

Memorandum

City of Lawrence

Planning & Development Services

TO: David L. Corliss, City Manager

FROM: Todd Girdler, Senior Transportation Planner

CC: Cynthia Wagner, Assistant City Manager
Diane Stoddard, Assistant City Manager
Scott McCullough, Planning and Development Services Director

Date: July 13, 2010

RE: Approval of Contract with PB Americas, Inc. for On-Call Travel Demand Modeling Services

On July 8, 2010 the Lawrence-Douglas County Metropolitan Planning Organization (MPO) approved a 2010 Unified Planning Work Program (UPWP) amendment that includes an on-call modeling consultant project for up to \$10,000 in 2010. The MPO programmed \$10,000 in federal transportation planning funds for this project with the non-federal match coming from cost sharing activity funding supplied by KDOT. There is no need for City funds to match the federal dollars being spent on this 2010 consultant contract. The MPO has had this type of modeling support contract in recent years to supplement the in-house MPO staff.

On January 15, 2010 a Request for Proposals was issued for this project and on March 10, 2010 the selection committee met to select three firms for interviews which were conducted on March 31, 2010. PB Americas, Inc. was selected as the preferred firm following these interviews. A work scope for this contract was negotiated for this project, and the legal review of the draft contract was completed on May 27, 2010. Following this negotiation a contract was sent to PB for signatures and returned to the MPO staff on July 9, 2010.

Since the MPO has already approved this project which will be 100% MPO funded for 2010, it seems reasonable to execute this contract with PB so that we can use these services as needed. Since the MPO uses the City as its procurement officer this contract needs to be executed by the City on behalf of the MPO.

Staff requests that you place this item on a City Commission agenda so that they may approve the execution of this contract with PB and direct the appropriate City official to sign the contract. Attached is a copy of the contract signed by PB for your review.