



# City of Hudson, Ohio

## Staff Report With Text

**File #:** 15-170      **Version:** 1      **Name:**

**Type:** Resolution      **Status:** Passed

**File created:** 10/15/2015      **In control:** City Council

**On agenda:** 11/3/2015      **Final action:** 11/17/2015

**Title:** A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN ADDENDUM TO A CONTRACT WITH HOUSEAL LAVIGNE ASSOCIATES, LLC FOR EXTRA CONSULTING WORK REQUIRED TO COMPLETE A DOWNTOWN PHASE II PLAN AS PART OF THE CITY'S COMPREHENSIVE PLANNING PROCESS; AND DECLARING AN EMERGENCY.  
Executive Summary: This Resolution would authorize a \$6,500 increase to the original \$99,880 contract.

**Sponsors:** William A. Currin

**Indexes:** Community Development

**Code sections:**

**Attachments:** 1. Houseal Lavigne 20140701 Scope of Work, 2. Houseal Lavigne Memo 20150622 Downtown Phase II, 3. Houseal Lavigne E-mail 20151027, 4. Resolution No. 15-170

Date	Ver.	Action By	Action	Result
11/17/2015	1	City Council	adopted on third reading	Pass
11/3/2015	1	City Council	second reading	
10/27/2015	1	City Council Workshop	item forwarded	
10/20/2015	1	City Council	tabled	Pass
10/20/2015	1	City Council	to suspend the rule requiring three readings	Pass
10/20/2015	1	City Council	first reading	

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN ADDENDUM TO A CONTRACT WITH HOUSEAL LAVIGNE ASSOCIATES, LLC FOR EXTRA CONSULTING WORK REQUIRED TO COMPLETE A DOWNTOWN PHASE II PLAN AS PART OF THE CITY'S COMPREHENSIVE PLANNING PROCESS; AND DECLARING AN EMERGENCY.

**Executive Summary:** This Resolution would authorize a \$6,500 increase to the original \$99,880 contract.

### Legislative History

Council retained Houseal Lavigne Associates with passage of Resolution No. 14-71 on May 21, 2014.

### Purpose & Explanation

Comprehensive Plan consultant Houseal Lavigne Associates has requested \$6,500 over the original contract amount of \$99,880. The charges are for extra work that was required to complete the Downtown Phase II Plan.

To avoid repetition of work, the consultant has been very intentional about obtaining acceptance of a work

product before proceeding to the next, the prior work product usually being more general than the more detailed product to follow.

Following general acceptance of the downtown framework that laid out land use in Phase II by the Downtown Committee in March, the consultant prepared a concept plan and illustrative concept, which was a three-dimensional depiction of the plan. Staff reviewed the plan and the illustrative concept, and after making some corrections as recommended by staff to bring the plan into closer conformance with the accepted framework, a revised plan and illustrative concept were released to the Downtown Committee for review and approval.

At its meetings of May 20 and June 10, the Downtown Committee made recommendations to the plan that required significant revisions to the plan and the way it was represented. This caused the consultant to repeat several steps that were thought to have been settled including the framework plan (bubble diagram), final plan, and illustrative concept that involve labor intensive graphics.

The planning process contemplates revisions to the plan along the way; however, the need to revisit significant work in the downtown plan exceeds the assumptions made in the Scope of Work and approved Project Schedule.

The 2015 Budget includes funds for just this type of contingency. Staff has heard nothing but compliments about the quality of the consulting firm. We believe the City will be getting an excellent plan and, even with these extra charges, an excellent value.

### Timing Considerations

Staff asks Council to act on the Resolution as soon as it is able.

### Fiscal Impact

☒ Currently Budgeted  
☐ Supplemental Appropriation Required  
☐ Appropriation Not Required.

### Suggested Action

Staff recommends Council authorize the increase in the contract.

### Submitted by,

Jane Howington, City Manager

Mark Richardson, Community Development Director