



# Memorandum

To: Mayor Beckman and City Council  
CC: Michael Penny, City Manager  
From: Jocelyn Mills, Community Development Director  
Date: March 15, 2016 (updated May 3, 2016)  
Re: Downtown and Littleton Boulevard Streetscape Project consultant selection

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**Background:** Earlier last year, the firm of Civitas was being considered for assisting the city with the Downtown and Littleton Boulevard Streetscape project. The budget for the project was \$200,000. At that time, the focus was on the street improvements and traffic. Upon further evaluation and research, staff is proposing to shift the scope of the project to include visioning, functionality, technical aspects of the rights of way in downtown and along the Littleton Boulevard corridor.

As a result of taking a comprehensive approach, staff is recommending Charlier Associates, Inc. for the project due to their expertise in the arena of municipal transportation planning. Charlier Associates team also includes StudioINSITE and Blue Zones, and their respective expertise in the fields of design /landscape architecture and urban walkability/mobility. The focus of the project is to establish a roadmap to ensure Littleton's downtown continues to thrive, and to enhance the Littleton Boulevard corridor. The budget for the project remains at \$200,000. Please see Charlier's Team Roles and Qualifications from the April 27, 2016 Scope of Services, Schedule and Budget.

**Competitive Bidding:** Section 97 of the Littleton City Charter requires competitive bidding for city purchasing of supplies, materials or equipment. This section specifically exempts professional services from the competitive bidding process.

**Recommendation:** Based on the expertise and extensive background of Charlier Associates and their team, in the field of municipal transportation planning, design/landscape architecture and urban walkability/mobility, it is staff's sole recommendation to use them for this project.