



## AGENDA REPORT

### City Council Meeting

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**TODAY'S DATE:** September 29, 2026

**MEETING DATE:** October 7, 2026

**TO:** MAYOR AND CITY COUNCIL

**FROM:** Erik Bush PLA, Project Manager, City Forester

**SUBJECT:** Downtown Revitalization Phase 3 – Amendment No. 2 to Professional Services Agreement with Welch Comer

Downtown Revitalization Phase 3 implements City Council-adopted plans, including the Downtown Streets Plan and Design Guide, the Multimodal Transportation Plan, and the Downtown Waterfront Design Competition Stage 3 Design Report. These plans identify First Avenue as a priority downtown corridor for improved pedestrian facilities, multimodal access, streetscape improvements, stormwater management, public spaces, and support for downtown businesses.

The original Professional Services Agreement with Welch Comer & Associates, Inc. was executed November 19, 2025. It provided for full design of First Avenue from Church Street to Lake Street and preliminary design from Lake Street to Superior Street. The project includes roadway reconstruction, wider sidewalks, streetscape and landscaping improvements, parking improvements, stormwater management, lighting, and utilities.

Since the agreement was executed, the City has secured federal funding for construction. The use of federal funding requires coordination with LHTAC for federal-aid project administration and adds environmental, cultural resource, right-of-way, design, and bidding requirements that were not included in the original agreement.

On June 3, 2026, City Council directed staff to continue advancing Phase 3 based on the anticipated federal funding requirements, including a revised construction start date, and to extend the project limits for design and construction south along First Avenue to Superior Street. Amendment No. 2 implements that direction by advancing the Lake Street to Superior Street segment from preliminary design to final design and construction documents and adding the work required for federal funding.

Key scope additions include:

- Extend full design services from Lake Street to Superior Street, including roadway, sidewalk, ADA/PROWAG, streetscape, landscaping, lighting, utilities, signing and striping, traffic control, waterline, right-of-way, and related design services.
- Complete 100% design of the First Avenue and Superior Street intersection following the City Council-selected intersection configuration.
- Extend stormwater design into the Lake Street to Superior Street segment, including the new stormwater main and outfall.
- Convert the project design and construction documents to ITD/LHTAC standards and formats, including additional review and concurrence at 30%, 90%, and PS&E stages.
- Coordinate with LHTAC and ITD on federal-aid project administration, project milestones, design reviews, design exceptions, and documentation required for construction authorization.

- Complete the environmental and permitting work required for the federal funding under two separate processes for CDBG and LHTAC funding, including NEPA documentation, the CDBG/HUD Environmental Review Record, biological review, Section 401 and Section 10/404 coordination, and related environmental documentation.
- Complete cultural resource compliance under Section 106, including architectural history and archaeological investigations, SHPO coordination, and a Section 4(f) de minimis determination.
- Incorporate federal construction contract requirements into the plans, specifications, and estimates, including Buy America, DBE, and Davis-Bacon requirements.
- Provide additional public engagement, including one additional Technical Advisory Group meeting and one additional community open house.
- Complete additional survey, utility coordination, and right-of-way work required for the expanded project limits and federal-aid documentation.

The original agreement amount is \$741,700. Amendment No. 2 adds \$889,200 in professional services, resulting in an adjusted agreement amount of \$1,630,900.

The amendment provides for final design of the full corridor from Church Street to Superior Street and the additional work required to prepare the project for federally funded construction. This contract amendment is within the expected range for work of this complexity, and follows the project budget presented to City Council during the June 3, 2026 meeting.

#### **STAFF RECOMMENDATION:**

Staff recommends City Council approve Amendment No. 2 to the Professional Services Agreement with Welch Comer & Associates, Inc. for Downtown Revitalization Phase 3 in the amount of \$889,200, increasing the total agreement amount to \$1,630,900, and authorize the Mayor to execute the amendment to the professional services agreement.

#### **ACTION:**

Move to approve Amendment No. 2 to the Professional Services Agreement with Welch Comer & Associates, Inc. for Downtown Revitalization Phase 3 in the amount of \$889,200, increasing the total agreement amount to \$1,630,900, and authorize the Mayor to execute the amendment.

**WILL THERE BE ANY FINANCIAL IMPACT? Yes HAS THIS ITEM BEEN BUDGETED? Yes**

#### **ATTACHMENTS:**

1. Proposed Resolution
2. Proposed Amendment No. 2
3. Professional Services Agreement with Welch Comer
4. Amendment No. 1