



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: April 4, 2022		Subject: Resolution No. 2965 Authorizing City Manager to Execute a Professional Services Agreement for Update of the Transit Master Plan Staff Member: Kelsey Lewis, Grants and Programs Manager Department: SMART	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda		<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: Staff recommends Council adopt the Consent Agenda.			
Recommended Language for Motion: I move to approve the Consent Agenda.			
Project / Issue Relates To:			
<input checked="" type="checkbox"/> Council Goals/Priorities:	<input checked="" type="checkbox"/> Adopted Master Plan(s): Transit Master Plan	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

Jarrett Walker and Associates, LLC, whether to approve a professional services agreement, to update the Transit Master Plan for SMART and the City of Wilsonville.

EXECUTIVE SUMMARY:

The current Transit Master Plan is nearing the five-year mark since its adoption in 2017. Having achieved the salient goals and objectives therein, and in an effort to better understand the future of public transit travel patterns in a post-pandemic Wilsonville, SMART released a Request for Proposals on February 2, 2022 for qualified consultants. Two firms submitted proposals on March 1, 2022. Staff reviewed and scored proposals, and recommends Jarrett Walker and Associates, LLC for this contract award. The contract will be substantially in the form attached to the resolution, subject to final negotiation of the terms by the City Attorney.

EXPECTED RESULTS:

Contract approval with Jarrett Walker and Associates, LLC and their subsequent performance to deliver an updated Transit Master Plan.

TIMELINE:

Plan adoption and project completion is estimated for June 2023. Substantial public engagement will take place in the summer and fall of 2022.

CURRENT YEAR BUDGET IMPACTS:

The total contract fee is not to exceed \$200,266. It is anticipated that \$40,000 will be spent in FY 21/22 and the remaining balance will be spent in FY 22/23. This project is budgeted with a combination of Statewide Transportation Improvement Fund (STIF) discretionary and formula funding.

COMMUNITY INVOLVEMENT PROCESS:

This project will include multiple opportunities for community involvement and equitable community engagement is a key priority of the planning process. Staff anticipates the majority of public engagement activities to take place in the summer and fall of 2022 with meetings with the Planning Commission and City Council meetings will take place after public involvement and at adoption.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

The Transit Master Plan will be updated to address new technologies, grant funding opportunities, and recommendations for additional projects based on community input. The update will contribute to SMART's mission to provide convenient, safe, and reliable transportation services in a fiscally responsible manner to meet the needs of Wilsonville residents, employees, and visitors of all ages, ethnicities, and income levels.

ALTERNATIVES:

The City Council could decide not to award the contract at this time.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Resolution No. 2965
 - A. Professional Services Agreement