



Financial Services
Purchasing Division
215 N. Mason St. 2nd Floor
PO Box 580
Fort Collins, CO 80522
970.221.6775
970.221.6707- fax
fcgov.com/purchasing

MEMORANDUM

DATE:

TO: Kelly DiMartino, City Manager

THROUGH: Gerry Paul, Purchasing Director

FROM: Spencer M. Smith, Special Projects Engineer

SMS

RE: Recommendation to Extend Contract Term with Felsburg, Holt and Ullevig, Inc. for the West Elizabeth Corridor Concept Design for a Period of up to Five (5) Additional Years

Executive Summary

The purpose of this memo is to request approval to request Council's authorization by ordinance to extend the contract term with Felsburg, Holt and Ullevig, Inc. ("FHU") for the West Elizabeth Corridor Concept Design for a period of up to five (5) additional years.

Code Requirement

City Code Section 8-186(a) states that no contract for services or professional services, including all renewals, shall be made by the City for a period longer than five (5) years, unless authorized by ordinance, which ordinance shall not be passed as an emergency ordinance.

Background

The West Elizabeth travel corridor is currently the highest priority pedestrian/alternative mode corridor for improvement in the City and was highlighted in City Plan and the Transit Master Plan. The Project also aligns with the City's Strategic Plan goals for Transportation and Mobility, Vision Zero Plan and the Active Modes Plan. The Project envisions multimodal improvements along the West Elizabeth Street and West Plum Street corridor from Overland Trail to the Colorado State University ("CSU") Transit Center with connection to the Transfort MAX Laurel Station. The Project scope includes the Foothills Transit Station to increase connectivity with the CSU Foothills Campus, a protected roundabout at the intersection of Overland Trail and West Elizabeth Street, detached sidewalks, protected bike lanes, protected intersection improvements, and Bus Rapid Transit service.

After completing a competitive purchasing process, the City awarded a Professional Services Agreement Work Order (WO #1) Type to FHU in February 2021 for the thirty percent (30%) design of the West Elizabeth Corridor Concept Design. The City issued an extension to WO #1 for FHU to finalize the 30% design and provide grant support to assist the City with a federal construction grant application. In the interest of project continuity and efficiency, the City chose to issue a second work order (WO #2) to FHU for final design of the Project. The City has issued the allowable number of one-year contract extensions under the original contract to allow FHU to complete the 30% design and progress through final design. The design team is now requesting this contract extension to allow FHU to take the Foothills Transit Station and roundabout portion

of the Project, along with the West Plum Street segment (from Shields Street to Meridian Avenue) segment to one hundred percent (100%) design.

The design of the Project was not completed within the five (5) year period of the original Professional Services Agreement due to Project scope and routing revisions, as well as pauses in the design while the City and consultant team navigated construction funding challenges and evaluated alternatives options to move the Project forward. Ultimately, the City has decided that proceeding with final design of portions of the Project will potentially provide more opportunities to secure construction funding and build out the Project in phases. The City plans to issue two new work orders under the original Professional Services Agreement (if this contract extension is approved) to FHU for finalization of the design of the Foothills Transit Station and roundabout and the West Plum Street corridor segment. The Foothills Transit Station and roundabout portion of the Project is currently at ninety percent (90%) design, while the West Plum Street segment of the corridor is at sixty percent (60%) design. Neither portion of the Project is currently funded for construction. Completion of the design for these portions of the Project will help the City move forward with identifying a funding source for construction and installation of these portions of the overall Project.

Exception Justification

It is in the best interest of the City, to extend the contract with FHU to complete the West Elizabeth Corridor Concept Design because significant progress has been made by the consultant team. Keeping the same design team on the project to finalize these portions of the corridor is more efficient and will provide continuity in the design. If the existing contract is not renewed, the City would have to complete another competitive purchasing process for a new contract, which would add significant delay to the design completion.

Financial Impact

The proposed ordinance will extend the existing design contract and does not require additional funding appropriation. The design funds have previously been appropriated.

Recommendation

Recommend approval to request Council's authorization by ordinance to extend the contract term with FHU for the West Elizabeth Corridor Concept Design for a period of up to five (5) additional years.