contract amount by \$50,000, from the original amount of \$50,000, to a total amount of \$100,000. Funds are available in the General Fund (6070600) and no additional appropriation is necessary.

Previous Directives:

None.

Department Information:

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

Approved by: _____
Steven A. Kotke, P.E., Director of Public Works

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

Reviews

- Permanent Review Committee (PRC): Approval YES Date May 22, 2014
- Civil Rights Approval Approval NA Date _____
- Policy Review Group (PRG): Approval NA Date _____

Financial Impact

- Action is within current department budget

Community Impact

- Neighborhood Notification: Not applicable
- City Goals: Maintain the physical infrastructure to ensure a healthy, vital and safe city
- Comprehensive Plan: Not applicable
- Zoning Code: Not applicable

Supporting Information

Public Works entered into Standard Agreement C-37958 with Urban Works, Inc. for professional services related to the management of Special Service Districts for 2014. At this time it is known that further services will be required for 2014. Public Works would like to increase the contract amount and extend the term.

There were four primary factors that resulted in an increased need for Urban Works services:

1. The work to create a City-managed policy is taking longer than anticipated due to further policy discussions and internal work with finance and procurement. Further business community outreach may be needed before the policy is presented to the City Council.
2. As we gain more experience with the Self-Managed SSD Policy, as the DID was renewed and the West Broadway Improvement District (WBID) is implemented, the Self-Managed Policy will need to be refined. Expert consulting support is needed to fully implement the WBID, the first Self-Managed SSD.
3. Existing SSD's are expanding the types of services they provide. Entirely new service package specifications need to be created, procured and delivered.
4. Certain property owners within the DID have submitted challenges to DID service charges, and have initiated legal action challenging the ordinance and their service charges. Urban Works' past involvement in the formation of the DID is crucial to these matters. The City Attorney's Office has asked that Urban Works be available for consultation as well as potential testimony on behalf of the City.

Public Works requested an extension and increase from the Permanent Review Committee. The committee recommended that the contract amount be extended by \$50,000, but the term extended only three months, rather than the requested six months, so that an RFP could be issued for future services. Public Works agrees with this approach, but believes that more time is needed to adequately prepare, issue, review responses, and execute a new contract. The PRC is aware of this of this modification of their recommendation and Purchasing has given approval.

Therefore, Public Works recommends that the Current Standard Agreement contract C-37958 be extended until November 30, 2014. Public Works also recommends that the contract amount of \$50,000.00 be increased by \$50,000.00 to a new total amount of \$100,000.00. No additional appropriation is necessary. Funds are available in the general Fund (6070600).