



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

Date: November 30, 2010

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

Referral: Honorable Betsy Hodges, Chair Ways & Means Committee

Subject: **Extend Contract for Professional Services, C-28221, for Management of Special Service Districts**

Recommendation:

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. No additional appropriation is necessary.

Previous Directives:

None

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: Not Applicable

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. At this time the contract amount has been expended. However, Public Works does not have the Project Manager – Special Service Districts hired at this time and anticipates it will take two to three months to fill the position.

There are many outstanding matters that need to be continually addressed to support the 15 Special Service Districts that cannot be completed by existing staff resources, from processing various new service contracts, contract administration and management of current service contracts, and working with Advisory Boards. Also, there are two Special Service Districts that have expressed interest in potential expansion and this work would need to start before other staff is in place, or other arrangements could be made. Urban Works, Inc. has extensive experience supporting Public Works with these activities. Extension of this Agreement will allow for a service bridge to when the Project Manager is on board and help provide transitional training and support into 2011.

Public Works recommends that the Current Standard Agreement contract C-28221 be extended until November 30, 2011, and the contract amount of \$50,000.00 be increased by \$80,000.00 to a new amount of \$130,000.00. No additional appropriation is necessary.