



# Huntsville, Alabama

305 Fountain Circle  
Huntsville, AL 35801

## Cover Memo

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**Meeting Type:** City Council Regular Meeting **Meeting Date:** 6/13/2024

**File ID:** TMP-4265

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**Department:** Planning

**Subject:**

**Type of Action:** Approval/Action

Resolution authorizing the Mayor to execute Modification No. 2 to the Agreement between the City of Huntsville and Urban Design Associates, LTD to assist with the Mill Creek CNI Implementation Grant Application.

Resolution No.

**Does this item need to be published?** No

If yes, please list preferred date(s) of publication: N/A

**Finance Information:**

**Account Number:** TBD

**City Cost Amount:** \$29,000 additional

**Total Cost:** \$ 245,780.00.

**Special Circumstances:**

**Grant Funded:** N/A

**Grant Title - CFDA or granting Agency:** N/A

**Resolution #:** No. 23-679

**Location:**

**Address:** N/A

**District:** District 1 ☐ District 2 ☐ District 3 ☐ District 4 ☐ District 5 ☐

**Additional Comments:**



**RESOLUTION NO. 24-**

**BE IT RESOLVED** by the City Council of Huntsville, Alabama, that the Mayor be, and is hereby authorized to execute an agreement between Urban Design Associates, LTD., and the City of Huntsville, a municipal corporation in the State of Alabama, which said agreement is substantially in words similar to that certain document attached hereto and identified as “Modification No. 2 to Agreement between the City of Huntsville and Urban Design Associates, LTD for the Preparation of a CNI Grant Application” consisting of six (6) pages including Exhibit A and B, and the date of June 13, 2024, appearing on the margin of the first page, together with the signature of the President or President Pro Tem of the City Council, an executed copy of said document being permanently kept on file in the Office of the City Clerk of the City of Huntsville, Alabama.

**ADOPTED** this the 13<sup>th</sup> day of June, 2024.

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President of the City Council of  
the City of Huntsville, Alabama

**APPROVED** this the 13<sup>th</sup> day of June, 2024.

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Mayor of the City of Huntsville, Alabama

**MODIFICATION NO. 2 TO  
AGREEMENT BETWEEN THE CITY  
OF HUNTSVILLE AND URBAN  
DESIGN ASSOCIATES, LTD**

**STATE OF ALABAMA     )**  
**)**  
**COUNTY OF MADISON    )**

**MODIFICATION NO. 2 TO AGREEMENT FOR THE PREPARATION OF  
A CNI GRANT APPLICATION**

This Modification No. 2 to Agreement is made this 13<sup>th</sup> day of June, 2024, by and between the City of Huntsville, Alabama, a municipal corporation (hereinafter referred to as the “City”) and Urban Design Associates, Ltd., a Pennsylvania corporation (hereinafter referred to as “Urban Design”). The City and Urban Design hereby agree as follows:

**RECITALS**

**WHEREAS**, the City and Urban Design entered into an Agreement for the Preparation of a CNI Grant application on August 24, 2023 pursuant to Resolution No. 23-679 of the Huntsville City Council; and

**WHEREAS**, the parties entered into Modification No. 1 to that Agreement on January 25, 2024 pursuant to Resolution No. 24-48 of the Huntsville City Council; and

**WHEREAS**, the parties mutually desire to add the additional services set forth in Exhibit A attached hereto and incorporated herein by reference; and

**WHEREAS**, due to unforeseen circumstances, additional time is required to complete the services specified in the Agreement; and

**WHEREAS**, adding the additional services will increase both the contract price and the performance time; and

**WHEREFORE**, the City and Urban Design mutually desire to amend the Agreement to as set forth herein to account for the additional services.

**WITNESSETH**

**NOW THEREFORE**, in consideration of the mutual promises and covenants, herein contained, the parties hereby agree as follows, to wit:

1. **Scope of Work:** The Scope of Work is modified to reflect the additional services and modifications in Urban Design's proposal dated May 14, 2024 and attached hereto as Exhibit A.

2. **Period of Performance and Schedule:** The Work of this Modification No. 2 was performed on or before September 30, 2024.

3. **Contract Price:** In consideration of the additional services rendered by Urban Design, the Contract Price is increased by \$29,000.00, increasing the total Contract Price to \$245,780.00.

4. All other terms and conditions remain unchanged and in full force and effect.

5. The Parties agree that any form of electronic signature, including but not limited to signatures via facsimile, scanning, or electronic mail, may substitute for the original signature and shall have the same legal effect as the original signature.

IN WITNESS WHEREOF, the parties hereto, by their respective duly authorized officers or representatives, have each executed this Modification No. 1, effective as of the date first above written.

CITY OF HUNTSVILLE, ALABAMA

By: \_\_\_\_\_

Tommy Battle

Its: Mayor

Attest: \_\_\_\_\_

Shaundrika Edwards

Its: City Clerk

URBAN DESIGN ASSOCIATES

By: \_\_\_\_\_

Its: \_\_\_\_\_

**AN AGREEMENT FOR ADDITIONAL SERVICES: Number 2459.3**

Date:	May 14, 2024
Client's Name:	City of Huntsville
Address:	308 Fountain Circle SW, Floor 1 Huntsville, AL 35801
Project Name and Location:	Mill Creek CNI HUD Site Visit
Scope of Additional Services:	See Exhibit A
Compensation for Services:	\$29,900 Hourly, Not-to-Exceed (See Exhibit B)

The terms and conditions on the original Agreement, dated August 24, 2023, are an integral part of this agreement.

**Offered By:**

**Accepted By:**

Megan G. O'Hara  
(signature)

\_\_\_\_\_  
(signature)

Megan G. O'Hara, AICP, LEED-AP  
(printed name and title)

\_\_\_\_\_  
(printed name and title)

Urban Design Associates, Ltd.  
(company name)

\_\_\_\_\_  
(company name)

## **Exhibit A**

### **Professional Scope**

#### **Task 1 – Preparation for HUD Site Visit**

The UDA team will support the City of Huntsville, Huntsville Housing Authority, MBS, and USI team in preparing for the HUD Site Visit on May 23<sup>rd</sup>. UDA will respond to needs as they arise.

Tasks may include, but are not limited to:

- Team meetings
- Preparation of printed materials, coordination with printers
  - Presentation boards
  - Billboard signs
  - Model base
- Preparation and setup of the site model for afternoon sessions
- Support for slide presentations:
  - Creation of template with project branding
  - Draft and final slide decks for Transformation Plan Overview and Neighborhood sections
  - Consolidation of and quality control for full slide deck (Overview, Neighborhood, Housing, and People sections, closing)
  - Drafting of talking points

#### **Task 2 – 1.5-Day Trip to Huntsville for HUD Site Visit**

UDA's Project Manager will travel to Huntsville for 1.5 days to support the team and attend the HUD Site Visit. UDA's Project Manager will attend the dry run session, make suggestions about talking points, make edits and updates to the slide deck, and set up the site model.

#### **Task 3 – Follow-up Meetings**

UDA will be available for additional follow-up meetings related to the hopeful award and future HUD site visits, as fee allows.

**Exhibit B**  
**Professional Fees and Expenses**

UDA will bill for professional services on an hourly basis. UDA's hourly rates can be found on the following page. UDA will not bill for time not spent. The amount provided below are estimates and subject to change based on direction from the City and CNI team related to needs.

<b>Additional Service Tasks</b>	<b>Fees (estimated)</b>
Task 1 – Preparation for Site Visit	\$18,800
Task 2 – 1.5-day Site Visit – UDA Project Manager	\$6,000
<u>Task 3– Follow-up Meetings</u>	<u>\$2,100</u>
	<b>\$26,900 (estimated)</b>
 <b>Reimbursable Expenses</b>	 <b>Expenses (estimated)</b>
HUD Site Visit Travel Expenses	\$2,000
<u>Printing Services</u>	<u>\$1,000</u>
	<b>\$3,000 (estimated)</b>
 <b>Total not-to-exceed amount for services and expenses</b>	 <b>\$29,900</b>

Reimbursable expenses are in addition to compensation for Services, and include, but are not limited to travel expenses; printing and reproduction of drawings; postage; and fees and expenses of sub-consultants. Reimbursable expenses shall be billed at a multiple of 1.0 times the cost incurred by UDA, Ltd..



**Urban Design Associates, Ltd.**  
**Billing Rates**  
**Effective 8/26/2023**

<b>Position</b>	<b>Team Member</b>	<b>Hourly Rate</b>
Principal III	Barry Long Eric Osth	\$348
Principal II	Megan O'Hara	\$275
Principal I	Gail Armstrong David Csont	\$260
Associate Principal II	Jeffrey Schwaiger	\$230
Associate Principal I	Alice Enz Patrice Hanulak	\$195
Project Manager I	Ashleigh Walton	\$185
Senior Urban Designer	Rebecca Lefkowitz Christian Johnson Lily Xing	\$148
Urban Designer	Maria Cadena Connor Kooistra Nicolas Sanchez	\$135
Consulting Principal III	Paul Ostergaard Rob Robinson	\$348
Consulting Principal I	Steve Auterman	\$230
Consulting Illustrator	JJ Zanetta	\$208
Consulting Associate	Terry Welsh	\$195
Consulting Graphic Designer	Susann Reimann	\$195
Consulting Project Manager	Patrick Brunner	\$185