REQUEST FOR BOARD ACTION

Date of Meeting: February 17, 2025

11.A. Traffic Impact Analysis and Transportation Engineering Services On-Call Contracts

To: Mayor and Board of Commissioners

From: Rox Burhans, Planning Director

Action Requested:
The Town of Cornelius Land Development Code establishes a process whereby the Town is the responsible party for commissioning Traffic Impact Analysis (TIA) studies to analyze proposed development projects for any impacts to local roads. These services are performed by on-call engineering contractors and are paid for by the associated development applicant. The on-call TIA contracts must be periodically updated to ensure the Town is utilizing the most qualified firms.

The Town of Cornelius issued a Request For Qualifications (RFQ) on October 11, 2024 and received 6-qualification packages in response. The contract selection panel included representatives from the Administration, Planning, and Public Works Departments. The following three firms have been identified to be placed on the Town's TIA on-call list:

1. Kimley-Horn
2. DRMP
3. Bolten & Menk

The proposed contracts have 3-year terms and associated services will be performed on an as-needed basis.

Manager's Recommendation:
Review and approve proposed contracts and allow the Town Manager and Town Attorney to finalize agreements with each firm.

ATTACHMENTS:
TOC.KH On Call Engineering Contract.2025.Final.pdf
TOC.DRMP On Call Engineering Contract.2025.Final.pdf
TOC.BM On Call Engineering Contract.2025.Final.pdf