



Town of Johnstown

TOWN COUNCIL AGENDA COMMUNICATIONS

AGENDA DATE: April 5, 2021
SUBJECT: Award Design Consultant for Charlotte Street Rehabilitation Project
ACTION PROPOSED: Approve Design Consultant Selection
ATTACHMENTS: 1. Proposal for Services
PRESENTED BY: Ellen Hilbig, Deputy Public Works Director

AGENDA ITEM DESCRIPTION:

During the 2021 budget appropriation, Public Works identified Charlotte Street between Letford Elementary and Parish Park as an ideal candidate for a street Rehabilitation project. Staff will work with a design consultant to evaluate the current right-of-way which includes a 50ft pavement width with sidewalks on each side and number of challenging intersection configurations. The design consultant is tasked with presenting two roadway configuration alternatives to the community for input on use and overall vision. The project will include the replacement of aged utility infrastructure including sewer and water lines as well as extending the Old Town stormwater design along Charlotte Street to continue addressing surface flooding issues. The project will also evaluate utilizing similar aesthetic improvements to the pavers and bump outs to facilitate safe pedestrian crossings that were installed in 2013 along the section of Charlotte Street adjacent to Parish Park.

Charlotte Street is a unique opportunity as it is adjacent to SH 60 and provides sufficient ROW width to explore multimodal transportation options such as a dedicated bike routes and wider sidewalks to increase safety and walkability. Letford Elementary is planned to become a future community park allowing for Charlotte Street to evolve into a park-to-park connection that can facilitate community events as well as develop into a future parade route.

The Town recruited Tait & Associates Engineering to provide a proposal to perform the design for Charlotte Street due to their knowledge of the design area and the successful working relationship developed on the Old Town Street and Drainage Rehabilitation project. The project has a restricted design schedule of 6 months in order to meet the September 3rd DOLA application deadline for the Energy/Mineral Impact Assistance Fund Grant (EIAF).

The goal is for the design to be 90% complete by August when Staff applies for the \$1,000,000 matching EIAF grant through DOLA during the 2021 grant application process. Staff believes that the Charlotte Street Rehabilitation project qualifies as a strong contender to be awarded grant funds. If the Town applies in August and is awarded the grant by December, construction would be anticipated to started at the beginning of 2022.

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Tait & Associates Engineering provided a proposal cost of \$445,512 to complete the project in the limited design window that exceeded the \$400,000 budgeted for the project in 2021 by \$45,512. Staff will bring a formal budget amendment to address the additional funds to Council later this year to adjust what is required for this project, if it is necessary.

Town of Johnstown Comprehensive Financial Management Policies.

11. Exemptions from Public Bidding. The Town recognizes the need to use outside sources for providing Professional Services, constructing Capital Projects (vendors and contractors) and for providing services for day-to-day operations and maintenance. The Town requires staff to solicit bids for any purchase of goods over \$50,000, per engagement or annually. This requirement may be waived by the Town Manager for ongoing service contracts where the past experience related directly to the Town is a compelling reason to continue a service contract from year to year. Selection of vendors, contractors or consultants may be based on past experience with the Town, knowledge of the Town and region, philosophy of the nature of the job, availability of time, quality of product, quality of service and material, maintenance, warranties, price and other such criteria as deemed appropriate for a particular public project. The Town recognizes the following exemptions for the Public Bid Process:

- a. Professional Services. This purchasing policy shall not apply to professional services and the requirements shall not be mandatory in the employment of professional services. Professional services include, but are not limited to the following: Attorneys, Bond Counsel, Certified Public Accountants/Auditors, Consultants, Engineers, Financial Advisors, Physicians and Real Estate Brokers. The Council may award these services as desired and at their discretion. The staff shall use the following criteria when applicable and necessary, based on specific project that includes:
 1. Past experience in performing the services requested;
 2. Responsiveness to the needs of the Town, with respect to time to complete the project, the approach to the project, and anticipated design concepts offered
 3. Responsibility and experience in dealing with municipal governments and projects of similar size, scope and nature;
 4. The professional's engagement team, including the experience and resumes of key personnel assigned; and
 5. Results of reference checks and past performance for other clients.

LEGL ADVICE:

The Town will utilize its Standard Professional Services Agreement for this Design.

FINANCIAL ADVICE:

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Staff budgeted \$350,000 in the Streets & Alley Fund and \$50,000 in the Drainage Fund for a total of \$400,000. The design proposal cost came in at \$445,512 exceeding the budgeted amount by \$45,512. Staff will bring a formal budget amendment to address the additional funds to Council later this year to adjust what is required for this project, if it is necessary.

RECOMMENDED ACTION:

Approve selection of Tait & Associates Engineering as the design consultant for the Charlotte Street Rehabilitation project in order to meet the design schedule required to apply for the 2021 DOLA grant and authorize the Town Manager to sign the Professional Services Contract with Tait & Associates Engineering for the Contract amount of \$445,512.

SUGGESTED MOTIONS:

For Approval: I move to award Tait & Associates Engineering as the design consultant for the Charlotte Street Rehabilitation project and authorize the Town Manager to sign the Professional Services Contract with Tait & Associates Engineering for the Contract amount of \$445,512.

For Denial: I move to deny the selection of Tait & Associates Engineering as the design consultant for the Charlotte Street Rehabilitation project and proceed with competitive bids.

Reviewed and Approved for Presentation,



Town Manager