

## TOWN COUNCIL



### STAFF REPORT

#### Projects and Watershed Resilience Department

<b>MEETING DATE:</b>	September 12, 2023
<b>PROJECT:</b>	Approval to Authorize a Design and Construction Administration Contract with Infrastructure Consulting & Engineering for Phase 2 of the Pedestrian Pathway Safety Improvements Project (Fiscal Impact: \$174,285.95)
<b>PROJECT MANAGER:</b>	Kimberly Washok-Jones, Director of Projects and Watershed Resilience

**REQUEST:** Staff requests that Town Council to authorize the Town Manager to execute a Contract (Attachment 2) with Infrastructure Consulting & Engineering to provide design and construction administration services for Phase 2 of the Pathway Pedestrian Safety Improvements Project for compliance with the Americans with Disabilities Act (ADA) in the amount of \$151,553.00 In addition, Staff requests a 15% contingency allowance of \$22,732.95 to cover any unforeseen changes that may arise during the term of the contract for a total fiscal impact of \$174,285.95.

The total contract amount is within the approved budget limit established in the Fiscal Year 2024 Consolidated Budget and illustrated on the attached Project Data Sheet (Attachment 3).

**BACKGROUND:** The contract will include design, permitting, easements, construction documents and construction administration services for Phase 2 of Pedestrian Pathway Safety Improvements for compliance with the ADA within the historic district neighborhood. The project consists of approximately 33 ramp, detectable warning systems and pavement marking area improvements.

Staff solicited technical proposals per Town procurement procedures and received four responses to the Request for Qualifications (RFQu) posting. A formal review and selection team was formed and determined Infrastructure Consulting & Engineering to have the best qualifications, experience and perceived quality of services.

A. Morton Thomas and Associates, Inc.	Infrastructure Consulting & Engineering, PLLC	Ramey Kemp Associates	Traffic Planning and Design, Inc.
90	91.33	82.33	85

#### **NEXT STEPS:**

- Execution of this Contract.
- Schedule a project kick-off meeting with shareholders.

**SUMMARY:** This project originated from the 1) 2014 Comprehensive Plan, Transportation Chapter, 2) 2021 Sidewalk Accessibility Analysis, 3) 2021 Traffic Calming Policy, and 4) citizen input. It is supportive of the Community Quality of Life Guiding Principle #3 - enhance public safety businesses process improvements and innovative programs that ensure a safe community.

Consistent with these Guiding Principles, Staff is requesting Town Council to authorize the Town Manager to execute the proposed design contract with Infrastructure Consulting & Engineering for Phase 2 of the Pathway Pedestrian Safety Improvements Project.

**ATTACHMENTS:**

1. Presentation
2. Draft Contract
3. Project Data Sheet
4. Bid Evaluation Form
5. Proposed Motion