



Agenda Item Summary

File #: RES 23-94, **Version:** 1

Submitted By

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Reviewed By

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Agenda Item Title

A Resolution Approving a Three-Year Professional Service Agreement with an Option to Renew the Agreement for up to Two Additional One Year Periods with Civiltech Engineering, Inc. for Professional Engineering Services for Administering Traffic Calming Petitions and School Safety Plans in an Amount Not to Exceed \$275,000 and Authorizing its Execution

Overview

The Engineering Division requested qualifications and ultimately proposals for professional engineering services for administering traffic calming petitions and any school safety plans. The Village received thirteen statements of qualifications and interviewed two firms. Civiltech Engineering was selected as the most qualified firm for this work. The Village has \$275,000 budgeted for this work over a three-year period to get through the existing backlog of traffic calming petitions and any new petitions with the Transportation Commission. Costs for administering a petition and the associated data collection can vary widely from petition to petition so the work will be billed at the agreed-upon hourly rates for the various positions along with any direct reimbursables.

Recommendation

Adopt the Resolution.

Background

The Engineering Division issued a request for qualifications (RFQ) to provide transportation & traffic engineering services to review and administer traffic calming petitions through the Transportation Commission (TC) and Village Board as well as any school safety plans that may be explored during the term of their contract. The Village received thirteen statements of qualifications from firms and interviewed two consultants. Civiltech Engineering was selected as the most qualified firm for this work.

In general, the work involves collecting traffic data; developing and generating collision diagrams and various traffic studies or reports; making recommendations for any traffic calming or other transportation-related improvements; preparing and presenting reports to the Transportation Commission and Village Board; communicating with petition organizers, residents, and stakeholders; and working with staff to provide updated information on the Village's website regarding the process and status of petitions. The scope of services also includes administering any school safety plans that are proposed during the term of the agreement. School safety plans generally follow the same processes with additional stakeholder meetings and

public input.

Costs for administering a petition and the associated data collection can vary widely from petition to petition so the work will be billed at the agreed-upon hourly rates for the various positions along with any direct reimbursables for items such as traffic data collection. The agreement amount is not-to-exceed \$275,000 based on the budgeted amount for this work over a 3-year period.

The Village currently has 28 petitions in-hand which will ultimately result in approximately 20 traffic calming petitions to be reviewed and administered through the process. The consultant will also be responsible for overseeing any petitions received during the term of their contract. Based on past experience, it will take at least 2-years to work through the existing backlog of petitions due to other TC work plan items (Vision Zero, parking studies, Madison corridor studies, Bike Boulevard designs, etc.) and allowing for time at the meeting for public comments from residents on the affected blocks. Based on this, the initial term of the agreement is for a 3-year term ending on December 31, 2025. Should the work extend beyond the initial term of the agreement, or there is a need to continue the services with the consultant, the agreement may be renewed by the Village Board annually for 2026 and again for 2027.

Fiscal Impact

FY23 budget includes \$100,000 for this work in the General Fund, Public Works - Engineering, External Support account no. 1001-43700-101-530667. Pending Village Board concurrence, staff will present a future Budget Amendment at the 1st Quarter Budget Amendment to carry forward \$75,000 in unspent FY22 General Funds for this project from the General Fund, Public Works - Engineering, External Support account no. 1001-43700-101-530667 as work for this was originally budgeted to start in 2022.

The 2023-2027 Capital Improvement Plan includes \$50,000 in 2024 and \$50,000 in 2025 for these services. Staff will include the necessary funds for this work in recommended future years' proposed budgets for Village Board approval.

DEI Impact

N/A.

Alternatives

The Board can delay action to gain additional information.

Previous Board Action

N/A.

Citizen Advisory Commission Action

Civiltech will work with staff and the Transportation Commission to administer traffic calming petitions and any school safety plans.

Anticipated Future Actions/Commitments

N/A.

Intergovernmental Cooperation Opportunities

N/A.