

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date:	November 21, 2016
	Agenda Item No.	47
	Roll Call No.	<u>16-2020 16-2021 16-2022 16-2023</u>
	Communication No.	<u>16-663</u>
	Submitted by:	Pamela S. Cooksey, P.E., City Engineer

AGENDA HEADING:

Approving items related to Traffic Study preparation for new developments:

- A. Traffic Analysis Policy and amendment to site plan policy regarding traffic studies.
- B. Professional Services Agreement with Shive-Hattery, Inc., for professional services for On-Call Traffic Impact Study Services, for an amount not to exceed \$150,000.
- C. Professional Services Agreement with HDR Engineering, Inc., for professional services for On-Call Traffic Impact Study Services, for an amount not to exceed \$150,000.
- D. Professional Services Agreement with Bolton & Menk, Inc., for professional services for On-Call Traffic Impact Study Services, for an amount not to exceed \$150,000.

SYNOPSIS:

Recommend approval of Traffic Analysis Policy and amendment to the Site Plan Policies regarding preparation of traffic impact studies for new developments and re-development projects in the City. This policy recommends that traffic analyses required for development projects be prepared using engineering consultants that are under agreement with the City; the City Engineering Department recommends three (3) on-call engineering consultants, as listed below, for this purpose. The purpose for this policy is to provide uniformity in the quality and content for the traffic studies received and reviewed by City staff. This process will allow for expectations and developer costs to be defined at the start of the process. By having a consistent report format and clear expectations, the submittal of the traffic analysis shall be timely and less “back and forth” revisions experienced between staff and the developer which can result in delay and last minute changes or extra costs.

Recommend approval of Professional Services Agreement with HDR Engineering, Inc, Eric Keen, President, 8404 Indian Hills Drive, Omaha, NE 68114, for a total cost not to exceed \$150,000, based on hourly rates, to provide on-call Traffic Impact Study Services on development projects within the City for a period of three (3) years.

Recommend approval of Professional Services Agreement with Bolton & Menk, Inc., Bradley C DeWolf, P.E., President/CEO, 1960 Premier Drive, Mankato, MN 56001, for a total cost not to exceed \$150,000, based on hourly rates, to provide on-call Traffic Impact Study Services and development projects within the City for a period of three (3) years.

Recommend approval of Professional Services Agreement with Shive-Hattery, Inc., James Lee, President, 4125 Westown Parkway, Suite 100, West Des Moines, Iowa, 50266, for a total cost not to exceed \$150,000, based on hourly rates, to provide on-call Traffic Impact Study Services on development projects within the City for a period of three (3) years.

FISCAL IMPACT:

Amount: \$450,000

Funding Source: 2016-2017 Operating Budget, page 81, Engineering Department Traffic and Transportation—Traffic Engineering, EG062084

ADDITIONAL INFORMATION:

- At the Council Workshop on September 12, 2016 City staff presented a new approach to the process for developer required traffic analysis. Traffic analysis for new developments and re-development projects are essential to identify existing and anticipated issues with adjoining intersections or roadways and associated improvements needed. These studies provide documentation for City staff to use for answering questions from residents, boards and commissions, and the City Council regarding real or perceived traffic concerns. This new approach to traffic studies for developers was discussed at two (2) stakeholder workshops with the development community on August 31, 2016 and September 1, 2016. The presentation was also emailed to developers from Community Development's contact list from PlanDSM outreach efforts.
- The Traffic Analysis Policy and corresponding amendment to the existing Site Plan Policies provide the process and requirements for traffic analysis relating to proposed development, redevelopment, rezoning, subdivision, or other change in site use of real property located within the City of Des Moines. This policy applies to any proposed change in site use for real property located within the City that is anticipated, by the developer/property owner or the City Traffic Engineer or his/her designee, to create 50 or more vehicular trips entering and exiting the subject property during peak traffic hours ("trips").
- In conjunction with this new Traffic Analysis Policy, three (3) on-call consulting firms have been selected to provide on-call Traffic Impact Study Services for the City regarding development projects within the City. As developments come forward a supplemental agreement and scope specific to the development project will be developed with the cost coming from the overall \$150,000 in the on-call agreement over the three (3) year period.
- A Request for Proposals (RFP) for these on-call professional services was published in the newspaper and posted on the City's website. The City received 10 proposals in response to the RFP. A selection committee comprised of one (1) representative from Engineering Design, three (3) representatives from Traffic and Transportation rated the proposals. The three (3) firms were chosen based upon their qualifications and past experiences with this work and staff availability to meet required turn-around times.

PREVIOUS COUNCIL ACTION(S): NONE

BOARD/COMMISSION ACTION(S):

Board: Planning and Zoning Commission

Date: November 3, 2016

Resolution Number: N/A

Action: Approval of recommendation to City Council on Traffic Analysis Policy and amendment to Site Plan Policies regarding required process for traffic studies.

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:

City staff does not anticipate any future Council actions at this time; however, unanticipated changes to this Professional Services Agreement will require a Supplemental Agreement that may require Council action.

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