



# MEMORANDUM

## REGULAR CITY COUNCIL MEETING

October 2, 2023 at 7:00 PM

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**TO: City Council**

**FROM: Lisa Nocerini, City Manager**

**SUBJECT: Roadway Assessment and Updated Asset Management Plan Budget Amendment**

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With help from Prein&Newhof the City is seeking an updated roadway assessment and an asset management plan. A Pavement Surface Evaluation and Rating (PASER) system is a visual method to measure the conditions of paved roads within the City. This method will determine maintenance, repairs, and replacement needs. Prein&Newhof will then determine costs and project schedules for each of the recommended projects. Updating the asset management plan will help with capital improvement budgeting, long term maintenance strategies, and life cycle funding requirements. This proposal was originally estimated to cost \$10,000. With the official proposal from Prein&Newhof a not-to-exceed fee of \$12,000 was provided.

**Sample Motion: I recommend City Council approve the proposal from Prein&Newhof to provide a roadway condition assessment and updated asset management plan and amend the budget by \$2,000.**

August 28, 2023

Ms. Jenny Pearson  
City of Douglas  
860 West Center Street  
Douglas, MI 49406

RE: City Roadway Condition Assessment and Updated Asset Management Plan

Dear Jenny:

Thank you for the opportunity to continue working with the City of Douglas on your Capital Improvement Planning. It is our understanding that the City wants to accomplish the following goals:

1. PASER rate of all roadways and document the current road conditions.
2. Determine maintenance, repair, and replacement options.
3. Determine costs and project schedules for each of the recommended projects.
4. Update your Asset Management Plan that will address current capital improvement needs, long term maintenance strategies, and life cycle funding requirements.

To accomplish this, we recommend the following scope of services:

- P&N will perform an inspection of all City roads (approximately 16 miles total) to evaluate and document the current roadway condition. While performing pavement condition ratings, we will also take note of drainage issues, shrub/tree overgrowth, visual roadway base conditions, and ditching/culvert problems that we observe.
- P&N will update your RoadSoft software and roadway database. This software and data are part of a statewide roadway asset management initiative supported by the Michigan Department of Transportation.
- City-wide Pavement Condition maps will be updated. The City has 5.4 miles of Major Streets, 9.9 miles of Minor streets, and 0.7 miles of 'other' streets. A variety of maps will be produced for your future use.
- A brief analysis will be performed of your condition of pavements in 2016 and now in 2023. Your last 8 years of projects and construction costs will be needed for this analysis. Prediction strategies showing your future condition will be presented based on current funding levels and hypothetical increases or decreases in funding.
- Based on the field data, we will develop recommendations for preventive maintenance, rehabilitation, and roadway reconstruction. We will identify costs for each pavement fix and probable construction timelines. This will be reviewed with City staff prior to creating the Asset Management Plan.

- P&N will create a future 5 Year Plan of projects that fit your CIP budget. We recommend an annual review of your next 2 to 3 year road projects to determine if priorities have changed based on condition or accelerated failure of a roadway.
- Once actions and timelines are determined, we will update your Asset Management Plan that includes the following:
  - Overall system maps
  - Pavement condition maps
  - Proposed action maps
  - Lifecycle cost tables with annual capital expenditures for the whole system

**FEES:**

We propose a project budget of \$3,800 for performing your PASER ratings, updating RoadSoft, and updating your condition maps.

We propose a project budget of \$8,200 for updating your strategies and Asset Management Plan. We anticipate 3 Teams/Zoom meetings to work through the strategies and future project planning.

Our combined not-to-exceed fee is: \$12,000. The project will be invoiced monthly.

**SCHEDULE:**

We plan to perform the PASER ratings this fall in September, update your maps in October, and deliver your updated Asset Management Plan by December 20, 2023.

Please let me know if you have any questions or need additional information. Thank you again for the opportunity to update your Asset Management Plan.

Sincerely,

**Prein&Newhof**



Connie S. Houk, P.E.