


COUNCIL COMMUNICATION

	Number:	19-333	Meeting:	August 5, 2019
	Agenda Item:	6	Roll Call:	19-1182
	Submitted by:	Steven L. Naber, P.E., City Engineer		

AGENDA HEADING:

Approving Professional Services Agreements (PSA) for On-Call Traffic Impact Study Services:

- A. PSA with Bolton & Menk, Inc. for professional services for On-Call Traffic Impact Study Services, for an amount not to exceed \$150,000.
- B. PSA with HDR Engineering, Inc. for professional services for On-Call Traffic Impact Study Services, for an amount not to exceed \$150,000.
- C. PSA with McClure Engineering Company for professional services for On-Call Traffic Impact Study Services, for an amount not to exceed \$150,000.
- D. PSA with Snyder & Associates, Inc. for professional services for On-Call Traffic Impact Study Services, for an amount not to exceed \$150,000.

SYNOPSIS:

Recommend approval of PSA with Bolton & Menk, Inc., (Bradley C. DeWolf, P.E., President/CEO, 1960 Premier Drive, Mankato, MN 56001-5900) 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 3-years.

Recommend approval of PSA with HDR Engineering, Inc., (Brian Bakke, Principal-in-Charge, 300 East Locust Street, Suite 210, Des Moines, IA 50309-1823) 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 3-years.

Recommend approval of PSA with McClure Engineering Company, (Dennis Folden, President, 1360 NW 121st Street, Clive, IA 50325) 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 3-years.

Recommend approval of PSA with Snyder and Associates, Inc., (Dave Moeller, President, 2727 SW Snyder Boulevard, Ankeny, Iowa 50023) 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 3-years.

FISCAL IMPACT:

Amount: \$600,000

Funding Source: 2019-2020 Operating Budget, page 84, Engineering Department Traffic and Transportation – Traffic Engineering, EG062084.

The City is reimbursed for all consultant costs related to traffic studies by the developer/property owner.

ADDITIONAL INFORMATION:

- The Traffic Analysis Policy was adopted by the City Council on November 11, 2016, and revisions to the policy were adopted on April 22, 2019. 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. This policy applies to any proposed change in site use for property located within the City that is anticipated by the developer/property owner or the City Traffic Engineer or his/her designee, to create 100 or more vehicular trips entering and exiting the subject property during peak traffic hours.
- The past three (3) years consultants have been completing traffic analyses as part of the Traffic Analysis Policy. The contract periods for these PSAs have lapsed and a Request for Proposals (RFP) for on-call professional services was subsequently issued and posted on the City's website to continue the program. The City received nine (9) proposals in response to the RFP.
- The City selected four (4) consulting firms to provide on-call traffic impact study services regarding development projects within the City. The use of four (4) firms will allow for the selection of an impartial consultant and reduce potential for project delivery delays due to workload backlog. As developments are proposed, a supplemental agreement and scope specific to the development project will be developed. The total cost of supplemental agreements for each consultant is not anticipated to exceed \$150,000 over the 3-year period.
- The developer pays the City up front an amount equal to the not-to-exceed supplemental agreement fee, which in turn is used to pay the on-call consultant. Any funds not expended by the consultant are returned to the developer.

PREVIOUS COUNCIL ACTION(S):

Date: April 22, 2019

Roll Call Number: [19-0645](#)

Action: [Revisions](#) to the Traffic Analysis Policy and amendment to site plan policies regarding required process for traffic studies. ([Council Communication No. 19-180](#)) Moved by Gatto to adopt. Motion Carried 7-0.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE

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