

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	September 3, 2024	
Name of Agenda Item:	Agreement with the Transpo Group for Consultant Services to Update the City's Transportation Element of the Comprehensive Plan	
Section of Agenda:	Consent	
Department:	Community Development Department	
Council Committee Review:	Legal Review:	
<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input type="checkbox"/> Other: <u>Mayor</u>	<input type="checkbox"/> Yes - Reviewed <input checked="" type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required
Attachments:		
Scope of Services, Budget		
Summary Statement:		
<p>The Planning Division is currently coordinating efforts to update the City's Comprehensive Plan. One State-required aspect of the Comprehensive Plan that has not yet been included in the current scope of work is the update to the Transportation Element – which is an appendix to the Plan. The City published a Request for Proposals and collected just one response from the Transpo Group. Having worked closely with the City on a variety of other transportation projects, including the last update to the element, Transpo is highly qualified to complete the proposed update.</p> <p>Staff worked with Transpo to develop a scope of work which includes community outreach and agency coordination, an evaluation of the City's existing conditions, updating goals and policies, creating a multi-modal level of service standard, a need assessment, updating the City's improvement projects list and associated cost estimates, and updating the transportation system plan and financing strategy.</p> <p>A copy of the proposed contract and summary of expenses were reviewed with the CDC at the August 21st meeting. The Committee asked that staff identify any portions of the contract which could be covered with the climate planning grant, such as the state-required work related to multi-modal level of service. Staff will request an amendment to the grant proposal the Department Commerce to reduce the burden to the City's general fund. The estimated cost of services is \$119,290. Pending confirmation from the Department of Commerce, \$11,680 of this can be covered by the Climate Planning Grant leaving \$107,610 to be covered by the city's General Fund.</p>		
Recommended Action:		
<p>Motion to approve the contract with Transpo Group dated August 8, 2024, for services related to the update of the City's Transportation Element on the condition that, to the greatest extend possible, portions of the work be covered by funds from the Climate Planning Grant which was awarded to the City of Lynden earlier this year, and to authorize the Mayor's signature on the contract.</p>		