



**PI/T – 02/13/2024**  
**AGENDA ITEM REPORT**

<b>Presenter:</b>	Jason Anderson
<b>Meeting Date:</b>	Tuesday, February 13, 2024
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Project ST-007: UCAP Bus Shelter Project
<b>Background Information:</b>	<p>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.</p> <p>This project 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 4<sup>th</sup> Street/Darlene Drive (maps attached). Most of the improvements will be located 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>A Memorandum of Understanding between UCAP Transit and the City of Marshall will be executed at a future City Council meeting and prior to advertisement for bids. A draft of the MOU is 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 4<sup>th</sup> Street/Redwood, S 4<sup>th</sup> Street/Stephen, and Birch Street near Village Drive.</p>
<b>Fiscal Impact:</b>	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.
<b>Alternative/ Variations:</b>	No alternative actions recommended.
<b>Recommendations:</b>	Approve of the project design and authorize city staff to bring forward for City Council consideration.