



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: January 16, 2020

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Sustainable Transportation Professional Services Agreement Award and Budget Amendment - Public Works

SUMMARY: Following the presentation from City Staff and Consultant Nelson/Nygaard during the November 19, 2019 Study Session, City staff recommends moving forward with the award of the professional services agreement for the Sustainable Transportation Plan.

AGENDA CATEGORY: Contract

PROPOSED BY: Public Works

RECOMMENDED MOTION: Approve with Consent Agenda

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

Amount:	\$268,000.00
Ongoing Cost:	
One-Time Cost:	\$268,000.00
Included in Current Budget?	No

BACKGROUND: On January 22, 2019, the Council reviewed the final form of a document developed by Councilmembers to describe a Sustainable Transportation project and directed staff to prepare a Request for Qualifications (RFQ) based on the activities identified in the Sustainable Transportation Proposal.

During several Council discussions in March 2019, the RFQ and selection process were discussed and modified. The City Council approved an RFQ on March 26, 2019. The RFQ was advertised in early April 2019 and three firms – Alta, Toole, and Nelson/Nygaard - submitted their qualifications. All three firms were interviewed on May 15, 2019, and Nelson/Nygaard was selected as the most qualified consultant for this project.

On June 18, 2019, Staff and Nelson/Nygaard prepared a preliminary scope and budget, based on the tasks identified in the RFQ, for discussion with Council. The Council directed staff to perform “best practices” research and create a new scope of work to evaluate and achieve the desired outcomes of the Sustainable Transportation Proposal.

At the July 9, 2019 Business Meeting, the City Council approved a "scoping scope of work" for consultant Nelson/Nygaard to conduct best practices research and prepare a revised scope of work for the ensuing Sustainable Transportation project.

At the August 6, 2019 Study Session, Consultant Nelson/Nygaard led a City Council discussion about setting goals for the Sustainable Transportation Plan.

At the November 19, 2019 Study Session, City staff and Consultant Nelson/Nygaard presented to City Council results from their best practices research and a Scope, Schedule, and Budget for the Sustainable Transportation Plan. Council made no changes to the Scope of Work but requested additional meetings to update Council on project progress. The revised project budget of \$268,000 reflects additional time necessary for the Consultant to attend Council meetings for the anticipated project duration.

The proposed work will be completed in two phases generally, with the first phase consisting of developing and implementing a community engagement plan to confirm goals and a prioritization framework. The second phase will consist generally of gap analyses of the existing transportation infrastructure and transportation options, development of proposed projects and policies to further community goals, and development of implementation scenarios.

City staff recommends approval of the professional services agreement with Nelson/Nygaard and budget amendment for the Sustainable Transportation Plan.

Upon Council approval, a budget amendment in the amount of \$134,000.00 will be included in the next quarter budget adjustment reporting.

ATTACHMENTS:

[Professional Services Agreement - Nelson Nygaard](#)

FISCAL DETAILS: The 2019-2020 biennial budget included \$150,000 for this item under Non-Motorized Transportation planning in the Streets Fund. The current phase has expended approximately \$16,000, leaving a balance of \$134,000. To support the project cost of \$268,000, a budget amendment in the amount of an additional \$134,000 would be needed for this project in its presented form.

At the Nov. 19 meeting, City Council indicated support for the use of Council Contingency funds for this additional funding.

The Council has previously approved total spending of \$10,300 from 2019 Council contingency funds, leaving available Council contingency funds of \$289,700 (per the 2019 Approved Budget of \$300,000).

This item proposes to use \$134,000 of these remaining funds, leaving a balance in 2019 Council contingency of \$155,700.

Fund Name(s): Streets Fund

Coding: