



Date: **March 24, 2026**

Honorable Mayor and Council Members:

Author and title: Jessica Thompson, Senior Engineer

Title: **Pavement Condition Survey – Request for Proposals**

Jen Callaway, Town Manager

Recommended Action: Authorize the Public Works Director/Town Engineer to advertise the Pavement Condition Survey Request for Proposals for a 5-year contract period for surveys of roadways, trails, and parking lots.

Discussion: The Pavement Management Program (PMP) provides a data-driven plan that guides pavement maintenance and rehabilitation for Town-maintained roads, trails, and parking lots over five to seven years. The PMP evaluates current pavement conditions, updates deterioration rates, and establishes cost-effective paving frequencies to maintain acceptable service levels and reduce the need for costly reconstruction. On April 10, 2018, Council adopted the current PMP, which has informed all annual pavement maintenance projects since then. Staff is currently working on an update to the PMP planned to be presented to council in May 2026.

Since the Town incorporated in 1993, the Town has performed roadway pavement condition surveys approximately every 2 to 5 years to assist in forecasting pavement deterioration and develop maintenance plans. The goal has been to conduct surveys approximately every 2 years but staff has often reduced the frequency due to lack of staff resources. Trail pavement conditions have only been surveyed once. The data is utilized in the PMP updates to plan road maintenance activities over the plan period (typically 5-7 years) and to inform decisions about the paving project scopes of work for the between PMP updates.

To date, Engineering staff have conducted the pavement rating surveys of the Town roadways. The process has been time intensive and requires a minimum of two staff members to drive all 165+ centerline miles of roadways at a slow enough speed to visually survey asphalt conditions. This is performed and logged electronically (previously on hard copy worksheets) for over 500 roadway segments. The trail pavement conditions have only been surveyed once and parking lots/areas have not been formally surveyed, but condition surveys for these assets are needed in the future to inform maintenance schedules. These additional surveys would take time and resources beyond those already committed by Engineering staff.

In addition to the time commitment for Engineering staff, there have been challenges obtaining consistent year-to-year data due to different staff's perception of pavement distresses. However, there have been various improvements in pavement condition survey technology in recent years and these technologies, which are primarily utilized by consultants who perform this work across multiple jurisdictions, make collection of this data more efficient, less time-consuming, and producing more consistent results year-over-year. In order to take advantage of these technologies and to provide ratings on a more consistent frequency, staff is requesting authorization to advertise a Request for Proposals (RFP) for a 5-year contract for Pavement Condition Surveys. The RFP would include full pavement condition surveys of all roadways, trails and parking lots in 2026 and 2030, with a partial survey in 2028 that includes roadway

arterials and collectors. The greater frequency on arterials and collectors allow staff to track conditions of the most heavily used roadways more closely to validate pavement depreciation curves or identify damaged roadways after heavy winters. Utilizing consultant services for this task would provide more consistent data for utilization within the PMP and would provide improved information for estimating costs for the various Town pavement maintenance Capital Improvement Projects (CIPs).

The RFP is planned to include options to use new technologies for pavement condition surveys, such as vehicle mounted equipment, use of AI, LiDAR, or other equipment to assess the pavement conditions. As mentioned above, this is anticipated to use less staff time, less consultant time, and provide more consistent pavement ratings. Parking lot/areas and trail pavement condition surveys are also proposed to be included in the surveys to begin developing the historical condition ratings and improved condition forecasts to estimate future pavement maintenance needs.

The draft RFP is structured as a 5-year contract to provide a complete pavement condition survey of all the roadways, trails, and parking lots in 2026 and 2030 and additional survey of arterials and collectors in 2028. These pavement condition survey recurrence intervals are consistent with the PMP update currently being prepared by Town staff.

The RFP will be solicited after Council authorization, estimated for late March or early April, with the award anticipated in June of 2026.

Priority:

<input type="checkbox"/> Enhanced Communication	<input type="checkbox"/> Climate and Greenhouse Gas Reduction	<input type="checkbox"/> Housing
<input checked="" type="checkbox"/> Infrastructure Investment	<input type="checkbox"/> Emergency and Wildfire Preparedness	<input checked="" type="checkbox"/> Core Service

Fiscal Impact: Currently, staff time for preparation, solicitation, review, and selection of RFPs are the only fiscal impact. Once a consultant is chosen through the RFP process, staff will return to a future Council meeting (anticipated June 2026) with a request for authorization to award the contract, establish terms of the contract (anticipated 5-year contract), and set maximum expenditures per year. In addition, staff is proposing a new CIP as part of the Fiscal Year 2026/27 budget process, to provide funding for the consultant work and staff time to implement the pavement condition surveys between 2026 and 2030. The pavement condition surveys are anticipated to be primarily funded by Measure V (roads and parking lots) and Measure U (trails).

Public Communication: None beyond this staff report.

Attachments: None.