

## Department of City Planning

Ordinance No.: 1167-2024

### EXECUTIVE SUMMARY

Authorizing the Director of City Planning to exercise the first option to renew Contract No. PS 2024-0030 with Stantec Consulting Services, Inc., to provide professional services for on-call planning services.

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#### **Background/Purpose:**

The goal of the Planning Commission’s on-call professional planning services is to augment the Department’s staff capacity to take plans into implementation. Authorized through Ord. 1200-2023, the Department of City Planning selected Stantec Consulting Services, Inc. as a consultant through a competitive RFP process. Per Ord. 1200-2023, additional authorization is required to renew the existing contract.

In renewing the existing contract, the Department of City Planning also requests encumbering \$100,000.00 budgeted from FY 2024 for the purpose of professional on-call services. This will supplement the remaining balance below for 2025 projects, e.g. a transportation design project for Payne Avenue Phase II Striping Plan.

<b>Task</b>	<b>Budget</b>
<b>Total Contract Amount</b>	\$200,000
Project Management	\$6,870
East 55 <sup>th</sup> Safety Study	\$51,239
Payne Avenue Striping Plan	\$47,000
Prospect/Huron One-Way Pairs Plan	\$59,094
East 22 <sup>nd</sup> Public Art Project	\$10,440
Columbus Peninsula Development Analysis	\$15,183
<b>Total</b>	\$189,826
<b>Remaining Balance</b>	\$10,174

#### **Scope:**

The following activities are available under the existing On-Call Professional Planning Services scope:

- **Urban planning.** Aid the City Planning staff in the development and preparation of small area land use plans or corridor plans

- **Multi-modal or transportation planning and preliminary engineering.** Produce conceptual plans, preliminary engineering documents, design documents, construction documents
- **Architecture, landscape architecture, or urban design services.** Produce renderings, massings, conceptual site plans, drawings to support ongoing City-sponsored planning, zoning and development efforts
- **Graphic design and communication collateral.** Produce design guidelines, City process guidelines (e.g. design review), planning processes and timelines, etc.
- **Programming and cost estimating.** Aid in the preparation of detailed streetscape programming, including development of project cost estimates and phasing plans
- **Policy and/or best practices research.** Produce documents that summarize case studies, best practices, and/or policy research related to zoning, planning and development, equitable development
- **Other planning studies and activities as needed.**

**Justification/Urgency:**

The contract renewal is essential to complete goals related to transportation project implementation guided by planning principles. The contract renewal will assist staff on technical resources and best practices research for FY 2025 for aspects of our proposed work plan. With the Director’s transition in December 2024 and the contract’s end date in February 2025, it is City Planning’s request to review the proposed contract renewal at this time.

Image 1: 2025 Work Plan for the Planning Commission

