



# Administrative Report

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H.6., File # 25-1627

Meeting Date: 12/2/2025

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**To:** MAYOR AND CITY COUNCIL  
**From:** ANDREW WINJE, PUBLIC WORKS DIRECTOR

## **TITLE**

APPROVE A THIRD AMENDMENT TO THE AGREEMENT WITH NICHOLS CONSULTING ENGINEERS, CHTD, FOR ADDITIONAL DESIGN SERVICES RELATED TO THE CITY'S PAVEMENT MANAGEMENT PROGRAM AND TO INCREASE THE AMOUNT BY \$439,315 FOR A NEW TOTAL NOT TO EXCEED \$1,155,035

## **EXECUTIVE SUMMARY**

The Pavement Management Program is the City's ongoing system to periodically monitor and routinely rehabilitate the asphalt pavement along City roadways. The foundation of the program is a citywide survey of physical pavement conditions that is made every three years resulting in a report (Pavement Management Report, or, PMR) that identifies the condition of each street segment maintained by the City, expressed as a pavement index. The report also proposes a three-year work plan based on an assumption of the available annual budget. From there, construction documents are prepared to implement the pavement rehabilitation and related street improvements to roadway segments approved by the City Council. Nichols Consulting Engineers, CHTD (NCE) has been contracted to perform these services for the City since 2017, which has provided consistency of pavement condition evaluation and economies of scale as they have become familiar with the City's goals and roadway infrastructure.

Staff is recommending a third amendment to the consulting services agreement between the City and NCE to prepare the 2026 Pavement Management Report (updated assessment and workplan) for a cost of \$126,840 and to prepare plans, specifications, and estimates for the upcoming pavement rehabilitation and street improvement projects, which include the 2023 PMR year one streets, traffic calming items, and phase one of the Grant Avenue Resurfacing, for a cost of \$312,475. Approval of this amendment will ensure the City remains in compliance with regional funding requirements and provide a future work plan for the Residential Street Rehabilitation and Slurry Seal Programs.

## **BACKGROUND**

Every three years, the City is required to survey the condition of its roadway pavement and prepare a report that helps prioritize future street rehabilitation projects in order to meet the reporting requirements of GASB 34 and to qualify for use of Proposition C, Measure M, and Measure R Local Return funding on City streets. Following a competitive request for proposal process, NCE was selected by the City in 2017 to survey the streets and identify the City's ten-year goals for its City-wide street network which helps determine the upcoming street projects. They also prepared the 2020 and 2023 Pavement Management Reports and provided three-year work plans for the

Residential Street Rehabilitation and Slurry Seal Programs, which are currently being implemented.

In April 2023, the City Council approved a contract with Nichols Consulting Engineers, CHTD (NCE) to survey the pavement of all the streets and alleyways City-wide and prepare the 2023 Pavement Management Report at a cost of \$234,000. Then, on December 19, 2023, City Council approved the first amendment with NCE to help complete design documents for the streets selected for Year 2 and Year 3 of the 2020 Pavement Management Report. This amendment increased the amount of the contract by \$319,750.

City Council approved the plans, specifications, and estimates (PS&E) and authorized the advertisement of the 2020 PMR Year 2 Project on December 17, 2024. Bids were received on February 19, 2025. On March 11, 2025, the City Council awarded a construction contract to LCR Earthwork and Engineering, Corp. Construction of the project is nearing completion, with an expected conclusion by the end of the calendar year.

On March 18, 2025, the City Council approved the second amendment with NCE to incorporate design of traffic calming opportunities within the 2020 PMR Year 3 Project vicinity to reduce construction costs. Modifications of the intersection of Lilienthal Lane and Ripley Avenue and the curb ramp bulb-outs at Emerald Street at Juanita and Irena Avenues were included to address traffic calming and pedestrian safety issues as they were adjacent to streets identified for the 2020 PMR Year 3 Project. These work packages have been approved by the City Council, but have not been contracted for construction.

Improvements to the intersection of Ripley Lane and Huntington Lane are now being proposed to modify lane configurations to enhance traffic circulation, visibility, and safety. The City Council also approved funding to address portions of Grant Avenue, which is proposed in the revised scope of the 2020 PMR Year 3 Project. This plan set is expected to be ready for advertising in early 2026, with construction to immediately follow.

The immediate next steps in the Pavement Management Program are to complete design and construction documents for the added scope of work for the 2020 PMS Year 3 Project, develop the 2026 Pavement Management Report, and design the 2023 PMR Year 1 pavement rehabilitation project, including preparation of construction documents. The proposed amendment with NCE includes the completion of these tasks.

Throughout their years of service to the City, NCE has consistently met all of the service expectations and requirements of their agreement. They have been able to successfully evaluate pavement conditions, forecast potential budget levels, recommend and negotiate street selection, prepare quality plans, specifications and estimates to support the City's procurement process, absorb additional design assignments, and provide construction management support services. Their experience and knowledge of the City translates into quicker response times and lower costs to the City. Staff recommends approving the proposed third amendment to the Agreement with NCE.

### **COORDINATION**

The City Attorney's Office approved the proposed third amendment as to form.

### **FISCAL IMPACT**

<u>Funding</u>		<u>Amount</u>	<u>Expenditures</u>	<u>Amount</u>
Res. St. Rehab #401		\$342,315	NCE - Amendment #3	\$ 439,315
Grant Ave Resurfacing		\$51,210		
Traffic Calming Project		\$35,790		
Slurry Seal CIP #411		\$10,000		
<b>Total</b>	<b>\$439,315</b>		<b>Total</b>	<b>\$439,315</b>

**APPROVED BY:***Mike Witzansky, City Manager***ATTACHMENTS**

- Agmt - Third Amendment to the Agreement with Nichols Consulting Engineers, CHTD
- Agmt - Original Agreement and Amendments 1 and 2 with Nichols Consulting Engineers, CHTD
- Project Map - 2023 PMR Year 1