



# City of Columbia

701 East Broadway, Columbia, Missouri 65201

Department Source: Parks and Recreation

To: City Council

From: City Manager & Staff

Council Meeting Date: April 3, 2017

Re: Report: \$6,000 Change Order to \$19,880 Allstate Consultants Contract

## Executive Summary

As required by Ordinance 15992, any changes to an engineering contract that was originally under \$20,000 that due to a change order, will now exceed \$20,000 must be approved by the City Manager and reported to City Council. The Parks & Recreation Department has an existing contract with Allstate Consultants for the amount of \$19,880 and wish to extend it by another \$6,000 in order to complete trail easement description and related plan documents.

## Discussion

In the daily operation of the City, there are numerous minor situations where the services of a professional architect or engineer is required. Most of these situations are due to requirements of city and state permits and range from storm water calculations of a proposed park shelter to sizing an electric transformer for athletic field lights. Usually, these projects are well under \$20,000 and departments may select from a pool of pre-qualified architects and engineers. These are firms that have previously conducted satisfactory work for the City and have expertise in a specific area. The prequalified firms are reviewed and selected each year and they are required to submit a schedule of the hourly rates for the services identified. For each project, the firms must submit a scope of services, project timeline, names of persons to perform the services, and a not-to-exceed amount.

As stated in Section 2 (f) "Contracts with pre-qualified firms will be limited to a maximum of \$20,000 per project and an aggregate maximum of \$100,000 per year. These amounts may be exceeded only by written change order approved by the City Manager and reported to the City Council."

At the March 16, 2015 meeting, Council approved the plans for the extension of the Hinkson Creek Trail to Rollins Road from the east side of Hinkson Creek per the motion below:

*The motion made by Mr. Thomas and seconded by Ms. Hoppe directing staff to proceed with plans and specifications for Option 1, as amended to not include sidewalks on Southwood Drive and parts of Bluffdale Drive, and Option 3, was approved by voice vote with only Mr. Skala voting against it.*

Allstate Consultants was hired by the P&R Department to establish the trail route for Option 3, including the determination of bridge locations. The University of Missouri has agreed to this preliminary route and is requesting that detail easement descriptions be developed prior to signing an agreement to allow the trail on University property. This extra \$6,000 will allow Allstate to finalize the easement description including all required legal plans and drawings.



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Once the easements have been described, staff will send them to the University of Missouri for their review and approval.

Once the University has signed the easements, staff will then return to Council for official acquisition and authorization to proceed with the project.

## Fiscal Impact

Short-Term Impact: \$6,000

Long-Term Impact: NA

## Vision & Strategic Plan Impact

### Vision Impacts:

Primary Impact: Parks, Recreation & Greenways, Secondary Impact: Not Applicable, Tertiary Impact: Not Applicable

### Strategic Plan Impacts:

Primary Impact: Infrastructure, Secondary Impact: Social Equity, Tertiary Impact: Not Applicable

### Comprehensive Plan Impacts:

Primary Impact: Mobility, Connectivity, and Accessibility, Secondary Impact: Infrastructure, Tertiary Impact: Inter-Governmental Cooperation

## Legislative History

Date	Action
03/16/2015	Public Hearing Construction of the Hinkson Trail East-West Connection Project <a href="http://www.como.gov/Council/Commissions/downloadfile.php?id=16950">http://www.como.gov/Council/Commissions/downloadfile.php?id=16950</a>

## Suggested Council Action

No Council action is required.