INDIVIDUAL PROJECT ORDER NUMBER 2024 Street and Utility Maintenance Program

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the Consultant), and City of Sanger (the Client) in accordance with the terms of the Master Agreement for Continuing Professional Services dated May 16, 2023, which is incorporated herein by reference.

Identification of Project:

Project Name: 2024 Street and Utility Maintenance Program
KH Project Manager: Colton Hermes
Project Number: TBD

Specific scope of basic Services:

Task 1 - Project Management

1.1 *Project Status Reports and Invoicing.* Kimley-Horn will prepare and submit monthly status reports regarding project schedule and critical tasks and prepare monthly invoices.

1.2 *Project Meetings.* Kimley-Horn will prepare for and attend up to four (4) meetings with City staff. It is anticipated that one (1) will be a project kickoff to introduce project stakeholders, review the project scope, and discuss City priorities to be addressed with the project. The remaining three (3) meetings will be following the completion of data collection, following the draft report submittal, and following the final report submittal. Meetings may be conducted virtually or in-person at the discretion of the City.

It is assumed Task 1 – Project Management will last six (6) months. Additional Project Management will be considered Additional Services.

Task 2 – Data Collection

2.1 *Roadway Network Definition.* Prior to beginning data collection, Kimley-Horn will work with the City to develop an inventory of its existing roadway network. In coordination with the City, we will compile relevant inventory data related to roadway surface type, segmentation limits (to/from streets), lane widths, presence of curb and gutter, presence of sidewalk, work history, and other maintenance and rehabilitation efforts. This process will result in a GIS shapefile with block-to-block linear segmentation while also identifying which roadway segments will be collected in both directions. Based on preliminary estimates, we anticipate data collection on a total of no more than fifty-five (55) miles of City-maintained roadway.

2.2 *Utility Inventory.* Kimley-Horn will work with the City to develop an inventory of its existing utility network. Utilities analyzed will include water, sanitary sewer, and storm drain. In coordination with the City, we will compile relevant inventory data related to pipe material, pipe size, work history, and other maintenance efforts. Utility inventory will also include surface appurtenances including water meters, water valves, fire hydrants, sanitary sewer manholes, storm drain manholes, and storm drain inlets. This process will result in a GIS shapefile for each utility within the City limits. Utility inventory will be based on available information provided by the City.

2.3 *Pavement and Asset Data Collection.* Pavement and asset data collection will be coordinated with the City in advance of data collection according to the roadway network

defined in Task 2.1. In addition to pavement distresses, assets to be collected will include curb, gutter, and sidewalk. Data collection will be completed by ICC using its IrisPRO Pave data collection vehicle that is equipped with a laser crack measurement system (LCMS-2), inertial profiler, and Ladybug 5+ right-of-way imaging system. Data will be collected in accordance with ASTM D6433 standards. Collection will generally occur in one direction unless otherwise identified by the City.
It is assumed the Roadway Network and Utility Inventory will include only City owned and maintained infrastructure totaling approximately fifty-five (55) centerline street miles.

Task 3 – Reporting

3.1 *Pavement Condition Index.* Kimley-Horn will use the data collected in Task 2.3 to establish a Pavement Condition Index (PCI) in accordance with ASTM D6433. Pavement performance models will be developed based on current conditions, surface type, functional classification, and past work history.

3.2 *Maintenance Project Prioritization.* Kimley-Horn will use the data collected in Tasks 2 and 3.1 to recommend maintenance or rehabilitation projects. Each segment will receive a recommendation based on City approved maintenance activities. Recommended projects will be sorted based on priorities established with the City during Task 1.2. Priorities may include, but are not limited to, PCI, traffic volume, street classification, project cost, adjacent key destinations, or recommended utility maintenance.

3.3 *Maintenance Project Summary.* Kimley-Horn will prepare a summary document describing each project recommendation. The document will identify the location of each project, the recommended maintenance activities, and an engineer's opinion of probable cost.
In providing opinions of cost, financial analyses, economic feasibility projections, and schedules for each project, the Consultant has no control over cost or price of labor and materials; unknown or latent conditions of existing equipment or structures that may affect operation or maintenance costs; competitive bidding procedures and market conditions; time or quality of performance by third parties; quality, type, management, or direction of operating personnel; and other economic and operational factors that may materially affect the ultimate project cost or schedule. Therefore, the Consultant makes no warranty that the Client's actual project costs, financial aspects, economic feasibility, or schedules will not vary from the Consultant's opinions, analyses, projections, or estimates.

3.4 *Assessment Report.* Kimley-Horn will develop an Executive Summary that discusses the data collection methodology, data collection results, up to five (5) budget analysis scenarios, and maintenance and repair priorities. The report will summarize pavement, utility, and asset inventories while providing recommendations on strategies for structuring an asset management program over the next five (5) years. Kimley-Horn will provide draft and final versions and assumes that one round of non-conflicting comments will be reflected in the final version of the Executive Summary.

3.5 *Council Presentation.* Kimley-Horn will prepare and deliver a presentation to Sanger's City Council following the final report submittal. The presentation will incorporate significant findings from the evaluation and discuss condition trends and funding requirements.

3.6 *Deliverables.* In addition to the report documents and presentation files, Kimley-Horn will deliver final GIS shapefiles and map packages to the City containing relevant roadway and asset inventories. Files will be provided in .SHP and .MPK file formats and will be suitable for integration into the City's existing GIS platform.

Task 4 – DRIVE Implementation

DRIVE is a web-based visualization and analysis tool that allows pavement condition data, roadway inventory information, maintenance and repair treatments, and budget levels to be transformed into a data-driven, multi-year maintenance and repair program that is aligned with the City's pavement management objectives and available budget.

4.1 *Software Configuration.* Kimley-Horn will customize its DRIVE software tool based on the priority parameters identified in Task 1. Treatment types and costs will be updated to reflect current City practices and available bid tabulation data. Up to five (5) budget options will be identified to illustrate the impacts of budget-driven or performance-driven targets. The software tool will be configured to accept pavement distress data delivered in Task 2.3.

4.2 *Training.* Kimley-Horn will provide City staff with the training required to operate the DRIVE software. Following the initial configuration and data integration into DRIVE, Kimley-Horn will meet with the City to demonstrate software features and functions with the goal of providing City staff with the training required to operate the system independently. The software will be web-based and allow for users to access the site remotely. The initial DRIVE software licensing period will remain in effect for one (1) year and can be renewed by the City annually should it wish to do so.

Additional Services if required:

Services not specifically identified in the Scope of Services above shall be considered Additional Services and shall be performed on an individual basis upon authorization by the City. Compensation for additional services will be agreed to prior to their performance. Such services shall include, but are not limited to, the following:

- Geotechnical investigations, including coring and boring
- Ground-penetrating radar (GPR) investigations
- Non-destructive testing (NDT)
- Structural inspections on bridges
- Pavement condition evaluations beyond the scoped mileage of 55 miles
- Pavement design services
- DRIVE software licensing after 1 year
- Extraction of other assets from right-of-way imagery
- Public meetings
- Preliminary or final design of roadway or utility improvements
- Others as requested by the City

Schedule:

The scope of services will be completed within a mutually agreed upon schedule following receipt of a signed copy of this Letter Agreement, exclusive of Client review time. Additional services, if desired, will be performed within a mutually agreed upon schedule, once authorized by the Client in writing.

Terms of compensation:

Kimley-Horn will perform the services identified in the Scope of Services on a Lump Sum fee basis in accordance with the following tasks:

Task 1 Project Management	$8,600
Task 2 Data Collection	$41,900
Task 3 Reporting	$42,900
Task 4 DRIVE Implementation	$8,000
Total Lump Sum Fee	*$101,400*

Individual task amounts are provided for budgeting purposes only, and Kimley-Horn reserves the right to reallocate amounts among tasks as necessary.

Lump sum fees will be invoiced monthly based upon the overall percentage of services performed. Payment will be due within 25 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

ACCEPTED:

CITY OF SANGER
A municipality

BY:_____

TITLE:_____

DATE:_____

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____, P.E.

TITLE: Vice President

DATE: 12/14/2023