



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Town Council

Board Meeting Date: 3/24/2020

File #: 20-119, **Version:** 1

SUBJECT: GENERAL BUSINESS

A Resolution of the Board of Trustees of the Town of Erie Approving an Agreement for Professional Services With Fox Tuttle Transportation Group for the Design of the Traffic Signal at Erie Parkway and Weld County Road 7 in the Amount of \$68,000

DEPARTMENT: Public Works

PRESENTER/PREPARER: Todd Fessenden, Public Works Director
Wendi Palmer, Civil Engineer

TIME ESTIMATE: 10 minutes

FISCAL INFORMATION:

Cost as Recommended: \$ 68,000
Balance Available: \$2,667,200
Fund: Transportation
Budget Line Item Number: 300-70-110-605000-100210
New Appropriation Required: No

STAFF RECOMMENDATION:

Approve the Resolution to award said contract, authorize the appropriate Town officer to execute said contract, and authorize staff to expend contracted funds.

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

Background:

The Transportation Budget has funds appropriated for designing and constructing the Erie Parkway and WCR 7 signal and intersection improvements.

The Town awarded a design contract to J-U-B Engineers for the design of the intersection Improvements. During the design phase, the Town had the opportunity to apply for federal funding for the traffic signal portion of the intersection improvements. At the November 12, 2019 Board Meeting, the Town Board approved a State of Colorado Intergovernmental Agreement, for the funding of the traffic signal at Erie Parkway and WCR 7.

The Town had to follow the federal requirements for selecting a consultant for the signal design. The consultant must be selected based on qualifications only.

A Request for Qualifications was posted on the Town's website on January 14, 2020 to ensure that local consultants were notified about this project.

The following schedule was used for consultant selection:

Request for Qualification issued	January 14, 2020
Pre-Qualification meeting	January 21, 2020
Qualifications due	February 6, 2020
Consultant selected	February 21, 2020
Contract negotiation complete	March 4, 2020

Fiscal Impact:

The Town received 5 qualification submittals. The submittals were reviewed by three Town employees and ranked based on qualifications of the firm, firms past experience and the understanding of project goals, concept and critical issues. The scores were averaged and Fox Tuttle scored the highest.

Once Fox Tuttle was notified that they were selected, they submitted their scope and fees for the signal design in the amount of \$68,000. This matches the amount in the Town's agreement with the Colorado Department of Transportation (CDOT) for the design phase.

The agreement must be approved by both the Town Board of Trustees, and CDOT. Staff is in the process of submitting to CDOT for concurrence. Once CDOT gives concurrence, the signal design can begin.

The Town will be responsible for paying for the design and CDOT will reimburse the Town 80% of the design costs upon monthly reimbursement requests.

ATTACHMENTS:

1. Resolution
2. Professional Services Agreement