



**TO: LINDA GORTON, MAYOR  
URBAN COUNTY COUNCIL**

**FROM: THERESA REYNOLDS, DIRECTOR  
DIVISION OF GRANTS AND SPECIAL PROGRAMS**

**DATE: MAY 31, 2024**

**SUBJECT: Execute Consultant Services Agreement and Award Complete Streets Design Manual to Toole Design Group, LLC (RFP 9-2024)**

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**Request:** Council authorization to execute Consultant Services Agreement and award the Complete Streets Design Manual project to Toole Design Group, LLC at a cost not to exceed \$450,000.

**Purpose of Request:** In December 2022, LFUCG adopted a Complete Streets Policy directing LFUCG to utilize best-practices Complete Streets design principles and standards when reconstructing streets, building new streets, and maintaining existing streets. The Complete Street Design Manual will integrate the LFUCG Roadway Manual, Subdivision/Zoning Regulations, and Traffic Management Program Guide into a Complete Streets Design Manual that aligns with current best-practices.

On January 16, 2024, the LFUCG issued RFP #9-2024 seeking proposals from qualified professional engineering, planning, and urban design firms to develop the LFUCG Complete Streets Design Manual. Three (3) proposals were submitted in response. The Selection Committee recommended Toole Design Group, LLC as the most qualified consultant to conduct the Scope of Work as outlined in the RFP and further detailed in the consultant's response.

**Cost in this Budget year and future budget years:** Total cost in FY24 is \$450,000 (\$360,000 in federal funds and \$90,000 in local match.) There are no anticipated planning costs in future budget years.

**Are the funds budgeted?** Yes, 3160-160705-0001-71299 COMPLETE\_ST\_2024 FED\_GRANT

**File Number:** 0586-24

**Director/Commissioner:** Duncan/Horn

