

## BOARD OF ALDERMEN

ITEM NO. B(6)

### AGENDA ITEM ABSTRACT

MEETING DATE: January 13, 2003

**TITLE: Award of Contract for the Downtown Traffic Circulation Study**

<b>DEPARTMENT:</b> Management Services	<b>PUBLIC HEARING:</b> YES ____ NO <u>x</u>
<b>ATTACHMENTS:</b> A. Resolution B. Contract	<b>FOR INFORMATION CONTACT:</b> Dale McKeel, Transportation Planner 918-7329

#### PURPOSE

The purpose of this agenda item is to award a contract for conducting a downtown traffic circulation study for the Town of Carrboro. A Request for Letters of Interest and Statements of Qualifications to perform a Downtown Traffic Circulation Study was sent to twenty-five companies, and the Town received eight responses. It is recommended that the Town award the contract to Kimley-Horn and Associates of Raleigh, North Carolina.

#### INFORMATION

The *Downtown Carrboro: New Vision* report recommends that the Town undertake a circulation study to analyze the report recommendations. The Town of Carrboro has received funding for the study from the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (\$40,000) and the N.C. Department of Transportation (\$25,000). The use of these funds will require a \$10,000 match from the Town, which has been set aside in the capital reserve fund.

At its April 8, 2003 meeting, the Board of Aldermen reviewed a scope of services for the downtown circulation study and appointed Aldermen Gist, McDuffee, and Zaffron to serve on a consultant selection committee.

Twenty-five Requests for Qualifications were mailed in early May and a pre-proposal conference was conducted on June 19, 2003 to allow interested companies to meet with staff and discuss the project. Staff was available to respond to any questions during this meeting. Fourteen vendors attended the pre-proposal conference. Eight responses were received on July 15, 2003.

Following review of the responses five vendors were interviewed by a selection committee consisting of Alex Zaffron, Jacquelyn Gist, Diana McDuffee, Roy Williford, Dale McKeel, Patricia McGuire, James Harris, Chris Peterson, David Poythress and Jan Bryant-Berry. Reference checks were conducted on three of the vendors that were interviewed. Based on the responses to the RFQ, interviews, and reference checks, it is the recommendation of the selection committee that a contract for the downtown traffic circulation study be awarded to Kimley-Horn and Associates, Inc.

#### ADMINISTRATION'S RECOMMENDATION

Adopt the resolution and award the contract for an amount not to exceed \$75,000 to Kimley-Horn and Associates, Inc. for the downtown traffic circulation study for the Town of Carrboro.