



Request for Board Action City of Needles, California

☒ CITY COUNCIL ☐ UTILITY BOARD ☒ NPUA

☒ Regular ☐ Special

Meeting Date: August 8, 2023

Title: Accept Proposal for a Contract Amendment from TKE Engineering, Inc. to Provide Professional Consulting Services for the Development Impact Fee Update.

Background: The City accepted a proposal from TKE Engineering on April 25, 2023, to complete a Development Fee Impact Fee ("DIF") program update for a Not to Exceed (NTE) amount of \$68,400.

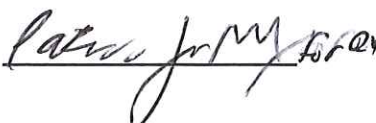
During the record research phase of the project, it was determined that the City's current General Plan and Circulation Elements did not include the necessary data to support the proposed DIF update. Therefore, TKE has provided a supplemental Scope of Services to include certain Circulation Element Project Development Assumptions and Land Use Trip Assumptions for land use categories identified in the General Plan. This scope will include trip end, trip length and trip mile projections to determine a per unit/square foot development fee for proposed land uses.

Fiscal Impact: The Contract Amendment cost Not to Exceed (NTE) \$18,700 for a new total cost for the Fee Update of \$87,100 for the Development Impact Fee Update to be funded by the Impact Fee Account.

 Finance Dept.

Recommendation: Accept Proposal for a Contract Amendment from TKE Engineering, Inc. to Provide Professional Consulting Services for the Development Impact Fee Update for a NTE amount of \$18,700 for a new total cost of NTE \$87,100 and authorize staff to execute an Amendment to the task between City & TKE Engineering for said work.

Submitted By: Kathy Raasch, Projects Manager

City Management Review:  Date: 8/2/2023

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

AGENDA ITEM: 19



T K E E N G I N E E R I N G , I N C .

July 28, 2023

Mr. Patrick J. Martinez
Assistant City Manager/Development Services
City of Needles
817 Third Street
Needles CA 92363

Subject: Request for Contract Amendment for Transportation Planning Services
Proposal for the Development Impact Fee Update

Dear Mr. Martinez:

Thank you very much for selecting TKE Engineering, Inc. (TKE) to complete the City of Needles Development Impact Fee (DIF) Update. During the record research phase, we determined that the City's General Plan and Circulation Elements did not include the necessary data to support the proposed DIF Update. More specifically, the development assumptions used for the General Plan need to be split into specific land use categories mirroring the City's existing DIF. Additionally, trip end, trip length, and trip-mile projections are needed to assist with the development of a per unit/square foot development fee for proposed land uses. Both data sets will be separated for the North Needles and Urban In-Fill/South Needles areas.

As such, TKE is requesting authorization to bring on an additional subconsultant, KOA Corporation, and approval of a contract amendment to complete the following supplemental scope of work to complete the DIF Update:

SUPPLEMENTAL SCOPE OF SERVICES

Task 9. Circulation Element Projected Development Assumptions

In order to determine the projected development growth within the City, the Project Team will compile the future growth land use assumptions developed as part of the City's Circulation Element update. Projected development will be identified for the North Needles and Urban In-Fill/South Needles areas. The development assumptions will be split into the following land use categories:

- Detached Dwelling Units
- Attached Dwelling Units
- Mobile Home Units
- Commercial Lodging
- Recreational Vehicle Pads

- Commercial/Office Uses
- Industrial uses

Projected development growth will be expressed in undeveloped units for residential uses, undeveloped square footage for commercial and industrial uses, and undeveloped rooms/units for lodging uses. A brief summary outlining the methodology and data sources for the projected development assumptions will be provided along with a summary table of the forecast growth.

Task 10. Circulation Element Land Use Trip Assumptions

To assist with the development of a per unit/square foot development fee for proposed land uses within the City, the Project Team will prepare trip end, trip length, and additional trip-mile projections for existing and General Plan buildout conditions. Separate projections will be prepared for land uses proposed in the North Needles and Urban In-Fill/South Needles area of the City. Estimates of the trip attributes will be prepared for the land uses listed in Table 5-3 of the *Development Impact Fee Calculation and Nexus Report for the City of Needles, California* (August 2018). We will work with the City to determine which land use types listed in this table are appropriate for inclusion within the DIF update.

The requested trip data will be developed for each land use using data from the model runs conducted for the Circulation Element update using the San Bernardino Transportation Analysis Model (SBTAM) or from recognized sources such as the Institute of Transportation Engineers (ITE) *Trip Generation Manual*. A brief summary outlining the methodology and data sources for calculating the trip estimates and attributes will be provided along with a summary table of the trip data.

REQUESTED BUDGET INCREASE

Our requested budget increase to complete the above supplemental scope of work is \$18,700. The budget is based upon the work scope and level of effort presented above and includes the cost of all related technical and administrative services.

We look forward to continuing our partnership with the City and community. Please let me know if there are any questions or additional details needed regarding the requested contract amendment; I can be reached at (951) 680-0440.

Sincerely,



Steven W. Ledbetter, P.E.
Vice President
TKE Engineering, Inc.