



ENGINEERING SERVICES

To: Mayor and Town Council

From: Hulon T. Webb, Jr., P.E., Director of Engineering Services

Through: Mario Canizares, Town Manager
Chuck Ewings, Assistant Town Manager

Re: Professional Services Agreement: On-Call Traffic Engineering Services
(Lee Engineering, LLC)

Town Council Meeting – October 10, 2023

Strategic Visioning Priority: 4. Provide Excellent Municipal Services

Agenda Item:

Consider and act upon authorizing the Town Manager to execute a Professional Services Agreement between Lee Engineering, LLC, and the Town of Prosper, Texas, related to providing on-call traffic engineering services.

Description of Agenda Item:

With the continued growth of the Town and increase in traffic related issues around Town, it is necessary to continue having a traffic engineering firm on-call to assist with requests for traffic signal timing, traffic counts, signal warrant studies, traffic impact analysis, and other traffic engineering related services. The attached agreement allocates \$50,000 for Lee Engineering, LLC, to perform work on an on-call basis as issues arise through approval of individual Task Orders. Each individual Task Orders allows specific traffic engineering tasks to be identified, scoped, assigned, and executed as long as there is available funding in the agreement.

This will be the third year that the use of individual Task Orders was approved in the on-call traffic engineering services agreement with Lee Engineering. Prior to utilizing the individual Task Orders, each specific traffic engineering task required approval of a separate Professional Services Agreement by either the Town Council or Town Manager, depending on the amount of the expenditure required to complete the scope of work. Through the approval of a single Professional Services Agreement that provides for the use of individual Task Orders, the timing for obtaining approval to proceed with individual traffic engineering tasks has been reduced from approximately 20 days to less than 5 days.

At the April 9, 2019, Town Council meeting, the Town Council approved a list of qualified engineering firms, which included services for traffic engineering. Lee Engineering, LLC, is included on the list and has successfully completed several projects for the Town including on-call traffic engineering services the last four (4) years. Lee Engineering, LLC, is also on the recommended list of qualified engineering firms for approval by the Town Council at tonight's Town Council meeting.

Budget Impact:

The FY 2023-2024 Engineering Services Department budget includes \$50,000 in Professional Services for traffic engineering services and will be funded from Account Number 100-5410-98-01.

Legal Obligations and Review:

Terrence Welch of Brown & Hofmeister, L.L.P., has approved the standard Professional Services Agreement as to form and legality.

Attached Documents:

1. Professional Services Agreement

Town Staff Recommendation:

Town staff recommends that the Town Council authorize the Town Manager to execute a Professional Services Agreement between Lee Engineering, LLC, and the Town of Prosper, Texas, related to providing on-call traffic engineering services.

Proposed Motion:

I move to authorize the Town Manager to execute a Professional Services Agreement between Lee Engineering, LLC, and the Town of Prosper, Texas, related to providing on-call traffic engineering services.