
City Council Regular Meeting

DEPARTMENT: Development Services

FROM: Michelle McCullough, P.E., CFM, Deputy Director/City Engineer

MEETING: November 4, 2024

SUBJECT:

Consider approval of a professional services contract with Kimley Horn and Associates for engineering services related to the review of traffic studies and general roadway design for a three (3) year term in the amount of \$75,000.00. *(Staff Contact: Michelle McCullough, Deputy Director/City Engineer)*

SUMMARY:

Kimley Horn and Associates (KH) has provided general engineering reviews related to traffic studies, master planning, speed studies, and design for capital roadway projects for the city for over 10 years. The engineering documents typically reviewed by KH include detailed traffic studies prepared for various development projects involving the proposed impact on the city's roadway network due to the proposed use and expected number of trips. In addition, the review includes signal warrant analysis, roadway capacity analysis, and a variety of other traffic-related conditions. The staff at KH have the technical expertise and software required for these detailed reviews. City staff often experiences multiple traffic study submittals with one submittal cycle. KH has staff available to allow the traffic studies to be reviewed with comments provided to the applicant within a two-week timeframe rather than the 30 working days allowed by the city's ordinance.

Historically, the City has entered into a new contract during the fiscal year with KH once the allotted dollar amount for the current contract from the previous year has been exhausted. These contracts have been "rolled" over to the following fiscal year if funds remain within the contract. Since the contract rolls to the next fiscal year and a new contract is not executed until those funds are exhausted, the new contract utilizing funds from the current year can be executed at any time during the fiscal year. This can create issues for finance and makes it difficult to determine the actual level of effort for a specific fiscal year.

Staff met with the Purchasing Department and discussed potential process improvements. It was determined that the review contracts are re-occurring contracts every fiscal year, and purchasing recommended that the engineering development division consider utilizing a multi-year contract. To determine the average level of effort for the review contract, staff evaluated data for the past five years and determined that an average of \$25,000 per year for a 3-year total of \$75,000 for review of traffic-related studies related to development projects within the city.

Staff requests the City Council approve a \$75,000 contract over the next three years to review traffic studies, general traffic issues, and civil construction plans related to development to ensure

responsible and orderly development per the City's Subdivision and Development Ordinance within the City.

RECOMMENDATION:

Approve a professional services contract with Kimley Horn and Associates for engineering services related to the review of traffic studies and general roadway design for a three (3) year term in the amount of \$75,000.00

PRIOR ACTION/INPUT (Council, Boards, Citizens):

None

REFERENCE:

None

FISCAL IMPACT:

Account – 1013102-62010

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