



CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Jason Anderson
Meeting Date:	Tuesday, March 26, 2024
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Project ST-007: UCAP Bus Shelter Project - Memorandum of Understanding (MOU) between Community Transit of United Community Action Partnership (UCAP) and the City of Marshall
Background Information:	<p>Attached for Council review is the Memorandum of Understanding between Community Transit of United Community Action Partnership (UCAP) and the City of Marshall.</p> <p>This project is included in the 2024 capital improvement plan (CIP). Community Transit of United Community Action Partnership (UCAP Transit) has been awarded a grant project that totals \$207,000, including grant dollars and local match. UCAP Transit approached City staff in 2021 regarding the engineering and construction administration of this project, which includes the installation of bus shelters and ADA sidewalk improvements at various locations as follows: Camden Drive/Riverview Apartments, Freedom Park/Dogwood Ave, Susan Drive/Baseline Road, N 4th Street/Darlene Drive (maps attached). Most of the improvements will be in city right-of-way.</p> <p>UCAP Transit will be responsible for all capital outlay for this project, and the City will serve as the project sponsor for the grant and the engineer of record for the project.</p> <p>Included in the packet is a Memorandum of Understanding between UCAP Transit and the City of Marshall, as well as proposed bus shelter locations. This Agreement supersedes the Memorandum of Understanding executed by UCAP on 01/19/2022 and the City of Marshall on 11/23/2021 (copy attached).</p> <p>This project is similar to the UCAP Transit Bus Shelter project (Z52) that the City administered on behalf of UCAP Transit in 2020 where shelters and associated sidewalk improvements were installed at N 4th Street/Redwood, S 4th Street/Stephen, and Birch Street near Village Drive.</p> <p>This project has been reviewed at the following previous meetings: PI/T 11/22/2021, City Council 11/23/2021, and PI/T 02/13/2024.</p>
Fiscal Impact:	The project's grant match will be provided by UCAP Transit. There is no direct cost to the City of Marshall. The City's contribution is the professional staff hours required to create, administer, and deliver the construction project for UCAP Transit. The City will charge the cost of engineering and administering the project to UCAP in the amount of 16% of project costs, estimated at \$33,120.
Alternative/Variations:	No alternative actions recommended.
Recommendations:	that the Council authorize the execution of the attached Memorandum of Understanding between Community Transit of United Community Action Partnership and the City of Marshall.