



Agenda Item Summary

File #: RES 24-248, **Version:** 1

Submitted By

Bill McKenna, Village Engineer/Assistant Public Works Director

Reviewed By

Erin E. Baynes, Assistant to the Village Manager

Agenda Item Title

A Resolution Approving a Task Order with Civiltech Engineering, Inc. for Professional Transportation Engineering Staffing and Services for 2024 in an Amount Not to Exceed \$250,000, Authorizing its Execution, and Directing Staff to Prepare the Necessary Budget Amendment

Overview

The Engineering Division requested a proposal from Civiltech Engineering to provide part-time staffing services for a transportation engineer to oversee the transportation systems, current planning efforts, and the traffic calming process for the remainder of 2024. Civiltech submitted a proposal based on hourly rates for the positions in an estimated not to exceed amount of \$250,000. This amount is based on an anticipated staffing level of 3-days per week, work associated with administering the traffic calming process for the remaining petitions in-hand, and additional various transportation engineering services for the remainder of 2024.

Recommendation

Adopt the Resolution.

Background

The Engineering Division requested a proposal from Civiltech Engineering for a Task Order to provide part-time staffing for a transportation engineer at roughly 3-days per week; provide services for administering the remaining traffic calming petitions; and for performing various transportation engineering services for the remainder of 2024. This Task Order would replace the existing agreement with Civiltech for administering the traffic calming petition process as these services will be included in the annual task order for general transportation engineering staffing and services. A breakdown of the estimated costs for the general services under the Task Order is included in their proposal.

There is a separate agenda item at tonight's meeting to approve a Master Agreement with Civiltech Engineering, Inc. for providing transportation engineering services.

Fiscal Impact

There are no funds budgeted specifically for these services as they were previously administered by staff. The costs associated with these services would be offset by the unspent salaries associated with the current vacant role and the future vacancy associated with the retirement of the Traffic Engineer in the Public Works Engineering Division. Pending Village Board approval, staff will prepare the necessary Budget Amendment to

transfer the \$250,000 for this work from multiple salary funding lines associated with current and future vacancies within the Public Works Engineering Division to the General Fund, Public Works - Engineering, Transportation, External Support account no. 1001-43700-723-530667. If this task order is approved, staff will not attempt to fill two of these vacancies while the consultant services model is evaluated.

DEI Impact

N/A.

Alternatives

Should the Village Board not approve the Task Order, staff will post the Civil Engineer positions. Based on the lack of response of qualified candidates the Village has previously received for these postings, staff is not confident these positions will be filled. Transportation engineering and traffic management services to the Village will be impacted while the positions are vacant.

Previous Board Action

There is a separate agenda item at tonight's meeting to approve a Master Agreement with Civiltech Engineering, Inc. for providing transportation engineering services.

On March 6, 2023, the Village Board approved 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.

Citizen Advisory Commission Action

N/A

Anticipated Future Actions/Commitments

This is an annual task order for providing transportation engineering staffing and related services. There will be future annual Village Board items for these services with Civiltech during the term of their Master Agreement.

Intergovernmental Cooperation Opportunities

N/A